



**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

January 7, 2021 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://us02web.zoom.us/j/86349857709?pwd=ZEtKWmgzSzNYVExlbnBURnYvRFNwZz09>

MEETING ID: 863 4985 7709

Password: 817679

CALL IN PHONE NUMBER: +1 669 900 9128

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/wuZKb9gwEY7sMACIIsr7VSJglB35kNZA/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 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) 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 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> .

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 Regular Scheduled Board Meetings December 3 and 17, 2020, Special Board Meeting December 3, 2020 and Finance Committee Meeting December 22, 2020.](#)
2. [Approve Financial Statements for November 2020.](#)
3. [Approve Warrants for anuary 1, 2021.](#)
4. [SAM Flow Report for November 2020.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report.](#)
8. [Rain Report.](#)
9. [Monthly Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for October 2020.](#)

OLD BUSINESS (none)

NEW BUSINESS

1. [Receipt of 2019/2020 Fiscal Year End Finance Review.](#)
2. [Review and Possible Action Concerning Temprorary Amendment to Personnel Manual and General Manager's Employment Agreement Concerning Vacation Payout and Accruals Due to the COVID -19 Pandemic.](#)
3. [Review and Possible Action Concerning Sewer Authority Mid-Coastside Process for Granada Force Main Segment 4 Staging Area Aseessment.](#)

REPORTS

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

FUTURE AGENDAS
CONVENE IN CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Government Code §54956.9(d)(1))

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

(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

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA

Agency Negotiator(s): District General Manager; District General Counsel; District Real Estate Broker

Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch

Under Negotiation: Price and Terms of Payment.

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 & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
December 3, 2020

MINUTES

Due to COVID-19, this meeting was 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. Directors, staff, and the public participated remotely via the application ZOOM.

REGULAR SESSION BEGAN AT 7:34 p.m.
CALL TO ORDER
ROLL CALL

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

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

Others Present: District Counsel, Christine Fitzgerald
District Accountant, Peter Medina
Kastama Consulting, Alison Kastama
Recology of the Coast, Chris Porter
Eide Bailly, Ahmad Gharaibeh

PRESIDENT'S STATEMENT –

Director Slater-Carter thanked everyone who attended the community meeting. They may try to do it again.

ORAL COMMENTS

Fran Pollard had technical difficulties and could not make her comment about Montara Mountain.

Carlisle Young asked if the Montara Water and Sanitary District (MWSD) will ever get park powers like El Granada.

Director Slater-Carter asked why she was asking this.

Carlisle Young replied that she attended the San Mateo Parks meeting today, and they always seem to have money for big projects. It was researched at one point, and she was hoping MWSD would be able to get some money.

Director Slater-Carter said that sounded like a money issue; and having parks powers doesn't necessarily bring in money.

Carlisle Young said she was going to talk to Nicolas about using the bypass.

Mark Verlander commented he would like to talk to Carlisle about this.

Carlisle Young replied that General Manager, Clemens Heldmaier has her email, and he could give it to Mark.

PUBLIC HEARING

1. Review and Possible Action Concerning Establishment of Prop 218 Limits for Solid Waste Disposal Fee Increase, January 1, 2021.

General Manager Clemens Heldmaier stated that MWSD has a Franchise agreement with Recology of the Coast which requires an assessment of the waste disposal rates annually. Recology of the Coast provides their calculations and it is reviewed and confirmed by Maze and Associates. In accordance with the index-based increase, the formula results were determined to be 1.97% over the 2020 rates, effective January 1, 2021. Notices of this planned rate increase were mailed in October 2020 to all affected property owners and customers in Montara and Moss Beach. At this time, there is one written protest. The purpose of this meeting is to formally count the number of written protests received. If there is a majority of written protests by property owners submitted against the proposed fees or against a particular fee, the fees or fee will not be applied. The procedure is to open the Public Hearing, allow relevant testimony, close the Public Hearing and count all allowable Prop 218 protests received. He requested that the District Clerk physically check if there was anyone waiting to speak or letters received. They

would then determine if the proposed rates would be approved and adopt this by Ordinance. There will be a follow-up Public Hearing at the December 17th meeting, and if approved, the rates would be applied to the Master Fee Schedule.

Director Lohman stated that part of the plan for next year was to add kitchen waste and only have just the big can, rather than a big can and a little can every other week. Has a schedule been established when Recology will be transitioning to a weekly pick-up of disposable/compostable and green waste?

General Manager Clemens Heldmaier replied that Recology will need to implement this by January 2022. MWSD will be discussing this soon.

General Manager Chris Porter stated during this coming year, Recology will have to work with the District in getting an Ordinance in place for composting services. Green/kitchen waste will then be in a 96-gallon kart and picked up weekly. There will be an adjustment in rates. General Manager, Chris Porter has been monitoring legislature in Sacramento, to ensure that they don't miss any deadlines.

Director Slater-Carter asked what the rate increase might be.

General Manager, Chris Porter replied that there will be an increase in labor, operations, equipment costs, etc. Once they are able to assess everything involved, they will be able to hone down a number.

Director Slater-Carter commented that this is mandated by the State.

General Manager, Chris Porter concurred adding that this is a State mandate requiring every city to have composting services.

Director Harvey asked if there will be a separate can for food waste or if it goes in the green waste can.

General Manager, Chris Porter replied that green and food waste will go together and picked up weekly. When the schedule changes to a weekly schedule, it will be limited to only the large can.

Carlyle Young added that she had been told that green waste had to be hauled to Gilroy to be processed, and that is a long drive, and not very green, for a few scraps of food. It's not that sustainable when fuel costs are considered.

District Accountant Peter Medina stated that they reviewed Recology's spreadsheets and calculations, and they found no abnormalities—it looked good. This is an index-based year.

District Clerk Tracy Beardsley replied that there is one written protest and there are no majority protests. There wasn't anyone present at the office or any additional letters submitted.

Mark Verlander commented that he was not aware that there was opportunity to make a comment on this and wondered how many other residents knew about it.

Director Dekker made a motion to close the Public Hearing, and Director Lohman seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

General Manager Clemens Heldmaier stated that they follow strict procedures in notifying all property owners affected via mail. It is called a Prop 218 notice and is included in the packet. It is a large mailer and contains specific language. Additionally, it is also posted on the website, published in the Half Moon Bay Review, and has been discussed in prior Board meetings. One of the legal notices was not published in the Half Moon Bay Review as requested due to the holidays, and was delayed. Thus, there will be another Public Hearing at the next Board Meeting.

General Manager, Chris Porter pointed out that the notice specifically states people can protest in writing or verbally at the meeting.

Director Slater-Carter asked the District Clerk to tabulate the protests.

District Clerk Tracy Beardsley replied that there is one written protest and there are no majority protests. She checked outside to see if there was anyone present to speak or submit letters and checked the drop boxes. No one is present at the office nor are there any additional letters submitted.

Director Slater-Carter warned everyone that the change in Recology's increased service may result in a significant rate increase to the service recipients here.

Director Dekker made a motion to adopt the Ordinance of the Montara Water and Sanitary District establishing maximum rates for the collection, removal and disposal of refuse and for recycling services effective January 1, 2021 and Director Harvey seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

CONSENT AGENDA

- 1. Approve Minutes for Regularly Scheduled Board Meeting November 5, and November 19, 2020**
- 2. Approve Financial Statements for October 2020**
- 3. Approve Warrants for December 1, 2020**
- 4. SAM Flow Report for October 2020**

5. **Monthly Review of Current Investment Portfolio**
6. **Connection Permit Applications Received**
7. **Monthly Water Production Report**
8. **Rain Report**
9. **Monthly Solar Energy Report**
10. **Monthly Public Agency Retirement Service Report for September 2020**

Director Lohman made a motion to approve the Consent Agenda and Director Boyd seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

OLD BUSINESS

1. Review and Possible Action Related to San Francisco Public Utilities Commission (SFPUC) Construction Atop Montara Mountain.

General Manager Clemens Heldmaier stated that this item was discussed during the Special meeting in a different context. It was brought to the Board by Director Harvey who was informed by Mark Verlander about significant changes being made to the top of the Montara Mountain. Mark Verlander saw the after-effects of the damage, while Sean Handel noted that the SFPUC fenced off the area one year ago to protect the San Bruno Elfin Butterfly. He reiterated that this is a water system related project by a neighboring agency, within the MWSD district and the watershed it manages. He was informed about this project about 5 years ago, when this was brought up through the SFPUC sewer side, and he offered the Alta Vista property as a potential site. SFPUC will be installing a radar tower that will enhance weather forecasting, which will be beneficial. However, the location of it is controversial. Tim Ramirez of the SFPUC attended the last Board meeting and stated their position on the matter. There was found to be some permitting issues, standard best practices not adhered to at the construction site, as well as missing USGS marker, and a County marker--both being monuments and not to be touched. There was no grading permit, and this project falls within the Coastal Zone and required a Coastal Development Permit. The item was reviewed by the San Mateo Planning Commission. However, at the time the Commission did not understand the location, as it was shown incorrectly in the staff report. The Mitigated Negative Declaration published by the SFPUC was insufficient and the project inconsistent with the actual permit. So, the Planning Commission did not understand the impact of the project, and now the top of the mountain has been reduced. Due the fact that access was not considered, the Planning Commission voted it down 5-0. But San Francisco considered this only as an advisory vote and went ahead with the project anyway. When Mark and Sean alerted MWSD about this, MWSD went to the Coastal Commission and asked questions, the Native American Heritage Council, and alerted San Mateo County through Don Horsley's office. Additionally, they contacted Steve Richie, the Assistant General Manager of the SFPUC, and arranged to meet with him and Tim Ramirez on Tuesday on-site atop Montara Mountain. General Manager Clemens Heldmaier, Director Harvey,

Director Boyd, Mark Verlander, Diana Purucker, Sean Handel (and friends), Sarah Wright (of the Half Moon Bay Review), and others also hiked up the mountain. MWSD requested that the project be stopped immediately, reconsider the site location away from the peak, the peak be restored, and allow public access to the peak after the restoration. He is happy to announce that the SFPUC committed verbally and in writing that the project will be stopped immediately and will be secured for the winter, and they will consider all that MWSD has requested. The meeting was very successful, and MWSD will be working with them through the process. He received another email from Mr. Richie, who met with his staff, and there are issues that they need work through and securing the site for the winter will take some time. This is all very encouraging and they are hoping for a good outcome. He thanked everyone who hiked up to the Mountain, those who attended the last meeting, and Steve Richie at the SFPUC for listening to the community.

Director Lohman said a letter to the SFPUC thanking them for their consideration would be appropriate.

General Manager Clemens Heldmaier added that the staff recommendation should be revised and turned into a thank you letter instead.

The Directors agreed that would be a good idea and they all thanked everyone.

Director Boyd commended Mr. Handel and Mr. Verlander for their contributions during the meeting. He added that SFPUC was looking for a different butterfly, and there were areas on the site tagged as butterfly habitat plants.

Michelle Dragony thanked everyone and gave a shout out to Andy Howse, as he was the one that she first started this story. The SFPUC was protecting the potential habitat for the Mission Blue Butterfly and Bruno Elfin.

Carlisle Young said she did not hear the background of the project. Is this an accident or intentional? It seems that it just got discovered.

General Manager Clemens Heldmaier asked if she was referring to the construction.

Carlisle Young replied that removing the markers sounded intentional but maybe the crew didn't know what was what.

General Manager Clemens Heldmaier said that this project was approved by San Francisco Planning.

Director Boyd replied that it was a project that could have been done better. They are all very supportive of what the project is supposed to accomplish, but they want it done in the right place in the right way. If they are true to what they are saying it will be easy to support the next steps.

Carlisle Young asked if it was on their own land, and they made a visual impact to our side.

Director Boyd replied that there were CEQA and watershed concerns and other things. If SFPUC is looking to correct some things and take a better approach, they can look forward, and not spend a lot of time looking back.

Mark Verlander and Sean Handel thanked the Board and General Manager, Clemens Heldmaier for their assistance in getting this resolved. MWSD's involvement was vital in getting the SFPUC to reassess the project.

NEW BUSINESS

1. Review and Possible Action Concerning Receipt of Fiscal Year 2019-2020 Audit.

General Manager, Clemens Heldmaier was pleased to announce that MWSD received a clean audit this year. Ahmed of Eide Bailly and Peter of Maze Associates are present to answer any questions. Staff recommendation is to acknowledge the receipt of the annual audit ending June 30, 2020 and authorize the General Manager to send copies to the relevant agencies, State, County, etc. The audit will also be posted on the website and available for anyone who wants a copy.

Ahmad Gharaibeh of Eide Bailly stated that they performed the audit for the District, and the scope of the audit is to ensure the statements are fairly stated for the fiscal year ending June 30, 2020. The financial statements are the responsibility of management. Their responsibility is to perform audit procedures to obtain reasonable assurance as to whether the financial statements are free of material misstatements. As part of the audit, they look at the internal controls. They typically split the audit into two phases, the interim and final phase, and at the conclusion of the audit they assist the District in working through the financial statements in ensuring that they are adhering to generally accepted accounting principles. Then they issue an opinion on the financial statements. He was pleased to say that they issued a clean opinion on these financial statements. These financial statements are also subject to government auditing standards which requires them to report to MWSD any noted material weaknesses or significant deficiencies. There were no material weaknesses or deficiencies in the internal control. As part of the audit, they also issue an agreed upon procedure report on the compliance with the GANN limit requirement and there were no exceptions with respect to that.

Director Dekker stated that he looked at the report and found a typo on page 5. Under Net Position, Statement and Analysis, the District Net Position total increased from 22 million to 22.863 million with a difference of 8.142 million this is

incorrect. It should be an increase from 22 million to 23 million, and that is how you end up with 1.8 million. Also, the Finance Committee are guided by the Peter Medina's monthly statements. They give the District an idea where they are going, in terms of the budget. It is difficult to make assessments of the District's funds when the property taxes only come in once a year. He would like to schedule a Financial Committee meeting with Peter Medina, so that they can compare the Funds Balance sheet showing June 30th issued in August with the audit. He did some comparisons, and there are discrepancies. He would like to discuss this with General Manager, Clemens Heldmaier and Peter Medina, where those differences are and how they came about.

Gregg Dieguez, Montara resident, stated that at the end of the letter there is a paragraph called "Other Significant Matters, Findings, or Issues," and he needs clarification of the sentence which reads, "none of the matters discussed resulted in a condition to our retention as the District's auditors."

Ahmad Gharaibeh of Eide Bailly replied that these are required communications, and is something that the AICPA, the standard setting body that gives them the audit standards, effectively enforces their independence. They often get questions about accounting matters as to how certain things should be reported on the financial statements, and they are the independent auditors of the District, and that is why that sentence is in there.

District Accountant, Peter Medina thanked Director Dekker for pointing out the error in the report and apologized for the typo. In the January or February meeting there will be a fiscal end Budget-to-Actual comparison, in which MWSD will compare the budget year ending June 30, 2020 against the adopted budget, the variances in the detailed budget, as well as the various Revenue Expense categories. He agreed with Director Dekker about the difficulty of having the property taxes coming in twice a year. The District shows major net losses until that money comes in. The District relies on budgeting and cash reserves until the District gets that first large assessment. Water revenue helps on a monthly basis; it is a balancing act, but a big part of it involves the budget process that they do.

Director Dekker made a motion to acknowledge receipt of the annual audit and authorize the General Manager to send a copy to the County of San Mateo, the State Controller, Standard's & Poor, post on the website and make copies available to the public. Director Harvey seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

REPORTS

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

Director Slater-Carter stated that Peter and Kishen have worked a Budget-to-Actual report for SAM. She suggested the Finance Committee and the General Manager, Clemens Heldmaier look at it and see if it will meet their needs.

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

Gregg Dieguez reported that the new officers will be sworn in on December 9th. There will be a retreat scheduled among the Council members to talk about planning agendas and major topics moving forward. He commended MWSD for handling an issue that at least two members of the Council seemed to think that they did all they could, and obviously not.

Director Lohman requested to talk to Mr. Dieguez regarding the Caltrans traffic signs in Montara and Moss Beach being proposed. He heard that MCC voted that they do not care as long as it is used for emergencies. He wants that to be reconsidered.

Gregg Dieguez said that the position he heard was that some of the Council members met with Caltrans, and they got some agreement to work together. The size and the lighting of the signs are open for discussion and some compromise, and he will be happy to talk to Director Lohman about this later.

Director Slater-Carter added that she is also interested in discussing this.

Michelle Dragony added that the model for these signs is based on those in Tahoe, which is all about traffic and weather, and getting people to move around.

3. CSDA Report (Lohman) –

Director Lohman stated at the next meeting they will be electing a new Chapter President.

4. LAFCo Report (Lohman) – none

5. Attorney's Report (Fitzgerald) – none

6. Directors' Report – none

7. General Manager's Report (Heldmaier) –

General Manager, Clemens Heldmaier stated that it is December and people are speculating about the lack of rain, some are concerned about the possibility of a drought, while others follow the long-term weather forecast of a La Nina year. So, the District will be looking at this moving forward. They like to get a good start on the rainy season, and that did not happen.

FUTURE AGENDAS

BRIEF RECESS

REGULAR MEETING ENDED AT 9:02 PM

District Counsel, Christine Fitzgerald, stated that Director Lohman will be recusing himself from the item in Closed Session pertaining to real property negotiations due to a conflict of interest under Government code section §87100. His video and audio will be turned off.

CONVENE IN CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Government Code § 54956.9(d)(1))

Case Names: *City of Half Moon Bay v. Granada Community Services District, et al. (Santa Clara County Super, Crt. 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

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code §54956.8)

Property: 771 Rivera Rd. in Montara, CA

Agency Negotiator(s): General Manager; District General Counsel; and District Real Estate Broker

Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch
Under Negotiation: To Be Determined

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

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 7th, January 2021

Signed _____
President

From: "Ritchie, Steve" <[REDACTED]@sfwater.org>
Date: Tuesday, December 1, 2020 at 3:53 PM
To: Clemens <clemens@MWSD.net>
Cc: "Ramirez, Tim" <[REDACTED]>
Subject: Montara AQPI/Radio Project

Clemens – Thanks to you and your Board members for sharing your perspectives on the Montara AQPI/Radio Project. This email is to confirm the commitments that I made at the site. First, I have directed staff to cease all construction work at the site and that the site be buttoned up for the winter. Second, I committed to review the potential relocation of the radar and radio installation. The area that looked promising was near the San Mateo County facility at the end of the road up from our watershed. We will need to consider how high we need to elevate the radar facility to maintain its effectiveness and how we achieve that elevation, maybe fill or some other alternative. We will need to take into account how we provide access to the equipment for its operation and maintenance. We also will need to verify that our facility will not interfere with the San Mateo County facility and vice versa. Assuming we find no fatal flaws in these issues, we will proceed with the project along those lines, including providing for "restoration" of the peak. We are still committed to creating authorized public access to the site, details to be determined based on the final location of the radar and radio installation. We will maintain contact with you and other coastal stakeholders throughout the process.

Steve.

Steven R. Ritchie
Assistant General Manager, Water
San Francisco Public Utilities Commission
P: [REDACTED]
F: [REDACTED]
www.sfwater.org
Please conserve water today!



MONTARA WATER & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
December 17, 2020

MINUTES

Due to COVID-19, this meeting was 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. Directors, staff, and the public participated remotely via the application ZOOM.

REGULAR SESSION BEGAN AT 7:30 p.m.

CALL TO ORDER

ROLL CALL

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

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

Others Present: District Counsel, Christine Fitzgerald
District Water Engineer, Tanya Yurovsky
District Financial Advisor, Alex Handlers
Kastama Consulting, Alison Kastama

PRESIDENT'S STATEMENT –

Director Slater-Carter encouraged the public to go to the Montara Water and Sanitary District's (MWSD) website. They have OpenGov on the website which is a financial transparency engine, and one can see the District's finances over the years. It is also posted on the SAM website. MWSD will post the current financial data as soon as possible. It is a good way to get a sense of what it takes to run the District.

ORAL COMMENTS

David Moutrie stated he owns property in Moss Beach and wants to build a house there. At this point, they are committed to providing District water to the house. There is no water main in the street, and they have agreed to put the water main in the street. The engineering plans have been approved from the MWSD and their engineers. They got a quote and agreed to the quote, and a contract. They have issue with the contract as follows: the contract states that the homeowner will complete the work prior to a date in the year 2021. They are not the contractors, so how do they control completion of the work? The contract also states that the home owner is to give various accesses to the land. However, the work is being performed in the public street, and is not on their property. The contract specifies they are to convey title to the extension and appertences free and clear to the District. They don't own the land, they are not in charge of the work, so they can't give it to the District. He asked the Board consider his dilemma with the contract.

Director Slater-Carter replied that this is a standard contract.

District Counsel, Christine Fitzgerald said that the form is a standard form extension agreement, requiring the owner to complete the work, hire their own contractor to do that work. There are provisions about granting the District access if there is private land involved. In this case, it is in the public right of way. The home owner's contractor would have to get an Encroachment permit from the County, and that would satisfy the obligation of granting the District access. The part in the contract where you transfer the main to the District, is a matter of the District accepting the main as part of its system—they take over the maintenance, operation, and liability. There is no deed transfer. It is a formal action that the Board takes. The contract is required by the District's Code of Regulations as are the provisions contained therein. It is a standard agreement used across the board in the Water and Sanitation industry.

Director Slater Carter added that if he has a local contractor assisting in building this, they can give him some guidance as well.

David Moutrie replied that he is not hiring the contractor. So how can he negotiate with the contractor? The District hires the contractor. He has no contract with the contractor.

General Manager, Clemens Heldmaier stated that they have standard approved contractors that they work with, and they put in a quote for the project. The job is awarded to the lowest quote, and the funds are paid to the District prior to installation by the developer (Mr. Moutrie). Then once complete, the District pays the contractor.

Director Boyd said Mr. Moutrie is concerned about how he is supposed to do something by a certain the date, when he is not controlling the work.

District Water Engineer, Tanya Yurovsky said that they have a set of contractors that are certified in advance. They bid it out, and received two quotes for Mr. Moutrie's project. The project was awarded to the lower bidder. Mr. Moutrie needs to sign the agreement, pay the fee—which has been done, and they will give notice to proceed with the contractor. The contractor is ready to go. The question is with the agreement. She explained that the agreement is a standard one, and is not subject to change.

Director Boyd asked if the work is not done by the specified date, does Mr. Moutrie need to worry about that?

District Water Engineer, Tanya Yurovsky replied no.

David Moutrie added that he has no influence over the contractor. What if they don't finish? He doesn't have a contract with the contractor, and he can't give the rights because he doesn't have them.

District Counsel Christine Fitzgerald stated that she thinks there is a provision in the agreement that addresses time of completion and the discretion to work with that. She said she can work with Tanya in reference to the third-party relationship between the contractor and Mr. Moutrie, and explain to Mr. Moutrie how that works.

Director Boyd said that in sum, this basic arrangement works. However, they might want to look at some of the language, especially some of things that aren't under your control, and fine tune it for the things the District is doing now. From what he is hearing from the General Manager, engineer, and attorney, there doesn't seem to be anything that they perceive as a significant risk.

Director Slater-Carter suggested that District Counsel Fitzgerald, District Water Engineer Yurovsky, General Manager Heldmaier, and Mr. Moutrie discuss this, and requested that District Counsel report the status at the next meeting under Attorney's Report.

PUBLIC HEARING

1. Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule to Amend Solid Waste Disposal Fees.

General Manager, Clemens Heldmaier stated at the last meeting the Board set a new Prop 218 limit for the 2020-2021 solid waste removal fees, which was an increase of 1.97% over the current rates. So, that limit is established. Normally, they would have had this item right after the limit was set. However, due to some notice delays, it was moved to this meeting date. They will be applying the new rates to the Master Fee Schedule in the form of an Ordinance. Staff recommendation is to open the Public Hearing, consider relevant public testimony, close the Public Hearing, and adopt the Ordinance of the Montara Water and Sanitary District restating and amending the Master Fee Schedule.

Director Lohman made a motion to open the Public Hearing, and Director Dekker seconded the motion. A roll-call vote was taken, and passed with 4 ayes by Director Boyd, Dekker, Lohman and Slater-Carter, 1 abstention by Director Harvey, and 0 nos.

Director Slater-Carter asked the District Clerk if any more protests were received.

District Clerk replied there are no additional protests or comments received.

Director Boyd made a motion to close the Public Hearing, and Director Dekker seconded the motion. A roll-call vote was taken and passed unanimously 5-0.

Director Dekker moved to adopt the Ordinance of the Montara Water and Sanitary District restating and amending the Master Fee Schedule and Director Lohman seconded the motion. A roll-call vote was taken and passed unanimously 5-0.

**CONSENT AGENDA
OLD BUSINESS**

NEW BUSINESS

1. Review and Possible Action Concerning Certification of the Results of the November 3, 2020 Presidential Election

General Manager, Clemens Heldmaier congratulated Scott Boyd, Kathryn Slater-Carter, and Peter Dekker. They ran unopposed for this election, and have been appointed to the office of Director once again. Scott and Kathryn will have a 4-year term, and Peter a 2-year term, as he is replacing Director Marshall. MWSD manifests these results by adopting a resolution declaring results of District Election held on November 3, 2020.

Director Lohman made a motion to adopt the resolution declaring results of District Election held on November 3, 2020. Director Harvey seconded the motion, and a roll-call vote was taken and passed unanimously 5-0.

2. Review and Possible Action Concerning the Administration of the Oath of Office to the Newly Elected/Appointed Board Members.

General Manager, Clemens Heldmaier asked the Secretary to administer the Oath of Office to the newly appointed elected officials, and swear them in for their new terms.

Director Lohman administered the Oath of Office to each newly elected Board members Director Slater-Carter, Boyd, and Dekker.

General Manager, Clemens Heldmaier reminded all the newly appointed elected Board members to stop by the office to sign the Oath of Office form to confirm that they have been sworn in.

3. Review and Possible Action Concerning Appointment of Board Officers and Committee Assignments for 2021.

General Manager, Clemens Heldmaier read the current appointments (in Board packet). The new appointments would be effective January 2021.

Director Boyd was nominated as President by Director Lohman and seconded by Director Dekker. A roll-call vote was taken, and passed unanimously 5-0.

Director Harvey was nominated as President-Pro-tem, Director Lohman as Secretary, Director Slater-Carter and Director Harvey as Secretary Pro-tem alternates, and Director Dekker as Treasurer. A motion was made by Director Slater-Carter to approve these appointments, and seconded by Director Harvey. A roll-call vote was taken and passed unanimously 5-0.

Director Lohman made a motion for all Directors currently appointed as SAM, CSDA, and ACWA representatives to continue their appointments from 2020 into 2021. Director Slater-Carter seconded it. A roll-call vote was taken and passed unanimously 5-0.

It was decided that Director Dekker and Director Harvey be on the Budget and Finance Standing Committee, Director Slater-Carter and Director Harvey on the Personnel Standing Committee, Director Slater-Carter and Director Harvey on the Recycling/Solid Waster Ad Hoc Committee, Director Slater-Carter and Director Dekker on the Outreach Ad Hoc Committee, Director Slater-Carter on the Legislative Ad Hoc Committee, and Director Slater-Carter and Director Dekker on the Strategic Plan Ad Hoc Committee, and discontinue the Planning Committee.

Director Lohman made a motion to all the new appointments, and Director Harvey seconded the motion. A roll-call vote was taken and passed unanimously 5-0.

REPORTS

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

Director Slater-Carter said there was a presentation at the last meeting about the BOD biological upset experienced over the last few months at the SAM plant. It appears to be resolved now, but they are monitoring it closely, and investigating the cause. They found two hot spots—one in Half Moon Bay and the other in Princeton. Michelle put out a great article on it on Coastside Buzz. As Chair of SAM (until January) she asked that a committee be formed to talk about reconsidering the antiquated sewer system and investigate a long-term plan of having sewer plants in each of the major communities, because they have the problems of Coastal sea rise, earthquake, and wear-and-tear, susceptible to catastrophic failure. She wants to talk about 21st technology and what alternatives there are. She proposed that they start talking about in January and handle it as a committee or if the other Directors and/or general managers want to be involved, as workshops. She encouraged the public to watch the SAM meetings and participate.

Director Lohman felt it was accepted strongly—there was no opposition to it. He would like to get a letter out to the newspaper. This could work out well.

Director Boyd asked if there has been any talk about COVID-19 sampling at the SAM plant as a way to help the County do some monitoring.

Director Slater-Carter replied that Stanford had a project there in March. They haven't had any reports on it.

Director Lohman said he can bring that up to the General Manager Kishen.

Director Boyd said that would be appreciated. It is hard to get good information about how we are doing on the Coastside. If we can get better information to the County Health Officer maybe that can help us all operate better together.

Director Dekker asked if NUTE Engineering will be welcome in the new committee.

Director Slater-Carter replied yes. Also, Kishen is also an engineer, and they will be bringing in other expertise as well.

Director Slater-Carter said the new committee meeting hasn't been scheduled yet. She will let people know.

General Manager, Clemens Heldmaier affirmed that District Sewer Engineer, Pippin Cavagnaro will likely be involved.

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

Director Slater-Carter said there is a proposal for a RV park on a vacant lot between the Oceano hotel and the highway. Please send any comments in. At the very least, they should prevent it from being a camping place like the other RV park where people are there for months or years at a time.

Director Boyd added that if this goes through appeals, if you haven't spoken on it before, you may not get a chance to speak on it later. If you have something to say, better to get it on the record now, and that gives you more opportunity if things continue up the appeals chain.

Director Slater-Carter said letters should be sent to the Planning Commission or Planning staff. The Mid-coast Council had a hearing on it last night and the reports are on the website.

Director Lohman said he spoke and requested that they reconsider their tacit approval of putting in those large freeway lights. There are so many signs already. He plans to talk to Mr. Dieguez and ask that it be agendized, and he can request that they reverse their approval.

Director Slater-Carter said that they don't turn off the lights at night.

3. CSDA Report (Lohman)

Director Lohman said they will be electing new officers in January.

4. LAFCo Report (Lohman) – none

5. Attorney's Report (Fitzgerald) – none

6. Directors' Report – none

7. General Manager's Report (Heldmaier) – none

FUTURE AGENDAS

BRIEF RECESS

REGULAR MEETING ENDED AT 8:40 PM

CONVENE IN CLOSED SESSION

Newly elected President Boyd reconvened back to open session and District Counsel, Christine Fitzgerald stated that Director Lohman recused himself from the Closed Session pertaining to real property negotiations due to a conflict of interest under Government code section §87100. His video and audio were turned off.

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)*

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6)

Unrepresented Employees

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6)

Unrepresented Employee: General Manager

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code §54957(b)(1))

Title: General Manager

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code §54956.8)

Property: 771 Rivera Rd. in Montara, CA

Agency Negotiator(s): General Manager; District General Counsel; and District Real Estate Broker

Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch

Under Negotiation: Price and Terms of Payment

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

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 7th, January 2021

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

SPECIAL BOARD OF DIRECTORS MEETING
December 3, 2020

MINUTES

Due to COVID-19, this meeting was 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. Directors, staff, and the public participated remotely via the application ZOOM.

SPECIAL SESSION BEGAN AT 7:01 p.m.
CALL TO ORDER
ROLL CALL

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

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

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

PRESIDENT'S STATEMENT –

Director Slater-Carter stated this is an experimental meeting, in an effort to keep the community informed amid COVID-19. There is one New Business item on the

agenda, which is another Strategic Plan session to discuss important issues with the community, and to inform people what Montara Water and Sanitary District (MWSD) is doing in a less formal setting. The purpose of this meeting is providing opportunity for the public to be heard. There are no actions being taken on this.

District Counsel Christine Fitzgerald stated that the function of the Montara Water and Sanitary District is related to wastewater treatment and water delivery. This is a formal special meeting. She cautioned the Board that even though there is no action being taken, issues outside the perimeters of the function of the District are not necessarily permissible for the Board to discuss, take action, talk about policy. It is important that everything relate to the function of the District. It is great that MWSD has the Strategic Plan as part of the agenda, and maybe that could serve as a guiding document in which people can talk about MWSD's purpose and function of the District.

ORAL COMMENTS

Director Slater-Carter explained the process of how the District was informed about the damage done to Montara Mountain and how it became agenzized. She feels that as the only elected representatives for Montara and Moss Beach, the Board is important. She also mentioned that MWSD produces water, and they need to ensure the health and safety of the public. She also mentioned the Franchise agreement with Recology, which broadens their responsibilities in reference to refuse.

Director Lohman said he was the culprit for suggesting this meeting, based on the success of the last two meetings. One was about the rate increases and the other about the decapitation of Montara Mountain. There was a huge response and great community participation. According to General Manager, Clemens Heldmaier, technically the top of the mountain, at least two feet in our direction is in the District's watershed. As Director Slater-Carter stated, there isn't a forum for the public to speak, especially with COVID-19. He understands the need to restrict discussion to MWSD's charter of water and sewer and is hoping that they can craft the public input to topics related to the District's function. He would like to make this work.

Director Boyd showed a picture of the headwaters of Montara Creek. As they were hiking up Montara Mountain, they got up to that point and realized that the water that falls on that portion of Montara Mountain drains toward and becomes Montara Creek. The issue about the top of Montara Mountain inspired them to look at maps, and they are quite clear about the nexus of how the matter all the way up the peak impacts directly and falls squarely within their purview as an agency. He also pointed out that the Board can set the agenda for topics relevant to the agency and the public has a right to speak. They are not there to limit what the public can speak on. The Board allows the public to have a voice to be heard. As the local electives they recognize their duty extends in spirit beyond what the

authorizing legislation... They can take an expansive view of what that legislation allows them to do. When they look at the State Water and Sanitary Code, both of which give them powers, it will be tough to have an issue that they don't have some ability to at least hear the community on. He appreciates what Director Slater-Carter has done in positioning this as meeting to seek input from the community to help inform, shape, and guide what they, as group, do to try to conduct the affairs of the District.

Sean Handel, local resident, echoed Director Slater-Carter's sentiment in that this is a great forum to discuss issues on the Coast. He tried to get some traction from other agencies a year ago, without success. He agreed that this is a great way to manage some local issues to the extent that their authority be appropriate for.

Gregg Dieguez, Montara resident, stated that he was told from previous members that the MCC (Mid-Coast Council) was adversarial, strident, contentious and counter-productive and backed off in terms of being forceful advocates because they were so over-the-top. That seems to have been remedied in the last few years. He warned that MWSD is diluting the impact of their concerns because they are not attending the MCC meetings. Although he agrees that these meetings are a good idea, he cautioned about a secondary consequence that they are not aware of, unless MWSD is prepared to move forward and fully resolve something by exerting leverage on its own. It would be helpful to come before the MCC at some point, and it needs some thought on how it will be brought before the MCC. When there is a strategic planning meeting, please let him know so that he can submit his comments in writing before that venue.

General Manager, Clemens Heldmaier clarified why the top of Montara Mountain is on the agenda. This project atop Montara Mountain is being managed by the SFPUC (San Francisco Public Utilities Commission), a neighboring water agency. The MWSD District abuts to the SFPUC watershed. It is a water-system related project, and directly benefits MWSD. The information gathered will result in better wet-weather forecasting which helps MWSD manage this water agency. MWSD manages the watershed on this side of the mountain and the project affects the headwaters of Montara Creek. There is a clear reason why this item is on the Agenda. When it comes to creating a new format, he thinks it is a good idea for the Board to have a chance to discuss this. However, MWSD's resources are limited and are stretched thin. He encouraged the Board to heed Counsel's advice and making sure that action items at MWSD are water and sewer related.

Eric Clausen stated that his parcel has been charged sewer service for the last 13 years. He lives in the rural part of the County, and is not connected to water or sewer. He wants to know why and how this happened.

General Manager, Clemens Heldmaier replied that it was an administrative error, and Mr. Clausen will receive a full refund. He doesn't know why Mr. Clausen was put in the database, as the staff at that time is no longer at MWSD.

Eric Clausen referenced discussion of how his parcel came about in 2007-2008, with a year and a half of legal back and forth. He questioned how this tax got attached. It was a gross oversight.

Director Slater-Carter said that they always check their tax bill every year. She speculated that it could be a staff or County error, but no one knows.

Eric Clausen asked how the fees for wells are calculated when there is no meter to read.

General Manager, Clemens Heldmaier replied that well owners are charged the average water usage.

**PUBLIC HEARING
CONSENT AGENDA
OLD BUSINESS - none
NEW BUSINESS**

1. Community Discussion – Continuation of Strategic Community Planning

http://mwsd.montara.org/assets/uploads/documents/service/21_MWSD_Strategic.Plan+Cover.Post.Board.1.pdf

**REPORTS
FUTURE AGENDAS
BRIEF RECESS**

SPECIAL MEETING ENDED AT 7:34 PM

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 7th, January 2021

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

FINANCE COMMITTEE SPECIAL MEETING
December 22, 2020

MINUTES

Due to COVID-19, this meeting was 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. Directors, staff, and the public participated remotely via the application ZOOM.

REGULAR SESSION BEGAN AT 2:00 p.m.
CALL TO ORDER
ROLL CALL

Directors Present: Dekker and Harvey

Staff Present: Clemens Heldmaier, General Manager

Others Present: District Accountant, Peter Medina
Gregg Dieguez

PRESIDENT'S STATEMENT
ORAL COMMENTS
PUBLIC HEARING
CONSENT AGENDA
OLD BUSINESS

NEW BUSINESS

1. Review of Draft 2019/2020 Fiscal Year End Finance Report.

General Manager Clemens Heldmaier said they will be discussing the 2019/2020 draft of the Fiscal Year End Finance review.

District Accountant, Peter Medina stated that they were provided the updated audit with the correction in the MDNA that Director Dekker captured at the last meeting. It is on the website and they have a new report issued. Montara Water and Sanitary District (MWSD) has a set of monthly financials--they are not audited, and are on a cash basis. They capture the fiscal year enclosed items at June 30, 2020, and lock down the balance sheet with those source documents, and because of that they have some movement within the statement of activities. That lends to the fluctuations. Month to month they lose a lot of the value because they are always a month behind in terms of what they are looking at as well at the presentation. So, by the time the Board sees it, they are looking at figures two months prior. When they capture the fiscal year, enclosed are a lot of the expenses that are paid in July which are actually June expenditures that are then accrued back to the previous fiscal year. so, when they are looking at the month to month, they are looking at a better picture of what is going to happen at fiscal year end and they don't really get that until they get to this fiscal year end presentation. Here they can see the approved budget and audited financials which they know are good materially speaking. He acknowledges there will be some built in issues with the timing, but it is the best they can do under the current circumstances and situation.

General Manager, Clemens Heldmaier added that MWSD is already doing more, with their bi-annual reviews than most special districts in California. This is not the norm, and MWSD is the first to introduce this to the Coastsides.

Director Dekker said he doesn't see at the end of each month how much money is in the Wells Fargo account and how much money is in the Local Agency Investment Funds. If he could see the cash flow situation, it would be very useful, because at the end of the year and in April they have the incoming funds from the County, and he would like to see where they are going as the year progresses. That is the part he is missing right now.

Director Harvey asked if this will be agendaized at the next meeting.

General Manager, Clemens Heldmaier confirmed that this meeting is in preparation for the January 7th Board meeting. They will present the same information, or if changes are introduced, they would alter the report accordingly.

Director Dekker said he would like to know, as a guidance, what part of the funds for certain accounts have been capitalized month-to-month? For example, MWSD paid \$253,000 to Andreini Bros., and when compared to the actual numbers, it is

much less, due to some of the funds being capitalized. The same situation is for engineering.

District Accountant, Peter Medina showed the Yearly Activity Analysis, and the first page is the cash position and it is easier to read because it focuses on various cash accounts. This shows MWSD's cash position at the end of each month. They use the Sewer Operating Account. They have two checking accounts: Sewer and Water. These accounts share a number of expenses. So, before he was with MWSD, for Water they used to cut a check for half of the amount, and Sewer, cut a check for half the amount. This generated a lot of accounting work. They, then consolidated (in 2013) and use the Sewer Operating Account. So, it is Sewer in name, but it receives revenue from the Water fund from water bill payments at the end each month for each cycle. It is taken care of by accounting by the Due-to-Due-from account that they have set up. So, money is constantly moving between the actual expenses by the Sewer and Water fund. What they see is cash which may not fluctuate all that much, but in the month-to-month PNL financials Sewer is performing very poorly for the first five and a half months in the year until they get the first large County assessment, which brings Sewer up to the positive position. That is one piece of accounting that is a nuance. The Water Operating account receives about \$16,000-\$20,000 per month from water customers with automatic payment set up that was always set up to go in this account. It was too much work to transfer them to the Sewer account, and eliminate this account. So, it has always stayed there, and it grows month by month. It is always there in case there are issues, which has come up in the past where MWSD had to transfer money from the Water Operating Account to the Sewer Operations account to fund operations, as their cash balance does get low in October and November. This occurred last fiscal year.

Director Dekker asked what the SRF Reserve is for.

District Accountant, Peter Medina replied that this should be reversed at some point. About three years ago, SRF reached out to MWSD and said part of the agreement for receiving the SRF funds was that MWSD was to establish a reserve fund at 10% annually for ten years until they come to the full reserve balance that they want them to show. They did so for the first year—they established this reserve. The second year, they were told that this was no longer required from the recipients of the SRF funds, and it just sat there. It is not needed. This is just one account within Wells Fargo—757 plus 745. In the actual bank account within Wells Fargo, it is for 1.4 million dollars. Within the GL, there are various classifications.

Director Dekker asked about the \$649.00 for Director Slater-Carter on the Balance Sheet.

District Accountant, Peter Medina replied that a number of years ago the directors' fees were being paid via check to the Board members. Director Slater-Carter did

not cash those checks. So, after a fiscal year end happened, the auditors were on them about stale checks, and a number of them were for Director Slater-Carter. The bank has a policy that after a certain number of days the checks can not be cashed, so because of this they went through the process and had to reissue checks. Because of that they issued too much. During the reconciliation process, Director Slater-Carter cashed a number of checks that were subsequently reissued to her because of timing.

Director Dekker asked what they are going to do about it.

District Accountant, Peter Medina said he will need to discuss this with the General Manager. Maybe they can ask Director Slater-Carter to cut the District a check for \$1,200.00 dollars. Theoretically, she should know about it, but may not remember.

General Manager Clemens Heldmaier suggested not paying her director's fee when they resume payments in January.

Director Harvey concurred saying they need to explain the situation to Director Slater-Carter and hold off paying her.

Director Dekker said they need to take care of it sooner than later, and they might as well start in January.

District Accountant, Peter Medina added that it is not just directors fee but includes reimbursable expenses. It is old stuff.

Director Dekker asked about other outstanding old checks that have not been cashed.

District Accountant, Peter Medina said there is nothing large, and nothing that has come to their attention recently. That was really the last of the old ones.

Director Harvey asked about Professional Services Actual Budget on the Sewer Summary Sheet; he thought they reduced legal services.

District Accountant, Peter Medina replied that they did. So, what they are reviewing is fiscal year 2019-2020. This budget process was taking place in Spring-later Winter of 2019. At that point, there were legal matters going on and they went really high for water and sewer legal fees in anticipation of legal matters. They did not do so for 2020-2021. Director Harvey is thinking about the current fiscal year that they are in and not the previous fiscal year.

General Manager, Clemens Heldmaier added that they may see those costs go up in 2020-2021 due to their legal needs. They may have made an error reducing funds for this current fiscal year.

Director Dekker added that there are other budget items that are over estimated, and will make up for it. There is some room for movement within the budget to take care of that.

District Accountant, Peter Medina said they are trying to predict what their expenses will be for a year and a half in the future. For this category the main variance is legal. They had budgeted \$412,000 and they only came up to \$90,000 dollars.

Director Harvey asked why the variance for personnel is \$12,000 dollars.

District Accountant, Peter Medina replied that the big difference is for medical expenses. That is the main account that went over-budget. There was also staff time. It is difficult to budget for overtime/double-time/stand-by time, and there was just more expenses.

General Manager Clemens Heldmaier said insurance rate increases were contributing factors. These increases can kick in after the budget has been prepared.

District Accountant, Peter Medina said that while each account is important, and they are over \$12,000 dollars for personnel--they can do better. But if they look at other categories, for example, engineering, pumping, etc. are less, and in total they are underbudget by \$434,000 dollars. Please don't get caught up in one particular category that may not be ideal when it is made up in other portions of the budget.

Director Dekker also pointed out that the Staff Report prepared by General Manager, Clemens Heldmaier explains the reason for the variance.

District Accountant, Peter Medina said going into the 2019-2020 fiscal year, the Sewer fund was expected to be under budget by over a million dollars. However, it was over-budget by close to a million dollars. It is usually due to CIP. They budget for a project, but if the project doesn't happen in the fiscal year, the money isn't spent, which causes very large variances within the Budget to Actual in the fiscal year. In his mind, it is a positive thing, but to the average rate-payer it might be misinterpreted.

Director Harvey asked about the 457 Deferred plans.

District Accountant, Peter Medina replied that it is a byproduct of the management account, staff, which amounts to about 7% of wages. It fluctuates with overtime, etc. PARS do not include overtime, double-time and stand-by time.

Director Dekker asked about the generator purchase and PNC equipment payments.

District Accountant, Peter Medina stated that this capital purchase many years back was purchased with debt proceeds. The PNC loan was purchased by Huntington Bank, for long term debt that they are paying down on the principle.

General Manager, Clemens Heldmaier added that some of this money was for solar panels, and capital related items. The majority was the Automatic Meter Reading System AMR that they purchased, and all 1750 meters were changed out.

Director Dekker asked how much of that loan is yet to be repaid.

District Accountant, Peter Medina replied that \$970,000 dollars is still owed. PNC was in place 2006, a 20-year term. The PNC is monthly. IBANK, SRF and GO Bonds are bi-annual. The loan balance did not fluctuate with the transition. It is not associated with the generator rental.

Gregg Dieguez asked for a copy of the spreadsheets from Peter for the current fiscal year.

District Accountant, Peter Medina replied that he will send it to General Manager, Clemens Heldmaier and he can forward it to Mr. Dieguez. It will be as of October (must be Board approved).

Director Dekker said since their payments to SAM are substantial and they don't know what SAM's 2019-2020 financials look like, does Peter have any feedback? Will there be any changes?

District Accountant, Peter Medina said the draft of the 2019-2020 SAM audit should be ready in January. In terms of the budget figures that are on a monthly basis for their assessments for the rest of the current fiscal year, he does not anticipate any changes.

General Manager, Clemens Heldmaier stated that there have not been any changes, and they will present the documents to the Board at the next Board meeting January 7th.

SPECIAL MEETING ENDED at 2:55 P.M.

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 7th, January 2021

Signed _____
President

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

	Jul - Nov 20	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	11,303.88	15,625.00	-4,321.12
4400 · Fees			
4410 · Administrative Fee (New Constr)	3,288.00	1,500.00	1,788.00
4420 · Administrative Fee (Remodel)	0.00	416.65	-416.65
4430 · Inspection Fee (New Constr)	2,072.00	1,458.35	613.65
4440 · Inspection Fee (Remodel)	0.00	416.65	-416.65
4460 · Remodel Fees	2,632.00	1,666.65	965.35
4470 · Other Fees	7,500.00		
Total 4400 · Fees	15,492.00	5,458.30	10,033.70
4510 · Grants	136.00		
4610 · Property Tax Receipts	97,717.38	114,583.35	-16,865.97
4710 · Sewer Service Charges	872.48	1,352,702.90	-1,351,830.42
4720 · Sewer Service Refunds, Customer	-25,382.33	-1,666.65	-23,715.68
4760 · Waste Collection Revenues	10,776.25	10,000.00	776.25
4990 · Other Revenue	9.51		
Total Income	110,925.17	1,496,702.90	-1,385,777.73
Gross Profit	110,925.17	1,496,702.90	-1,385,777.73
Expense			
5000 · Administrative			
5190 · Bank Fees	4,764.42	2,812.50	1,951.92
5200 · Board of Directors			
5210 · Board Meetings	1,200.00	1,250.00	-50.00
5220 · Director Fees	0.00	833.35	-833.35
5230 · Election Expenses	0.00	2,083.35	-2,083.35
Total 5200 · Board of Directors	1,200.00	4,166.70	-2,966.70
5250 · Conference Attendance	0.00	1,041.65	-1,041.65
5270 · Information Systems	2,366.50	1,666.65	699.85
5300 · Insurance			
5310 · Fidelity Bond	0.00	208.35	-208.35
5320 · Property & Liability Insurance	9,851.00	3,333.35	6,517.65
Total 5300 · Insurance	9,851.00	3,541.70	6,309.30
5350 · LAFCO Assessment	0.00	1,041.65	-1,041.65
5400 · Legal			
5430 · General Legal	12,493.00	41,666.65	-29,173.65
5440 · Litigation	13,305.00		
Total 5400 · Legal	25,798.00	41,666.65	-15,868.65
5510 · Maintenance, Office	1,283.92	3,333.35	-2,049.43
5540 · Office Supplies	1,533.97	2,500.00	-966.03
5550 · Postage	175.86	833.35	-657.49
5560 · Printing & Publishing	953.36	2,083.35	-1,129.99

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

	Jul - Nov 20	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	11,900.00	13,333.35	-1,433.35
5620 · Audit	13,150.00	5,416.65	7,733.35
5630 · Consulting	32,657.13	14,583.35	18,073.78
5640 · Data Services	11,873.05	2,583.35	9,289.70
5650 · Labor & HR Support	1,067.50	1,041.65	25.85
5660 · Payroll Services	374.27	416.65	-42.38
Total 5600 · Professional Services	71,021.95	37,375.00	33,646.95
5710 · San Mateo Co. Tax Roll Charges	119.00	416.65	-297.65
5720 · Telephone & Internet	12,984.46	8,333.35	4,651.11
5730 · Mileage Reimbursement	0.00	625.00	-625.00
5740 · Reference Materials	0.00	83.35	-83.35
5790 · Other Administrative	378.45		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	7,156.88	7,295.00	-138.12
5820 · Employee Benefits	19,860.80	20,456.65	-595.85
5830 · Disability Insurance	723.05	781.65	-58.60
5840 · Payroll Taxes	5,490.25	7,972.50	-2,482.25
5850 · PARS	6,925.20	7,109.15	-183.95
5900 · Wages			
5910 · Management	44,990.80	48,421.25	-3,430.45
5920 · Staff	54,981.09	55,793.75	-812.66
5930 · Staff Certification	1,000.00	750.00	250.00
5940 · Staff Overtime	1,356.09	733.35	622.74
Total 5900 · Wages	102,327.98	105,698.35	-3,370.37
5960 · Worker's Comp Insurance	640.89	1,536.65	-895.76
Total 5800 · Labor	143,125.05	150,849.95	-7,724.90
Total 5000 · Administrative	275,555.94	262,370.85	13,185.09
6000 · Operations			
6170 · Claims, Property Damage	0.00	8,333.35	-8,333.35
6195 · Education & Training	0.00	416.65	-416.65
6200 · Engineering			
6220 · General Engineering	9,690.00	25,000.00	-15,310.00
Total 6200 · Engineering	9,690.00	25,000.00	-15,310.00
6320 · Equipment & Tools, Expensed	0.00	416.65	-416.65
6330 · Facilities			
6335 · Alarm Services	2,376.28	4,166.65	-1,790.37
6337 · Landscaping	1,200.00	2,500.00	-1,300.00
Total 6330 · Facilities	3,576.28	6,666.65	-3,090.37
6400 · Pumping			
6410 · Pumping Fuel & Electricity	16,540.11	18,750.00	-2,209.89
Total 6400 · Pumping	16,540.11	18,750.00	-2,209.89

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

	Jul - Nov 20	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	4,166.65	-4,166.65
Total 6600 · Collection/Transmission	0.00	4,166.65	-4,166.65
6700 · Treatment			
6730 · Treatment Analysis	123.60		
Total 6700 · Treatment	123.60		
6800 · Vehicles			
6810 · Fuel	0.00	416.65	-416.65
6820 · Truck Equipment, Expensed	0.00	66.65	-66.65
6830 · Truck Repairs	0.00	416.65	-416.65
Total 6800 · Vehicles	0.00	899.95	-899.95
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	105,897.10	105,897.10	0.00
6920 · SAM Operations	670,145.27	660,265.40	9,879.87
6940 · SAM Maintenance, Collection Sys	0.00	16,666.65	-16,666.65
6950 · SAM Maintenance, Pumping	21,280.19	29,166.65	-7,886.46
Total 6900 · Sewer Authority Midcoastside	797,322.56	811,995.80	-14,673.24
Total 6000 · Operations	827,252.55	876,645.70	-49,393.15
Total Expense	1,102,808.49	1,139,016.55	-36,208.06
Net Ordinary Income	-991,883.32	357,686.35	-1,349,569.67
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	27,514.00	41,666.65	-14,152.65
7120 · Connection Fees (Remodel)	22,518.36	20,833.35	1,685.01
Total 7100 · Connection Fees	50,032.36	62,500.00	-12,467.64
7200 · Interest Income - LAIF	26,424.27	30,000.00	-3,575.73
Total 7000 · Capital Account Revenues	76,456.63	92,500.00	-16,043.37
Total Other Income	76,456.63	92,500.00	-16,043.37
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	53,830.05	827,196.65	-773,366.60
Total 8000 · Capital Improvement Program	53,830.05	827,196.65	-773,366.60

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Accrual Basis

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

	Jul - Nov 20	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	4,046.07	5,608.75	-1,562.68
9200 · I-Bank Loan	1,843.77	11,063.00	-9,219.23
Total 9000 · Capital Account Expenses	5,889.84	16,671.75	-10,781.91
Total Other Expense	59,719.89	843,868.40	-784,148.51
Net Other Income	16,736.74	-751,368.40	768,105.14
Net Income	-975,146.58	-393,682.05	-581,464.53

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water

July through November 2020

	Water		
	Jul - Nov 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	11,257.46	15,625.00	-4,367.54
4400 · Fees			
4410 · Administrative Fee (New Constr)	3,288.00	2,083.35	1,204.65
4430 · Inspection Fee (New Constr)	3,108.00	1,666.65	1,441.35
4440 · Inspection Fee (Remodel)	0.00	416.65	-416.65
4450 · Mainline Extension Fees	548.00	1,250.00	-702.00
4460 · Remodel Fees	0.00	833.35	-833.35
Total 4400 · Fees	6,944.00	6,250.00	694.00
4510 · Grants	136.00		
4610 · Property Tax Receipts	97,717.37	114,583.35	-16,865.98
4740 · Testing, Backflow	9,948.00	7,500.00	2,448.00
4810 · Water Sales, Domestic	1,084,690.53	790,000.00	294,690.53
4850 · Water Sales Refunds, Customer	-569.29	-1,250.00	680.71
4990 · Other Revenue	40.52		
Total Income	1,210,164.59	932,708.35	277,456.24
Gross Profit	1,210,164.59	932,708.35	277,456.24
Expense			
5000 · Administrative			
5190 · Bank Fees	823.55	625.00	198.55
5200 · Board of Directors			
5210 · Board Meetings	1,200.00	1,250.00	-50.00
5220 · Director Fees	0.00	833.35	-833.35
5230 · Election Expenses	0.00	2,083.35	-2,083.35
Total 5200 · Board of Directors	1,200.00	4,166.70	-2,966.70
5240 · CDPH Fees	2,848.00	4,583.35	-1,735.35
5250 · Conference Attendance	0.00	1,250.00	-1,250.00
5270 · Information Systems	2,366.50	2,083.35	283.15
5300 · Insurance			
5310 · Fidelity Bond	0.00	208.35	-208.35
5320 · Property & Liability Insurance	0.00	2,083.35	-2,083.35
Total 5300 · Insurance	0.00	2,291.70	-2,291.70
5350 · LAFCO Assessment	0.00	1,041.65	-1,041.65
5400 · Legal			
5430 · General Legal	32,320.00	41,666.65	-9,346.65
Total 5400 · Legal	32,320.00	41,666.65	-9,346.65
5510 · Maintenance, Office	1,283.92	3,333.35	-2,049.43
5530 · Memberships	23,399.00	11,250.00	12,149.00
5540 · Office Supplies	1,533.93	2,500.00	-966.07
5550 · Postage	5,816.84	1,666.65	4,150.19
5560 · Printing & Publishing	953.38	2,916.65	-1,963.27

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July through November 2020

	Jul - Nov 20	Water Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	11,900.00	13,333.35	-1,433.35
5620 · Audit	13,150.00	5,416.65	7,733.35
5630 · Consulting	31,071.23	22,916.65	8,154.58
5640 · Data Services	899.50	1,250.00	-350.50
5650 · Labor & HR Support	1,067.50	1,041.65	25.85
5660 · Payroll Services	374.27	416.65	-42.38
Total 5600 · Professional Services	58,462.50	44,374.95	14,087.55
5710 · San Mateo Co. Tax Roll Charges	119.00	1,250.00	-1,131.00
5720 · Telephone & Internet	15,188.63	8,333.35	6,855.28
5730 · Mileage Reimbursement	24.00	833.35	-809.35
5740 · Reference Materials	0.00	333.35	-333.35
5790 · Other Administrative	-5.56	416.65	-422.21
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	18,387.32	18,728.35	-341.03
5820 · Employee Benefits	39,022.53	44,839.15	-5,816.62
5830 · Disability Insurance	1,665.40	1,980.00	-314.60
5840 · Payroll Taxes	18,403.69	21,361.25	-2,957.56
5850 · PARS	15,995.54	16,122.90	-127.36
5900 · Wages			
5910 · Management	44,990.90	48,421.25	-3,430.35
5920 · Staff	189,031.56	193,650.85	-4,619.29
5930 · Staff Certification	4,500.00	4,750.00	-250.00
5940 · Staff Overtime	21,258.65	22,825.40	-1,566.75
5950 · Staff Standby	11,348.14	9,584.60	1,763.54
Total 5900 · Wages	271,129.25	279,232.10	-8,102.85
5960 · Worker's Comp Insurance	3,648.01	9,351.65	-5,703.64
Total 5800 · Labor	368,251.74	391,615.40	-23,363.66
Total 5000 · Administrative	514,585.43	526,532.10	-11,946.67
6000 · Operations			
6160 · Backflow Prevention	0.00	416.65	-416.65
6170 · Claims, Property Damage	0.00	4,166.65	-4,166.65
6180 · Communications			
6185 · SCADA Maintenance	196.26	5,416.65	-5,220.39
Total 6180 · Communications	196.26	5,416.65	-5,220.39
6195 · Education & Training	65.35	3,750.00	-3,684.65
6200 · Engineering			
6220 · General Engineering	600.00	8,333.35	-7,733.35
6230 · Water Quality Engineering	25,296.25	83,333.35	-58,037.10
Total 6200 · Engineering	25,896.25	91,666.70	-65,770.45
6320 · Equipment & Tools, Expensed	1,538.67	5,000.00	-3,461.33

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July through November 2020

	Jul - Nov 20	Water Budget	\$ Over Budget
6330 · Facilities			
6335 · Alarm Services	417.28	2,083.35	-1,666.07
6337 · Landscaping	2,600.00	6,250.00	-3,650.00
Total 6330 · Facilities	3,017.28	8,333.35	-5,316.07
6370 · Lab Supplies & Equipment	30.59	1,666.65	-1,636.06
6380 · Meter Reading	120.94		
6400 · Pumping			
6410 · Pumping Fuel & Electricity	29,092.18	37,500.00	-8,407.82
6420 · Pumping Maintenance, Generators	2,888.00	6,250.00	-3,362.00
6430 · Pumping Maintenance, General	0.00	2,083.35	-2,083.35
6440 · Pumping Equipment, Expensed	0.00	291.65	-291.65
6400 · Pumping - Other	935.89		
Total 6400 · Pumping	32,916.07	46,125.00	-13,208.93
6500 · Supply			
6510 · Maintenance, Raw Water Mains	0.00	1,041.65	-1,041.65
6520 · Maintenance, Wells	438.65	2,083.35	-1,644.70
6530 · Water Purchases	6,769.30	12,500.00	-5,730.70
Total 6500 · Supply	7,207.95	15,625.00	-8,417.05
6600 · Collection/Transmission			
6610 · Hydrants	3,351.11	416.65	2,934.46
6620 · Maintenance, Water Mains	5,361.11	20,833.35	-15,472.24
6630 · Maintenance, Water Svc Lines	14,515.43	6,250.00	8,265.43
6640 · Maintenance, Tanks	2,129.18	1,666.65	462.53
6650 · Maint., Distribution General	65.46	3,333.35	-3,267.89
6670 · Meters	0.00	1,041.65	-1,041.65
6600 · Collection/Transmission - Other	3,865.87		
Total 6600 · Collection/Transmission	29,288.16	33,541.65	-4,253.49
6700 · Treatment			
6710 · Chemicals & Filtering	12,543.22	8,333.35	4,209.87
6720 · Maintenance, Treatment Equip.	4,686.26	8,333.35	-3,647.09
6730 · Treatment Analysis	14,702.55	18,750.00	-4,047.45
6700 · Treatment - Other	17.02		
Total 6700 · Treatment	31,949.05	35,416.70	-3,467.65
6770 · Uniforms	1,014.05	833.35	180.70
6800 · Vehicles			
6810 · Fuel	2,907.25	4,166.65	-1,259.40
6820 · Truck Equipment, Expensed	192.71	833.35	-640.64
6830 · Truck Repairs	305.84	2,083.35	-1,777.51
Total 6800 · Vehicles	3,405.80	7,083.35	-3,677.55

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water

July through November 2020

	Jul - Nov 20	Water Budget	\$ Over Budget
6890 · Other Operations	2,549.77		
Total 6000 · Operations	139,196.19	259,041.70	-119,845.51
Total Expense	653,781.62	785,573.80	-131,792.18
Net Ordinary Income	556,382.97	147,134.55	409,248.42
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	18,407.00	41,666.65	-23,259.65
7130 · Conn. Fees, PFP (New Constr)	92,614.29	20,833.35	71,780.94
7140 · Conn. Fees, PFP (Remodel)	13,999.37		
Total 7100 · Connection Fees	125,020.66	62,500.00	62,520.66
7600 · Bond Revenues, G.O.	32,632.07	479,348.35	-446,716.28
7650 · Water System Reliability	0.00	416,666.65	-416,666.65
Total 7000 · Capital Account Revenues	157,652.73	958,515.00	-800,862.27
Total Other Income	157,652.73	958,515.00	-800,862.27
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	126,843.53	461,979.15	-335,135.62
Total 8000 · Capital Improvement Program	126,843.53	461,979.15	-335,135.62
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	17,765.69	106,594.00	-88,828.31
9125 · PNC Equipment Lease Interest	4,046.08	5,608.75	-1,562.67
9150 · SRF Loan	0.00	35,766.00	-35,766.00
9210 · Conservation Program/Rebates	250.00	1,250.00	-1,000.00
Total 9000 · Capital Account Expenses	22,061.77	149,218.75	-127,156.98
Total Other Expense	148,905.30	611,197.90	-462,292.60
Net Other Income	8,747.43	347,317.10	-338,569.67
Net Income	565,130.40	494,451.65	70,678.75

Montara Water & Sanitary District
Funds Balance Sheet
As of November 30, 2020

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	1,169,724.02	0.00	1,169,724.02
LAIIF Investment Fund			
Capital Reserve	3,996,677.54	0.00	3,996,677.54
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
Total LAIF Investment Fund	4,598,159.54	0.00	4,598,159.54
Total Sewer - Bank Accounts	5,767,883.56	0.00	5,767,883.56
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	789,133.92	789,133.92
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
Restricted Cash			
Connection Fees Reserve	0.00	253,020.00	253,020.00
GO Bonds Fund	0.00	4,123.92	4,123.92
Total Restricted Cash	0.00	257,143.92	257,143.92
Total Water - Bank Accounts	0.00	1,538,757.84	1,538,757.84
Total Checking/Savings	5,767,883.56	1,538,757.84	7,306,641.40
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-1,878.01	0.00	-1,878.01
Property Tax Receivable	1,506.32	0.00	1,506.32
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
Total Sewer - Accounts Receivable	-10,433.48	0.00	-10,433.48
Water - Accounts Receivable			
Accounts Receivable	0.00	2,974.94	2,974.94
Accounts Rec. - Backflow	0.00	19,016.11	19,016.11
Accounts Rec. - Water Residents	0.00	393,262.63	393,262.63
Property Tax Receivable	0.00	1,506.34	1,506.34
Unbilled Water Receivables	0.00	264,854.59	264,854.59
Total Water - Accounts Receivable	0.00	681,614.61	681,614.61
Total Accounts Receivable	-10,433.48	681,614.61	671,181.13
Other Current Assets			
Prepaid Expenses	6,060.00	6,060.00	12,120.00
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	6,292.31	49,098.63	55,390.94
Total Current Assets	5,763,742.39	2,269,471.08	8,033,213.47
Fixed Assets			
Sewer - Fixed Assets			
General Plant	6,549,969.71	0.00	6,549,969.71
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57
Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	5,340,307.33	0.00	5,340,307.33
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,345,853.00	0.00	-9,345,853.00
Total Sewer - Fixed Assets	7,039,878.45	0.00	7,039,878.45

Montara Water & Sanitary District
Funds Balance Sheet
As of November 30, 2020

Water - Fixed Assets			
General Plant	0.00	28,221,310.18	28,221,310.18
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-12,791,924.00	-12,791,924.00
Total Water - Fixed Assets	0.00	17,571,042.96	17,571,042.96
Total Fixed Assets	7,039,878.45	17,571,042.96	24,610,921.41
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	89,022.00	0.00	89,022.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	2,776,569.08	0.00	2,776,569.08
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	172,205.00	172,205.00
Due from Sewer	0.00	283,585.00	283,585.00
Bond Acquisition Cost OID	0.00	38,092.40	38,092.40
Bond Issue Cost	0.00	41,127.65	41,127.65
Total Water - Other Assets	0.00	535,010.05	535,010.05
Total Other Assets	2,776,569.08	535,010.05	3,311,579.13
TOTAL ASSETS	15,580,189.92	20,375,524.09	35,955,714.01
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	190,940.47	0.00	190,940.47
Accounts Payable - Water	0.00	71,216.93	71,216.93
Total Accounts Payable	190,940.47	71,216.93	262,157.40
Other Current Liabilities			
Water - Net Pension Liability	0.00	-53,067.00	-53,067.00
Sewer - Net Pension Liability	-28,484.00	0.00	-28,484.00
Sewer - Current Liabilities			
Accrued Vacations	7,058.69	0.00	7,058.69
Deposits Payable	20,339.43	0.00	20,339.43
Interest Payable	-656.12	0.00	-656.12
PNC Equip. Loan - S/T	41,831.23	0.00	41,831.23
Total Sewer - Current Liabilities	68,573.23	0.00	68,573.23
Water - Current Liabilities			
Accrued Vacations	0.00	19,382.98	19,382.98
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-43,517.89	-43,517.89
GO Bonds - S/T	0.00	473,200.98	473,200.98
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	41,831.22	41,831.22
SRF Loan Payable X109 - Current	0.00	172,494.67	172,494.67
Temporary Construction Meter	0.00	19,741.37	19,741.37
Total Water - Current Liabilities	0.00	687,203.49	687,203.49
Payroll Liabilities			
Employee Benefits Payable	-1,900.55	0.00	-1,900.55
Total Payroll Liabilities	-1,900.55	0.00	-1,900.55
Total Other Current Liabilities	38,188.68	634,136.49	672,325.17
Total Current Liabilities	229,129.15	705,353.42	934,482.57

Montara Water & Sanitary District
Funds Balance Sheet
As of November 30, 2020

Long Term Liabilities			
Sewer - Long Term Liabilities			
Due to Water Fund	283,585.00	0.00	283,585.00
Accrued Vacations	16,419.93	0.00	16,419.93
I-Bank Loan	694,575.67	0.00	694,575.67
PNC Equip. Loan - L/T	422,013.42	0.00	422,013.42
Total Sewer - Long Term Liabilities	1,416,594.02	0.00	1,416,594.02
Water - Long Term Liabilities			
GO Bond Refinance - NEW	0.00	-916,096.60	-916,096.60
Accrued Vacations	0.00	21,526.17	21,526.17
Deferred on Refunding	0.00	-150,668.00	-150,668.00
GO Bonds - L/T	0.00	7,843,407.24	7,843,407.24
PNC Equip. Loan - L/T	0.00	422,013.48	422,013.48
SRF Loan Payable - X109	0.00	2,875,134.12	2,875,134.12
Total Water - Long Term Liabilities	0.00	10,095,316.41	10,095,316.41
Deferred Inflows (Pensions)			
Sewer	19,149.00	0.00	19,149.00
Water	0.00	35,547.00	35,547.00
Total Deferred Inflows (Pensions)	19,149.00	35,547.00	54,696.00
Total Long Term Liabilities	1,435,743.02	10,130,863.41	11,566,606.43
Total Liabilities	1,664,872.17	10,836,216.83	12,501,089.00
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	248,970.40	0.00	248,970.40
Total Sewer - Equity Accounts	12,303,515.47	0.00	12,303,515.47
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-248,970.40	-248,970.40
Total Water - Equity Accounts	0.00	2,442,084.61	2,442,084.61
Equity Adjustment Account	2,586,948.86	6,532,092.25	9,119,041.11
Net Income	-975,146.58	565,130.40	-410,016.18
Total Equity	13,915,317.75	9,539,307.26	23,454,625.01
TOTAL LIABILITIES & EQUITY	<u>15,580,189.92</u>	<u>20,375,524.09</u>	<u>35,955,714.01</u>

Montara Water & Sanitary District
Restricted and Non Restricted Cash Assets
July 2020 through June 2021

Assets and Reserves Information

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/(Under) Targets	% Over/Under Targets
Sewer - Operations															
Wells Fargo Operating - Sewer	1,775,920.55	1,643,549.38	1,546,367.03	1,316,959.67	1,169,724.02										
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	3,970,253.27	3,970,253.27	3,970,253.27	3,970,253.27	3,996,677.54								3,162,272.00	807,981.27	126%
Connection Fees Reserve	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00								150,000.00	44,600.00	130%
Operating Reserve	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00								455,607.00	(48,725.00)	89%
Sub-total	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,598,159.54</u>	-	-	-	-	-	-	-			
Water - Operations															
Wells Fargo Operating - Water	723,431.14	739,953.42	757,180.73	773,986.51	789,133.92								314,230.00	409,201.14	230%
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00								1,858,750.00	(1,460,501.00)	21%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00								150,000.00	103,020.00	169%
SRF Reserve	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00								48,222.00	-	100%
Additional Reserve	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00										
Sub-total	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	-	-	-	-	-	-	-			
Water - Restricted accounts															
First Republic Bank - Water															
GO Bonds Fund	<u>1,476,753.57</u>	<u>913,486.11</u>	<u>920,220.52</u>	<u>920,220.52</u>	<u>4,123.92</u>										
Sub-total	<u>1,476,753.57</u>	<u>913,486.11</u>	<u>920,220.52</u>	<u>920,220.52</u>	<u>4,123.92</u>	-	-	-	-	-	-	-			
Total Cash and equivalents	<u>9,293,340.53</u>	<u>8,614,224.18</u>	<u>8,541,003.55</u>	<u>8,328,401.97</u>	<u>7,306,641.40</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>			

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL				
													Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense																	
Income																	
4220 · Cell Tower Lease	-1,566.14	3,217.50	3,217.50	3,217.51	3,217.51								11,303.88	37,500.00	-26,196.12	30.14%	
4400 · Fees																	
4410 · Administrative Fee (New Constr)			1,096.00	548.00	1,644.00								3,288.00	3,600.00	-312.00	91.33%	
4420 · Administrative Fee (Remodel)														1,000.00	-1,000.00		
4430 · Inspection Fee (New Constr)			518.00	518.00	1,036.00								2,072.00	3,500.00	-1,428.00	59.2%	
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00		
4460 · Remodel Fees				932.00	1,700.00								2,632.00	4,000.00	-1,368.00	65.8%	
4470 · Other Fees				7,500.00									7,500.00				
Total 4400 · Fees			1,614.00	9,498.00	4,380.00								15,492.00	13,100.00	2,392.00	118.26%	
4510 · Grants		136.00											136.00				
4610 · Property Tax Receipts		1,565.73	51,647.64	17,973.24	26,530.77								97,717.38	275,000.00	-177,282.62	35.53%	
4710 · Sewer Service Charges					872.48								872.48	3,246,487.00	-3,245,614.52	0.03%	
4720 · Sewer Service Refunds, Customer			-166.60	-1,660.74	-23,554.99								-25,382.33	-4,000.00	-21,382.33	634.56%	
4760 · Waste Collection Revenues	1,454.35	3,806.28	1,383.63	2,955.50	1,176.49								10,776.25	24,000.00	-13,223.75	44.9%	
4990 · Other Revenue		9.51											9.51				
Total Income	-111.79	8,735.02	57,696.17	31,983.51	12,622.26								110,925.17	3,592,087.00	-3,481,161.83	3.09%	
Gross Profit	-111.79	8,735.02	57,696.17	31,983.51	12,622.26								110,925.17	3,592,087.00	-3,481,161.83	3.09%	
Expense																	
5000 · Administrative																	
5190 · Bank Fees	2,634.56	528.05	564.02	463.68	574.11								4,764.42	6,750.00	-1,985.58	70.58%	
5200 · Board of Directors																	
5210 · Board Meetings		300.00	150.00	300.00	450.00								1,200.00	3,000.00	-1,800.00	40.0%	
5220 · Director Fees														2,000.00	-2,000.00		
5230 · Election Expenses														5,000.00	-5,000.00		
Total 5200 · Board of Directors		300.00	150.00	300.00	450.00								1,200.00	10,000.00	-8,800.00	12.0%	
5250 · Conference Attendance														2,500.00	-2,500.00		
5270 · Information Systems		50.00		300.00	2,016.50								2,366.50	4,000.00	-1,633.50	59.16%	
5300 · Insurance																	
5310 · Fidelity Bond														500.00	-500.00		
5320 · Property & Liability Insurance				9,851.00									9,851.00	8,000.00	1,851.00	123.14%	
Total 5300 · Insurance				9,851.00									9,851.00	8,500.00	1,351.00	115.89%	
5350 · LAFCO Assessment														2,500.00	-2,500.00		
5400 · Legal																	
5430 · General Legal		1,291.00	4,424.00	2,424.00	4,354.00								12,493.00	100,000.00	-87,507.00	12.49%	
5440 · Litigation		6,000.00	495.00	2,055.00	4,755.00								13,305.00				
Total 5400 · Legal		7,291.00	4,919.00	4,479.00	9,109.00								25,798.00	100,000.00	-74,202.00	25.8%	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL			
													Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5510 · Maintenance, Office		260.00	453.92	310.00	260.00								1,283.92	8,000.00	-6,716.08	16.05%
5540 · Office Supplies	108.03	235.76	402.55	435.15	352.48								1,533.97	6,000.00	-4,466.03	25.57%
5550 · Postage			78.03	19.80	78.03								175.86	2,000.00	-1,824.14	8.79%
5560 · Printing & Publishing		233.80	202.50	492.70	24.36								953.36	5,000.00	-4,046.64	19.07%
5600 · Professional Services																
5610 · Accounting		2,500.00	5,250.00	2,050.00	2,100.00								11,900.00	32,000.00	-20,100.00	37.19%
5620 · Audit		4,000.00			9,150.00								13,150.00	13,000.00	150.00	101.15%
5630 · Consulting	8,925.00	1,994.72	515.52	15,194.61	6,027.28								32,657.13	35,000.00	-2,342.87	93.31%
5640 · Data Services		11,873.05											11,873.05	6,200.00	5,673.05	191.5%
5650 · Labor & HR Support		427.00	213.50	213.50	213.50								1,067.50	2,500.00	-1,432.50	42.7%
5660 · Payroll Services	72.32	74.13	75.94	75.94	75.94								374.27	1,000.00	-625.73	37.43%
Total 5600 · Professional Services	8,997.32	20,868.90	6,054.96	17,534.05	17,566.72								71,021.95	89,700.00	-18,678.05	79.18%
5710 · San Mateo Co. Tax Roll Charges					119.00								119.00	1,000.00	-881.00	11.9%
5720 · Telephone & Internet	2,528.07	2,611.86	2,577.39	2,627.61	2,639.53								12,984.46	20,000.00	-7,015.54	64.92%
5730 · Mileage Reimbursement														1,500.00	-1,500.00	
5740 · Reference Materials														200.00	-200.00	
5790 · Other Adminstrative					378.45								378.45			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,450.81	1,400.09	1,460.70	1,442.30	1,402.98								7,156.88	17,508.00	-10,351.12	40.88%
5820 · Employee Benefits	3,972.16	3,972.16	3,972.16	3,972.16	3,972.16								19,860.80	49,096.00	-29,235.20	40.45%
5830 · Disability Insurance	144.61	144.61		289.22	144.61								723.05	1,876.00	-1,152.95	38.54%
5840 · Payroll Taxes	1,481.29	972.22	1,039.98	1,019.87	976.89								5,490.25	19,134.00	-13,643.75	28.69%
5850 · PARS	1,415.89	1,355.47	1,390.36	1,390.37	1,373.11								6,925.20	17,062.00	-10,136.80	40.59%
5900 · Wages																
5910 · Management	8,998.16	8,998.16	8,998.16	8,998.16	8,998.16								44,990.80	116,211.00	-71,220.20	38.72%
5920 · Staff	11,553.04	10,589.88	11,114.15	11,114.15	10,609.87								54,981.09	133,905.00	-78,923.91	41.06%
5930 · Staff Certification	200.00	200.00	200.00	200.00	200.00								1,000.00	1,800.00	-800.00	55.56%
5940 · Staff Overtime		213.69	575.31	312.31	254.78								1,356.09	1,760.00	-403.91	77.05%
Total 5900 · Wages	20,751.20	20,001.73	20,887.62	20,624.62	20,062.81								102,327.98	253,676.00	-151,348.02	40.34%
5960 · Worker's Comp Insurance				640.89									640.89	3,688.00	-3,047.11	17.38%
Total 5800 · Labor	29,215.96	27,846.28	28,750.82	29,379.43	27,932.56								143,125.05	362,040.00	-218,914.95	39.53%
Total 5000 · Administrative	43,483.94	60,225.65	44,153.19	66,192.42	61,500.74								275,555.94	629,690.00	-354,134.06	43.76%
6000 · Operations																
6170 · Claims, Property Damage														20,000.00	-20,000.00	
6195 · Education & Training														1,000.00	-1,000.00	
6200 · Engineering																
6210 · Meeting Attendance, Engineering																
6220 · General Engineering	3,705.00		2,470.00	1,330.00	2,185.00								9,690.00	60,000.00	-50,310.00	16.15%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL			
													Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Total 6200 · Engineering	3,705.00		2,470.00	1,330.00	2,185.00								9,690.00	60,000.00	-50,310.00	16.15%
6320 · Equipment & Tools, Expensed														1,000.00	-1,000.00	
6330 · Facilities																
6335 · Alarm Services	391.80	391.80	682.06	518.82	391.80								2,376.28	10,000.00	-7,623.72	23.76%
6337 · Landscaping		500.00	500.00		200.00								1,200.00	6,000.00	-4,800.00	20.0%
Total 6330 · Facilities	391.80	891.80	1,182.06	518.82	591.80								3,576.28	16,000.00	-12,423.72	22.35%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,269.52	3,332.03	3,428.52	3,276.88	3,233.16								16,540.11	45,000.00	-28,459.89	36.76%
Total 6400 · Pumping	3,269.52	3,332.03	3,428.52	3,276.88	3,233.16								16,540.11	45,000.00	-28,459.89	36.76%
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
Total 6600 · Collection/Transmission														10,000.00	-10,000.00	
6700 · Treatment																
6730 · Treatment Analysis					123.60								123.60			
Total 6700 · Treatment					123.60								123.60			
6800 · Vehicles																
6810 · Fuel														1,000.00	-1,000.00	
6820 · Truck Equipment, Expensed														160.00	-160.00	
6830 · Truck Repairs														1,000.00	-1,000.00	
Total 6800 · Vehicles														2,160.00	-2,160.00	
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42								105,897.10	254,153.00	-148,255.90	41.67%
6920 · SAM Operations	132,053.08	132,053.08	132,053.08	132,053.08	141,932.95								670,145.27	1,584,637.00	-914,491.73	42.29%
6940 · SAM Maintenance, Collection Sys														40,000.00	-40,000.00	
6950 · SAM Maintenance, Pumping	2,171.92		19,108.27										21,280.19	70,000.00	-48,719.81	30.4%
Total 6900 · Sewer Authority Midcoastside	155,404.42	153,232.50	172,340.77	153,232.50	163,112.37								797,322.56	1,948,790.00	-1,151,467.44	40.91%
Total 6000 · Operations	162,770.74	157,456.33	179,421.35	158,358.20	169,245.93								827,252.55	2,103,950.00	-1,276,697.45	39.32%
Total Expense	206,254.68	217,681.98	223,574.54	224,550.62	230,746.67								1,102,808.49	2,733,640.00	-1,630,831.51	40.34%
Net Ordinary Income	-206,366.47	-208,946.96	-165,878.37	-192,567.11	-218,124.41								-991,883.32	858,447.00	-1,850,330.32	-115.54%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)		177.00			27,337.00								27,514.00	100,000.00	-72,486.00	27.51%
7120 · Connection Fees (Remodel)				22,518.36									22,518.36	50,000.00	-27,481.64	45.04%
Total 7100 · Connection Fees		177.00		22,518.36	27,337.00								50,032.36	150,000.00	-99,967.64	33.36%
7200 · Interest Income - LAIF	16,680.86			9,743.41									26,424.27	60,000.00	-33,575.73	44.04%
Total 7000 · Capital Account Revenues	16,680.86	177.00		32,261.77	27,337.00								76,456.63	210,000.00	-133,543.37	36.41%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL			
	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget												
Total Other Income	16,680.86	177.00		32,261.77	27,337.00								76,456.63	210,000.00	-133,543.37	36.41%
Other Expense																
8000 · Capital Improvement Program																
8075 · Sewer	6,393.00		26,516.55	12,670.00	8,250.50								53,830.05	1,985,272.00	-1,931,441.95	2.71%
Total 8000 · Capital Improvement Program	6,393.00		26,516.55	12,670.00	8,250.50								53,830.05	1,985,272.00	-1,931,441.95	2.71%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	583.84		1,166.88	1,154.09	1,141.26								4,046.07	13,461.00	-9,414.93	30.06%
9200 · I-Bank Loan	1,843.77												1,843.77	21,655.00	-19,811.23	8.51%
Total 9000 · Capital Account Expenses	2,427.61		1,166.88	1,154.09	1,141.26								5,889.84	35,116.00	-29,226.16	16.77%
Total Other Expense	8,820.61		27,683.43	13,824.09	9,391.76								59,719.89	2,020,388.00	-1,960,668.11	2.96%
Net Other Income	7,860.25	177.00	-27,683.43	18,437.68	17,945.24								16,736.74	-1,810,388.00	1,827,124.74	-0.92%
Net Income	-198,506.22	-208,769.96	-193,561.80	-174,129.43	-200,179.17								-975,146.58	-951,941.00	-23,205.58	102.44%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2020 through June 2021

												TOTAL				
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	-1,612.56	3,217.51	3,217.51	3,217.50	3,217.50								11,257.46	37,500.00	-26,242.54	30.02%
4400 · Fees																
4410 · Administrative Fee (New Constr)		548.00	548.00	548.00	1,644.00								3,288.00	5,000.00	-1,712.00	65.76%
4430 · Inspection Fee (New Constr)		518.00	518.00	518.00	1,554.00								3,108.00	4,000.00	-892.00	77.7%
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00	
4450 · Mainline Extension Fees		548.00											548.00	3,000.00	-2,452.00	18.27%
4460 · Remodel Fees														2,000.00	-2,000.00	
4470 · Other Fees																
Total 4400 · Fees		1,614.00	1,066.00	1,066.00	3,198.00								6,944.00	15,000.00	-8,056.00	46.29%
4510 · Grants		136.00											136.00			
4610 · Property Tax Receipts		1,565.72	51,647.64	17,973.23	26,530.78								97,717.37	275,000.00	-177,282.63	35.53%
4740 · Testing, Backflow	1,913.00	3,355.00	1,680.00	1,800.00	1,200.00								9,948.00	18,000.00	-8,052.00	55.27%
4760 · Waste Collection Revenues																
4810 · Water Sales, Domestic	385,849.40	-29,524.82	387,182.65	-13,418.45	354,601.75								1,084,690.53	1,896,000.00	-811,309.47	57.21%
4850 · Water Sales Refunds, Customer	-1,037.10			-277.92	745.73								-569.29	-3,000.00	2,430.71	18.98%
4990 · Other Revenue		40.52											40.52			
Total Income	385,112.74	-19,596.07	444,793.80	10,360.36	389,493.76								1,210,164.59	2,238,500.00	-1,028,335.41	54.06%
Gross Profit	385,112.74	-19,596.07	444,793.80	10,360.36	389,493.76								1,210,164.59	2,238,500.00	-1,028,335.41	54.06%
Expense																
5000 · Administrative																
5190 · Bank Fees	146.01	123.25	177.54	171.45	205.30								823.55	1,500.00	-676.45	54.9%
5200 · Board of Directors																
5210 · Board Meetings		300.00	150.00	300.00	450.00								1,200.00	3,000.00	-1,800.00	40.0%
5220 · Director Fees														2,000.00	-2,000.00	
5230 · Election Expenses														5,000.00	-5,000.00	
Total 5200 · Board of Directors		300.00	150.00	300.00	450.00								1,200.00	10,000.00	-8,800.00	12.0%
5240 · CDPH Fees					2,848.00								2,848.00	11,000.00	-8,152.00	25.89%
5250 · Conference Attendance														3,000.00	-3,000.00	
5270 · Information Systems		50.00		300.00	2,016.50								2,366.50	5,000.00	-2,633.50	47.33%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance														5,000.00	-5,000.00	
Total 5300 · Insurance														5,500.00	-5,500.00	
5350 · LAFCO Assessment														2,500.00	-2,500.00	
5400 · Legal																
5430 · General Legal		8,059.00	4,679.00	12,051.00	7,531.00								32,320.00	100,000.00	-67,680.00	32.32%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2020 through June 2021

												TOTAL				
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Total 5400 · Legal		8,059.00	4,679.00	12,051.00	7,531.00								32,320.00	100,000.00	-67,680.00	32.32%
5510 · Maintenance, Office		260.00	453.92	310.00	260.00								1,283.92	8,000.00	-6,716.08	16.05%
5530 · Memberships	445.00			7,253.00	15,701.00								23,399.00	27,000.00	-3,601.00	86.66%
5540 · Office Supplies	108.01	235.77	402.51	435.14	352.50								1,533.93	6,000.00	-4,466.07	25.57%
5550 · Postage	1,210.48	1,534.07	809.28	1,158.39	1,104.62								5,816.84	4,000.00	1,816.84	145.42%
5560 · Printing & Publishing		233.81	202.50	492.71	24.36								953.38	7,000.00	-6,046.62	13.62%
5600 · Professional Services																
5610 · Accounting		2,500.00	5,250.00	2,050.00	2,100.00								11,900.00	32,000.00	-20,100.00	37.19%
5620 · Audit		4,000.00			9,150.00								13,150.00	13,000.00	150.00	101.15%
5630 · Consulting	7,339.11	1,994.71	515.53	15,194.61	6,027.27								31,071.23	55,000.00	-23,928.77	56.49%
5640 · Data Services		899.50											899.50	3,000.00	-2,100.50	29.98%
5650 · Labor & HR Support		427.00	213.50	213.50	213.50								1,067.50	2,500.00	-1,432.50	42.7%
5660 · Payroll Services	72.32	74.13	75.94	75.94	75.94								374.27	1,000.00	-625.73	37.43%
Total 5600 · Professional Services	7,411.43	9,895.34	6,054.97	17,534.05	17,566.71								58,462.50	106,500.00	-48,037.50	54.89%
5710 · San Mateo Co. Tax Roll Charges					119.00								119.00	3,000.00	-2,881.00	3.97%
5720 · Telephone & Internet	3,204.25	2,729.67	3,036.27	3,391.29	2,827.15								15,188.63	20,000.00	-4,811.37	75.94%
5730 · Mileage Reimbursement		6.00	6.00	6.00	6.00								24.00	2,000.00	-1,976.00	1.2%
5740 · Reference Materials														800.00	-800.00	
5790 · Other Administrative					-5.56								-5.56	1,000.00	-1,005.56	-0.56%
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	3,810.16	3,573.68	3,748.25	3,732.53	3,522.70								18,387.32	44,948.00	-26,560.68	40.91%
5820 · Employee Benefits	7,270.47	8,262.44	7,270.47	7,270.47	8,948.68								39,022.53	107,614.00	-68,591.47	36.26%
5830 · Disability Insurance	333.08	333.08		666.16	333.08								1,665.40	4,752.00	-3,086.60	35.05%
5840 · Payroll Taxes	4,178.76	3,469.02	3,647.61	3,650.30	3,458.00								18,403.69	51,267.00	-32,863.31	35.9%
5850 · PARS	3,324.35	3,093.86	3,211.54	3,211.54	3,154.25								15,995.54	38,695.00	-22,699.46	41.34%
5900 · Wages																
5910 · Management	8,998.18	8,998.18	8,998.18	8,998.18	8,998.18								44,990.90	116,211.00	-71,220.10	38.72%
5920 · Staff	39,625.96	36,300.35	37,985.83	38,100.77	37,018.65								189,031.56	464,762.00	-275,730.44	40.67%
5930 · Staff Certification	900.00	900.00	900.00	900.00	900.00								4,500.00	11,400.00	-6,900.00	39.47%
5940 · Staff Overtime	3,789.68	4,208.91	4,956.95	4,838.34	3,464.77								21,258.65	54,781.00	-33,522.35	38.81%
5950 · Staff Standby	2,698.60	2,231.74	2,132.81	2,171.37	2,113.62								11,348.14	23,003.00	-11,654.86	49.33%
Total 5900 · Wages	56,012.42	52,639.18	54,973.77	55,008.66	52,495.22								271,129.25	670,157.00	-399,027.75	40.46%
5960 · Worker's Comp Insurance				3,648.01									3,648.01	22,444.00	-18,795.99	16.25%
Total 5800 · Labor	74,929.24	71,371.26	72,851.64	77,187.67	71,911.93								368,251.74	939,877.00	-571,625.26	39.18%
Total 5000 · Administrative	87,454.42	94,798.17	88,823.63	120,590.70	122,918.51								514,585.43	1,263,677.00	-749,091.57	40.72%
6000 · Operations																
6160 · Backflow Prevention														1,000.00	-1,000.00	
6170 · Claims, Property Damage														10,000.00	-10,000.00	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL				
													Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget	
6180 · Communications																	
6185 · SCADA Maintenance		196.26											196.26	13,000.00	-12,803.74	1.51%	
Total 6180 · Communications		196.26											196.26	13,000.00	-12,803.74	1.51%	
6195 · Education & Training			65.35										65.35	9,000.00	-8,934.65	0.73%	
6200 · Engineering																	
6210 · Meeting Attendance, Engineering																	
6220 · General Engineering				600.00									600.00	20,000.00	-19,400.00	3.0%	
6230 · Water Quality Engineering		3,442.50	3,060.00	7,095.00	11,698.75								25,296.25	200,000.00	-174,703.75	12.65%	
Total 6200 · Engineering		3,442.50	3,060.00	7,695.00	11,698.75								25,896.25	220,000.00	-194,103.75	11.77%	
6320 · Equipment & Tools, Expensed	52.52	236.94	204.25	667.03	377.93								1,538.67	12,000.00	-10,461.33	12.82%	
6330 · Facilities																	
6335 · Alarm Services			290.26	127.02									417.28	5,000.00	-4,582.72	8.35%	
6337 · Landscaping		350.00	550.00	850.00	850.00								2,600.00	15,000.00	-12,400.00	17.33%	
Total 6330 · Facilities		350.00	840.26	977.02	850.00								3,017.28	20,000.00	-16,982.72	15.09%	
6370 · Lab Supplies & Equipment		30.59											30.59	4,000.00	-3,969.41	0.77%	
6380 · Meter Reading	22.94	63.00	35.00										120.94				
6400 · Pumping																	
6410 · Pumping Fuel & Electricity	4,652.82	6,356.95	5,064.76	7,524.55	5,493.10								29,092.18	90,000.00	-60,907.82	32.33%	
6420 · Pumping Maintenance, Generators					2,888.00								2,888.00	15,000.00	-12,112.00	19.25%	
6430 · Pumping Maintenance, General														5,000.00	-5,000.00		
6440 · Pumping Equipment, Expensed														700.00	-700.00		
6400 · Pumping - Other			935.89										935.89				
Total 6400 · Pumping	4,652.82	6,356.95	6,000.65	7,524.55	8,381.10								32,916.07	110,700.00	-77,783.93	29.73%	
6500 · Supply																	
6510 · Maintenance, Raw Water Mains														2,500.00	-2,500.00		
6520 · Maintenance, Wells	255.16			183.49									438.65	5,000.00	-4,561.35	8.77%	
6530 · Water Purchases					6,769.30								6,769.30	30,000.00	-23,230.70	22.56%	
Total 6500 · Supply	255.16			183.49	6,769.30								7,207.95	37,500.00	-30,292.05	19.22%	
6600 · Collection/Transmission																	
6610 · Hydrants	593.00		2,758.11										3,351.11	1,000.00	2,351.11	335.11%	
6620 · Maintenance, Water Mains			5,361.11										5,361.11	50,000.00	-44,638.89	10.72%	
6630 · Maintenance, Water Svc Lines				13,499.71	1,015.72								14,515.43	15,000.00	-484.57	96.77%	
6640 · Maintenance, Tanks	2,129.18												2,129.18	4,000.00	-1,870.82	53.23%	
6650 · Maint., Distribution General			37.10		28.36								65.46	8,000.00	-7,934.54	0.82%	
6670 · Meters														2,500.00	-2,500.00		
6600 · Collection/Transmission - Other					3,865.87								3,865.87				
Total 6600 · Collection/Transmission	2,722.18		8,156.32	13,499.71	4,909.95								29,288.16	80,500.00	-51,211.84	36.38%	
6700 · Treatment																	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2020 through June 2021

												TOTAL				
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
6710 · Chemicals & Filtering	817.82	7.16	905.36	2,503.00	8,309.88								12,543.22	20,000.00	-7,456.78	62.72%
6720 · Maintenance, Treatment Equip.		965.69	1,725.10	72.72	1,922.75								4,686.26	20,000.00	-15,313.74	23.43%
6730 · Treatment Analysis	4,889.00	967.55	3,580.90	4,502.30	762.80								14,702.55	45,000.00	-30,297.45	32.67%
6700 · Treatment - Other					17.02								17.02			
Total 6700 · Treatment	5,706.82	1,940.40	6,211.36	7,078.02	11,012.45								31,949.05	85,000.00	-53,050.95	37.59%
6770 · Uniforms			800.00	214.05									1,014.05	2,000.00	-985.95	50.7%
6800 · Vehicles																
6810 · Fuel	484.10	630.00	417.01	704.22	671.92								2,907.25	10,000.00	-7,092.75	29.07%
6820 · Truck Equipment, Expensed		181.91		10.80									192.71	2,000.00	-1,807.29	9.64%
6830 · Truck Repairs		66.26			239.58								305.84	5,000.00	-4,694.16	6.12%
Total 6800 · Vehicles	484.10	878.17	417.01	715.02	911.50								3,405.80	17,000.00	-13,594.20	20.03%
6890 · Other Operations		2,549.77											2,549.77			
Total 6000 · Operations	13,896.54	16,044.58	25,790.20	38,553.89	44,910.98								139,196.19	621,700.00	-482,503.81	22.39%
Total Expense	101,350.96	110,842.75	114,613.83	159,144.59	167,829.49								653,781.62	1,885,377.00	-1,231,595.38	34.68%
Net Ordinary Income	283,761.78	-130,438.82	330,179.97	-148,784.23	221,664.27								556,382.97	353,123.00	203,259.97	157.56%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)					18,407.00								18,407.00	100,000.00	-81,593.00	18.41%
7130 · Conn. Fees, PFP (New Constr)		40,727.18	11,659.02	19,209.24	21,018.85								92,614.29	50,000.00	42,614.29	185.23%
7140 · Conn. Fees, PFP (Remodel)	13,999.37												13,999.37			
Total 7100 · Connection Fees	13,999.37	40,727.18	11,659.02	19,209.24	39,425.85								125,020.66	150,000.00	-24,979.34	83.35%
7600 · Bond Revenues, G.O.			6,734.41	7,120.97	18,776.69								32,632.07	1,150,436.00	-1,117,803.93	2.84%
7650 · Water System Reliability														1,000,000.00	-1,000,000.00	
Total 7000 · Capital Account Revenues	13,999.37	40,727.18	18,393.43	26,330.21	58,202.54								157,652.73	2,300,436.00	-2,142,783.27	6.85%
Total Other Income	13,999.37	40,727.18	18,393.43	26,330.21	58,202.54								157,652.73	2,300,436.00	-2,142,783.27	6.85%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	14,307.00	4,686.25	19,151.17	52,593.10	36,106.01								126,843.53	1,108,750.00	-981,906.47	11.44%
Total 8000 · Capital Improvement Program	14,307.00	4,686.25	19,151.17	52,593.10	36,106.01								126,843.53	1,108,750.00	-981,906.47	11.44%
9000 · Capital Account Expenses																
9100 · Interest Expense - GO Bonds		17,765.69											17,765.69	208,611.00	-190,845.31	8.52%
9125 · PNC Equipment Lease Interest	583.84		1,166.88	1,154.09	1,141.27								4,046.08	13,461.00	-9,414.92	30.06%
9150 · SRF Loan														70,564.00	-70,564.00	
9210 · Conservation Program/Rebates		150.00			100.00								250.00	3,000.00	-2,750.00	8.33%
Total 9000 · Capital Account Expenses	583.84	17,915.69	1,166.88	1,154.09	1,241.27								22,061.77	295,636.00	-273,574.23	7.46%
Total Other Expense	14,890.84	22,601.94	20,318.05	53,747.19	37,347.28								148,905.30	1,404,386.00	-1,255,480.70	10.6%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL			
	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget												
Net Other Income	-891.47	18,125.24	-1,924.62	-27,416.98	20,855.26								8,747.43	896,050.00	-887,302.57	0.98%
Net Income	282,870.31	-112,313.58	328,255.35	-176,201.21	242,519.53								565,130.40	1,249,173.00	-684,042.60	45.24%

Montara Water & Sanitary District Check Detail

December 28 - 31, 2020

Date	Num	Name	Paid Amount	
SPLITS				
12/14/2020	11929	ACWA/JPIA	-13,895.49	PAID
12/24/2020	11935	Clemens H Heldmaier	-50.00	PAID
12/02/2020	11923	CoastsideNet, Inc.	-64.95	PAID
12/04/2020	11926	Comcast	-273.91	PAID
12/14/2020	11931	Huntington National Bank	-12,740.00	PAID
12/02/2020	11924	IEDA	-427.00	PAID
12/24/2020	11936	Julian J. Martinez	-50.00	PAID
12/14/2020	11932	Office Depot	-546.24	PAID
12/28/2020	11945	Pacific Gas & Electric	-5,813.45	PAID
12/04/2020	11927	Rauch	-71.25	PAID
12/04/2020	11928	White Glove	-520.00	PAID
12/28/2020	11947	A-B Communications	-162.45	
12/28/2020	11949	AT&T	-320.80	
12/28/2020	11950	AT&T	-154.26	
12/28/2020	11951	AT&T	-72.64	
12/28/2020	11952	AT&T	-328.33	
12/28/2020	11953	AT&T	-3,335.46	
12/28/2020	11955	Aztec Gardens	-850.00	
12/28/2020	11957	Bay Alarm Company	-210.00	
12/28/2020	11960	CalPERS 457 Plan	-6,313.40	
01/03/2021	11995	CoastsideNet, Inc.	-64.95	
01/03/2021	11996	Comcast	-274.45	
12/28/2020	11965	Fitzgerald Law Offices	-14,637.50	
12/31/2020	11991	KBA Document Solutions	-38.48	
01/03/2021	11997	Kastama Strategic Consulting	-2,598.75	
12/28/2020	11968	Maze & Associates	-6,700.00	
12/28/2020	11974	PARS	-819.55	
12/28/2020	11975	PCT	-600.00	
12/28/2020	11979	Standard Insurance Co.	-477.69	
12/28/2020	11983	Techno Copier Systems	-202.11	
12/28/2020	11984	U.S. Bank PARS	-8,096.24	

Montara Water & Sanitary District Check Detail

December 28 - 31, 2020

Date	Num	Name	Paid Amount	
WATER				
12/02/2020	11922	AT&T Mobility	-310.83	PAID
12/24/2020	11942	Clinton Miles	-50.00	PAID
12/24/2020	11941	Derek Dye	-50.00	PAID
12/14/2020	11930	Hassette Ace	-48.00	PAID
12/24/2020	11940	Nick Carrington	-50.00	PAID
12/14/2020	11933	Pacific Gas & Electric	-1,310.98	PAID
12/02/2020	11925	R & B Company	-10,927.74	PAID
12/24/2020	11939	Reeson Blevins	-50.00	PAID
12/24/2020	11937	Sonya Flores	-50.00	PAID
12/28/2020	11943	State Water Resources Control Board	-120,555.57	PAID
12/28/2020	11944	State Water Resources Control Board	-43,349.65	PAID
12/28/2020	11946	State Water Resources Control Board	-682.00	PAID
12/14/2020	11934	Teichert Solar	-8,990.00	PAID
12/28/2020	11948	Andreini Brothers, Inc.	-6,803.52	
12/31/2020	11989	Andreini Brothers, Inc.	-3,862.93	
12/28/2020	11954	AT&T Mobility	-310.29	
12/28/2020	11956	Balance Hydrologics, Inc.	-3,595.97	
12/28/2020	11958	BSK Lab	-5,748.05	
12/31/2020	11990	Calcon Systems, Inc.	-540.00	
12/28/2020	11959	Calcon Systems, Inc.	-32,315.13	
12/28/2020	11961	CD & Power	-1,690.00	
12/28/2020	11988	Clinton Miles	-185.77	
12/28/2020	11963	County of San Mateo-	-2,716.00	
12/28/2020	11964	Esbro Chemical	-311.19	
12/28/2020	11966	Half Moon Bay Building & Garden, Inc.	-38.22	
12/28/2020	11987	Howard Hayes	-1,861.17	
12/28/2020	11986	Mary-Anna Rae	-300.00	
12/28/2020	11969	McMaster-Carr Supply Co.	-91.74	
12/28/2020	11970	Mossa Excavation	-5,226.81	
12/31/2020	11992	Mossa Excavation	-9,858.34	
12/28/2020	11971	North Coast County Water District	-625.00	
12/28/2020	11973	Pacific Gas & Electric	-844.55	
12/31/2020	11993	Roadrunner Drilling & Pump Company	-1,986.44	
12/31/2020	11994	San Mateo Department of Public Works	-3,240.00	
12/28/2020	11980	State Water Resources Control Board	-9,156.40	
12/28/2020	11981	Stoloski & Gonzalez, Inc.	-10,200.00	
12/28/2020	11982	Strawflower Electronics, Inc.	-22.78	
12/28/2020	11985	Wells Fargo Remittance Center	-3,898.70	

Montara Water & Sanitary District Check Detail

December 28 - 31, 2020

Date	Num	Name	Paid Amount	
SEWER				
12/24/2020	11938	Tracy Beardsley	-50.00	PAID
12/28/2020	11962	County of San Mateo-	-2,460.00	
12/28/2020	11967	Hue & Cry Security Systems, Inc.	-391.80	
12/28/2020	11972	Nute Engineering	-11,332.50	
12/28/2020	11976	Sewer Authority Mid-Coastside	-21,179.42	
12/28/2020	11977	Sewer Authority Mid-Coastside	-132,053.08	
12/28/2020	11978	Sewer Authority Mid-Coastside	-8,506.33	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: SAM Flow Report for November 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 November 2020.
- Collection System Monthly Overflow Report – November 2020.

The Average Daily Flow for Montara was 0.240 MGD in November 2020. There was no reportable overflow in November in the Montara System. SAM indicates there were 1.33 inches of rain in November 2020.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, October 2020

November 2020

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

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	1	0	1	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	3	1	1	0	1
Total	4	1	2	0	1
		25%	50%	0%	25%

Reportable SSOs

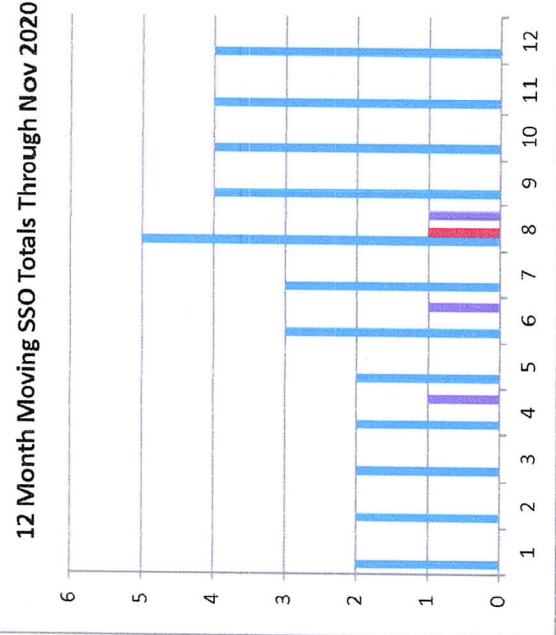
	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
November 2020	0	0	0	0	0
12 Month Moving Total	4	1	2	0	1

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s / Year/100 Miles			
		HMB	GCSD	MWSD	SAM
November 2020	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	3.8	2.7	6.0	0.0	13.7
Category 1	1.0	0.0	3.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	2.7	3.0	0.0	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
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
Mar - 20	10,957	11,948	10,023	32,928	6.2
Apr - 20	9,893	10,803	10,420	31,116	5.9
May - 20	10,453	12,618	10,308	33,379	6.3
June - 20	11,026	17,691	6,463	35,180	6.7
July - 20	16,890	18,514	14,262	49,666	9.4
Aug - 20	15,475	20,299	7,883	43,657	8.3
Sept - 20	12,942	18,428	4,067	35,437	6.7
Oct - 20	11,459	14,887	8,999	35,345	6.7
Nov - 20	11,229	23,059	9,482	43,770	8.3
Annual ft	131,334	185,796	113,050	430,180	
Annual Mi.	24.9	35.2	21.4		81.5



Attachment A

Flow Distribution Report Summary for November 2020

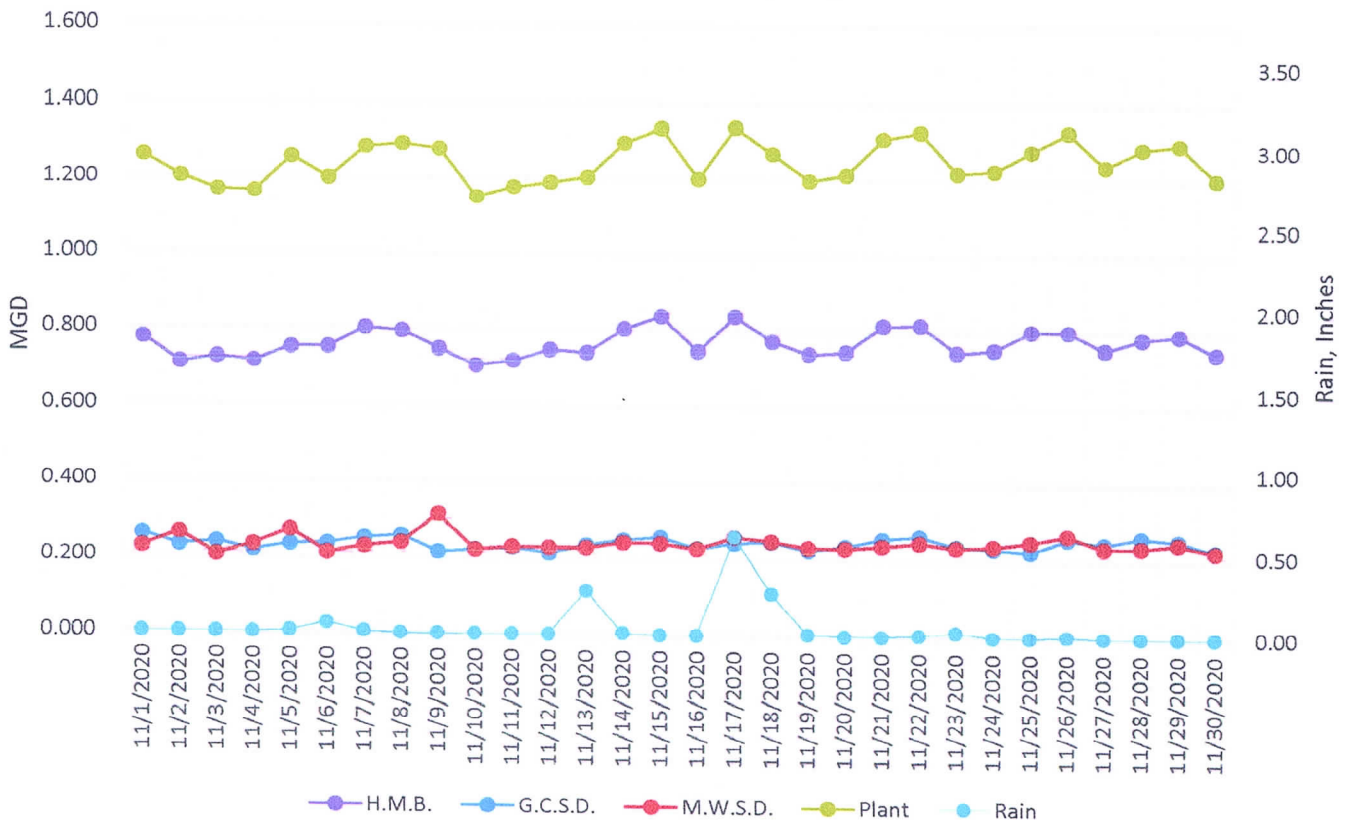
The daily flow report figures for the month of November 2020 have been converted to an Average

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	0.766	61.45%
Granada Community Services District	0.240	19.28%
Montara Water and Sanitary District	<u>0.240</u>	<u>19.27%</u>
Total	1.246	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, November 2020



Sewer Authority Mid-Coastside

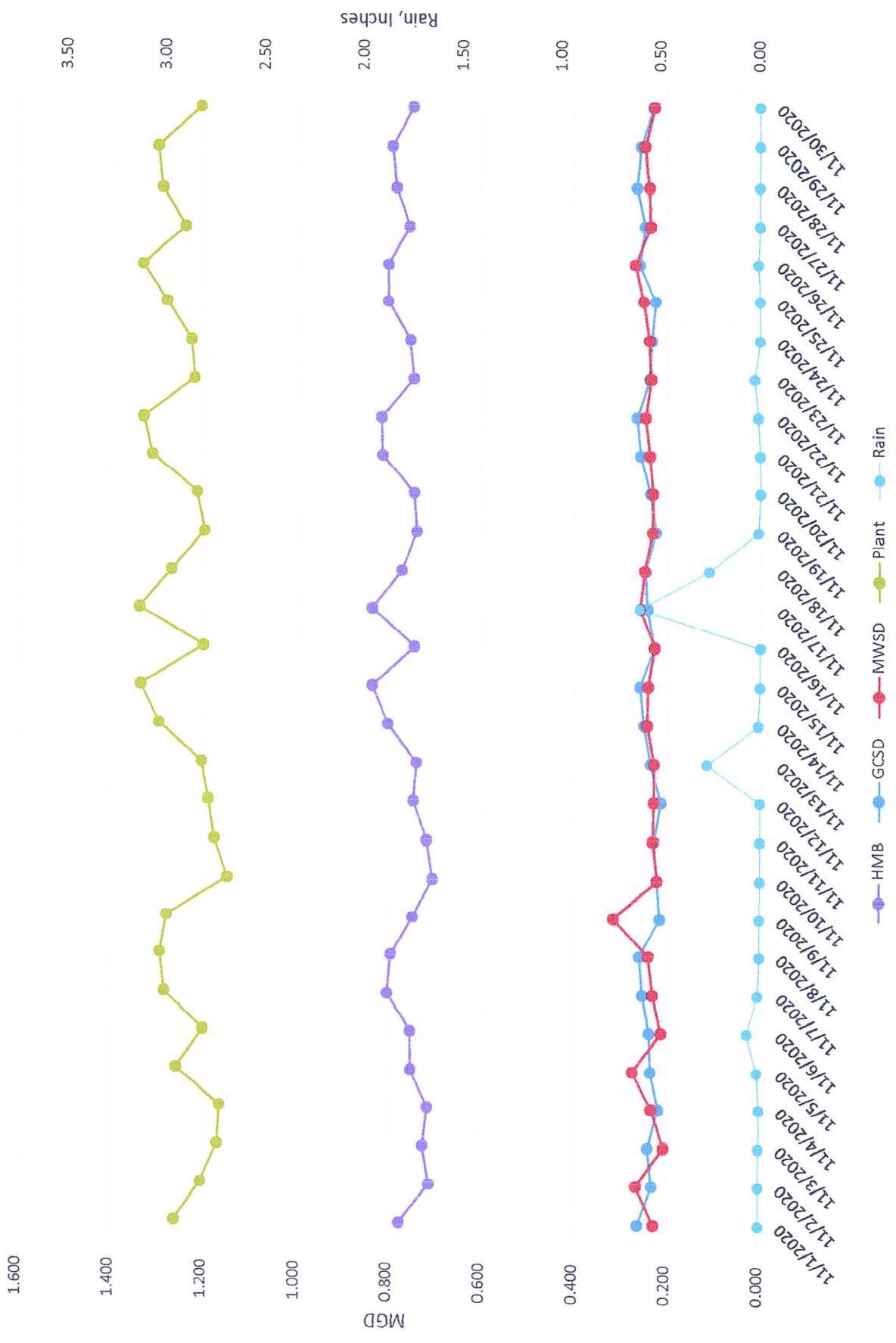
Monthly Flow Distribution Report for November 2020

<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>
11/1/2020	0.774	0.260	0.225	1.259	0.00	0.00	0.00
11/2/2020	0.710	0.230	0.263	1.202	0.00	0.00	0.00
11/3/2020	0.724	0.239	0.204	1.167	0.00	0.00	0.00
11/4/2020	0.714	0.216	0.232	1.163	0.00	0.00	0.00
11/5/2020	0.751	0.234	0.272	1.256	0.01	0.00	0.00
11/6/2020	0.752	0.236	0.211	1.199	0.06	0.08	0.02
11/7/2020	0.803	0.252	0.229	1.284	0.01	0.00	0.00
11/8/2020	0.795	0.259	0.239	1.292	0.00	0.00	0.00
11/9/2020	0.749	0.215	0.315	1.278	0.00	0.00	0.00
11/10/2020	0.705	0.222	0.221	1.148	0.00	0.00	0.00
11/11/2020	0.718	0.228	0.230	1.176	0.00	0.00	0.00
11/12/2020	0.747	0.214	0.228	1.189	0.00	0.00	0.00
11/13/2020	0.740	0.236	0.228	1.204	0.27	0.12	0.39
11/14/2020	0.803	0.251	0.243	1.297	0.01	0.00	0.00
11/15/2020	0.836	0.258	0.241	1.336	0.00	0.00	0.00
11/16/2020	0.746	0.229	0.227	1.201	0.00	0.00	0.00
11/17/2020	0.837	0.243	0.259	1.339	0.61	0.48	0.68
11/18/2020	0.773	0.248	0.249	1.269	0.26	0.12	0.22
11/19/2020	0.740	0.225	0.232	1.197	0.01	0.01	0.00
11/20/2020	0.746	0.237	0.231	1.214	0.00	0.00	0.00
11/21/2020	0.815	0.258	0.238	1.311	0.00	0.00	0.00
11/22/2020	0.817	0.265	0.247	1.329	0.01	0.00	0.00
11/23/2020	0.746	0.239	0.235	1.220	0.03	0.02	0.02
11/24/2020	0.754	0.233	0.239	1.226	0.00	0.00	0.00
11/25/2020	0.802	0.226	0.251	1.279	0.00	0.00	0.00
11/26/2020	0.801	0.260	0.269	1.330	0.01	0.00	0.00
11/27/2020	0.755	0.247	0.236	1.238	0.00	0.00	0.00
11/28/2020	0.783	0.265	0.238	1.287	0.00	0.00	0.00
11/29/2020	0.792	0.257	0.248	1.297	0.00	0.00	0.00
11/30/2020	0.746	0.230	0.227	1.204	0.00	0.00	0.00
Totals	22.975	7.209	7.207	37.391	1.29	0.83	1.33

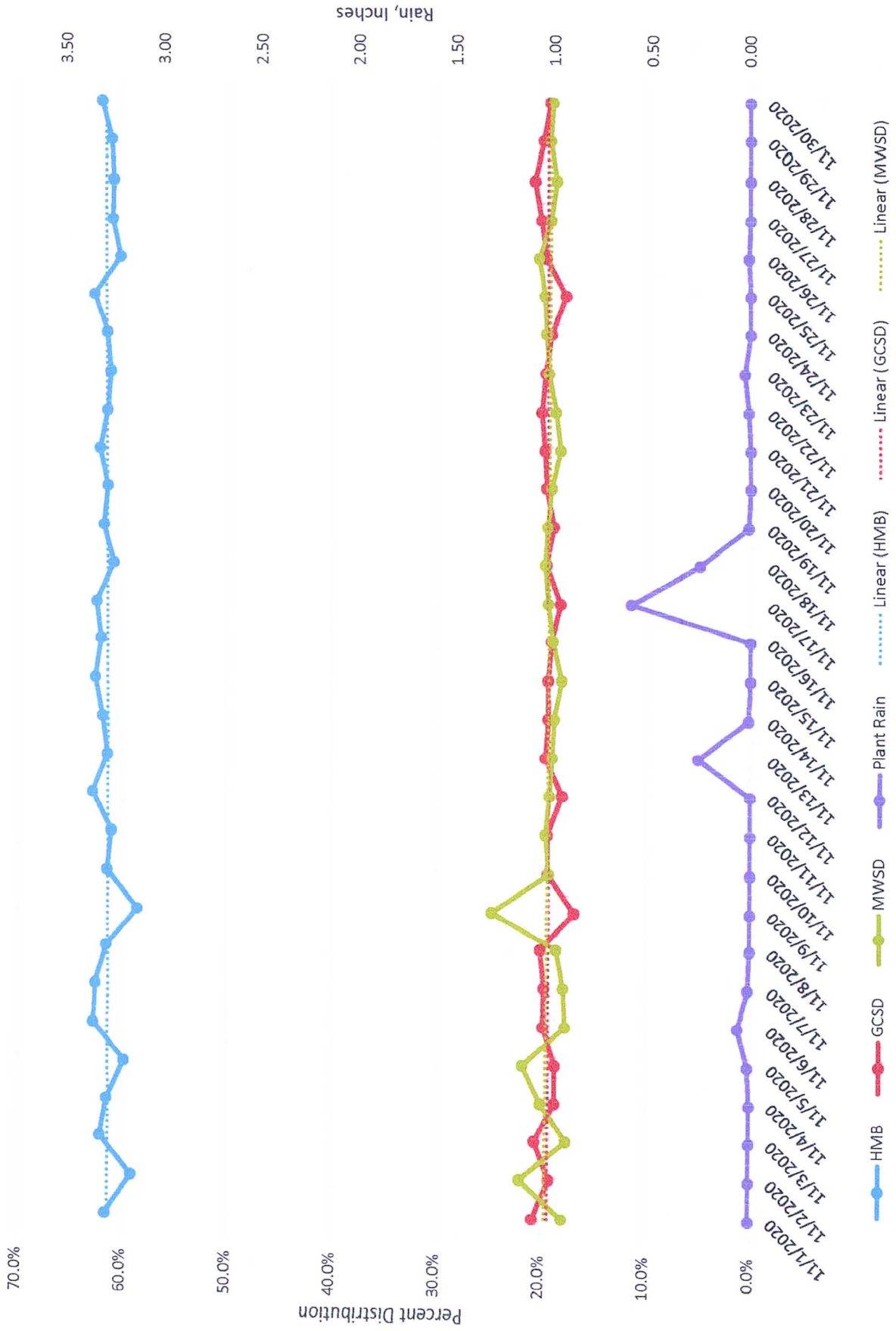
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.705	0.214	0.204	1.148
Average	0.766	0.240	0.240	1.246
Maximum	0.837	0.265	0.315	1.339
Distribution	61.4%	19.3%	19.3%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, November 2020

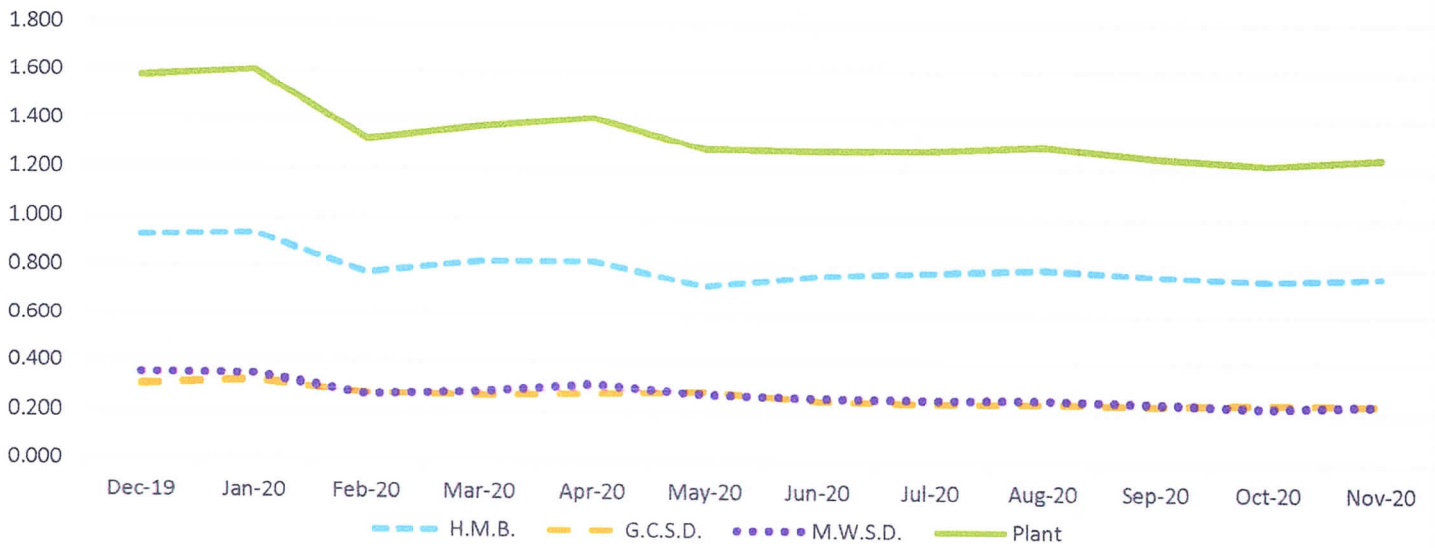


Percent Distribution November 2020

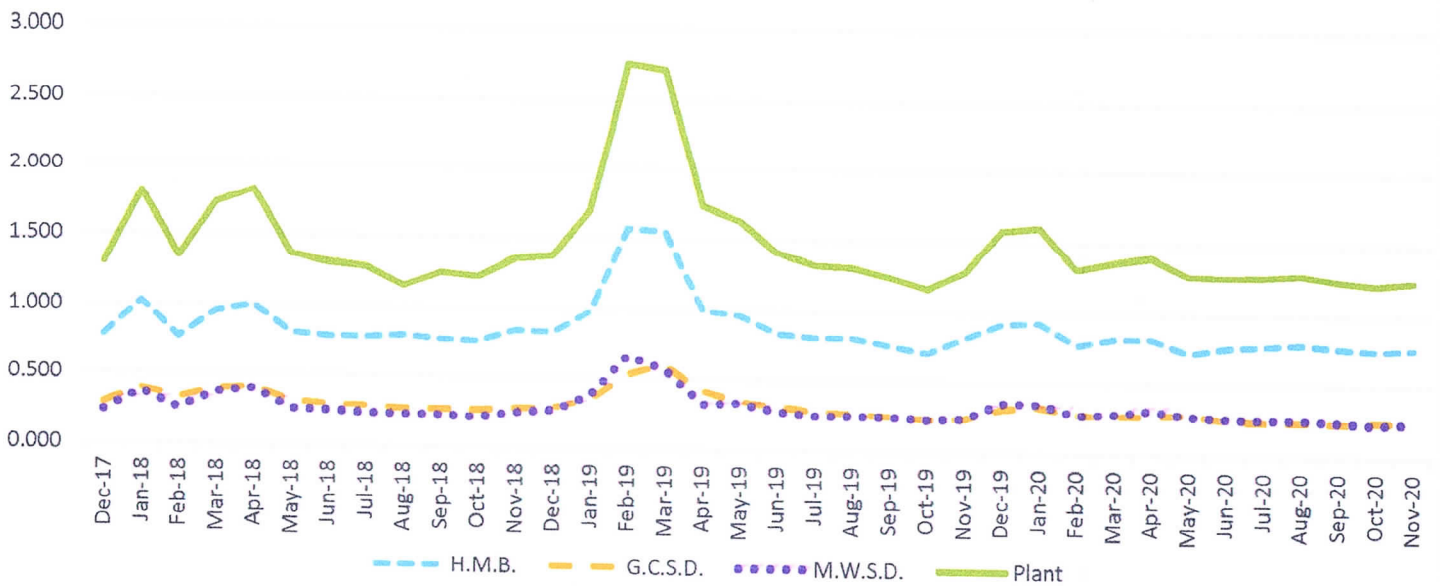


Most recent flow calibration September 2019 PS, September 2019 Plant

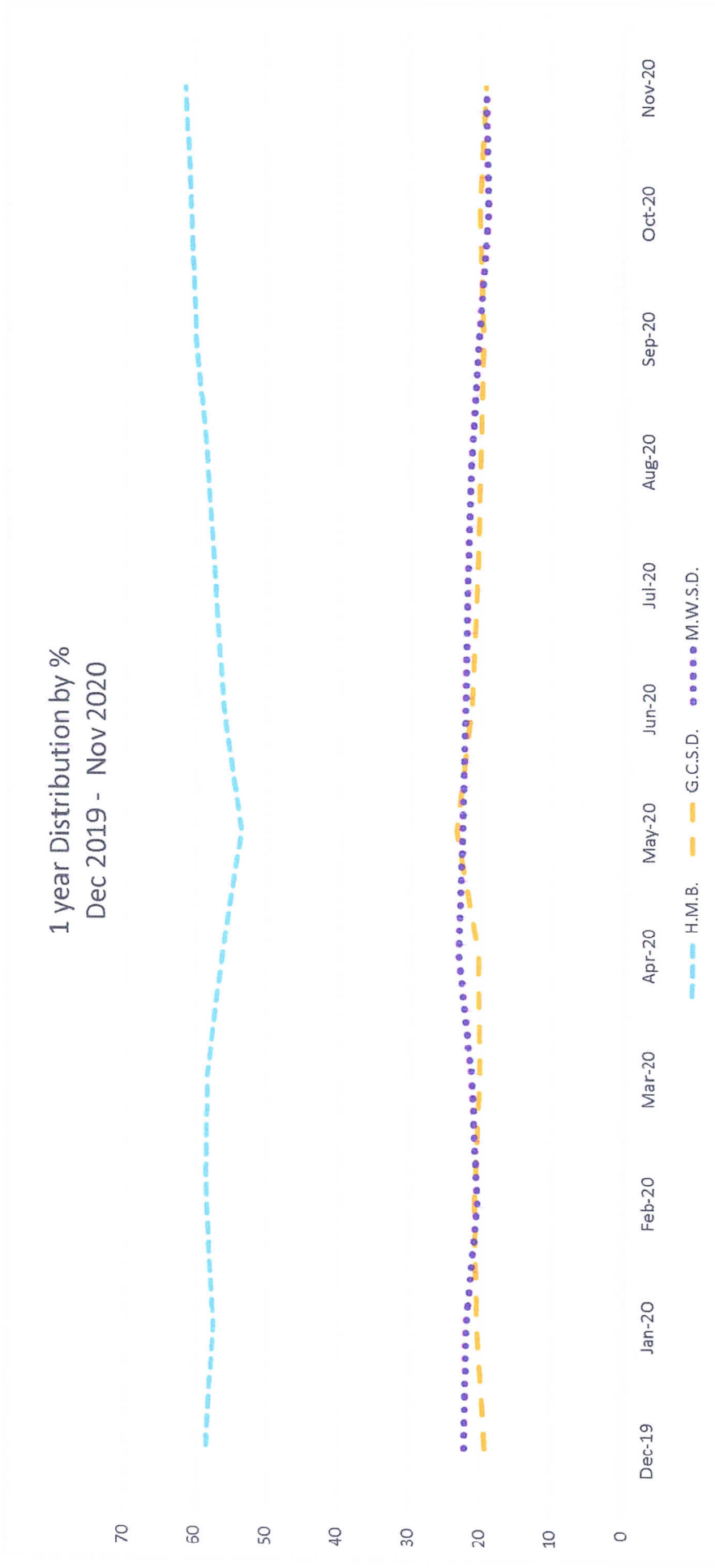
One Year Flow Chgart Dec 2019 - Nov 2020



Three Year Flow Chart Dec 2017 - Nov 2020



Flow based percent distribution based for past year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

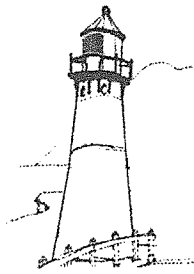
SUBJECT: Review of Current Investment Portfolio

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 November 2020 was 0.576%.
- 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: January 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

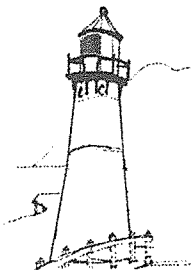
SUBJECT: Connection Permit Applications Received

As of January 7, 2021 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
11-30-20	Fuli Li	1841 Sunshine Valley, Moss Beach	SFD
11-30-20	Anamaria Deac	112 Orval, Moss Beach	SFD
12-23-20	Moshe Porter	538 5 th Street, Montara	SFD
12-31-20	Thomas Moore	0 Cabrillo Hwy, Moss Beach	Com/SFD

As of January 7, 2021 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
11-30-20	Fuli Li	1841 Sunshine Valley, Moss Beach	SFD
11-30-20	Anamaria Deac	112 Orval, Moss Beach	SFD
12-23-20	Moshe Porter	538 5 th Street, Montara	SFD
12-31-20	Thomas Moore	0 Cabrillo Hwy, Moss Beach	Com/SFD



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

As of January 7, 2021 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
11-30-20	Fuli Li	1841 Sunshine Valley, Moss Beach	SFD	Dom
11-30-20	Anamaria Deac	112 Orval, Moss Beach	SFD	Dom
12-23-20	Moshe Porter	538 5 th Street, Montara	SFD	Dom
12-31-20	Thomas Moore	0 Cabrillo Hwy, Moss Beach	Com/Mix	Dom/Com

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7th, 2021

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.

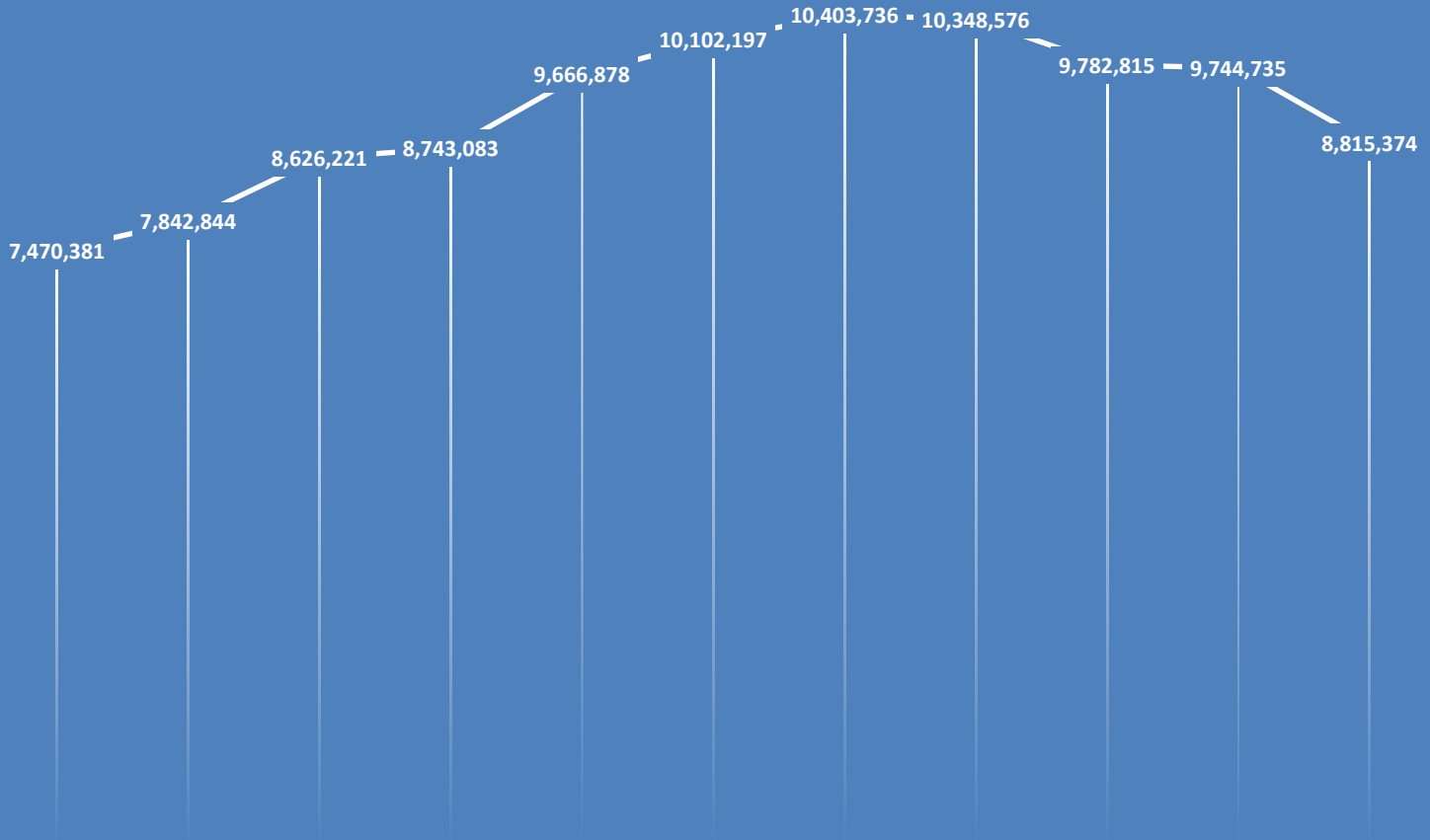
RECOMMENDATION:

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	8,626,221	8,743,083	9,666,878	10,102,197	10,403,736	10,348,576	9,782,815	9,744,735	8,815,374	

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: January 7th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Rain Report

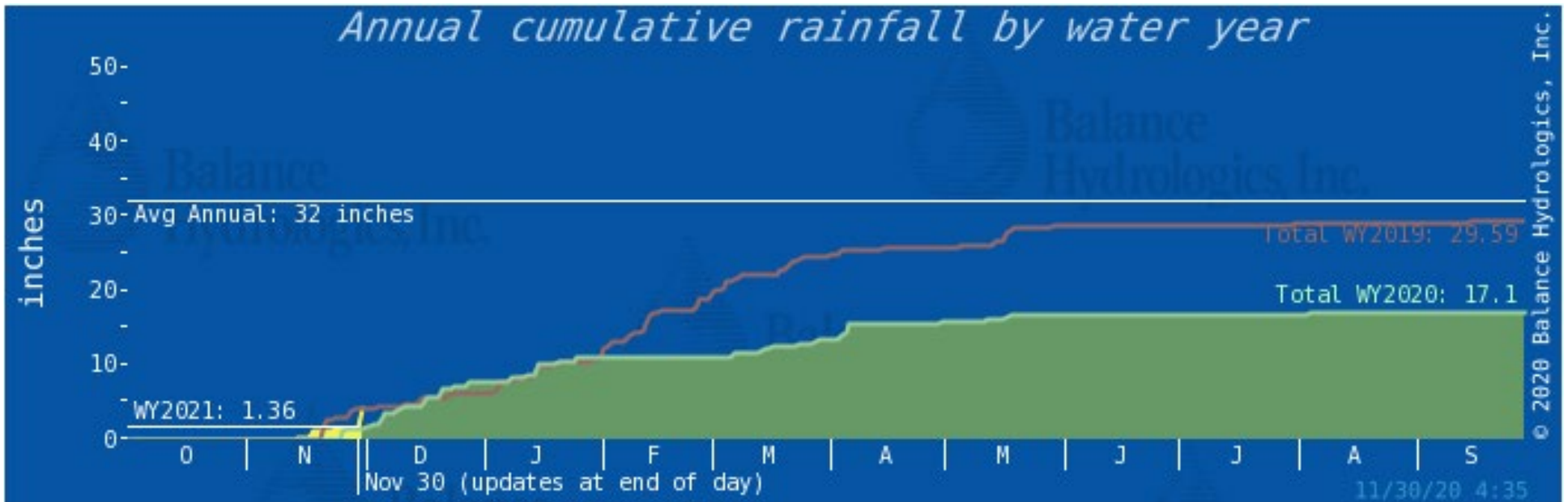
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

RECOMMENDATION:

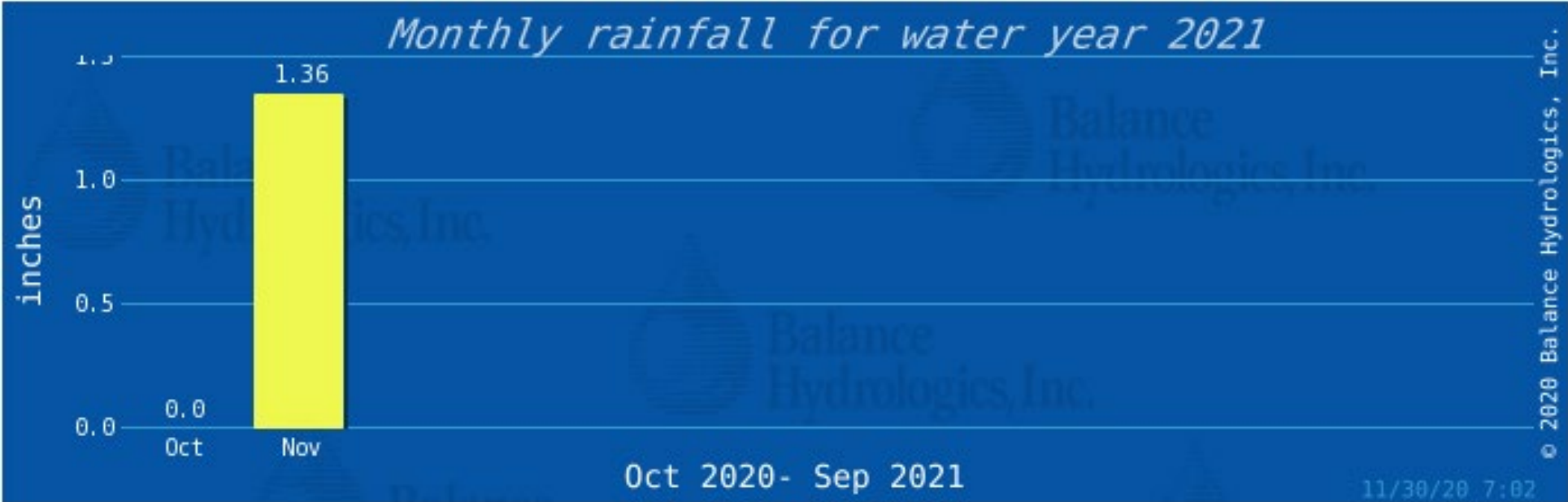
No action is required. These reports are provided for the Board's information only.

Attachments: 2

Annual Cumulative Rainfall



Monthly Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Solar Energy Report

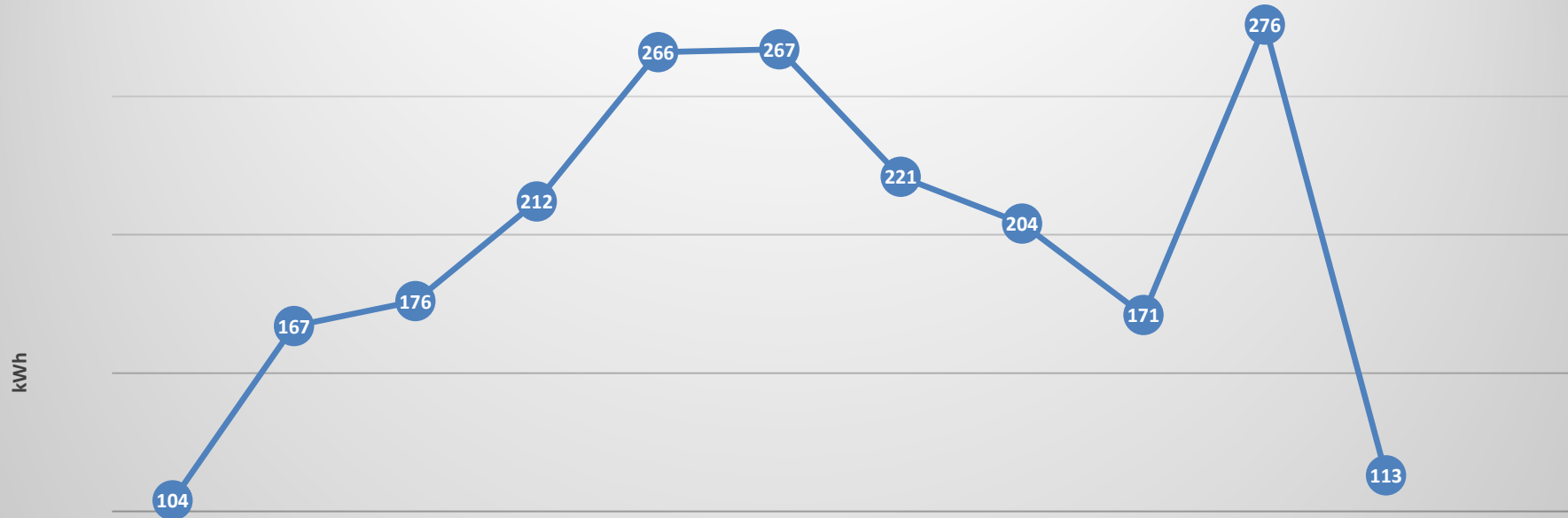
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 45,599 kWh and saved 77,519 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1

SOLAR ENERGY PRODUCED IN 2020 (kWh)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
total kWh	104	167	176	212	266	267	221	204	171	276	113	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 7, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

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

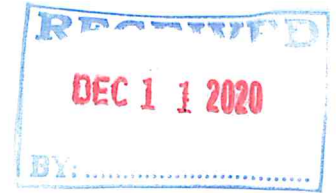
Contributions are calculated on a bi-weekly basis, and contributions are made on a monthly basis.

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 Sanitary Dist
Retirement Enhancement Plan**

**Monthly Account Report for the Period
10/1/2020 to 10/31/2020**

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

Plan ID: P7-REP15A

Account Summary

Source	Beginning Balance as of 10/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 10/31/2020
Contributions	\$930,222.95	\$8,361.12	(\$12,111.12)	\$438.30	\$1,106.32	\$0.00	\$924,928.33
TOTAL	\$930,222.95	\$8,361.12	(\$12,111.12)	\$438.30	\$1,106.32	\$0.00	\$924,928.33

Investment Selection

PARS Capital Appreciation INDEX PLUS

Investment Objective

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

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	-1.3%	0.21%	4.01%	5.59%	-	-	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.

October 2020 PARS Statement Detail Information

PARS Beginning Balance as of October 1, 2020 \$ 930,222.95

Contributions:

September 15, 2020 Calculation

Wages	\$	33,250.97
Employer - 6.92%	\$	2,300.97
Employee - 7.75%	\$	1,879.59
Contributions Subtotal	\$	4,180.56

September 30, 2020 Calculation

Wages	\$	33,250.97
Employer - 6.92%	\$	2,300.97
Employee - 7.75%	\$	1,879.59
Contributions Subtotal	\$	4,180.56

Rounding

Total Contributions thru September Rounding	\$	8,361.12
		\$ 8,361.12

Earnings (\$12,111.12)

Expenses \$ (438.30)

Distributions \$ (1,106.32)

PARS Ending Balance as of October 2020 \$ 924,928.33

Fund Impact - PARS Wages		
Sewer	Water	Total
\$ 10,046.17	\$ 23,204.81	\$ 33,250.97
\$ 695.19	\$ 1,605.77	\$ 2,300.97

Sewer	Water	Total
\$ 10,046.17	\$ 23,204.81	\$ 33,250.97
\$ 695.19	\$ 1,605.77	\$ 2,300.97



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 7, 2021**

TO: Board of Directors
FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Receipt of 2019/2020 Fiscal Year End Finance Review.

With the completion of the District's fiscal year end June 30, 2020 audit, District staff presents a comprehensive review of operations as compared to the adopted June 30, 2020 budget. This process will assist District staff with the up-coming budget preparation for fiscal year 2021-2022.

The report was reviewed by the Finance Committee on December 22.

RECOMMENDATION:

This is for Board information only.

Attachment



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Executive Summary – June 30, 2020 fiscal year-end audit
Budget vs. Actual**

Sewer Service Charges: Total revenue of \$3,078,983 collected; \$72,771 above budget.

Budgeted revenues were budgeted to increase 17.97% due the adoption of a rate increase of 21% for all customer classes. The rate increase is due to take effect over a period of two fiscal years as shown in the table below and ends. Actual revenue collected in excess of budget by \$72,771 is accurate and verified through County remittance advice.

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

Water Sales: Total revenue of \$1,971,796 collected; \$27,796 above budget.

2019-2020 Water Rates were increased by 3.0% for all standard 5/8' connections across all 4 tiers as approved in the 5-year rate increase plan. During the budget process it was anticipated



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

that in spite of a rate increase usage would decrease, thus revenue was budgeted flat at \$1,944,000. The budget was within 1.4% of actual and on the positive side.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Sewer Fees: Total revenue of \$13,561 collected; \$7,539 below budget.

Water Fees & Other: Total revenue of \$73,410 collected; \$59,410 above budget.

Remodel fees for both Sewer and Water funds both fell short of expectations by a combined \$8,000. Other fee categories were hit and miss within the Water fund, the sewer fund did not meet expectations.

Water other fee over budget is due to \$44K cost reimbursement from the Big Wave project as well as \$10K insurance reimbursement for a damaged District vehicle.

Sewer Property Tax: Total revenue of \$407,337 collected; \$132,337 above budget.

Water Property Tax: Total revenue of \$407,337 collected; \$132,337 above budget.

The District collected \$295K in ERAF apportionments, which was split 50/50 between Sewer and Water. Without the receipt of ERAF, the District would have collected approximately \$284K in property tax revenues per fund, meeting expectations.

Sewer Personnel expense: Total expense of \$362,667 incurred; \$12,548 above budget

Water Personnel expenses: Total expense of \$833,822 incurred; \$52,339 below budget

Sewer over budget – Due to the family composition and rising costs of healthcare, employee benefits were over budget by \$12,547. Staff wages were also over budget by approximately \$8,000.

Water under budget – The fiscal year 2019-2020 budget anticipated the inclusion of a 4th water operator. The position did not get filled until 3/30/2020, or 9 months into the fiscal year.

Sewer Professional Services: Total expense of \$246,117 incurred; \$254,083 below budget.

Water Professional Services: Total expense of \$230,950 incurred; \$146,550 below budget.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Sewer under budget – Legal costs associated with various litigation were under budget by \$273K.

Water underbudget – Legal costs associated with various litigation were under budget by \$107.6K. In addition, the expected connection rate study did not take place in FY 19-20.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Sewer Engineering: Total expense of \$35,060 incurred; \$26,940 below budget.

Water Engineering: Total expense of \$129,213 incurred; \$251,287 below budget.

The majority of sewer engineering expenses were mainly attributed to capital improvement projects that were subsequent capitalized at fiscal year end.

During the budget process, the water enterprise was incurring large engineering bills due to on-going work with the State Water Boards for water quality engineering expenses. These costs were brought down due to the District satisfying water board requirements. Water quality engineering actual expenses decreased over \$300K from FY 18-19 to FY 19-20.

Sewer Pumping: Total expense of \$39,587 incurred; \$5,413 below budget.

Water Pumping: Total expense of \$104,561 incurred \$1,139 below budget.

Sewer fund budget over-runs in prior years are due to the increased PG&E costs at District pump houses. FY 19-20 budget increased these line items and fell under budget.

Sewer Authority Mid-Coastside: Total expense of \$1,870,688 incurred; \$90,000 below budget

Both the O&M budget and collections budget were to the penny, due to no additional budget requests from SAM. The underbudget is due to the capitalization of pump station repair costs incurred by SAM and passed through to MWSD.

Water Supply: Total expense of \$47,284 incurred; \$216 below budget.

Water purchases were under budget but well maintenance expenses were above budget due to well monitoring expenses. Work performed by Balance Hydrologics.

Water Collection/Transmission: Total expense of \$75,351 incurred; \$7,149 below budget.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

On-going maintenance work performed on water mains or water service lines. Work performed by Mossa Excavation, Andreini Brothers, and R&B company.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Water Treatment: Total expense of \$72,437 incurred; \$12,563 below budget.

Increased costs associated with purchase of chemicals for water treatment were offset by savings in treatment analysis. Costs associated with the purchase of chemicals and equipment as well as the analysis of water samples by BSK lab, CA laboratory services, as well as North Coast County Water District.

All other Accounts Sewer: Total expense of \$1,606 incurred; \$68,254 below budget.

All other Accounts Water: Total expense of \$122,979 incurred; \$4,371 below budget.

The reason for the major underbudget was due to the correction of a prior year error in which the District inadvertently expensed principal payment of a FY 19-20 I-Bank Loan. The correction brought the District back into line with amortization schedules.

Nothing further to report regarding all other water accounts.

Sewer Capital Improvement: \$1,486,085 budget. Total capitalized expenses \$388,528; \$1,097,557 below budget.

The Cabrillo Highway Express Sewer Project got underway in FY 18-19. The project is currently on-going and expected to progress through the 20-21 fiscal year.

Other capitalized projects include the implementation and installation of Smart Covers, SIP & GIS mapping.

The District also paid SAM \$120,551 for Lift Station Repairs.

Water Capital Improvement: \$549,500 budget. Total capitalized expenses \$907,030; \$357,530 above budget.

Major projects include the following:



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- Alta Vista Tracer
- Wagner Wellhead rehab
- Purchase of Vessels
- Portola Well Rehab
- Purchase of Generator



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 7, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Sewer Connection Fees: Total revenue of \$280,972 collected; \$80,972 above budget.

A total of 8 new construction connections sold.

Water Connection Fees: Total revenue of \$308,236 collected; \$28,236 above budget.

A total of 9 new construction connections sold, 1 being for the Big Wave Project – 2 inch.



Montara Water & Sanitary

Budgeted Cash Flow - Sewer

Fiscal year 2019-20

Operating Cash Flow

Operating income	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sewer Service Charges	\$ 3,078,983	\$ 3,006,212	\$ 72,771
Cell Tower Lease	\$ 42,687	\$ 37,000	\$ 5,687
Fees & Other	\$ 13,561	\$ 21,100	\$ (7,539)
Property Tax	\$ 407,337	\$ 275,000	\$ 132,337
Waste Collection Revenues	\$ 24,353	\$ 23,000	\$ 1,353
Total operating income	\$ 3,566,921	\$ 3,362,312	\$ 204,609
Operating expenses			
Personnel	\$ (362,677)	\$ (350,129)	\$ 12,548
Professional Services	\$ (246,117)	\$ (500,200)	\$ (254,083)
Facilities & Administration	\$ (54,974)	\$ (56,950)	\$ (1,976)
Engineering	\$ (35,060)	\$ (62,000)	\$ (26,940)
Pumping	\$ (39,587)	\$ (45,000)	\$ (5,413)
Sewer Authority Mid-Coastside	\$ (1,870,688)	\$ (1,960,688)	\$ (90,000)
All other Accounts	\$ (1,606)	\$ (69,860)	\$ (68,254)
Total operating expenses	\$ (2,610,709)	\$ (3,044,827)	\$ (434,118)
Net Cash Flow Provided by Operations	\$ 956,212	\$ 317,485	

Investment cash flow

Investment income			
Interest Revenue	\$ 105,107	\$ 50,000	\$ 55,107
Total investment income	\$ 105,107	\$ 50,000	\$ 55,107
Investment expenses			
Capital Improvement Program	\$ (388,528)	\$ (1,486,085)	\$ (1,097,557)
Total investment expenses	\$ (388,528)	\$ (1,486,085)	\$ (1,097,557)
Net Cash Flow Used by Investments	\$ (283,421)	\$ (1,436,085)	

Financing cash flow

Financing income			
Connection Fees	\$ 280,972	\$ 200,000	\$ 80,972
Total financing income	\$ 280,972	\$ 200,000	\$ 80,972
Financing expenses			
Loan Interest Expense	\$ (38,952)	\$ (37,803)	\$ 1,149
Loan Principal Payment	\$ (87,124)	\$ (87,133)	\$ (9)
Total financing expenses	\$ (126,076)	\$ (124,936)	\$ 1,140
Net Cash Flow Provided by Financing Activities	\$ 154,896	\$ 75,064	
Total Cash Flow Provided by All Activities	\$ 827,687	\$ (1,043,536)	

Two-Year Comparative Income Statement

Sewer Comparison - Actuals
6/30/2019 vs. 6/30/2020

	[Current Period]	[Prior Period]	Variance	Percent Change
	July 1, 2019 - June 30, 2020	July 1, 2018 - June 30, 2019		
Revenue				
Sewer Service Charges	3,078,983	2,610,740	468,242	17.94%
Cell Tower Lease	42,687	36,752	5,935	16.15%
Fees & Other	13,561	15,296	(1,735)	-11.35%
Property Tax	407,337	404,079	3,258	0.81%
Waste Collection Revenues	24,353	23,172	1,181	5.10%
Net Sales	3,566,921	3,090,039	476,881	15.43%
Expenses				
Personnel	362,677	351,230	11,446	3.26%
Professional Services	246,117	257,761	(11,644)	-4.52%
Facilities & Administration	54,974	50,809	4,165	8.20%
Engineering	35,060	33,584	1,476	4.39%
Pumping	39,587	44,881	(5,294)	-11.80%
Sewer Authority Mid-Coastside	1,870,688	1,729,678	141,010	8.15%
Depreciation	474,270	408,078	66,192	16.22%
All other Accounts	1,606	56,388	(54,782)	-97.15%
Total Expenses	3,084,979	2,932,410	152,568	5.20%
Net Operating Income	481,942	157,629	324,313	205.74%
Non-Operating				
Connection Fees - Revenue	280,972	312,379	(31,407)	-10.05%
LAIF interest - Revenue	105,107	99,073	6,034	6.09%
PNC equipment lease - Expense	(15,151)	(17,492)	2,341	-13.38%
I-Bank Loan - Expense	(23,801)	(22,382)	(1,419)	6.34%
Total Other Income (Expense)	347,127	371,577	(24,450)	-6.58%
Capital Improvement Program	388,528	2,471,289	(2,082,761)	-84.28%



MWSD — Fiscal Year 2019-2020 budget actual - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2017-18 Actual</u>	<u>2018-19 Actual</u>	<u>Approved Budget</u>		<u>Variance</u>
				<u>2019-20</u>	<u>2019-20 Actual</u>	
Cell Tower Lease:	4220	35,632	36,752	37,000	42,687	5,687
Administrative Fees (New Construction):	4410	4,040	3,647	3,600	3,794	194
Administrative Fees (Remodel):	4420			2,000	542	(1,458)
Inspection Fees (New Construction):	4430	3,339	3,448	3,500	3,584	84
Inspection Fees (Remodel):	4440			4,000	512	(3,488)
Mainline Extension Fees:	4450	1,500				
Remodel Fees:	4460	10,278	5,376	8,000	2,999	(5,001)
Grants:	4510				112	112
Property Tax Receipts:	4610	367,805	404,079	275,000	407,337	132,337
Sewer Service Charges:	4710	2,053,963	2,610,244	3,010,212	3,086,734	76,522
Sewer Service Refunds, Customer:	4720	(2,343)	496	(4,000)	(7,751)	(3,751)
Waste Collection Revenues:	4760	21,677	23,172	23,000	24,353	1,353
Other Revenue:	4990	3,378	2,825		2,018	2,018
Total Operating Revenue:		2,499,269	3,090,039	3,362,312	3,566,921	204,609
<u>Operating Expenses</u>						
Bank Fees:	5190	6,654	6,875	7,500	6,592	(908)
Board Meetings:	5210	1,836	3,928	3,000	3,861	861
Director Fees:	5220	3,900	2,288	4,000	4,125	125
Election Expenses:	5230		4,265	5,000		(5,000)
Conference Attendance:	5250	3,131	2,467	5,000	35	(4,965)
Information Systems:	5270	1,224	1,725	4,000	9,746	5,746
Fidelity Bond:	5310		438	500		(500)
Property & Liability Insurance:	5320	2,161	7,737	2,000	1,394	(606)
LAFCO Assessment:	5350	1,601	1,794	2,000	2,060	60
Meeting Attendance, Legal:	5420	6,951	14			
General Legal:	5430	44,220	25,260	412,500	89,445	(323,055)
Litigation:	5440	165,192	158,255		49,445	49,445
Maintenance, Office:	5510	4,020	7,230	8,000	4,614	(3,386)
Meetings, Local:	5520					
Memberships:	5530				600	600
Office Supplies:	5540	6,243	5,681	8,000	6,388	(1,612)
Postage:	5550	277	2,043	2,650	654	(1,996)
Printing & Publishing:	5560	2,909	2,490	5,000	980	(4,020)
Accounting:	5610	31,276	26,503	30,000	37,875	7,875
Audit:	5620	18,000	13,000	13,000	8,150	(4,850)
Consulting:	5630	35,859	25,261	35,000	50,500	15,500



MWSD — Fiscal Year 2019-2020 budget actual - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2017-18 Actual</u>	<u>2018-19 Actual</u>	<u>Approved Budget</u>		<u>Variance</u>
				<u>2019-20</u>	<u>2019-20 Actual</u>	
Data Services:	5640	5,851	6,079	6,200	7,173	973
Labor & HR Support:	5650	2,484	2,442	2,500	2,562	62
Payroll Services:	5660	940	949	1,000	967	(33)
Other Professional Services:	5690					
San Mateo County Tax Roll Charges:	5710		119	1,000	119	(881)
Telephone & Internet:	5720	18,961	25,300	24,000	31,129	7,129
Mileage Reimbursement:	5730	564	1,570	1,500	327	(1,173)
Reference Materials:	5740		87	200		(200)
Other Administrative:	5790		448		608	608
CalPERS 457 Deferred Plan:	5810	18,386	18,955	17,002	20,180	3,178
Employee Benefits:	5820	39,107	52,115	48,307	50,680	2,373
Disability Benefits:	5830	1,360	1,360	1,401	1,709	308
Payroll Taxes:	5840	16,063	15,610	18,580	16,217	(2,363)
PARS:	5850	16,909	19,459	16,487	20,480	3,993
Worker's Compensation Insurance:	5960	4,082	2,622	5,473	2,837	(2,636)
Management:	5910	114,908	112,113	111,733	114,041	2,308
Staff :	5920	127,015	125,760	126,526	132,421	5,895
Staff Certification:	5930	1,800	1,800	1,800	2,225	425
Staff Overtime:	5940	918	1,435	2,821	1,888	(933)
Staff Standby:	5950	32				
Claims, Property Damage:	6170	12,810	20,514	20,000	632	(19,368)
Education & Training:	6195	717	559	1,000		(1,000)
Meeting Attendance, Engineering:	6210			2,000		(2,000)
General Engineering:	6220	68,682	33,584	60,000	35,060	(24,940)
Equipment & Tools, Expensed:	6320			1,000		(1,000)
Alarm Services:	6335	5,146	5,028	5,700	6,133	433
Landscaping:	6337	2,280	2,588	3,600	4,468	868
Pumping Fuel & Electricity:	6410	39,312	44,881	45,000	39,587	(5,413)
Pumping Maintenance, General:	6430					
Maintenance, Collection System:	6660		550	10,000		(10,000)
Uniforms:	6770				126	126
Fuel:	6810	988	1,021	1,000	848	(152)
Truck Equipment, Expensed:	6820	2	27	160	439	279
Truck Repairs:	6830	780	423	1,000	622	(378)
Total Other Operations:	6890				(29,919)	(29,919)
SAM Collections:	6910	232,841	329,965	341,549	341,549	0
SAM Operations:	6920	1,625,331	1,316,715	1,529,139	1,529,139	0



MWSD — Fiscal Year 2019-2020 budget actual - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2017-18 Actual</u>	<u>2018-19 Actual</u>	<u>Approved Budget</u>		<u>Variance</u>
				<u>2019-20</u>	<u>2019-20 Actual</u>	
SAM Prior-Year Adjustment:	6930					
SAM Maintenance, Collection System:	6940			40,000		(40,000)
SAM Maintenance, Pumping:	6950		82,999	50,000		(50,000)
Depreciation:	5260	555,756	408,078		474,270	474,270
Total Operations Expense:		3,249,479	2,932,410	3,044,828	3,084,979	40,151
Net Change in position from Operations:		(750,210)	157,629	317,484	481,942	164,458
<u>Non Operating Revenue / Expense</u>						
Connection Fees, Residential New Const:	7110	221,658	246,161	150,000	225,264	75,264
Connection Fees, Residential Remodel:	7120	7,605	66,218	50,000	55,708	5,708
Connection Fees - Other:	7100					
Employee Loans:	7700					
LAIF, Interest:	7200	41,070	99,073	50,000	105,107	55,107
Sewer:	8075			1,486,085		(1,486,085)
Total Non Operating Revenue:		270,333	411,451	1,736,085	386,079	(1,350,006)
<u>Financing Expense</u>						
PNC Equipment Lease:	9125	18,222	17,492	15,221	15,151	(70)
Capital Assessment, SAM:	9175	121,345				
I-Bank Loan:	9200	23,996	22,382	22,582	23,801	1,219
Total Financing Expense:		163,563	39,874	37,803	38,952	1,149



Montara Water & Sanitary

Budgeted Cash Flow - Water

Fiscal year 2019-20

Operating Cash Flow

Operating income	Actual	Budget	Variance
Water Sales	\$ 1,971,796	\$ 1,944,000	\$ 27,796
Cell Tower Lease	\$ 42,687	\$ 37,000	\$ 5,687
Fees & Other	\$ 73,410	\$ 14,000	\$ 59,410
Property Tax	\$ 407,337	\$ 275,000	\$ 132,337
Backflow Testing	\$ 25,761	\$ 18,000	\$ 7,761
Total operating income	\$ 2,520,990	\$ 2,288,000	\$ 232,990
Operating expenses			
Personnel	\$ (833,822)	\$ (886,161)	\$ (52,339)
Professional Services	\$ (230,950)	\$ (377,500)	\$ (146,550)
Facilities & Administration	\$ (72,681)	\$ (114,300)	\$ (41,619)
Engineering	\$ (129,213)	\$ (380,500)	\$ (251,287)
Pumping	\$ (104,561)	\$ (105,700)	\$ (1,139)
Supply	\$ (47,284)	\$ (47,500)	\$ (216)
Collection/Transmission	\$ (75,351)	\$ (82,500)	\$ (7,149)
Treatment	\$ (72,437)	\$ (85,000)	\$ (12,563)
All Other Accounts	\$ (122,979)	\$ (127,350)	\$ (4,371)
Total operating expenses	\$ (1,689,278)	\$ (2,206,511)	\$ (517,233)
Net Cash Flow Provided by Operations	\$ 831,712	\$ 81,489	

Investment cash flow

Investment income			
GO Bonds, Assessment Receipts	\$ 1,191,631	\$ 1,150,436	\$ 41,195
Total investment income	\$ 1,191,631	\$ 1,150,436	\$ 41,195
Investment expenses			
Capital Improvement Program	\$ (907,030)	\$ (549,500)	\$ 357,530
Total investment expenses	\$ (907,030)	\$ (549,500)	\$ 357,530
Net Cash Flow Used by Investments	\$ 284,601	\$ 600,936	

Financing cash flow

Financing income			
Connection Fees	\$ 308,236	\$ 280,000	\$ 28,236
Total financing income	\$ 308,236	\$ 280,000	\$ 28,236
Financing expenses			
Long Term Debt - Interest Expense	\$ (296,080)	\$ (318,633)	\$ (22,553)
Long Term Debt - Principal Payment	\$ (1,188,622)	\$ (1,189,448)	\$ (826)
Total financing expenses	\$ (1,484,702)	\$ (1,508,081)	\$ (23,379)
Net Cash Flow Provided by Financing Activities	\$ (1,176,466)	\$ (1,228,081)	
Total Cash Flow Provided by All Activities	\$ (60,153)	\$ (545,656)	



MWSD — Fiscal Year 2019-2020 budget actual - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2017-18</u> <u>Actual</u>	<u>Approved Budget</u> <u>2018-19</u>	<u>2018-19</u> <u>Actual</u>	<u>Approved Budget</u> <u>2019-20</u>	<u>2019-20</u> <u>Actual</u>	<u>Variance</u>
Cell Tower Lease:	4220	35,632	35,500	36,752	37,000	42,687	5,687
Administrative Fees (New Construction):	4410	4,545	5,500	3,126	5,000	4,336	(664)
Administrative Fees (Remodel):	4420	1,679	900	0	0	1,084	1,084
Inspection Fees (New Construction):	4430	4,293	5,000	2,956	4,000	4,096	96
Inspection Fees (Remodel):	4440	1,908	650	0	0	1,536	1,536
Mainline Extension Fees:	4450			3,119	3,000	0	(3,000)
Remodel Fees:	4460	1,593		1,900	2,000	1,421	(579)
Other Fees:	4470	2,832		3,382	0	4,400	4,400
Grants:	4510			280	0	112	112
Property Tax Receipts:	4610	367,805	275,000	404,079	275,000	407,337	132,337
Testing, Backflow:	4740	17,858	16,000	18,420	18,000	25,761	7,761
Water Sales:	4810	1,922,676	1,915,496	1,892,091	1,947,000	1,973,134	26,134
Water Sales, Fire Protection:	4820		1,915,496				0
Water Sales Refunds, Customer:	4850	(1,488)	(3,000)	(4,670)	(3,000)	(1,338)	1,662
Other Revenue:	4990	1,180	0	3,936	0	56,424	56,424
Total Operating Revenue:		2,360,513	2,251,046	2,365,369	2,288,000	2,520,990	232,990
<u>Operating Expenses</u>							
Bank Fees:	5190	1,618	3,500	3,495	3,750	1,434	(2,316)
Board Meetings:	5210	1,836	4,000	3,928	4,000	3,861	(140)
Director Fees:	5220	3,900	3,300	2,288	3,300	4,125	825
Election Expenses:	5230			4,265	0	0	0
CDPH Fees:	5240	10,832	15,500	10,530	15,750	12,405	(3,345)
Conference Attendance:	5250	5,697	6,000	2,467	6,000	243	(5,757)
Information Systems:	5270	9,488	3,000	10,185	3,000	18,631	15,631
Fidelity Bond:	5310		500	438	500	0	(500)
Property & Liability Insurance:	5320		2,700	2,215	2,500	1,173	(1,327)
LAFCO Assessment:	5350	2,208	2,500	2,520	2,750	2,759	9
Meeting Attendance, Legal:	5420	3,211	8,500	14			0
General Legal:	5430	23,868	60,000	24,250	231,000	123,406	(107,594)
Litigation:	5440	775					0
Maintenance, Office:	5510	5,561	8,000	11,015	8,000	6,414	(1,586)
Meetings, Local:	5520			41	0	(142)	(142)
Memberships:	5530	20,298	20,500	22,236	24,000	23,026	(974)
Office Supplies:	5540	8,452	7,000	7,244	8,000	6,525	(1,475)
Postage:	5550	6,379	7,000	9,318	9,000	11,567	2,567



MWSD — Fiscal Year 2019-2020 budget actual - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2017-18</u> <u>Actual</u>	<u>Approved Budget</u> <u>2018-19</u>	<u>2018-19</u> <u>Actual</u>	<u>Approved Budget</u> <u>2019-20</u>	<u>2019-20</u> <u>Actual</u>	<u>Variance</u>
Printing & Publishing:	5560	1,739	2,000	3,213	3,000	2,171	(829)
Accounting:	5610	31,276	30,000	26,503	30,000	37,875	7,875
Audit:	5620	18,000	13,000	13,000	13,000	8,150	(4,850)
Consulting:	5630	19,678	35,000	28,471	100,000	56,893	(43,107)
Data Services:	5640			0	0	900	900
Labor & HR Support:	5650	2,484	2,500	2,442	2,500	2,641	141
Payroll Services:	5660	940	1,000	949	1,000	967	(33)
Other Professional Services:	5690			480			0
San Mateo Co. Tax Roll Charges:	5710			119	0	119	119
Telephone & Internet:	5720	22,460	25,000	31,642	27,000	36,093	9,093
Mileage Reimbursement:	5730	564	2,000	2,188	2,000	623	(1,377)
Reference Materials:	5740		800	0	800	0	(800)
Other Administrative:	5790	615		791	0	500	500
CalPERS 457 Deferred Plan:	5810	37,021	43,029	38,266	43,235	42,604	(631)
Employee Benefits:	5820	74,878	80,058	84,851	88,110	85,042	(3,068)
Disability Benefits:	5830	3,366	4,288	3,366	3,467	3,564	97
Payroll Taxes:	5840	39,499	48,760	39,124	49,062	43,195	(5,867)
Worker's Compensation Insurance:	5960	19,208	23,317	12,579	23,324	14,274	(9,050)



MWSD — Fiscal Year 2019-2020 budget actual - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2017-18</u> <u>Actual</u>	<u>Approved Budget</u> <u>2018-19</u>	<u>2018-19</u> <u>Actual</u>	<u>Approved Budget</u> <u>2019-20</u>	<u>2019-20</u> <u>Actual</u>	<u>Variance</u>
Management:	5910	114,908	103,725	112,113	111,733	114,042	2,309
Staff :	5920	360,388	426,804	356,877	446,840	407,112	(39,728)
Staff Certification:	5930	10,042	11,400	9,275	11,400	10,625	(775)
Staff Overtime:	5940	42,425	69,334	45,516	48,105	45,849	(2,256)
Staff Standby:	5950	25,125	26,123	24,705	23,249	25,485	2,236
PARS:	5850	31,691	35,734	37,916	37,636	42,031	4,395
Backflow Prevention:	6160	473	1,000	764	1,000	326	(674)
Claims, Property Damage:	6170	0	10,000	22	10,000	392	(9,608)
SCADA Maintenance:	6185	7,778	10,000	12,061	13,000	2,468	(10,532)
Internet & Telephone, Communications:	6187	2,024					0
Education & Training:	6195	9,911	9,000	5,098	9,000	4,372	(4,628)
Meeting Attendance, Engineering:	6210	16	500		500	0	(500)
General Engineering:	6220	8,503	45,000	1,467	30,000	12,390	(17,610)
Water Quality Engineering:	6230	178,764	100,000	420,284	350,000	116,823	(233,177)
Equipment & Tools, Expensed:	6320	7,441	5,000	11,867	8,000	17,500	9,500
Alarm Services:	6335	671	800	718	800	1,040	240
Landscaping:	6337	5,947	6,000	5,811	56,000	6,950	(49,050)
Facilities other:	6330				0	249	249
Lab Supplies & Equipment:	6370	3,698	2,000	2,251	2,500	9,432	6,932
Meter Reading:	6380	21	0		0	10	10
Pumping Fuel & Electricity:	6410	68,177	90,000	77,011	90,000	75,074	(14,926)
Pumping Maintenance, Generators:	6420	7,777	10,000	21,339	10,000	20,908	10,908
Pumping Maintenance, General:	6430	4,137	5,000	3,448	5,000	17	(4,983)
Pumping Equipment, Expensed:	6440	210	700	478	700	8,562	7,862
Maintenance, Raw Water Mains:	6510	1,474	2,100	1,857	2,500	27	(2,473)
Maintenance, Wells:	6520	16,851	10,000	8,635	5,000	13,281	8,281
Water Purchases:	6530	25,508	40,000	26,826	40,000	33,976	(6,024)
Hydrants:	6610	408	1,000		1,000	6,481	5,481
Maintenance, Water Mains:	6620	39,633	50,000	46,952	50,000	40,201	(9,799)
Maintenance, Water Service Lines:	6630	12,389	20,000	3,506	20,000	6,384	(13,616)
Maintenance, Tanks:	6640	741	1,000	1,593	1,000	5,141	4,141
Maintenance, Distribution General:	6650	273	7,000	7,341	8,000	10,890	2,890
Maintenance, Collection System:	6660			414			0
Meters:	6670	2,373	2,500	8,177	2,500	6,253	3,753
Chemicals & Filtering:	6710	18,681	30,000	20,233	20,000	39,914	19,914
Maintenance, Treatment Equipment:	6720	10,508	4,000	28,456	20,000	13,805	(6,195)
Treatment Analysis:	6730	35,504	42,000	45,055	45,000	18,718	(26,282)



MWSD — Fiscal Year 2019-2020 budget actual - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2017-18</u> <u>Actual</u>	<u>Approved Budget</u> <u>2018-19</u>	<u>2018-19</u> <u>Actual</u>	<u>Approved Budget</u> <u>2019-20</u>	<u>2019-20</u> <u>Actual</u>	<u>Variance</u>
Uniforms:	6770	11,166	12,000	11,459	2,000	3,702	1,702
Vehicles - Other:	6800					183	183
Fuel:	6810	5,598	8,000	6,541	10,000	6,237	(3,763)
Truck Equipment, Expensed:	6820	12	1,000	309	1,000	3,433	2,433
Truck Repairs:	6830	4,422	5,000	2,411	5,000	3,694	(1,306)
Other Operations:	6890	240		43		4,265	4,265
Depreciation:	5260	972,113		982,039	0	991,413	991,413
Amortization:	5265	33,689		28,549	0	28,549	28,549
Total Operations Expense:		2,457,561	1,666,472	2,783,849	2,206,511	2,709,240	502,729
Net Change in position from Operations:		(97,048)	584,574	(418,480)	81,489	(188,250)	(269,739)
<u>Non Operating Revenue / Expense</u>							
Connection Fees, Residential New Const:	7110	145,168	173,020	151,098	150,000	223,718	73,718
Connection Fees, Residential Remodel:	7120						0
Connection Fees, Residential Fire:	7130	118,691	80,000	164,056	130,000	84,517	(45,483)
Connection Fees, Residential Remodel Fire:	7140	12,893		2,032			0
Connection Fees, Well Conversion:	7150	7,800					0
General Obligation Bonds, Assessment Receipts:	7600	1,226,216	1,150,436	1,182,939	1,150,436	1,191,631	41,195
Water:	8100				549,500	0	(549,500)
Total Non Operating Revenue:		1,510,768	1,403,456	1,500,125	1,979,936	1,499,867	(480,069)
<u>Financing Expenses</u>							
PFP Connection Expenses:	9075						0
General Obligation Bonds:	9100	265,164	252,521	242,762	230,539	221,777	(8,762)
PNC Equipment Lease:	9125	18,222	16,826	17,492	15,221	15,151	(70)
State Revolving Fund Loan:	9150	83,943	78,455	78,501	72,873	72,938	65
I-Bank Loan:	9200			43,714		(13,785)	(13,785)
Conservation Program/Rebates:	9210	1,400	2,000	1,500	3,000	1,350	(1,650)
Total Financing Expense:		368,729	349,802	383,970	321,633	297,431	(24,202)

Two-Year Comparative Income Statement

Water Comparison - Actuals
6/30/2019 vs. 6/30/2020

	[Current Period]	[Prior Period]	Variance	Percent Change
	July 1, 2019 - June 30, 2020	July 1, 2018 - June 30, 2019		
Revenue				
Water Sales	1,971,796	1,887,420	84,375	4.47%
Cell Tower Lease	42,687	36,752	5,935	16.15%
Fees & Other	73,410	18,699	54,711	292.59%
Property Tax	407,337	404,079	3,259	0.81%
Backflow Testing	25,761	18,420	7,341	39.85%
Net Sales	2,520,990	2,365,369	155,621	6.58%
Expenses				
Personnel	833,822	764,587	69,235	9.06%
Professional Services	230,950	96,227	134,723	140.01%
Facilities & Administration	72,681	71,967	714	0.99%
Engineering	129,213	421,751	(292,538)	-69.36%
Pumping	104,561	102,276	2,285	2.23%
Supply	47,284	37,318	9,966	26.70%
Collection/Transmission Treatment	75,351	67,983	7,367	10.84%
	72,437	93,744	(21,306)	-22.73%
Depreciation	1,019,962	1,010,588	9,374	0.93%
All other Accounts	122,979	117,407	5,572	4.75%
Total Expenses	2,709,240	2,783,849	(74,609)	-2.68%
Net Operating Income	(188,250)	(418,480)	230,230	-55.02%
Non-Operating				
Connection Fees - Revenue	308,236	317,186	(8,950)	-2.82%
GO Bonds Assessment - Revenue	1,191,631	1,182,939	8,692	0.73%
PNC equipment lease - Expense	(15,151)	(17,492)	2,341	-13.38%
GO Bonds Interest - Expense	(221,777)	(242,762)	20,985	-8.64%
SRF Interest - Expense	(72,938)	(78,501)	5,563	-7.09%
Conservation Program - Expense	(1,350)	(1,500)	150	-10.00%
Total Other Income (Expense)	1,188,651	1,159,869	28,781	2.48%
Capital Improvement Program	907,030	454,420	452,610	99.60%

Fiscal year 2019-2020 Budget Operating Reserves

WATER

Operating Reserve:

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

Target calculation

\$	2,206,511	12	Budgeted FY19/20 expenditures Months
<hr/>			
\$	183,876	x 2	Monthly budgeted operating expenses Two months expenditures
<hr/>			
\$	367,752		Target Reserve
<hr/> <hr/>			

Actual reserve at fiscal year June 30, 2020
\$46,009

Actual Operating Funds @ June 30, 2020
\$707,342

SEWER

Operating Reserve:

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

Based on fiscal year **2019-20** budget the amount of operating reserves is as follows:

Minimum Target

\$	3,044,828	12	Budgeted FY19/20 expenditures Months
<hr/>			
\$	253,736	x 2	Monthly budgeted operating expenses Monthly budgeted operating expenses
<hr/>			
\$	507,471		Minimum Target Reserve
<hr/> <hr/>			

Maximum Target

\$	3,044,828	12	Budgeted FY19/20 expenditures Months
<hr/>			
\$	253,736	x 10	Monthly budgeted operating expenses Monthly budgeted operating expenses
<hr/>			
\$	2,537,357		Maximum Target Reserve
<hr/> <hr/>			

Actual reserve at fiscal year June 30, 2020
\$ 406,882

Actual Operating Funds @ June 30, 2020
\$ 1,911,840

Fiscal year 2019-2020 Budget

Capital Reserve Connection Fee Reserve

Capital Reserve:

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

WATER

Minimum Target

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

Maximum Target

\$	4,416,075	Highest year CIP existing customers (fiscal year 2022-23)
\$	750,000	Engineer estimate
<hr/>		
\$	5,166,075	Maximum target

Actual reserve at fiscal year June 30, 2020

\$ 398,249

SEWER

Minimum Target

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

Maximum Target

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

Actual reserve at fiscal year June 30, 2020

\$ 3,970,253

Fiscal year 2019-2020 Budget

Capital Reserve Connection Fee Reserve

CONNECTION FEE RESERVE

Connection Fees:

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

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

WATER

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

Actual reserve at fiscal year June 30, 2020

\$ 253,020

SEWER

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

Actual reserve at fiscal year June 30, 2020

\$ 194,600

Sewer

Personnel

CalPERS 457 Deferred Plan:	5810
Employee Benefits:	5820
Disability Benefits:	5830
Payroll Taxes:	5840
PARS:	5850
Worker's Compensation Insurance:	5960
Management:	5910
Staff:	5920
Staff Certification:	5930
Staff Overtime:	5940
Staff Standby:	5950

Professional Services

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

Facilities & Administration

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

Engineering

Meeting Attendance, Engineering:	6210
General Engineering:	6220

Pumping

Pumping Fuel & Electricity:	6410
Pumping Maintenance, General:	6430

Sewer Authority Mid-Coastside

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

All other Accounts

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Conference Attendance:	5250
Information Systems:	5270
Fidelity Bond:	5310
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Memberships:	5530
San Mateo County Tax Roll Charges:	5710
Mileage Reimbursement:	5730
Reference Materials:	5740
Claims, Property Damage:	6170
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Maintenance, Collection System:	6660
Uniforms:	6770
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Total Other Operations:	6890

Water

Personnel

CalPERS 457 Deferred Plan:	5810
Employee Benefits:	5820
Disability Benefits:	5830
Payroll Taxes:	5840
PARS:	5850
Worker's Compensation Insurance:	5960
Management:	5910
Staff:	5920
Staff Certification:	5930
Staff Overtime:	5940
Staff Standby:	5950

Professional Services

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

Facilities & Administration

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

Engineering

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

Pumping

Pumping Fuel & Electricity:	6410
Pumping Maintenance, Generators:	6420

Supply

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

Collection/Transmission

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

Treatment

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

All other Accounts

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
CDPH Fees:	5240
Conference Attendance:	5250
Information Systems:	5270
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Memberships:	5530
Mileage Reimbursement:	5730
Reference Materials:	5740
Backflow Prevention:	6160
Claims, Property Damage:	6170
SCADA Maintenance:	6185
Internet & Telephone, Communications:	6187
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Lab Supplies & Equipment:	6370
Meter Reading:	6380
Uniforms:	6770
Vehicles - Other:	6800
Fuel:	6810

Pumping Maintenance, General:	6430	Truck Equipment, Expensed:	6820
Pumping Equipment, Expensed:	6440	Truck Repairs:	6830
		Other Operations:	6890
		Water:	8100



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 7, 2021**

TO: Board of Directors
FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Review and Possible Action Concerning Temporary Amendment to Personnel Manual and General Manager's Employment Agreement Concerning Vacation Payout and Accruals Due to the COVID-19 Pandemic.

Currently the District employee manual limits the vacation accrual time for all employees to 30 days and allows employees to take up to 5 days of their accrued vacation leave per year as compensation. Vacation requests need to be submitted by February 28 of each year.

Due to the extraordinary circumstances presented by the current pandemic staff and the District's labor counsel recommend a temporary increase in the accruals from 30 days to 50 days for 2021, permit an optional vacation pay of up to an additional 20 days before the FY end 20-21, and allow for more flexibility for the General Manager to schedule and approve staff vacation requests in 2021.

RECOMMENDATION:

Adopt Resolution No.____, Resolutiuon adopting a temporary amendment to the Personnel Manual and General Manager's Employment Agreement concerning vacation payout and accruals due to the COVID-19 Pandemic.

Attachment

RESOLUTION NO. _____

RESOLUTION ADOPTING A TEMPORARY AMENDMENT TO THE PERSONNEL MANUAL AND GENERAL MANAGER'S EMPLOYMENT AGREEMENT CONCERNING VACATION PAYOUT AND ACCRUALS DUE TO THE COVID-19 PANDEMIC

WHEREAS, under current District policies and the Personnel Manual, which governs the terms and conditions of employment for all District staff including the General Manager, employees may accrue up to 30 days of vacation leave, and any excess accruals will be paid to the employee on the last pay period of each quarter. Every employee must take at least two weeks (or 10 days) of their accrued vacation leave each year, and may also elect to take up to five days of their accrued vacation leave per year paid as compensation or paid into the District's Deferred Compensation Plan or the District's Health Savings Account;

WHEREAS, under the Employment Agreement between the District and the General Manager, dated January 1, 2017, Section 5 provides that the General Manager earns 30 days of vacation leaves per employment year, and he is subject to the same 30 day accrual cap as all other employees;

WHEREAS, due to the continuing impacts of COVID-19, staff requests approval to implement a temporary amendment to the District's Personnel Manual and the General Manager's Employment Agreement concerning vacation payout and accruals;

WHEREAS, to support federal, state and county efforts in combating the continuing impacts of COVID-19, and by taking a proactive approach, the District will benefit from protecting its personnel and the community in mitigating against the risk of COVID-19 transmission;

WHEREAS, this temporary amendment also establishes guidelines

RESOLUTION NO. _____

RESOLUTION ADOPTING A TEMPORARY AMENDMENT TO THE PERSONNEL MANUAL AND GENERAL MANAGER'S EMPLOYMENT AGREEMENT CONCERNING VACATION PAYOUT AND ACCRUALS DUE TO THE COVID-19 PANDEMIC

and procedures to allow employees to take leave in order to maintain a healthy, safe, and productive workforce;

WHEREAS, the Board of Directors has considered all information related to this matter, as presented at the public meetings of the District identified herein, including any supporting reports by District staff, and any information provided during public meetings.

NOW THEREFORE,

BE IT RESOLVED BY THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT AS FOLLOWS:

1. The Board hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the Board's adoption of this Resolution.

2. The Board hereby: (a) approves the recommendations specified in the staff report and supporting documents, attached hereto as Exhibit "A," and incorporated herein by reference; and (b) authorizes the General Manager to implement the provisions as set forth in the aforementioned documents.

3. This Resolution shall take effect immediately upon its adoption.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. _____

**RESOLUTION ADOPTING A TEMPORARY AMENDMENT TO THE
PERSONNEL MANUAL AND GENERAL MANAGER'S EMPLOYMENT
AGREEMENT CONCERNING VACATION PAYOUT AND ACCRUALS DUE
TO THE COVID-19 PANDEMIC**

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 7th day of January, 2021, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:


Secretary, Montara Water and Sanitary District

memo



To: Honorable Board of Directors
Montara Water & Sanitary District

Through: Clemens Heldmaier, General Manager
Christine Fitzgerald, *Esq.*, General Counsel

From: Christopher K. Boucher, *Esq.* 

Date: January 4, 2021

Re: Impact of COVID-19 and Employee Vacation

Please accept this memorandum which sets forth the background information in advance of the January 7, 2021 Board meeting to consider the issue related to employee vacation accruals. As further discussed below, due to the unprecedented circumstances presented by COVID-19 which impacted employees' ability to take time off in 2020, Board authorization is requested to: i) temporarily increase the accruals cap from 30 days to 50 days for 2021; ii) permit an optional vacation "cash out" of up to an additional 20 days at the employee's choice before the end of FY 20-21; and, iii) to allow for more flexibility for the General Manager to schedule and approval staff vacation requests in 2021.

I. BACKGROUND INFORMATION

In accordance with existing District policies and the Personnel Manual, which governs the terms and conditions of employment for all District staff including the General Manager,¹ employees may accrue up to 30 days of vacation leave, and any excess accruals will be paid to the employee on the last pay period of each quarter. Every employee must take at least two weeks (or 10 days) of their accrued vacation leave each year. Also, employees may also elect to take up to five days of their accrued vacation leave per year paid as compensation or paid into the District's Deferred Compensation Plan or the District's Health Savings Account.

Additionally, employees receive six days of floating holidays per calendar year, which is "use it or lose it" and must be taken prior to the end of the calendar year, as the leave does not roll over to the following calendar year if not used.

¹ Under the General Manager's Employment Agreement, Section 5 provides an exception in which that the General Manager earns 30 days of vacation leaves per employment year. However, the General Manager is subject to the same 30 day accrual cap as all other employees.

As a result of COVID-19, District employees have not been able to take a vacation, both for personal as well as bona fide operational reasons in order to maintain District operations as an essential governmental service and critical infrastructure due to COVID-19. As a result, for employees who have excess leave accrual balances over the 30 day limit, they will be subject to the “cash out” provisions as specified in the Personnel Manual.

Separately, the Personnel Manual requires that employees must submit vacation requests by February 28 of each year and vacation scheduling to be completed not later than March 15 for each calendar year. However, given the present uncertainty related to COVID-19, flexibility will likely be needed in order to appropriately review employee requests and schedule vacation in a manner that will ensure the needs of the District’s needs are met year-round.

II. RECOMMENDATION

Based on our assessment of the above, and in consideration of the extraordinary circumstances presented by COVID-19, it is recommended that the Board consider and approve the following: i) a temporary increase in the accruals cap from 30 days to 50 days for 2021; ii) permit an optional vacation “cash out” of up to an additional 20 days at the employee’s choice before the end of FY 20-21; and, iii) to allow for more flexibility for the General Manager to schedule and approval staff vacation requests in 2021.

Also, we recommend that these exceptions to the existing Personnel Manual provisions governing vacation accrual cap should sunset in 2021. Specifically, we recommend that options i) and iii) above should sunset on December 31, 2021, while option ii) should sunset on June 30, 2021. Given the time needed to process payroll, staff who wish to “cash out” any additional days of vacation must make such an election in writing following any instructions which will be set forth by the General Manager to allow for sufficient time to process any cash out requests prior to the close of the 2020-2021 fiscal year (which ends on June 30, 2021).

III. THE CHALLENGES OF COVID-19 TO DISTRICT OPERATIONS

In March 2020, the Board declared a local emergency due to the circumstances presented by COVID-19. Since that time, District staff have provided continuing and dedicated support in ensuring that all District functions are effectively carried out, both in carrying out key administrative and operational functions.

With ongoing public health concerns related to individual travels both outside the region as well as internationally, avoiding the travel associated with extended time off has been an effective tool that many employers utilize to reduce the risk of COVID-19 transmission in the workplace.

In light of this, a temporary change in allowing employees to “bank” additional days of vacation typically have a positive impact on encouraging employees to defer their travel plans, and instead, to take time off in 2021 where more certainty related to the fight against COVID-19 is expected (such as the vaccine and/or other potential treatment and care options).

IV. ADVANTAGES OF THE RECOMMENDED APPROACH

The recommended approach, as discussed in Section II above, present the following advantages:

- It provides full staffing to the District to ensure continuity of operations. Especially considering the relative small size of the District's staff, having staff around could also be helpful in case of other emergencies (i.e. winter storms) and to have a contingent staff, in case anyone is sick during the pandemic.
- It fosters positive employee relations by acknowledging the employees' contributions over the past year and for their commitment to the District and doing their part towards protecting public health.
- Allowing an optional "cash out" provision at the employee's choice is consistent with the District's current practice of cashing out excess vacation accrual balances.

V. FINANCIAL IMPACT

As the District's Personnel Manual specifies that employees will be paid for any excess vacation accrual balances not taken beyond the 30 day cap, a temporary change in allowing employees to bank additional days of vacation likely will not have any financial impact to the District's current year fiscal budget, assuming the additional time will be taken off in 2021, which is already budgeted under salary expenses.

VI. CLOSING / RECOMMENDATION

Accordingly, we recommend that the Board consider the recommendation to: i) allow employees to defer up to an additional 20 days of vacation into 2021 (and thereby increasing the vacation accrual cap from 30 days to 50 days); ii) permit an optional vacation "cash out" of up to an additional 20 days at the employee's choice before the end of FY 20-21 (in addition to the five days they are currently allowed to cash out under the Personnel Manual); and, iii) authorize the General Manager to put this temporary measure in place as a non-precedent setting arrangement due to the COVID-19 pandemic through December 31, 2021.

Further, we recommend that the Board authorize the General Manager put into place a vacation request and approval system that will best meet the District's operations for 2021.

Staff will be available to discuss this matter with the Board at its January 7 meeting.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 7, 2021**

TO: Board of Directors
FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Review and Possible Action Concerning Sewer Authority Mid-Coastside Process for Granada Force Main Segment 4 Staging Area Assessment.

Director Ric Lohman serves as a Sewer Authority Mid-Coastside (SAM) Director representing MWSD. He asked for an opportunity to review and discuss the process SAM is undertaking to assess biological impact to an area erroneously used as staging area for the SAM Force Main Segment 4 replacement project.

RECOMMENDATION:

Receive Report from Director Lohman, discuss and advise the MWSD-SAM representatives.

Attachment

Subject: Fw: FW: Granada Force Main Segment 4 BRE / Northern Staging Area
Date: Sunday, January 3, 2021 at 9:49:09 AM Pacific Standard Time
From: Ric Lohman
To: Scott Boyd, Clemens Heldmaier
Attachments: image001.png

Please create open agenda item for next meeting to discuss options and responses.
Call me if any issues.

Ric

From: Barbara Dye <bdye@granada.ca.gov>
Sent: Thursday, December 31, 2020 10:26 AM
To: Kishen Prathivadi <kishen@samcleanswater.org>
Cc: Ric Lohman <ric@mwsd.net>; Kathryn Slater-Carter <kathryn@mwsd.net>; Matthew Clark <mclark@granada.ca.gov>
Subject: Re: FW: Granada Force Main Segment 4 BRE / Northern Staging Area

Hi everyone,

I went through this report. Unfortunately, it makes an adequate case for why a report like this should have been done before the project was approved, if the staging area was going to be to the north of the project area. The erroneous staging area (the project footprint plus a 200' buffer) is crossed by a jurisdictional stream, and includes 1.32 acres of arroyo willow forest, and .05 acres of coastal freshwater marsh. It also includes non-sensitive or non-impacted annual grassland, Monterey Cypress forest, ruderal, and developed vegetation communities.

The report makes it clear that few impacts would be expected, particularly with the 16(!) recommended "Avoidance and Mitigation Measures." Even though there are a lot, they seem to be standard requirements, and would probably have cost less to implement than the full-time biological monitor and construction monitor that SAM ended up hiring.

The document is written as if the Project hadn't yet happened, so it only predicts potential impacts. It expects none to the Monterey Cypress Forest, and none to Coastal Freshwater Marsh. As far as the willows go, it says "only temporary impacts to the willows within the Project staging area are anticipated."

I think the case could be made that there is no need for a revegetation plan. This report says "**If the Project results** in impacts to either the perennial creek (including vegetation at or near its banks), willows within Project areas, and/or CRAs as defined in the City's LCP, then the contractor or SAM shall prepare and implement a Project Restoration and Revegetation Plant to restore impacted sensitive areas to their original condition.

We need to see the report from SAM's biologist on the size of the actual impacts and the current condition of those areas. If they were just to willows, and those willows have returned, we can send a letter with that report stating that there are no impacts from the Project, and per the requirements of the BRE, no revegetation plan is required. I don't know if you've sent me the final report but could you send it again?

There's no rush on this, I just had it in my in box and wanted to review it right away.

Barbara

On Wed, Dec 30, 2020 at 11:52 AM Kishen Prathivadi <kishen@samcleanswater.org> wrote:
Here is the latest email that I received from the Biologist.

The next step would be to prepare the revegetation plan. We might also check with Doug Garrison on how he would like to proceed with the BRE. We are currently working on the revegetation plan preparation which is the major action item in the BRE.

Lincoln

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From: Lincoln Allen <LAllen@swca.com>
Sent: Wednesday, November 25, 2020 2:51 PM
To: Kishen Prathivadi <kishen@samcleanswater.org>
Cc: Douglas Garrison (DGarrison@hmbcity.com) <dgarrison@hmbcity.com>; Lincoln Allen <LAllen@swca.com>
Subject: Granada Force Main Segment 4 BRE / Northern Staging Area

Kishen,

Please find attached the Granada Force Main Segment 4 BRE for the northern portion of the project. Per our previous discussions, this report is an after-the-fact BRE and covers impacts that occurred during installation of the HDPE pipeline earlier this year.

Let me know if you have any questions and I'll be happy to discuss.

Hope you have a great holiday.

Lincoln

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MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 7, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: General Manager's Report

Operations:

U.S.As – 18

Work orders – 20 : 11 leak investigation, 4 profile, 4 mystery issue with billing, 1 fixture unit counts

Leaks – 1; Poly service line 739 Etheldore

Valves exercise – 3

Monthly samples – 5

Work with Calcon to trouble shoot Airport comm issues – 3

Raw water line flushing – 3

Leak log paperwork update – 1

BacT samples taken – 1

P RTP power outage issue evening shut down and morning start-up – 4

EIT membrane replace and calibration at AVTP

Temporary repair on portola tank sample point leak

Well amperage readings

Stock CL2 at sites and order CL2 from vendor

Zero usage reads

BSK lab sample order

Troubleshoot SCADA phone line issue and no alarm call out

Portola zone flushing

Wylvale tap check and valve exercise

P RTP booster pump exchange prep and demo

P RTP new boost pump install

Well sounding

Manteca Samples - 1

Saddle repair 330 California

Meter reading - 2

Service taps, - 2 Vallemar st, and Wylvale ave

Martini Creek Tree trimming for Balance Hydraulics

Portola tank project

Post/print special agendas

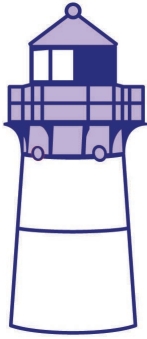
Cal-Inc Ac pipe removal plan

Missed reads

Leak repair 330 California

Work orders-9

PRV station inspections



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 7, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Termite inspection for Schoolhouse building
Moss Beach leak reads
PRTTP booster pump demo and install
R&B order-3
Portola tank bulkhead fitting Princeton Welding - 2

Projects: This year's Sewer Improvement Project is scheduled to commence soon.

Pavement of the road on MWSD property to the Sewer Authority Mid-Coastside Pump-Station is complete. The project is jointly funded by MWSD and SAM.

Big Wave water mainline construction along Airport Street is progressing almost according to schedule. Completion of the project is expected this month.

Covid-19: MWSD offices remain closed to the public since March 16. SOP's for Covid-19 office and employee safety were updated since new health orders were issued. Non-essential construction and permitting is allowed in SMC and MWSD operations is working at full capacity always adhering to social distancing guidelines.

Meetings: On December 1, 2020 the General Manager met with Steve Ritchie SFPUC Assistant General Manager, Tim Ramirez, SFPUC staff, community members Mark Veerlander, Sean Handel, Franz Dill and Diana Purucker, HMB Review Reporter Sarah Wright, and Directors Scott Boyd and Jim Harvey atop of Montara Mountain to request the halt of the SFPUC AQCPI project, relocate the project, mountain peak restoration and public access to the top.

RECOMMENDATION:

This is for Board information only.