



MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

8888 Cabrillo Highway

Tel: (650) 728-3545

Fax: (650) 728-8556

AGENDA

Regular Meeting

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

October 3, 2013 at 7:30 p.m.

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

1. Review and Possible Action Concerning Establishment of Prop 218 Limits for Solid Waste Disposal Fee Increase.
2. Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.
3. Review and Possible Action Concerning Adoption of Appropriation Limit for FY 2013-2014.

CONSENT AGENDA

1. Approve Minutes for Meeting of August 29, September 5, 2013.
2. Approve Financial Statements for July 2013.
3. Approve Warrants for October 1, 2013.
4. SAM Flow Report for August 2013.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for August 2013.
8. Rain Report.
9. Solar Energy Report.

OLD BUSINESS NEW BUSINESS

1. Review and Possible Action Concerning Adoption of Annual Connection Charge Report.
2. Review and Possible Action Concerning Software Update of District Water Billing System.
3. Review and Possible Update Concerning New Schoolhouse Tank Construction Update.

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Harvey)
2. MidCoast Community Council Meeting (Slater-Carter)
3. ACWA Board of Directors Report (Ptacek)
4. CSDA Report (Slater-Carter)
5. Integrated Regional Water Management Plan (Ptacek)
6. Attorney's Report (Schricker)
7. Directors' Reports
8. General Manager's Report (Heldmaier)

FUTURE AGENDAS ADJOURNMENT

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

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 3, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Establishment of Prop 218 Limits for Solid
Waste Disposal Fee Increase.**

The District negotiated a contract with increased services, the same weekly pickup of refuse and recycling and biweekly green waste service. Service now includes a standardized 64 gallon recycling can for single stream recycling and customer choice of Recology supplied 20, 32 and 64 gallon refuse containers.

Notices were mailed to all 1728 property owners and customers in Montara and Moss Beach notifying them about the planned rate increase for October 1.

At the preparation of this agenda item a total of fifteen (15) written protests have been received. However, a full final count will be made at the public hearing since more may be received by that time.

The purpose of this meeting is to formally count the number of written protests received. If written protests are submitted against the proposed fees or against a particular fee by the owners of a majority of the parcels, the fees or fee will not become effective.

RECOMMENDATION:

Open the public hearing, allow relevant testimony, close the public hearing and count all allowable Prop 218 protests received. Determine whether or not the proposed rate limits should be approved in accordance with Prop 218. Adopt ORDINANCE NO.____, ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT ESTABLISHING MAXIMUM RATES FOR THE COLLECTION, REMOVAL AND DISPOSAL OF REFUSE AND FOR RECYCLING SERVICES.

Attachments



MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

P.O. Box 370131
8888 Cabrillo Highway
Montara, CA 94037-0131

Tel: (650) 728-3545
Fax: (650) 728-8556

E-mail: mwsd@coastside.net

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

August 02, 2013

RE: SEACOAST DISPOSAL FEES AND CHARGES

Dear Property Owner,

A recent California Supreme Court case involving Proposition 218 requires local governments to notify property owners of certain proposed rate increases, including rates for refuse collection services provided by privately-owned companies under franchise agreements. Accordingly, this letter is sent to you as the owner of property identified as receiving garbage and recycling collection services from Seacoast Disposal Company, which provides such service under franchise with the Montara Water and Sanitary District.¹ The District will hold a public hearing to consider revisions to its garbage and recycling collection fees and charges on the date and at the time and place as follows:

Date: Thursday, October 3, 2013
Time: 7:30 p.m. or as soon thereafter as may be heard
Place: Boardroom
Montara Water and Sanitary District
Administrative Offices
8888 Cabrillo Highway
Montara, CA 94037-0131
(Adjacent to the Pt. Montara Lighthouse & Hostel)

A comparison of the current rates with the proposed revisions is set out in the attachment. As you will note, the proposed revisions cover a one-year period with amounts specified for the various categories of fees and charges. The rates effective on October 1, 2013 will remain in effect after that year unless and until new rates are approved.

Recology of the Coast, the District's franchise waste hauler, has experienced escalating operating costs including costs for fuel, salaries, equipment and dump fees (also called tipping fees) charged at Ox Mountain Landfill in Half Moon Bay.

Property owners may submit **written** protests against the proposed fees and charges either in advance of the hearing or at the hearing. A protest must include identification of the property involved by assessor parcel number or address. Any such protest should be addressed to the District Board, Montara Water and Sanitary District, P.O. Box 370131, Montara, CA 94037. If written protests are submitted against the proposed fees or against a particular fee by the owners of a majority of the parcels identified by the District as receiving garbage and recycling collection service, the fees or fee will not become effective. If a majority of property owners do not submit written protests against the fees or a fee, upon adoption of an ordinance enacting the fees or fee, they will become effective.

Sincerely,

/c/

Clemens Heldmaier
General Manager

Attachments

¹ If the property listed on the envelope by Assessor's Parcel Number ("APN") does not receive refuse collection service from Recology of the Coast, please disregard this notice.

HOW DO I CALCULATE THE BILL IMPACT OF THE PROPOSED SOLID WASTE RATES FOR RESIDENTIAL SERVICE?

Your Recology of the Coast garbage bill consists of weekly collection service charged on a monthly rate.

Step 1: Find your basic monthly collection charge for once a week service on the attached Schedule of Proposed Solid Waste Fees and Charges. This varies by the size of the container. New standardized 64 gallon recycling containers and consumer choice of 20, 32, and 64 gallon standardized refuse cans will be supplied at no extra charge by Recology. The typical residential customer has one (1) 32-gallon can of garbage collected per week along with recyclable material in the receptacle provided.

Step 2: Add the cost of any additional service such as an extra 30 gallon bag with collection, or if the container is placed at the side or rear of the dwelling unit.

Step 3: Estimate your monthly charge by adding the above items together.

A sample calculation for a typical single family residence appears in the box below:

<u>Estimate your monthly garbage bill under the rates proposed to become effective on October 1, 2013</u>	
Step 1: Basic Collection Charge	
One 32-gallon can collected once a week: \$19.57 per month.	
<i>Note: Most customers can skip Step 2 because they use only one can and do not require Special Charges</i>	
Step 2: Special Charges	
Container placed at side or rear of dwelling	\$4.88 per month
Step 3: Total Garbage Bill	
Basic Collection Charge:	\$19.57
Special Charges	<u>\$4.88</u>
Total Garbage Bill	\$24.55 per month

What do the solid waste rates pay for?

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

Visit our web site for more information: www.mwsd.montara.org

**ATTACHMENT D
INITIAL MINIMUM RATES
EFFECTIVE OCTOBER 1-2013**

1/1/2013 10/1/2013

RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:

a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge	\$10.93	\$15.87
b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge	\$15.68	\$19.57
c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge	\$55.46	\$64.12

2. Special Services (charges added to above, basic changes):

a. Container placed at side or rear of dwelling - per container	\$4.06	\$4.88
b. Container not placed at specified collection point and return call required- per container	\$8.29	\$9.95
c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag	\$4.39	\$5.27
d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, ect	estimate	estimate

3. Bulky goods dropoff service four times a year within Montara city limits including greenwaste and motor oil in Recology provided bottles only	inc. w/service	inc. w/service
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4. Weekly commingled recyclable materials collection (64 gallon wheeled cart)	inc. w/service	inc. w/service
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5. Every other week greenwaste (yard trimmings, ect.) collection, limited to four (4) thirty gallon containers - customers own containers	inc. w/service	inc. w/service
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6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags	inc. w/service	inc. w/service
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7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials	inc. w/service	inc. w/service
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8. Christmas trees free of charge thru January 31st of each year	inc. w/service	inc. w/service
a. After January 31st charge is \$20 per tree for removal	\$20.00	\$20.00

MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

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

a. Regular collections:

ATTACHMENT D
INITIAL MINIMUM RATES
EFFECTIVE OCTOBER 1-2013

	10/1/2013	10/1/2013
1-64 gallon collection once per week	\$63.45	\$77.00
1-96 gallon collection once per week	\$104.41	\$126.00
b. Additional 64 or 96 gallon commercial carts picked up more than once a week		
will be original charge times the number of pickups		WILL VARY BY SIZE
2. Commercial Container Rental:		
a. 1 cubic yard box - per mo	\$29.19	\$35.03
b. 2 cubic yard box - per mo	\$37.85	\$45.42
3. Commercial Container Collections:		
a. 1 cubic yard box - per collection	\$25.10	\$30.12
b. 2 cubic yard box - per collection	\$49.94	\$59.93
4. Compacted Commercial Container Service:		
a. 1 cubic yard box - per collection	\$48.15	\$57.78
b. 2 cubic yard box - per collection	\$97.26	\$116.72
5. Recyclable material collection up to five times a week		INC. W/SERVICE INC. W/SERVICE

DEBRIS BOX SERVICE

7, 14, 20 and 30 yard containers		
a. Container rental and delivery and pickup charge		\$285.00
b. \$67 per ton confirmed by disposal site weight slip		WILL VARY

SPECIAL PROVISIONS

1. Financial hardship rate for weekly collection for single container placed in front of bage 30 gallon can (PGE CARE PROGRAM) 15% reduction	\$11.08	\$16.63
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MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of:

October 3, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

The Board has scheduled the adoption of a new prop 218 limit for solid waste removal fees at this meeting. For the new rates to be set at the newly established maximum prop 218 limit, the Master Fee Schedule needs to be amended.

RECOMMENDATION:

Open the public hearing, consider relevant public testimony, close the public hearing, and ADOPT ORDINANCE NO. _____, ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE.

Attachments



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 3, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Adoption of Appropriations Limit for FY 2013-2014

Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, was adopted by California voters in 1980 and placed limits on the amount of proceeds of taxes that State and local agencies can appropriate and spend each year.

The limit is different for every agency and changes each year. The annual limit is based on the amount of tax proceeds that were authorized to be spent in FY 1978-79, modified for changes in inflation and population. Inflationary adjustments are based on increases in the California per capita income and changes in County population.

The appropriation limit for the prior FY year was \$1,765,296. Factoring in the County's change in population for the unincorporated area (1.04%), and the change in the California per capita personal income (5.12%) provides the appropriation limit for the new fiscal year. This information is found in the State Department of Finance report received in May 2013. Based on these adjustments the appropriation limit for Fiscal Year 2013-2014 is \$1,874,978. This is the maximum amount of tax proceeds the District is able to spend in FY 2013-2014. As the attached worksheet shows, the District is \$1,104,199 below its Gann Limit.

Section 7910 of the State Government Code requires a governing body to annually adopt, by resolution, an Appropriations Limit for the upcoming fiscal year.

RECOMMENDATION:

Adopt RESOLUTION NO. _____, RESOLUTION OF MONTARA WATER AND SANITARY DISTRICT DETERMINING THE 2013-2014 APPROPRIATION LIMIT.

Attachment

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND
SANITARY DISTRICT DETERMINING THE 2013-2014
APPROPRIATION LIMIT**

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

1. The District, on the basis of appropriations limit calculations, which have been on file and available for public review in the office of the Secretary of the District, has calculated the maximum limit applicable to the appropriations of tax proceeds for the Fiscal Year 2013-2014 to be the sum of One Million Eight Hundred Seventy Four Thousand Nine Hundred Seventy Eight Dollars (\$1,874,978).
2. The basis for said calculations are available and on file in the office of the Secretary of said District.
3. The Secretary shall post this Resolution at the official places of posting.

COUNTERSIGNED:

President, Montara Water and Sanitary District

Secretary, Montara Water and Sanitary District

* * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof on the 3rd day of October 2013, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

MONTARA WATER AND SANITARY DISTRICT

Appropriation Limit

FY 2013/2014

USER FEES	SUB-TOTAL	TOTAL	
SEWER			ASSUMPTIONS: FY 12/13 Appropriations Limit: \$1,765,296 May 1, 2013 State Department of Finance Report: Per Capita Personal Income Increase: 5.12% San Mateo County Population Change for Unincorporated Areas = 1.04% <u>Calculations:</u> $1.0512 \times 1.0104 = 1.0621324$ $1.0621324 \times \$1,765,296 =$ $\$1,874,978$ APPROPRIATIONS LIMIT FOR FY 13/14 $\$1,874,978$ $-\$770,779$ $\$1,104,199$ BELOW GANN LIMIT
Sewer Service Charges	\$ 1,991,016.00		
Sewer Connection Fees	\$ 125,600.00		
Application and Inspection Fees	\$ 8,300.00		
WATER			
Water Sales and Charges	\$ 1,604,700.00		
Water Connection Fees	\$ 122,900.00		
Water Application Fees	\$ 6,100.00		
TOTAL		\$ 3,858,616.00	
LESS:			
Total Operating Expenses-Sewer	\$ 1,243,424.00		
Total Operating Expenses-Water	\$ 1,783,652.00		
Debt Instruments:			
Water Loan Costs	\$ 106,946.00		
Sewer Loan Costs	\$ 52,586.00		
TOTAL		\$ 3,186,608.00	
USER FEES IN EXCESS OF COSTS:		\$ 672,008.00	
ADD:			
User Fees in Excess of Costs:	\$ 672,008.00		
Taxes	\$ 450,000.00		
Franchise Fee	\$ 13,000.00		
Interest Income	\$ 12,134.00		
Net Income (Audit)	\$ (376,363.00)		
TOTAL		\$ 770,779.00	
 TOTAL APPROPRIATIONS SUBJECT TO LIMIT FOR FY 2013/14:			
		\$ 770,779.00	

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2013-14 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2013-14	5.12

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2013-14 appropriation limit.

2013-14:

Per Capita Cost of Living Change = 5.12 percent
 Population Change = 0.79 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.12 + 100}{100} = 1.0512$

Population converted to a ratio: $\frac{0.79 + 100}{100} = 1.0079$

Calculation of factor for FY 2013-14: $1.0512 \times 1.0079 = 1.0595$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2012 to January 1, 2013 and Total Population, January 1, 2013

County City	<u>Percent Change</u>	<u>Population Minus Exclusions</u>		<u>Total Population</u>
	2012-2013	1-1-12	1-1-13	1-1-2013
San Mateo				
Atherton	0.29	6,873	6,893	6,893
Belmont	0.96	26,065	26,316	26,316
Brisbane	0.97	4,337	4,379	4,379
Burlingame	1.33	29,041	29,426	29,426
Colma	0.97	1,444	1,458	1,458
Daly City	1.02	102,308	103,347	103,347
East Palo Alto	0.96	28,402	28,675	28,675
Foster City	0.96	30,824	31,120	31,120
Half Moon Bay	1.13	11,452	11,581	11,581
Hillsborough	1.22	10,981	11,115	11,115
Menlo Park	0.90	32,194	32,485	32,679
Millbrae	0.95	22,019	22,228	22,228
Pacifica	1.00	37,572	37,948	37,948
Portola Valley	1.07	4,401	4,448	4,448
Redwood City	1.29	78,068	79,074	79,074
San Bruno	1.12	42,355	42,828	42,828
San Carlos	0.97	28,654	28,931	28,931
San Mateo	1.00	98,076	99,061	99,061
South San Francisco	1.51	64,161	65,127	65,127
Woodside	1.25	5,374	5,441	5,441
Unincorporated	1.04	62,947	63,603	63,603
County Total	1.09	727,548	735,484	735,678

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

MONTARA WATER AND SANITARY DISTRICT

NOTICE OF INTENTION TO ADOPT APPROPRIATIONS LIMIT FOR FISCAL YEAR 2013-2014

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District proposes to adopt a resolution establishing the District's appropriations limit for the fiscal year July 1, 2013 - June 30, 2014, pursuant to the provisions of California Constitution Article XIII B upon the date, and at the time and place, hereinafter specified. Documentation used in the necessary determinations is available in the District Administrative office at the address hereinafter specified.

The Board shall consider adoption of the foregoing resolution at a meeting of the Board as follows:

DATE:	October 3, 2013
TIME:	7:30 p.m., or as soon thereafter as the matter may be considered.
PLACE:	District Board Chambers 8888 Cabrillo Highway Montara, CA 94037 (www.mwsd.montara.org)



MONTARA WATER & SANITARY

DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING

August 29, 2013

MINUTES

REGULAR SESSION BEGAN AT 7:40PM.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Harvey, Slater-Carter, Thollaug & Ptacek

Directors Absent: None

Staff Present: General Manager, Clemens Heldmaier,
District Clerk, Judy Gromm

Others Present: District Counsel, Dave Schricker
District Engineer, Tanya Yurovsky

PRESIDENT'S STATEMENT – Director Slater-Carter reminded the public to fill out the Plan Princeton Survey they received in the mail. The County is having a meeting on Thursday, September 12th and it's very important for the community to make their opinions known.

ORAL COMMENTS -

Susan Shapira, a Montara resident, expressed her disappointment over the Moss Beach Park being sold. Susan would like to have the possibility of a Recreation District agenzized for the next meeting to save the park.

Mike Ferreira, a Moss Beach resident, understands the value of local government and has watched with some pride of what the Montara Water & Sanitary District Board has done. But surely somebody should have prevented that from happening. When I look at our local government, I don't see how anything like that could have slipped passed. To the degree that many of us look to you as our local government and to the degree that you may have powers to become involved with that part perhaps from an ownerships standpoint, contracting out to a local

foundation or something like that. Mr. Ferreira encourages the Board to think about that as a possible remedy so something like this never happens again.

Director Harvey reported there had been a MidCoast Community Council meeting last night and it was an amazing event. There were possibly 60 people there who wanted to talk about the Moss Beach Park. Supervisor Horsley was there taking notes about what everyone said. It was a very powerful meeting and hopefully the sale will be reversed.

Director Harvey further reported GSD submitted a letter to the Council asking for support for Park Powers. The Council voted in support of the Park Powers.

Bill Kehoe, a Moss Beach resident reported, at the MidCoast Community Council meeting last night, the community concerns were very well taken into consideration by the County representatives in attendance. The County and the County's Attorney will be looking into the legal ramifications and what the community can do legally to keep the park.

OLD BUSINESS –

1. Review and Possible Action Concerning Approval of Water and Sewer Budgets and Capital Improvements Programs (Operating Plan) FY 13-14.

Director Slater-Carter reminded the Board that the Budget needs to be passed by September 1st as a requirement of the State Sewer Code.

Director Ptacek questioned Mr. Schricker what the consequences would be if the Budget was not passed tonight.

Mr. Schricker responded that the District would be in default with the requirements of the law.

General Manager Heldmaier reported in order for the water rates to be effected by October 1, 2013, the budget would have to be passed tonight.

General Manager Heldmaier reported a draft water and sewer budget developed under Director Thollaug's direction was presented for discussion at the August 1 meeting. Since then the Finance Committee met and further discussed the budget document that is presented today. The accompanying Water and Sewer Capital Improvement Programs were previously presented at the June 6 meeting.

For new water rates to be effective on October 1, a public hearing needs to be held to revise the Master Fee Schedule accordingly at the October 17 meeting. Public Notice of the hearing is required in two

subsequent editions of the local newspaper. In addition, District Legal Counsel recommends budget approval before September 1.

At the last meeting the draft budget was referred to the Finance Committee. The committee met twice to review and suggested further changes.

At the time of preparation of this staff report no final document was available.

Director Thollaug requested to make a statement regarding the budget. This is not a budget the Finance Committee agreed to. This is a budget that I think Clemens and Bob support. I do not, and I'll raise those issues. We agreed it would be more constructive to bring those issues to the full Board. The total expense that is in question is about \$400,000 between what you see in front of you, which is their plan and the issues I will identify in the budget.

General Manager Heldmaier went through line items that were highlighted and had a possible difference of opinion and asked for questions from the Board during this review process.

A definition of the Budget was discussed. District Legal Counsel Schricker reported Government code 53901 speaks to the requirement for filing a budget in a timely fashion, within 60 days of the close of the fiscal year. That section also provides if you don't have a budget, which you file is a listing of anticipated revenues and expenditures of the fiscal year. Anticipated meaning what you expect but not the actuals as such.

Director Thollaug requested for his following statement to be included into the minutes." The budget establishes management's financial authorization to conduct the business of the District. Management is accountable for performance against that plan. Line items in an amount are authorized and Board approvals subsequent to adoption of the budget are for changes to the plan. Not whole new approvals. Management is confusing budget authorization with a control function of separation of accounting duties. District Staff is insufficient. We do not have enough of them for the required separation of expense approval and payment. That is what we are undertaking."

After a lengthy discussion on the budget, General Manager Heldmaier presented an alternative budget to the Board and discussed the differences in the two documents.

Tim Krisch, District Accountant reported the document was logical and made sense. Mr. Krisch liked that it was a balanced budget.

Director Ptacek moved to Adopt the next Resolution in line, of the Montara Water and Sanitary District Approving and Adopting Fiscal Year July 1, 2013 – June 30, 2014 Budget. Director Boyd seconded the Motion.

A roll call vote was called:

Ayes: Boyd, Harvey, Slater-Carter & Ptacek Noes: Thollaug

The motion passed 4 to 1.

Director Ptacek moved to Adopt the next Resolutions in line of the Montara Water and Sanitary District Approving and Adopting Sewer System Capital Improvement Program for Fiscal Years 2013-2018 and Water System Capital Improvement Program for Fiscal Years 2013-2018. Director Harvey seconded the motion.

A roll call vote was called:

Ayes: Boyd, Harvey, Slater-Carter & Ptacek Noes: Thollaug

The motion passed 4 to 1.

NEW BUSINESS -

1. Review and Possible Action Concerning Well Rehabilitation Program Contract Approval.

General Manager Heldmaier reported the District's 2011 Water system Master Plan, 2012 Capital Improvement Program (CIP) and Draft 2013 CIP include a Well Rehabilitation Program (Program) to address the need to rehabilitate and renew the water supply wells. The Draft 2013 CIP establishes a Fiscal year 2013/2014 (FY13/14) budget of \$250,000 for the Program.

On July 18, 2013 the Board of Directors authorized staff to issue a Request for Quotation (RFQ) to two qualified drilling contractors, Maggiora Bros. Drilling and Earth Flow Drilling to complete the rehabilitation of several of the wells included in the Program. Due to schedule conflicts, Earth Flow declined to provide a quotation. Landino Drilling Co of Davenport, CA was contacted to provide the second quotation.

A site visit was performed on August 14th, 2013 with Maggiora and Landino in attendance. Following the visit, Landino Drilling declined to provide a quotation due to schedule conflicts and lack of necessary equipment to perform the South Airport Well rehabilitation.

Maggiora Bros. provided the attached estimate of \$189,430.

Director Boyd moved to authorize the General Manager to execute a contract with Maggiora Bros. Drilling, Inc. of Watsonville, California

with a not to exceed amount of \$190,000. Director Harvey seconded the motion.

District Counsel Schricker noted competitive bids were waved based upon the finding that there is only a sole source available for the work to be provided.

All Directors were in favor and the motion passed unanimously.

2. Review and Possible Action Concerning Schoolhouse Tank West Construction Contract Change Order No. 1.

General Manager Heldmaier reported the Board has awarded the Schoolhouse Tank West Project (Project) construction contract at its June 5, 2013 meeting. The bid documents prepared by the District's Water System Engineer, calls for the roof rafters to be welded to the roof plates when required structurally, and any unwelded rafter connection to be sealed with caulking. All bids received were based on this roof design. During construction of the east tank 2 years ago, PRT submitted and built a superior roof design termed "press broke roof". The press broke roof is a superior design that requires less steel but requires more welding to complete. The press broke roof design for the Schoolhouse Tank No. 2 will cost an additional \$14,879 as compared to the roof specified in the bid documents.

Director Ptacek moved to authorize the General Manager to issue the suggested change order. Director Harvey seconded the motion.

All Directors were in favor and the motion passed unanimously.

REPORTS

FUTURE AGENDAS-

REGULAR MEETING ENDED at 10:55 P.M.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 3rd of October, 2013

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING

September 5, 2013

MINUTES

REGULAR SESSION BEGAN AT 7:30 P.M.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Harvey, Slater-Carter, Thollaug & Ptacek

Directors Absent: None

Staff Present: General Manager, Clemens Heldmaier,
District Clerk, Judy Gromm

Others Present: District Counsel, Herman Fitzgerald
District Engineer, Tanya Yurovsky

PRESIDENT'S STATEMENT – Director Slater-Carter reported she had comments about the allegations that were made at the meeting that was held last night at Farallone View Elementary School. The allegations were about Montara Water and Sanitary District asking the 501 3C for an amount of money and shutting off the water to the Moss Beach Park. Director Slater-Carter reported it is the responsibility of a Public Board to do fact finding and check the facts. Indeed, there is a long history between the Water District and the Park. Citizens Utilities donated the connection, meter and drinking fountain to the park. Citizens also had continued to donate water to the park. In about 2005, the fountain did not function properly and started to leak. We asked the operators at the park to fix it and they ended up shutting it down because the leak was not fixed. Similar situations occurred about every two years and our last notes show that the organization that was running the park asked us to shut off the water at the meter due to leaky pipes that needed to be fixed. In about March or April of 2009 discussions started about MWSD's antagonism to the Park. This happened on Talk About. In fact, nobody had contacted the District about any sewer or water connection. The District Manager made verbal contact to the head of the 501 3C. Prior to that there had been no contact. In May of 2009 this topic was on the agenda and there was a lot of discussion with the folks who were running the park

and the Board regarding how to handle this. We needed to make sure that leaks needed to be fixed and bills needed to be paid.

Director Slater-Carter noted, we have a duty to our community who all own and pay for a part of our system. In June 2009, this Board passed a resolution unanimously to give a water and sewer connection to the Park. We have been contacted by representatives of the Park, and have given them free engineering time with our sewer engineers, waved fees and unpaid water bills are in excess of a \$40,000 gift of this community to that Park. The statements that were made at the Farallone View Elementary School meeting regarding holding the Park up for a very small amount of money are totally contradicted by the written record. Director Slater-Carter further reported it was very important for people to understand that this District has a history of supporting Parks both as a District and as individuals.

The District is happy the County is taking on efforts to protect Moss Beach Park. Later in the evening, this Board will be discussing helping the Park just in case the County plans fall through.

Director Slater-Carter reported next Thursday, the County is hosting an event to talk about the Plan Princeton. Please plan on attending and giving the County your thoughts about the Plan.

Director Slater-Carter further reported, on Friday September 27th, State Senator Gerry Hill is having an important workshop for seniors regarding senior scamming.

ORAL COMMENTS -

PUBLIC HEARING –

CONSENT AGENDA

- 1. Approve Minutes for Meeting of June 6, July 18, and August 1, 2013**
- 2. Approve Financial Statements for June 2013**
- 3. Approve Warrants for September 1, 2013**
- 4. SAM Flow Report for July 2013**
- 5. Monthly Review of Current Investment Portfolio**
- 6. Connection Permit Applications Received**
- 7. Monthly Water Production Report for July 2013**
- 8. Rain Report**
- 9. Solar Energy Report**

Director Thollaug asked to have items 1 and 2 pulled.

Director Boyd motioned to approve items 3 through 9 of the Consent Agenda. Director Harvey seconded the motion.

All Directors were in favor and the motion passed unanimously.

Director Thollaug noted the clarification on the June 6th minutes had shown up on both June 6th and the July 18th minutes. Director Thollaug suggested to remove the corrections attached to the June 6th minutes and leave the corrections on the July 18th minutes.

Director Thollaug had additional concerns that the July 18th minutes had been considerably changed from the original minutes presented at the August 1st meeting regarding the discussion he had with Director Ptacek and the Treasures position. We had agreed to table the minutes and come back and discuss them further. What he finds now is that the minutes have been changed considerably. He is curious to know how this was not discussed and the minutes changed.

Director Slater-Carter suggested to move this discussion to the end of the meeting as an additional agenda item.

Director Thollaug questioned the General Manager regarding why the financials were not submitted by the Accountant.

General Manager Heldmaier indicated the financials were not completed and hoped the approval of the year end financials would be at the October 3rd meeting.

It was requested of the General Manager to talk to Maze and request the financials to be ready by the meeting on September 19th.

Director Thollaug has concerns that the budget, which was just passed relied upon the financials given at the last meeting, and was additionally put up on the website and released to the public were not accurate.

Director Ptacek noted the budget items that were presented to the Board and eventually voted on were exactly what came out of the Finance Committee and presented to the Board. The only difference of what was presented initially and Clemens second version was the back end on how the cash flow was stated. The only thing that was pulled out was the engineering and all the costs that Director Thollaug had taken out of the budget and put into contingency. I asked that those be put back into the line items. So, what we approved is what was presented. It was a matter of format at the back end of cash flow.

Director Slater-Carter suggested to move this item to the end of new business for further discussion.

OLD BUSINESS –

NEW BUSINESS -

1. Review and Possible Action Concerning Moss Beach Park.

General Manager Heldmaier reported the local Moss Beach Park was donated by the original owners in the 70's to a nonprofit organization with the purpose of maintaining a local Park. Since then, the Park has been handed down from generation to generation and the overwhelming community involvement to make improvements 10 years ago was testimony to how important the Park is for the community. Over a month ago, the Moss Beach Park was sold by the San Mateo County at an online auction because the owners, the non-profit running the park, did not pay its back taxes for 7 years. A minimal notification process led to not only the Board of Supervisors approving of the sale without knowing the details, but also kept the community in the dark until weeks after the sale. The new owner tried to subdivide the lot for further development. Since then the County announced the reversion of the sale under the condition that the outstanding taxes of around \$8,100 would be paid within two weeks.

At last week's special MWSD Board meeting, members of the community asked MWSD to take on the responsibility for the Park to avoid similar scenario in the future.

The District Board has repeatedly stated its political will to provide park services. Unrelated to the current issue, prior discussions revolved about the fact that lands owned by MWSD are currently used by the public and how to improve public access to them. Section 31130 of the California Water code states that any water "district may use any water or land under its control for recreational purposes and in connection therewith may construct, maintain, and operate any works or facilities appropriate or ancillary to such recreational use..."Therefore MWSD is currently able to take ownership and provide operation of the facilities.

Leonard Woren, a Moss Beach resident is supporting the District in becoming the property owner for the Moss Beach Park. His suggestion is to become the property owner then lease it out for a token payment back to the non-profit the County is going to establish.

Michael O'Connell, reported he had purchased the property in Moss Beach at the San Mateo County Property Tax Auction on July 23rd. The San Mateo County Tax Collector was in receipt of our funds on July 26th at 1:00 p.m. He quoted from the State Revenue and Taxation Section, Code 3708 "On receiving the full purchase price at any sale under this chapter, the Tax Collector shall without charge execute a deed to the purchaser". Code 3708.1 "Upon execution, the Tax Collector shall immediately record the deed with the County Recorder and pay the recording fees. Recording of the deed shall constitute delivery thereof to the grantee named on the deed". That would be myself and my two sons. As the owners of the Moss

Beach Park, we would very much like to partner with the Montara Water and Sanitary District for the District to become the owners and guardians of the Moss Beach Park for the benefit of the Coastsiders community to which we also consider ourselves a member. I grew up in Pacifica, my children grew up in Pacifica, and we are Coastsiders too!

Dave Olson, a Montara resident, stated he was in favor of the District getting into the business of providing and maintaining parks as the Moss Beach Park, hiking trails or getting access to the bluffs.

Claude Windell, a resident of Montara, is not in favor of using the Districts resources for the Moss Beach Park. He believes the District has other problems we need to solve first. Mr. Windell had a discussion with the General Manager and believes he was vague regarding water connections.

Bill Kehoe, a Moss Beach resident, believes the District should have a back-up plan. It's difficult dealing with the County. It was Supervisor Horsley who made promises that had not gone before the Board as of yet.

Rohan Thakur wanted to comment about a remark that had been made by a previous speaker. Mr. Thakur has been talking with the General Manager about water connections and reported there had been full disclosure regarding this issue during their conversations.

Director Ptacek is in favor of a plan b by the District.

Director Slater-Carter reported the meeting last night was well attended by the community who were all very upset the property had been sold. The past due taxes dated back to 2006. The County does tax lien sales and the many properties that are up for sale are noted by parcel number, not by use or address. It was on the consent agenda for the Board of Supervisors. They were shocked and amazed when a citizen of Montara or Moss Beach saw that there was a sub-division application in for it. There is a quitclaim deed that restricts the use of the park to public services and parks. Essentially, if it is not used for that, then the quitclaim deed that was signed over in 1975, the property will go back to the owners who deeded it to the non-profit. One of the problems the non-profit had was a cease to exist. Director Slater-Carter suggested this Board needs to decide if we should stay in touch with Mr. O'Connells kind offer and see how we can further the interest of this community and this District.

Director Boyd is hoping we can do something in conjunction with the County to bring this to a good resolution.

Director Slater-Carter asked which Board members would like to form a committee for future dealings with this issue. Director Harvey and Ptacek volunteered.

2. Review and Possible Action Concerning Approval of Solid Waste Services Contract with Recology of the Coast.

General Manager Heldmaier reported the Review and Possible Approval of the new service agreement with Recology was planned for this meeting. Due to the absence of a legal representative the committee recommended to move the item to the September 19 meeting. New services and new trash services rates are planned to take effect October 1.

Chris Porter, General Manager of Recology of the Coast reported there will be notices on the bills when the containers are coming. When delivered, a flyer will go on the recycle cart that will tell you what can specifically go in that cart and on the backside of that flyer will be the green waste pickup schedule for the next 13 months and anything new regarding that service. There will be 3 fluorescent flyers you can attach to your old cans and or recycle bins to be taken away.

Anyone now with a 20 gallon cart will get a 20 gallon cart.
Anyone now with a 30 to 45 gallon cart will get a 32 gallon cart.
Anyone with a 46 gallon or over or multiple carts will get a 64 gallon cart.
If the carts are damaged or stolen, they will be replaced once. After that, it will be up to the owner to purchase new ones.
If the contract is agreed to tonight, Chris will order the carts tomorrow.

Director Ptacek would like to see the formula attached to the contract.

Director Slater-Carter would like to approve the contract when it is a complete document during the next meeting.

Chris Porter asked the Board for authorization to order the carts.
All the Board Members were in agreement to order the carts.

3. Review and Possible Action Concerning District Strategic Plan.

General Manager Heldmaier reported the Board asked staff to initiate first steps towards the engagement with a firm specialized in facilitating the process towards a strategic plan, possibly with community involvement.

Staff contacted Barber & Gonzales Consulting Group, BHI Management Consulting, Crabtree Consulting Services, Economic & Planning Systems Inc., Harris & Associated, and Rauch Communication Consultants. Three proposals from reputable firms, Barber & Gonzalez, BHI Consulting and Rauch Communications were received. Suggested total costs range from \$12,000 (Barber & Gonzales), over \$15,000 (Rauch Communications) to \$21,795 (BHI Consulting). Two proposals, BHI Consulting and Rauch Communications are very detailed and fit the needs of the District.

Director Thollaug has concerns regarding the timing. He would like to see this tabled and brought back to the Board after the election. The election could be a barometer of some of the strategic choices that the District is facing. Director Thollaug would like to see the new Board in the process.

Director Slater-Carter suggested the new candidates could attend the Board meeting and ask questions of the Strategic Planner candidates and give their opinion.

Director Boyd suggested to have the 2 to 3 candidates for Strategic Planning come on the same evening and give them each about 15 minutes to go over their proposals.

Director Ptacek would like to make sure there is focus on all aspects of the District.

Director Slater-Carter would like to have these presentations during the October 17th meeting and to include all the candidates running for the MWSD Board. No selection would be necessary that night.

Director Thollaug made the point that when you have a seated Board Member, they approach it, have input and responsibility for the selection. This is what he wants to give that Board.

Director Ptacek reported the Board decision would not happen until December or January.

Director Thollaug moved to table this item until after the election.
Director Slater-Carter seconded the motion.

Director Boyd agrees to have the new Board vote on the firm and approve the plan, however getting the process started and inviting the candidates before the election he is in favor of. Director Boyd agrees having the firm in place in January or February sounds reasonable.

Bill Huber did not see the urgency for selection until after the election.

Director Boyd did not understand the delay in having just the presentations.

Bill Huber believes it would be reasonable to invite all MWSD Board Candidates, supply them with a packet similar to the Boards for the Strategic Planning presentations before the meeting for review.

Director Ptacek suggests any other suggestions from Board members for Strategic Planning be given to Clemens before the September 19th meeting. At that meeting the board will decide if there will be 3 or 4 or more candidates.

After a lengthy discussion, it was decided to have all other strategic planning firms suggested by Board Members information/proposals to the General Manager before the September 19th meeting for placement in the packet for discussion. It was further decided to have the MWSD Board Candidates present during the presentations with informational packets provided to them before the meeting for their review. The MWSD Candidates will have the opportunity to ask questions of the presenters during that meeting.

Director Thollaug motioned the decision for engagement with a strategic planning firm be made by the board following the seating of the new board members in December. Director Slater-Carter seconded the motion.

All Directors were in favor and the motion carried unanimously.

4. Review and Possible Action Concerning District Website Update.

General Manager Heldmaier reported this item was requested to be placed on the agenda by Director Thollaug. The District website has been operated since its existence with combined efforts of Director Boyd and staff. So far the District has not spent any funds towards the operation of the website. This year's budget contains \$3000 anticipated to be spent on upgrades to the site.

Director Thollaug reported the website is behind the times in accuracy of information and the way it's generally laid out. His issue is not whether it's done or not, it's the timing.

Directors Boyd and Slater-Carter along with General Manager Heldmaier met with a consultant this morning. Speed of site is slow. Staff is spread very thin. The General Manager is uploading videos to the site.

The organization and website is up to the General Manager. Director Boyd sees the greatest need is in support for staff in some of the assembling of the materials we have or staff augmentation for that. Director Boyd has ideas for reorganizing and cleaning up. He would like to see someone have the time to do a time line for instance on the Alta Vista Tank.

Director Thollaug reports that he received comments about how hard the website is to navigate. As a user and consumer, our website is very hard to navigate. He spoke to CCWD about their website and was told staff is capable of maintaining the site on a word press platform. I think we need help. I don't believe it is your (Director Boyd's) responsibility to continue to manage the site for the District.

Bill Kehoe, Moss Beach resident, noted it is the Board that needs to direct staff or any consultants they hire as to what the goals of the web site are.

You need to know what your audience is looking for and how they will be able to look at it. That takes time to research.

Director Thollaug motioned to direct the General Manager to put out an RFP before the end of the year for an update to the website, and to have it implemented by the first quarter of next year. Director Ptacek seconded the motion.

Director Ptacek noted, we can all say that the web site is not 100% perfect. I would like to see this as part of the strategic planning. What does the public have to say?

Leonard Woren, Moss Beach resident, maintains the website for GSD. He reported he did not do content. That comes from staff. If staff doesn't give me the content, it does not get on the web site. It's really that simple. I need to get out of the business and want staff to take it over. I will still create the frame work, then after that, staff will be responsible for keeping it up. You do not want to use the CCWD model or the SAM model because every agenda that goes up adds \$35.00 to the consultant. I am not happy with the trivia charges for maintaining a web site. Having it done in house would be a better idea. It would be a good idea for us to talk with SAMs technical staff regarding how they are getting all their original electronic files made into a single PDF form. This is not taking up a lot of staff time to do so. One of the problems with consultants is they always want to go out and use some proprietary expensive web composition tool that the next consultant will not want to use and will have to purchase another. Mr. Woren warns that Flash is evil. If your consultant wants to use it, he would not suggest to hire him.

Bill Kehoe suggests that the Boards issue is to identify what message you want your site to convey. Put together your goals and a time limit. For now, what is the minimal you can do to make people happy until you get all the big questions answered?

Director Thollaug restated the motion: The motion was to have the General Manager put out an RFP for an overhaul of the website by the end of the year and an update of the accomplishment at the end of the first quarter.

The Motion was not seconded and the Board moved on to the next item.

5. Review and Possible Action Concerning District Customer Billing Cost and Operations.

General Manager Heldmaier reported this item was requested to be on the agenda by Director Thollaug.

Director Thollaug reported the budget that the Board approved on August 29th included a \$30,000 line item for a new billing software system. I oppose that because I think it is premature to budget a capital item when it's not

clear at all that it's what the District should be doing. If you look at what that costs us being amortized over 5 years and fold in the full time costs of a billing specialist and look at the number of statements you put out a month, it costs us somewhere in the neighborhood of \$8.75 per bill. For comparison, I called North Coast County and they are spending approximately \$1.82. They send out approximately 77,500 bills a year including second notices. That underscores for me the importance of looking at alternatives. To me there are three. An internal system conversion to an updated system or new system, outsource to a commercial billing services provider who specializes in Special District billing, or partnering with a neighboring water district.

Director Boyd moved to extend the meeting. Director Harvey seconded the motion.

All Directors were in favor and the motion passed unanimously.

Director Thollaug moved to direct the General Manager to evaluate alternatives for District Billing operations and return to the Board within 90 days with a cost analysis of the following 3 alternatives.

1. Internal system conversion to an updated system or new system.
2. Outsource to a commercial billing service provider.
3. Partnering with a neighboring district.

Director Boyd requested the General Manager to remind the Board what the \$30,000 was for. General Manager Heldmaier reported it is a software upgrade that is needed because the current version is running on an old windows system and no support is available. We are essentially running at risk, if the software drops out, we will lose our billing system entirely. The switch is to use the same type of software. The upgrade would allow for new services such as auto payment and adding more text to actual bill for outreach. The General Manager will have a more detailed report at one of the next meetings.

The motion was not seconded and the Board moved on to the next item.

6. Review and Possible Action Concerning District Engineering Expense Accounting and Peer-Review Process.

General Manager Heldmaier reported Director Thollaug requested to have this item placed on the agenda.

Director Thollaug requested more granularity for engineering expenses because the District Engineer is involved with both capitalized projects, non-capitalized projects, support for litigation and support for regulatory agencies like the Coastal Commission. That did not happen. I asked for a supporting schedule of what it was we were budgeting the non-capitalized portion of district engineering expenses to be. There was a verbal discussion regarding this but no supporting documentation. I also asked for

some sort of engineering pier review process to elevate the transparency of what we are doing with engineering dollars.

Director Thollaug moved to direct the District Manager to work with both North Coast and Coastsides Water District Managers on structuring and implementing an Engineering Pier Review Process and report back to the Board in 60 days with a proposed review process and implementation plan.

Director Ptacek noted if we are going to do a pier review, we need to have engineers who are familiar with similar districts. Director Ptacek further stated regarding the budget, our engineering is specified. It is the same as what we presented and what we eventually vote for.

Director Thollaug believes the Board is headed for some bad times. His efforts have been to try to figure out ways to get this district to get its cake and eat it too. To maintain the policy level control, local control and get economies to scale. To me the way to do that is to work with adjoining agencies.

Director Boyd moved to extend the meeting for one hour. Director Slater-Carter seconded the motion.

All Directors were in favor and the motion carried unanimously.

After a lengthy discussion, the meeting was adjourned and the last two items that were deferred to Item 7 and 8 will be discussed at the next meeting.

REPORTS

1. Sewer Authority Mid-Coastsides Meetings (Harvey)
2. MidCoast Community Council Meeting (Slater-Carter) –
3. ACWA Board of Directors Report (Ptacek) –
4. CSDA Report (Slater-Carter) –
5. Integrated Regional Water Management Plan (Ptacek) –
6. Attorney's Report (Schrickler) –
7. Directors Report -
8. General Manager's Report (Heldmaier) –

FUTURE AGENDAS-

REGULAR MEETING ENDED at 12:35 A.M.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 3rd of October, 2013

Signed _____
President

MONTARA WATER AND SANITARY DISTRICT



**Unaudited Financial Statements for
July 2013**

Montara Water & Sanitary District
Funds Balance Sheet
As of July 31, 2013

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	1,494,857.21	0.00	1,494,857.21
LAIF Investment Fund			
Capital Reserve	3,012,334.05	0.00	3,012,334.05
Connection Fees Reserve	43,000.00	0.00	43,000.00
Total LAIF Investment Fund	3,055,334.05	0.00	3,055,334.05
Total Sewer - Bank Accounts	4,550,191.26	0.00	4,550,191.26
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	122,075.89	122,075.89
Capital Reserve	0.00	453,500.00	453,500.00
Operating Reserve	0.00	246,000.00	246,000.00
Restricted Cash			
Acq & Improv Fund	0.00	1,461,056.59	1,461,056.59
Connection Fees Reserve	0.00	46,000.00	46,000.00
Cost of Issuance	0.00	122.94	122.94
GO Bonds Fund	0.00	1,199,566.50	1,199,566.50
Total Restricted Cash	0.00	2,706,746.03	2,706,746.03
Total Water - Bank Accounts	0.00	3,528,321.92	3,528,321.92
Total Checking/Savings	4,550,191.26	3,528,321.92	8,078,513.18
Accounts Receivable			
Water - Accounts Receivable			
Accounts Rec. - Backflow	0.00	3,918.51	3,918.51
Accounts Rec. - Water Residents	0.00	74,335.61	74,335.61
Property Tax Receivable	0.00	568.30	568.30
Total Water - Accounts Receivable	0.00	78,822.42	78,822.42
Total Accounts Receivable	0.00	78,822.42	78,822.42
Other Current Assets			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	0.00	42,656.32	42,656.32
Total Current Assets	4,550,191.26	3,649,800.66	8,199,991.92
Fixed Assets			
Sewer - Fixed Assets			
General Plant	856,839.45	0.00	856,839.45
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.	2,544,453.41	0.00	2,544,453.41
Total Other Capital Improv.	3,230,052.59	0.00	3,230,052.59
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	-5,960,588.00	0.00	-5,960,588.00
Total Sewer - Fixed Assets	4,711,656.21	0.00	4,711,656.21

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9/30/13

Accrual Basis

Montara Water & Sanitary District
Funds Balance Sheet
As of July 31, 2013

Water - Fixed Assets			
General Plant	0.00	20,630,979.83	20,630,979.83
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	-6,397,365.00	-6,397,365.00
Total Water - Fixed Assets	0.00	16,375,271.61	16,375,271.61
Total Fixed Assets	4,711,656.21	16,375,271.61	21,086,927.82
Other Assets			
Sewer - Other Assets			
Due from Water Fund	1,548,177.18	0.00	1,548,177.18
Employee Loan	131,253.54	0.00	131,253.54
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	4,366,977.80	0.00	4,366,977.80
Water - Other Assets			
Bond Acquisition Cost OID	0.00	77,180.40	77,180.40
Bond Issue Cost	0.00	77,114.30	77,114.30
Due to Sewer Fund	0.00	-1,548,177.18	-1,548,177.18
Total Water - Other Assets	0.00	-1,393,882.48	-1,393,882.48
Total Other Assets	4,366,977.80	-1,393,882.48	2,973,095.32
TOTAL ASSETS	13,628,825.27	18,631,189.79	32,260,015.06
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Water	0.00	225,850.99	225,850.99
Total Accounts Payable	0.00	225,850.99	225,850.99
Other Current Liabilities			
Sewer - Current Liabilities			
PNC Equip. Loan - S/T	28,343.89	0.00	28,343.89
Total Sewer - Current Liabilities	28,343.89	0.00	28,343.89
Water - Current Liabilities			
Accrued Interest	0.00	81,799.58	81,799.58
GO Bonds - S/T	0.00	795,656.00	795,656.00
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	28,343.88	28,343.88
Total Water - Current Liabilities	0.00	910,101.96	910,101.96
Payroll Liabilities			
Employee Benefits Payable	1,890.46	1,960.36	3,850.82
Payroll Taxes Payable	57.08	3.47	60.55
Total Payroll Liabilities	1,947.54	1,963.83	3,911.37
Total Other Current Liabilities	30,291.43	912,065.79	942,357.22
Total Current Liabilities	30,291.43	1,137,916.78	1,168,208.21

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 9/30/13
 Accrual Basis

Montara Water & Sanitary District
Funds Balance Sheet
 As of July 31, 2013

Long Term Liabilities			
Sewer - Long Term Liabilities			
Accrued Vacations	14,066.83	0.00	14,066.83
I-Bank Loan	892,219.14	0.00	892,219.14
PNC Equip. Loan - L/T	756,621.19	0.00	756,621.19
Total Sewer - Long Term Liabilities	<u>1,662,907.16</u>	<u>0.00</u>	<u>1,662,907.16</u>
Water - Long Term Liabilities			
Accrued Vacations	0.00	16,654.90	16,654.90
Deferred on Refunding	0.00	-280,322.00	-280,322.00
GO Bonds - L/T	0.00	13,984,428.77	13,984,428.77
PNC Equip. Loan - L/T	0.00	756,621.20	756,621.20
SRF Loan Payable	0.00	378,366.26	378,366.26
Total Water - Long Term Liabilities	<u>0.00</u>	<u>14,855,749.13</u>	<u>14,855,749.13</u>
Total Long Term Liabilities	<u>1,662,907.16</u>	<u>14,855,749.13</u>	<u>16,518,656.29</u>
Total Liabilities	1,693,198.59	15,993,665.91	17,686,864.50
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,448,211.00	0.00	3,448,211.00
Fund Balance - Unrestricted	8,156,014.78	0.00	8,156,014.78
Retained Earnings	443,222.63	0.00	443,222.63
Total Sewer - Equity Accounts	<u>12,047,448.41</u>	<u>0.00</u>	<u>12,047,448.41</u>
Water - Equity Accounts			
Capital Assets Net	0.00	-288,324.00	-288,324.00
Restricted Debt Service	0.00	2,546,106.50	2,546,106.50
Unrestricted	0.00	180,637.00	180,637.00
Retained Earnings	0.00	304,504.19	304,504.19
Total Water - Equity Accounts	<u>0.00</u>	<u>2,742,923.69</u>	<u>2,742,923.69</u>
Net Income	<u>-111,821.73</u>	<u>-105,399.81</u>	<u>-217,221.54</u>
Total Equity	<u>11,935,626.68</u>	<u>2,637,523.88</u>	<u>14,573,150.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>13,628,825.27</u></u>	<u><u>18,631,189.79</u></u>	<u><u>32,260,015.06</u></u>

Montara Water & Sanitary District Profit & Loss by Class

July 2013

	Sewer	Water	Unclassified	TOTAL
Ordinary Income/Expense				
Income				
4220 · Cell Tower Lease	1,332.26	1,332.26	0.00	2,664.52
4400 · Fees				
4440 · Inspection Fee (Remodel)	425.00	0.00	0.00	425.00
4460 · Remodel Fees	315.00	0.00	0.00	315.00
Total 4400 · Fees	740.00	0.00	0.00	740.00
4760 · Waste Collection Revenues	620.98	0.00	0.00	620.98
4810 · Water Sales, Domestic	102.28	-65,231.60	0.00	-65,129.32
Total Income	2,795.52	-63,899.34	0.00	-61,103.82
Expense				
5000 · Administrative				
5190 · Bank Fees	2,751.63	513.01	0.00	3,264.64
5400 · Legal				
5420 · Meeting Attendance, Legal	1,405.00	0.00	0.00	1,405.00
5430 · General Legal	262.50	0.00	0.00	262.50
Total 5400 · Legal	1,667.50	0.00	0.00	1,667.50
5600 · Professional Services				
5660 · Payroll Services	13.15	13.15	0.00	26.30
Total 5600 · Professional Services	13.15	13.15	0.00	26.30
5730 · Travel, Local	328.19	0.00	0.00	328.19
5800 · Labor				
5810 · CalPERS 457 Deferred Plan	1,029.70	2,325.76	0.00	3,355.46
5830 · Disability Insurance	82.55	168.94	0.00	251.49
5840 · Payroll Taxes	1,136.77	2,701.77	0.00	3,838.54
5900 · Wages				
5910 · Management	5,924.58	5,924.58	0.00	11,849.16
5920 · Staff	8,286.64	24,574.61	0.00	32,861.25
5930 · Staff Certification	150.00	600.00	0.00	750.00
5940 · Staff Overtime	283.46	1,526.82	0.00	1,810.28
5950 · Staff Standby	215.42	899.21	0.00	1,114.63
Total 5900 · Wages	14,860.10	33,525.22	0.00	48,385.32
5960 · Worker's Comp Insurance	-239.13	-6,137.47	0.00	-6,376.60
Total 5800 · Labor	16,869.99	32,584.22	0.00	49,454.21
Total 5000 · Administrative	21,630.46	33,110.38	0.00	54,740.84
6000 · Operations				
6160 · Backflow Prevention	0.00	950.00	0.00	950.00
6330 · Facilities				
6335 · Alarm Services	359.40	0.00	0.00	359.40
Total 6330 · Facilities	359.40	0.00	0.00	359.40
6700 · Treatment				
6710 · Chemicals & Filtering	0.00	1,200.00	0.00	1,200.00
Total 6700 · Treatment	0.00	1,200.00	0.00	1,200.00
6890 · Other Operations	0.00	4,304.60	0.00	4,304.60

Montara Water & Sanitary District
Profit & Loss by Class
 July 2013

	Sewer	Water	Unclassified	TOTAL
6900 · Sewer Authority Midcoastside				
6910 · SAM Collections	27,739.00	0.00	0.00	27,739.00
6920 · SAM Operations	54,766.00	0.00	0.00	54,766.00
Total 6900 · Sewer Authority Midcoastside	82,505.00	0.00	0.00	82,505.00
Total 6000 · Operations	82,864.40	6,454.60	0.00	89,319.00
Total Expense	104,494.86	39,564.98	0.00	144,059.84
Net Ordinary Income	-101,699.34	-103,464.32	0.00	-205,163.66
Other Income/Expense				
Other Income				
7000 · Capital Account Revenues				
7100 · Connection Fees				
7120 · Connection Fees (Remodel)	5,370.00	0.00	0.00	5,370.00
Total 7100 · Connection Fees	5,370.00	0.00	0.00	5,370.00
7700 · Interest, Employee Loans	430.57	0.00	0.00	430.57
Total 7000 · Capital Account Revenues	5,800.57	0.00	0.00	5,800.57
Total Other Income	5,800.57	0.00	0.00	5,800.57
Other Expense				
9000 · Capital Account Expenses				
9125 · PNC Equipment Lease Interest	1,935.49	1,935.49	0.00	3,870.98
9200 · I-Bank Loan	13,987.47	0.00	0.00	13,987.47
Total 9000 · Capital Account Expenses	15,922.96	1,935.49	0.00	17,858.45
Total Other Expense	15,922.96	1,935.49	0.00	17,858.45
Net Other Income	-10,122.39	-1,935.49	0.00	-12,057.88
Net Income	-111,821.73	-105,399.81	0.00	-217,221.54



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: October 3, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier', written in a cursive style.

SUBJECT: SAM Flow Report for August 2013

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 August 2013.
- Collection System Monthly Overflow Report – August 2013.

The Average Daily Flow for Montara was 0.264 MGD in August 2013. There was no reportable overflow in August in the Montara System. SAM indicates there were 0.38 inches of rain in August 2013.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, August 2013

August 2013

	Total	Number			
	HMB	GSD	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
		0%	100%	0%	0%

12 Month Moving Total

	Total	Number			
	HMB	GSD	MWSD	SAM	
Roots	4	0	3	1	0
Grease	3	2	0	1	0
Mechanical	2	0	2	0	0
Wet Weather	0	0	0	0	0
Other	3	0	2	1	0
Total	12	2	7	3	0
		17%	58%	25%	0%

Reportable SSOs

	Total	Number			
	HMB	GSD	MWSD	SAM	
August 2013	0	0	0	0	0
12 Month Moving Total	12	2	7	3	0

SSOs / Year / 100 Miles

	Total	Number			
	HMB	GSD	MWSD	SAM	
August 2013	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	11.5	5.4	21.1	11.1	0.0
Category 1	2.9	2.7	3.0	3.7	0.0
Category 2	8.6	2.7	18.1	7.4	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

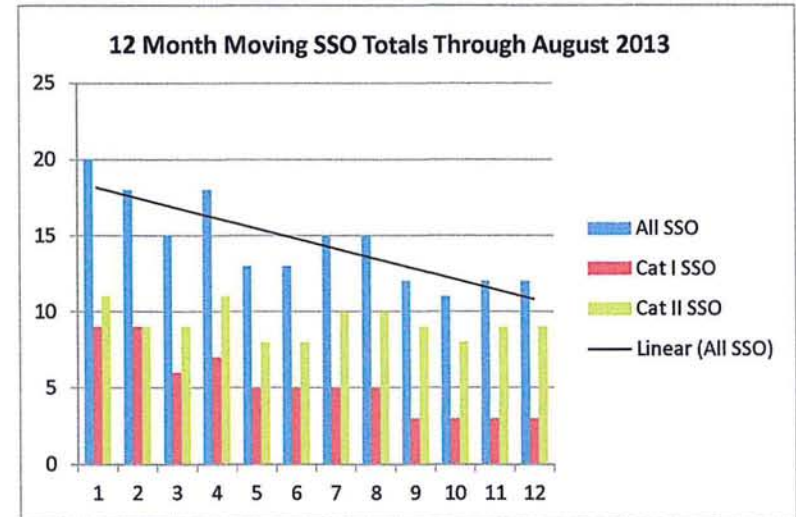
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Sep-12	26,704	25,303	1,192	53,199	10.1
Oct-12	22,287	14,171	107	36,565	6.9
Nov-12	30,283	1,792	1,411	33,486	6.3
Dec-12	35,498	438	0	35,936	6.8
Jan-13	8,166	16,246	22,109	46,521	8.8
Feb-13	2,904	12,821	19,669	35,394	6.7
Mar-13	3,368	17,328	25,272	45,968	8.7
Apr-13	3,795	13,879	28,042	45,716	8.7
May-13	2,070	21,269	29,785	53,124	10.1
Jun-13	23,796	20,397	0	44,193	8.4
Jul-13	26,624	20,858	463	47,945	9.1
Aug-13	27,738	18,778	2,609	49,125	9.3

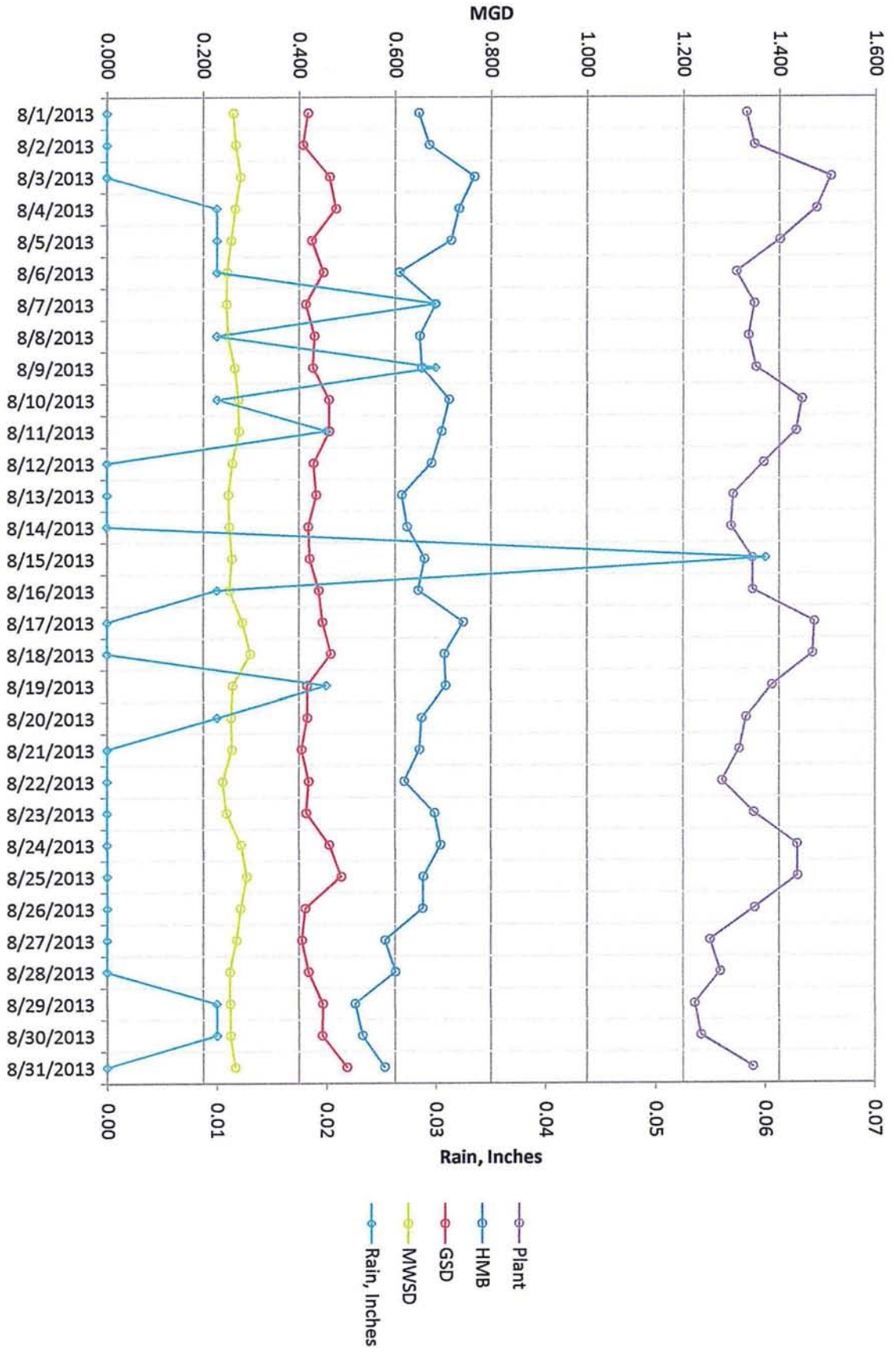
Annual ft	213,233	183,280	130,659	527,172	
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Annual Mi.	40	35	25		100
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Attachment D



Sewer Authority Mid-Coastside Monthly Flow Distribution Report, August 2013



Attachment A

Flow Distribution Report Summary For August 2013

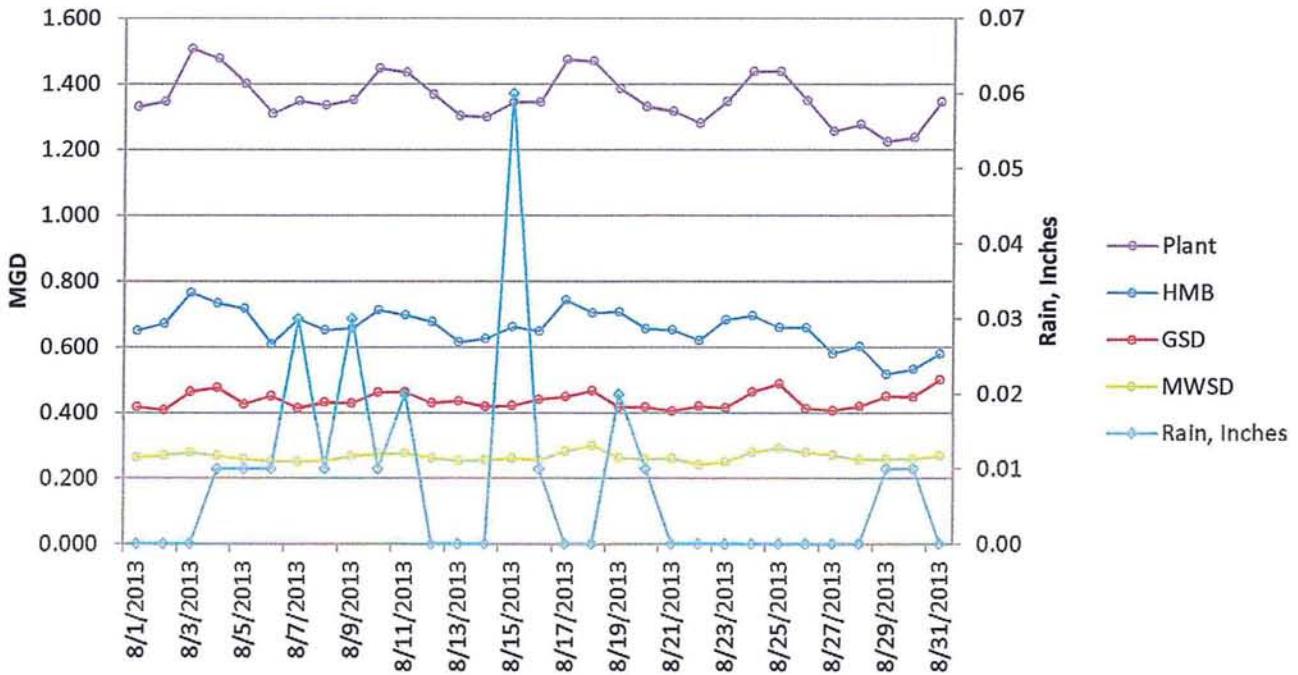
The daily flow report figures for the month of August 2013 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

*Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.657	48.3%
Granada Sanitary District	0.438	32.2%
Montara Water and Sanitary District	<u>0.264</u>	<u>19.4%</u>
Total	1.359	100.00%

**Sewer Authority Mid-Coastside
Monthly Flow Distribution Report, August 2013**



Sewer Authority Mid-Coastside

Monthly Flow Distribution Report

<u>Date</u>	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
8/1/2013	0.650	0.418	0.263	1.331	0.00	No Data	0.00
8/2/2013	0.672	0.408	0.268	1.348	0.00	No Data	0.00
8/3/2013	0.765	0.464	0.278	1.508	0.00	No Data	0.00
8/4/2013	0.734	0.477	0.267	1.478	0.01	No Data	0.01
8/5/2013	0.717	0.426	0.258	1.402	0.01	No Data	0.02
8/6/2013	0.610	0.451	0.250	1.311	0.01	No Data	0.03
8/7/2013	0.685	0.414	0.249	1.348	0.03	No Data	0.01
8/8/2013	0.652	0.432	0.252	1.337	0.01	No Data	0.10
8/9/2013	0.657	0.429	0.266	1.352	0.03	No Data	0.09
8/10/2013	0.713	0.462	0.273	1.448	0.01	No Data	0.04
8/11/2013	0.698	0.463	0.275	1.436	0.02	No Data	0.05
8/12/2013	0.677	0.430	0.261	1.368	0.00	No Data	0.00
8/13/2013	0.615	0.436	0.253	1.304	0.00	No Data	0.00
8/14/2013	0.626	0.419	0.255	1.300	0.00	No Data	0.00
8/15/2013	0.662	0.422	0.260	1.344	0.06	No Data	0.03
8/16/2013	0.649	0.441	0.255	1.345	0.01	No Data	0.00
8/17/2013	0.743	0.449	0.282	1.474	0.00	No Data	0.00
8/18/2013	0.704	0.467	0.299	1.470	0.00	No Data	0.00
8/19/2013	0.707	0.417	0.262	1.386	0.02	No Data	0.00
8/20/2013	0.656	0.417	0.258	1.331	0.01	No Data	0.00
8/21/2013	0.652	0.405	0.260	1.317	0.00	No Data	0.00
8/22/2013	0.620	0.420	0.241	1.281	0.00	No Data	0.00
8/23/2013	0.683	0.415	0.249	1.348	0.00	No Data	0.00
8/24/2013	0.696	0.463	0.279	1.438	0.00	No Data	0.00
8/25/2013	0.660	0.488	0.291	1.439	0.00	No Data	0.00
8/26/2013	0.658	0.413	0.278	1.350	0.00	No Data	0.00
8/27/2013	0.580	0.406	0.270	1.256	0.00	No Data	0.00
8/28/2013	0.602	0.420	0.256	1.278	0.00	No Data	0.00
8/29/2013	0.518	0.450	0.257	1.225	0.01	No Data	0.00
8/30/2013	0.532	0.448	0.257	1.238	0.01	No Data	0.00
8/31/2013	<u>0.579</u>	<u>0.500</u>	<u>0.267</u>	<u>1.346</u>	<u>0.00</u>	<u>No Data</u>	<u>0.00</u>
Totals	20.370	13.577	8.189	42.136	0.25	No Data	0.38

Summary


	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.518	0.405	0.241	1.225
Average	0.657	0.438	0.264	1.359
Maximum	0.765	0.500	0.299	1.508
Distribution	48.3%	32.2%	19.4%	100.0%



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 3, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. 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 August 2013 was 0.271%.
- The District has set up two checking accounts that are largely backed by Federal securities: Water General Account and the Sewer General Account with Wells Fargo Bank.

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: **October 3, 2013**

TO: BOARD OF DIRECTORS

SUBJECT: Connection Permit Applications Received

As of October 3, 2013 the following new Sewer Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of October 3, 2013 the following new Water (Private Fire Sprinkler) Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of October 3, 2013 the following new Water Connection Permit applications were received since the last report:

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

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 3, 2013**

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 report 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.

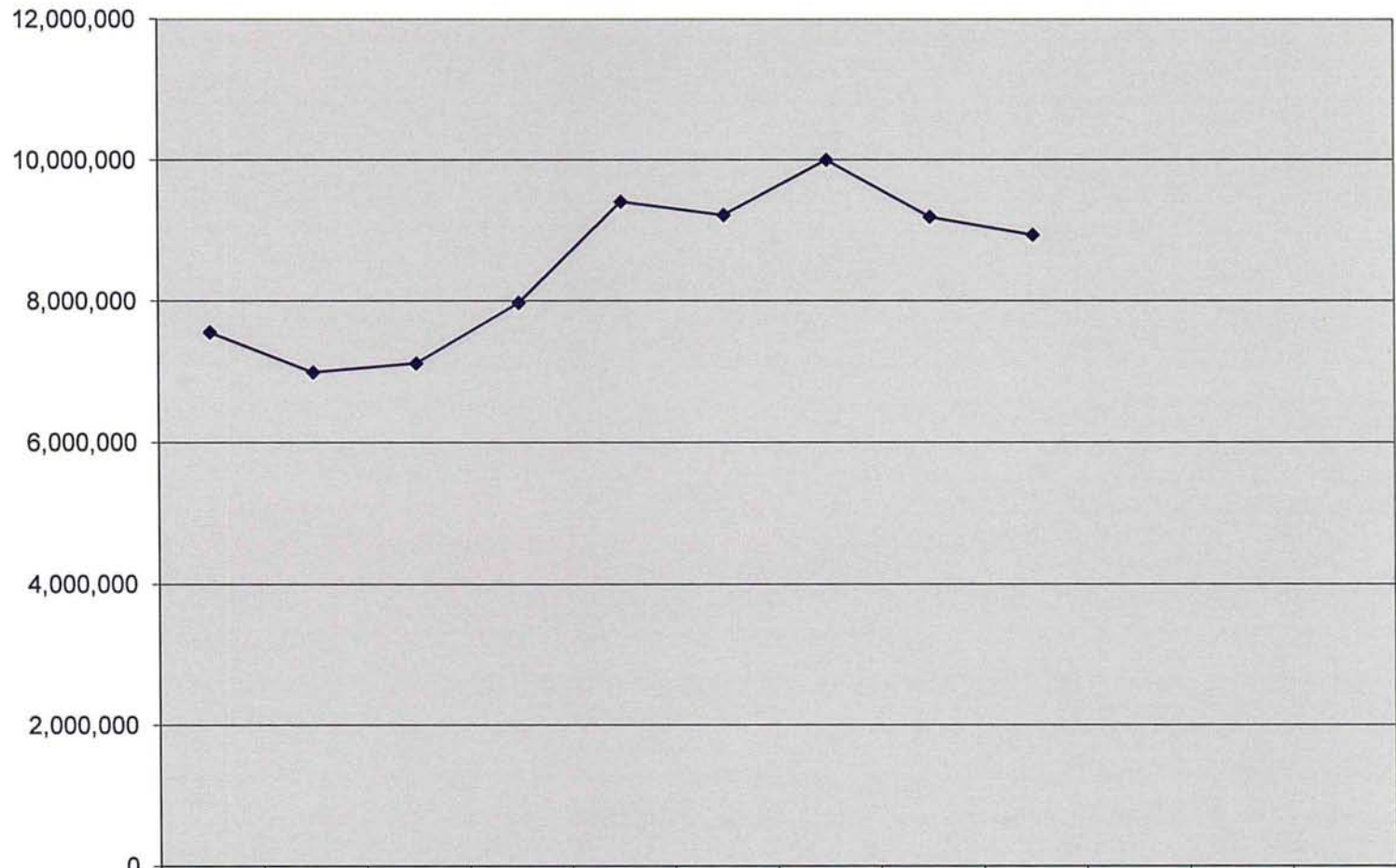
RECOMMENDATION:

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

Attachments

Total Production 2013(Gallons)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
◆ Total Production (Gallons)	7,558,45	6,989,96	7,115,88	7,973,32	9,408,87	9,217,46	10,002,7	9,191,24	8,934,67			

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 3, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Rain Report

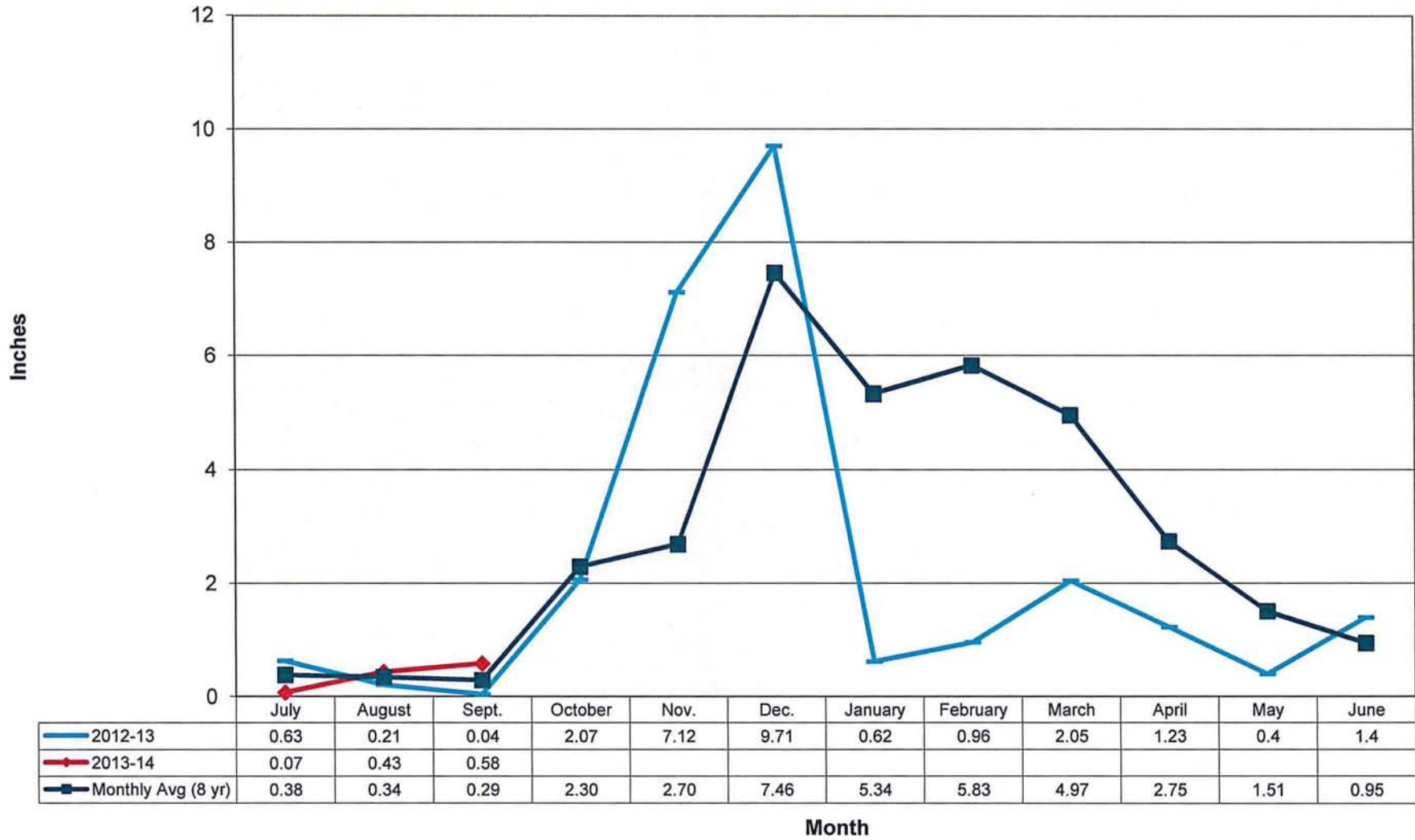
The attached chart shows the monthly rainfall at the Alta Vista Treatment Plant for the current and prior fiscal years along with the seven year average of rainfall.

RECOMMENDATION:

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

Attachment

RAIN REPORT





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 3, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier', written in a cursive style.

SUBJECT: Monthly Solar Energy Report

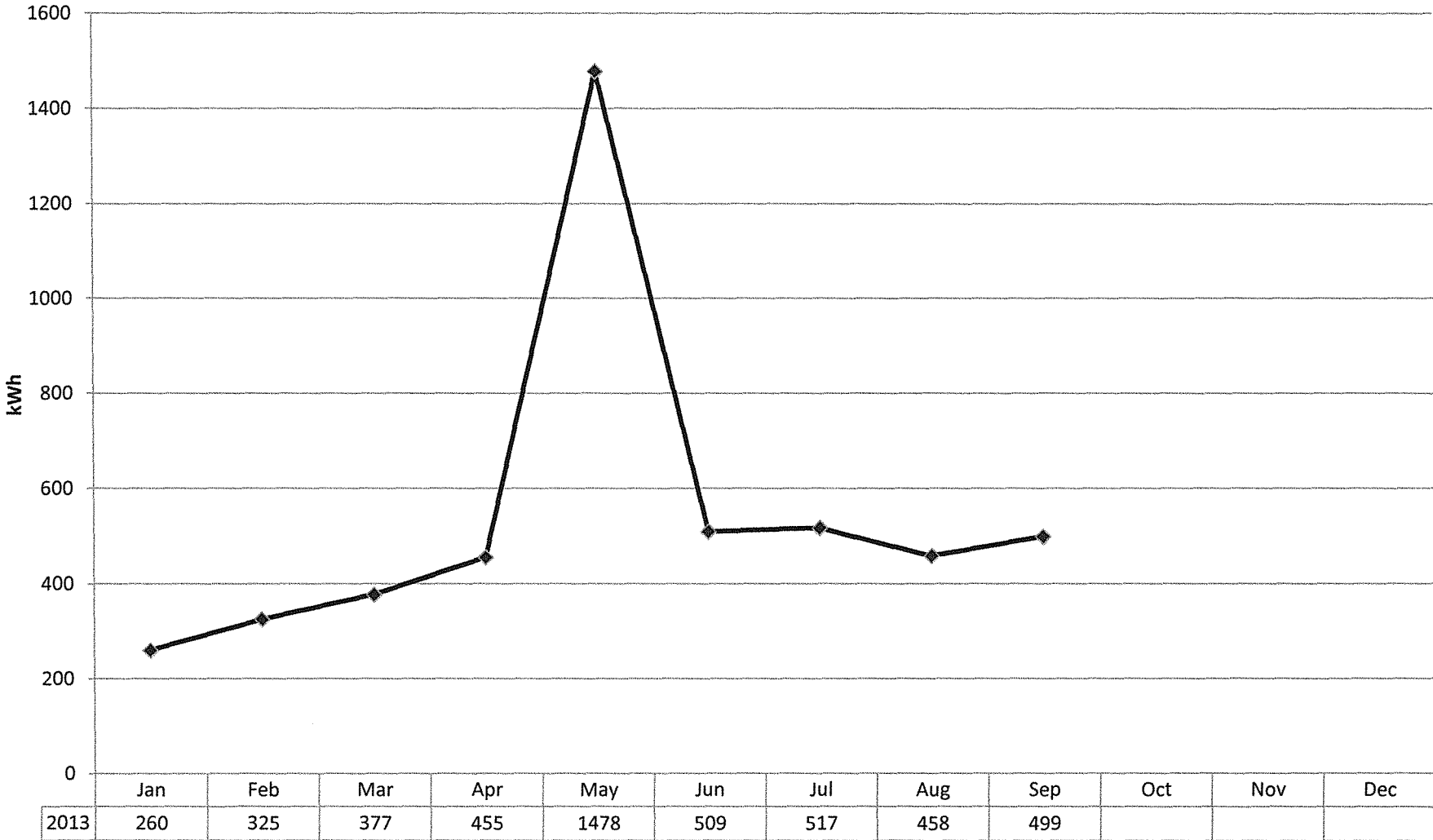
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 29879 kWh and saved 51529 lbs of CO₂.

RECOMMENDATION:

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

Attachments

SOLAR ENERGY PRODUCED IN 2013 (kWh)





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 3, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier', written over the 'FROM' line.

SUBJECT: Review and Possible Action Concerning Adoption of Connection Charge Report

Senate Bill 1760 revised a section of the Government Code concerning development fees and charges in 1999. It requires local governments to make available to the public information about capacity charges, what they are used for and whether or not any are available for refund. It provides that any water or sewer connection charges shall not exceed the estimated reasonable cost of providing the service for which the charge is imposed. The attached Annual Connection Charge Report provides a summary of the connection charge revenue received for previous fiscal years through FY 2013, and indicates how that money is allocated.

RECOMMENDATION:

Authorize the filing of the Annual Connection Report with the District Clerk.

Attachment

ANNUAL SEWER CONNECTION CHARGE REPORT
Montara Water and Sanitary District
June 30, 2013

The District, in compliance with Section 66013 of the Governmnet Code in reviewing the water and sewer connection charges and fees, finds as follows:

<u>Year Ending</u>	<u>Connection Fees Collected</u>	<u>Connection Fees Spent on Capital Projects</u>	<u>Remaining Balance</u>
6/30/2013	\$ 36,325.00	\$ 36,325.00	\$0.00
6/30/2012	\$ 43,468.00	\$ 43,468.00	\$0.00
6/30/2011	\$ 6,519.28	\$ 6,519.28	\$0.00
6/30/2010	\$ 49,516.00	\$ 49,516.00	\$0.00
6/30/2009	\$ 102,628.00	\$ 102,628.00	\$0.00
6/30/2008	\$ 153,929.00	\$ 153,929.00	\$0.00
6/30/2007	\$ 295,901.00	\$ 295,901.00	\$0.00



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 3, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Upgrade Concerning Billing Software Upgrade.

The District's current billing software, Able's Utility Star Light, was installed in 2003. It is outdated and only works with Windows XP systems. Microsoft has stopped supporting XP systems. Upgrading of outdated computers is recommended. This exposes the District's billing system to the risk of failure and other vulnerabilities. At a later point transferability of the existing data could become difficult. A suitable computer with Windows 7 system is available for installation of upgraded software. National meter, who is providing the support for the Orion Meter reading software suggested to upgrade the existing Able system. Able, has developed a newer version, Utility Star Gold, that has various advantages over Utility Star Light, for example e-billing or utilizing Microsoft SQL instead of Access Database. The District has received very good customer support from Able in the past. District staff sees great value in the established familiarity with the software itself and the available support services.

Staff also considered the possibility to switch to different software providers and narrowed the search for potential programs by price and compatibility. The software must be compatible with our existing Badger AMR Meters and the accompanying Orion Meter reading software. Only companies that offer billing software below the \$80,000 range were considered. Another key objective in this mandatory upgrade was the capability to facilitate online bill pay to increase the available services for MWSD customers.

Springbrook is the billing software that is currently used by Coastside County Water District. A quote from Springbrook came in at \$50,685. CCWD recently purchased a Springbrook upgrade. Both the CCWD Operations Manager, as well as CCWD's Office Manager expressed deterioration of the companies support services, lack of customization of the program, and recommended considering other billing software.

RECOMMENDATION:

Authorize the General Manager to issue a purchase order not to exceed \$30,000 for the purchase and installation of XXXXXX according to the attached quote, including the Annual Web Hosting Service for online payment.

Attachment

Utility Billing Software
Proposal For

**Montara Water &
Sanitary District**

**Utility Star Gold Upgrade &
CustomerDirect Online Payment
System**

September 18, 2013

September 18, 2013

Julian Martinez
Montara Water and Sanitary District
8888 Cabrillo Highway
Montara, CA 94037

Dear Julian:

As we discussed, Able Software can provide **Montara Water & Sewer District** with our current utility billing system called **Utility Star Gold®** (USG). I have further reviewed our system pricing and applied a 10% software license cost reduction (\$1,790) as noted in the updated pricing table.

Utility Star Gold® several added features and is much improved as compared to your current **Utility Star Lite®** System. *A partial list of those new features is shown on pages 3-4 (below).* Able Software will also provide **Montara Water & Sewer District** with the **CustomerDirect®** online bill payment system for minimal additional cost, as part of your new technology solution. *You'll see a list of several benefits with the **CustomerDirect®** system on page 5, as well.*

The **Utility Star Gold®** utility billing system utilizes a much more robust database platform called Microsoft Sequel (MS SQL). The SQL database holds much more information, runs faster and won't lose data in the event of a system failure or power interruption, the way your current Microsoft Access 97 database does. Microsoft provides a free version of MS SQL called "Express" which will work with our USG system. Able Software can assist your IT contractor with SQL Express DB installation and configuration for our USG-CD system (at no additional charge).

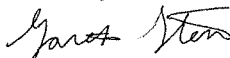
We'll ensure your organization receives maximum value from Able Software.
Our services include:

- o Comprehensive user training for your **UTILITY STAR Gold®** system
- o Comprehensive user training for your **CustomerDirect®** online payment system
- o Complete web site design and hosting services
- o Ongoing customer/technical support services via phone, web, and e-mail

All **Montara Water and Sanitation District's** existing reports and bill formats will be migrated over to the new system and new report and/or bill formats may be added as desired. The result will be a completely updated and more powerful utility billing system, while retaining the similar look & feel your employees are accustomed to.

We look forward to the opportunity to work with you and your staff to improve your utility billing system process functionality and efficiency.

Sincerely,



Garth Stern
Able Software

UTILITY STAR® Software Advantages

- High Performance: UTILITY STAR SOFTWARE runs payment posting, adjustment posting, and billing processes faster than most legacy systems.
- SQL Database: The Microsoft SQL DB engine is stable and secure, which minimizes the chance of data corruption due to power outages, a system freeze or other events that can interrupt data processing. Customer data preservation and recovery is enhanced by utilizing SQL database technology.
- Streamlined System Updating: UTILITY STAR SOFTWARE employs a “Live Update” service which enables centralized management of user workstations.
- User Report Designer: There are over 200 user report formats available with UTILITY STAR SOFTWARE. A custom report designer feature also allows users to modify and/or create new reports.
- Multiple User Screens: Users have access to multiple system screens at any time, so performing multiple customer activities is simple and easy.
- Utility Bill Tracking: UTILITY STAR SOFTWARE allows system users to save copies customer bills for permanent DB storage. This enables access to the same exact customer bill as was originally printed and mailed, regardless of date.
- Enhanced User Security: UTILITY STAR SOFTWARE features advanced security capabilities, allowing comprehensive individual user rights to be defined.
- E-Billing: UTILITY STAR SOFTWARE enables emailing of bill statements, past due reminders and reminder notices.
- Audit Trail: UTILITY STAR SOFTWARE contains an audit trail function that records actions performed by users and creates audit reports. This preserves critical system user information for permanent reference.
- Comprehensive Notification: UTILITY STAR SOFTWARE utilizes a “flag” system which enables system users to view important customer account notifications. Specific notes may also be attached to individual customer account records.

- **Advanced Customer Notes:** UTILITY STAR SOFTWARE enables individual customer account notes to be any length and any number of notes may be created. Customer notes are also categorized for convenient access.
- **Multiple Account Names:** UTILITY STAR SOFTWARE systems users can utilize multiple tenant names for customer account records.
- **Enhanced Search Screen:** Numerous customer information fields are searchable, making it easy to locate important customer information.
- **Fast Search Mode:** UTILITY STAR SOFTWARE incorporates a “fast search” mode, which enables faster customer information access.
- **Flexible Billing Rules:** UTILITY STAR SOFTWARE can allow multiple tenants at a single address to receive individual bill amounts.
- **Advanced Rate Configuration:** Robust and flexible usage rate capability comes with UTILITY STAR SOFTWARE. Automatic pro-rated rate changes may be applied at any time during a billing cycle and numerous other rate options are supported.
- **Pending Payments:** A “Pending Payments” screen allows system users to view recent customer payments in real time, even if transactions haven’t been posted. This helps avoid customer service interruptions (shut offs) for last minute customer payment situations.
- **Product Customization:** UTILITY STAR SOFTWARE utilizes an advanced technology platform allowing system customization for numerous utility processes.
- **Document Library:** UTILITY STAR SOFTWARE allows documents to be “linked” to a specific billing account record. System users can link Word, PDF, Excel and other relevant document formats to customer accounts.
- **Period Closing Snapshot:** UTILITY STAR SOFTWARE allows system users to create a “Snapshot” at the end of each billing period, which simplifies reconciliation between billing system software and General Ledger accounting systems.
- **Billing Rollback:** UTILITY STAR SOFTWARE employs Billing Rollback, allowing system users to promptly create and post adjustments and apply them to the next customer billing cycle. This handy feature greatly simplifies the customer billing correction process and saves valuable time.

CustomerDirect Online Payment System Advantages

- ❖ Custom web site design services
- ❖ Utility customers can make transaction payments for any billing amount
- ❖ Various customer payment option configuration options
- ❖ Billing system integration services
- ❖ System administration functionality
- ❖ Secure data encryption technology
- ❖ Online payment options for ACH & E-Checking services
- ❖ Customer payment history information available
- ❖ Customer usage history information available
- ❖ Customer utility bill viewing feature (PDF)
- ❖ E-billing opt-in or opt-out
- ❖ Multiple account payment & management capability
- ❖ Credit card account management features
- ❖ Extensive customer information search tools
- ❖ Customer service messaging center
- ❖ Security log review

Utility Star Gold System Information

UTILITY STAR Gold® (5 user licenses)

A comprehensive Customer Information System (CIS) which includes service order management, cashiering, e-Billing capability, multiple company DB capability, complex billing rate structure support, advanced search toolset, 200+ standard reports and user report writer features.

Meter Reading Device Software Interface

Software utility allowing meter read information to be directly imported into the Utility Star billing system, saving time and minimizing data entry errors.

Bank Draft (Automated Clearing House) Software Utility

The ACH (Automated Clearing House) utility automates the process of customer bill payment by linking your Utility Star billing system with your (NACHA member) bank. For more information about NACHA: <http://www.nacha.org/>

General Ledger (GL) Interface

Customer billing transactions are imported into your General Ledger system directly from the Utility Star billing system, saving time and potential data entry errors.

Payment Station Software

This is Utility Star's point-of-sales solution, which is capable of interfacing to barcode scanners, credit card readers, receipt printers, and cash drawer systems. This allows various POS hardware devices to have direct communication with the Utility Star billing system.

Report Customization Services

ASI will design, develop, and perform internal testing for required report customizations as identified during the project analysis process.

Data Conversion Services

Able Software will convert all customer records & account history for the MS SQL Server platform and test data integrity/accuracy for all customer records.

Software Implementation Services

ASI will provide a project implementation schedule, coordinate available programming resources, monitor project implementation progress and coordinate all project management activities. ASI also incorporates a parallel testing process to ensure the new billing system accurately runs customer account billing processes before running in a "live" production environment.

User Training Services

One week on-site or remote user training sessions will be performed on key areas of functionality, such as user data entry screens, e-billing options, the customer "flag" system, online transaction transfer, transferring data to your financial institution, running reports, etc. Able Software will provide additional user training if necessary to ensure proper understanding for system users.
(on-site user training involves associated travel related charges)

Annual Maintenance & Support Program

ASI will provide **Montara Water and Sanitation District** system users an annual maintenance and support program for continued technical support and maintenance of all ASI products. The program consists of the following benefits:

- a) Software patches and periodic product updates available as released
- b) New product enhancements and features available as released
- c) Updated user information guides available as released
- d) Unlimited access to technical support analysts as required

CustomerDirect Online Payment System Information

For Electronic Bill Presentment and Payment (EBPP)

CustomerDirect System (EBPP)

The CustomerDirect online payment portal will enable **Montara Water and Sanitation District** to provide customer account management services to utility customers. The CustomerDirect portal provides account status, usage history, billing history utility billing statements, credit card and ACH payment capability, customer service messaging and other valuable user services

Integrated Credit Card Payment Module (ICC)

The ASI Utility Star Billing system is integrated with leading credit card processing companies which saves project implementation time and resources. The ICC payment module allows customer credit card payments to be entered and processed from within your Utility Star billing system thus saving time, eliminating double data entry and minimizing potential data input errors.

Web Site Design Services

Able Software will design the portal site, initiate system testing and insure complete compliance prior to going "live". The site can be set up to appear similar to your main web site or incorporate whatever appearance is desired.

Annual Web Site Hosting Services

ASI will provide a fully hosted server platform for your online payment processing web portal. All hardware systems and related software will be maintained, updated and fully supported by Able Software technical personnel.

Software Implementation Services

ASI will monitor project implementation progress and coordinate all project management activities. ASI also thoroughly tests the new system to verify proper functionality.

User Training Services

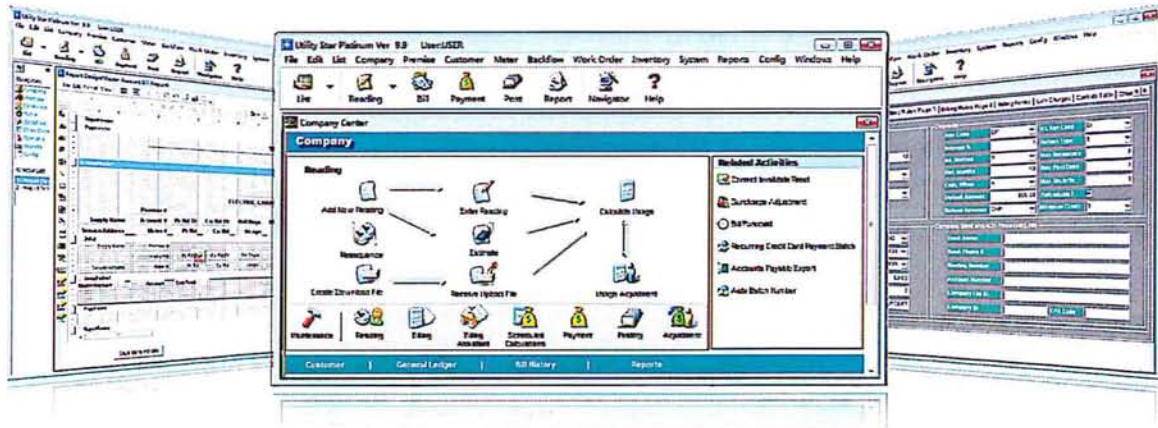
On-site or remote user training sessions will be performed on key areas of functionality, such as system administration, online transaction transfer, posting customer transactions, transferring data to your financial institution, running reports, etc. System training will be provided as necessary to ensure user familiarity.

(on-site user training involves associated travel related charges)

Able Software System Pricing

Utility Star Gold Utility Billing System Upgrade	\$16,110
CustomerDirect Online Payment System	\$5,100
Annual Web Hosting Services (CustomerDirect web site)	\$600
Annual Product Maintenance & Support	\$6,160
Able Software Project Total	\$27,970
Pricing valid through October 30, 2013	

UTILITY STAR[®] Software Advantages



High Performance

UTILITY STAR SOFTWARE runs payment posting, adjustment posting, and billing processes faster than most legacy systems.

SQL Database

The Microsoft SQL DB engine is stable and secure, which minimizes the chance of data corruption due to power outages, a system freeze or other events that can interrupt data processing. Customer data preservation and recovery is enhanced by utilizing SQL database technology.

Streamlined System Updating

UTILITY STAR SOFTWARE employs a **"Live Update"** service which enables centralized management of user workstations.

User Report Designer

There are over 200 user report formats available with UTILITY STAR SOFTWARE. A custom report designer feature also allows users to modify and/or create new reports.

Multiple User Screens

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UTILITY STAR SOFTWARE features advanced security capabilities, allowing comprehensive individual user rights to be defined.

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UTILITY STAR SOFTWARE enables emailing of bill statements, past due reminders and reminder notices.

Audit Trail

UTILITY STAR SOFTWARE contains an audit trail function that records actions performed by users and creates audit reports. This preserves critical system user information for permanent reference.

Comprehensive Notification

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UTILITY STAR SOFTWARE enables individual customer account notes to be any length and any number of notes may be created. Customer notes are also categorized for convenient access.

Multiple Account Names

UTILITY STAR SOFTWARE systems users can utilize multiple tenant names for customer account records.



Enhanced Search Screen

Numerous customer information fields are searchable, making it easy to locate important customer information.

Fast Search Mode

UTILITY STAR SOFTWARE incorporates a "**fast search**" mode, which enables faster customer information access.

Flexible Billing Rules

UTILITY STAR SOFTWARE can allow multiple tenants at a single address to receive individual bill amounts.

Advanced Rate Configuration

Robust and flexible usage rate capability comes with UTILITY STAR SOFTWARE. Automatic pro-rated rate changes may be applied at any time during a billing cycle and numerous other rate options are supported.

Pending Payments

A "**Pending Payments**" screen allows system users to view recent customer payments in real time, even if transactions haven't been posted. This helps avoid customer service interruptions (shut offs) for last minute customer payment situations.

Product Customization

UTILITY STAR SOFTWARE utilizes an advanced technology platform allowing system customization for numerous utility processes.

Document Library

UTILITY STAR SOFTWARE allows documents to be "**linked**" to a specific billing account record. System users can link Word, PDF, Excel and other relevant document formats to customer accounts.

Period Closing Snapshot

UTILITY STAR SOFTWARE allows system users to create a "**Snapshot**" at the end of each billing period, which simplifies reconciliation between billing system software and General Ledger accounting systems.

Billing Rollback

UTILITY STAR SOFTWARE employs Billing Rollback, allowing system users to promptly create and post adjustments and apply them to the next customer billing cycle. This handy feature greatly simplifies the customer billing correction process and saves valuable time.

ASI Contact Information

E-mail: info@able-soft.com | Call: (949) 252-3100
Fax: (714) 316-7811

Able Software, Incorporated

30 Corporate Park, Suite 104
Irvine, CA 92606



Able Software, Inc.

Business
Enabling
Solutions

introducing... CustomerDirect

what is CustomerDirect?

CustomerDirect is a state-of-the-art Electronic Bill Presentation and Payment (EBPP) system enabling utility billing via the Internet. The CustomerDirect system contains advanced and powerful features such as online account management, account status overview, online bill presentation, online bill payment, online service initiation, work order initiation, and more. CustomerDirect will allow your company to provide utility customers a full service web portal available 24 hours a day - 7 days a week, while saving time, resources, and cost.

how does it work?

The CustomerDirect system provides seamless integration to any utility billing system. The main module is located on a web server that handles all interaction with your customers via the internet. The data transfer module communicates and synchronizes information between Customer-Direct and your utility billing system. CustomerDirect deploys cutting edge technology allowing customers to initiate transactions such as bill payment and work order requests, while automatically updating your utility billing system. Your customer service users will realize the benefits of eliminating redundant data entry, mail delays, and time consuming phone calls.

features

CustomerDirect provides powerful features:

1. Multi-Account management: Your customers can manage multiple accounts from one centralized location.
2. E-Billing: Enables sending bills online instead of through the mail. This encourages online payments that are instant, safe, and secure. In addition, it saves your company money by reducing the number of paper statements requiring postage and mailing.

3. Online Bill Payment: Customers can view and pay all their bills online using a checking account or credit card.
4. Account Status Overview: Customers can view all account related information such as bill history, payment history, meter reading, meter usage, etc.

The screenshot shows the CustomerDirect web portal. At the top right, it says "CustomerDirect" with navigation links for "Search", "Mail", "Help", and "Signoff". Below this, a welcome message reads "Welcome John, today is Tuesday, October 4th". A sidebar on the left contains a menu with options: "Account Overview", "My Account", "Account Detail", "Bill Payment", "Add an Account", and "Send a Case". The main content area displays an "Account Overview" table with the following data:

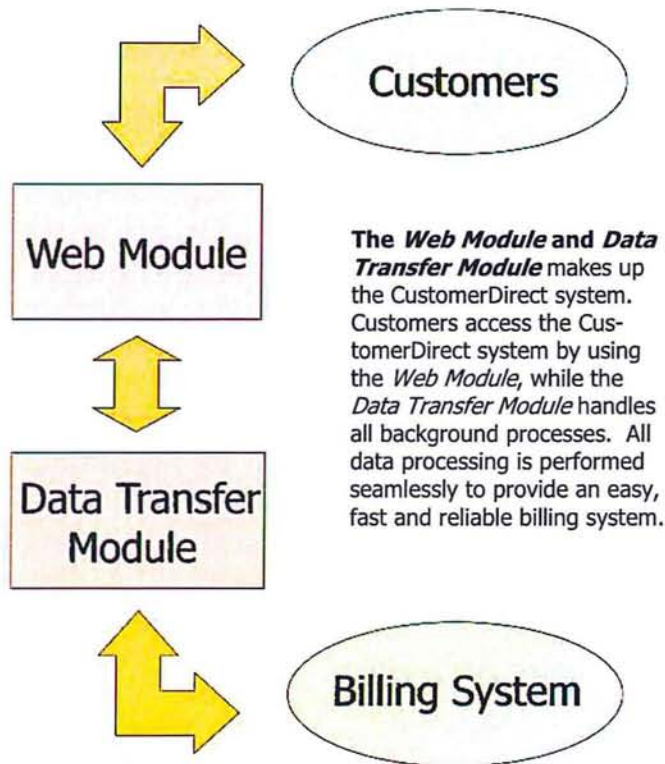
Account	Balance	As Of
1010001 - 1034 Berkshire	\$153.45	Today
9234001 - 1062 4th Ave.	\$58.13	Today

Below the table, there is a "Did you know?" section with a message: "If your average usage is 20% lower than last years, you qualify for special discounts. To learn more, please click [here](#)." At the bottom, an "Announcement" section states: "Our office will be closed on Monday, October 10th."

Designed with functionality and simplicity in mind, all functions are within 2 mouse clicks away. The default template layout is also clean and intuitive, which facilitates a pleasant user experience that brings usage adoption and

5. Work Order Initiation: Customers can sign up for services online, check existing work order status, or correspond with your customer service representatives online.
6. ACH Signup: Customers can sign up for automatic monthly payment using ACH/Bankdraft services.
7. Recurring Payments: Customers can sign up for automatic monthly payment using credit cards.
8. Online Bill Presentation: Customers can review their utility bills in PDF format.

9. Data Synchronization. CustomerDirect also provides a method to synchronize data with your primary utility billing system. This enables data consistency for bill payments, work orders and other customer information in order to minimize time consuming duplicate user data entry.



Benefits You Can Use...

- Increase customer satisfaction through a dedicated 24/7 web service portal.
- Reduce customer call-ins by providing account information online.
- Improve efficiency throughout your business process by automating billing, payments, and work orders.
- Data synchronization prevents redundant data entry and reduces potential human errors with data entry.
- E-Bills reduce paper transaction volume and associated costs.
- Reduce potential customer issues by providing access to account information & management tools.
- All critical system information is encrypted for maximum security and safety.

is it secure?

Able Software understands security is a major concern for any company utilizing the web. The CustomerDirect system is designed to protect data from fraud and safeguard customer's privacy. The latest data encryption technology ensures that both your customer and your company's information remains secure. Able Software technical personnel can also help ensure software system servers and computer network systems are totally secure.

E-mail: info@able-soft.com

Phone: 877-225-3252

Fax: 714-316-7811

Able Software, Inc.
30 Corporate Park, Suite 104
Irvine, CA 92606

Account Specialist Water Division

DEFINITION

Under general supervision, administers and maintains accurate and timely statements and records for water services; receives, investigates, analyzes and resolves problems and inconsistencies in customer accounts; prepares, reviews, interprets, and adjusts computer reports related to customer accounts; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level account specialist. The incumbent uses considerable independent judgment and problem solving to research and resolve problems of moderate scope and complexity. This classification performs moderately responsible and difficult accounting and clerical duties of a routine nature that may require application of standard District policies and procedures, as well as development of new techniques and/or procedures. The Account Specialist has operations responsibility for the billing function and serves as the in-house expert on matters related to the billing system.

TYPICAL TASKS

Duties may include, but are not necessarily limited to:

Accounts Receivable and Billing

- Opens or receives payments, audits for correctness, inputs to computer; verifies computer reports in order to prepare bank deposits;
- Prepares, mails and ensures the accuracy of a variety of correspondence to customers in order to maintain system efficiency including final bills, reminder notice for inactive customer accounts, and cut-off notices, etc.;
- Receives inquiries regarding accounts from customers over the phone, in person, mail, fax, and by email;
- Processes new and cancelled accounts by completing "in and out" tag, cut-off notices, and transferring credit between customer accounts when necessary;
- Prepares reports for refunds due, non-sufficient funds, etc., and audits for accuracy; provides customer account information to appropriate external parties such as the accountant, county personnel, and collection agency;
- Prepares and monitors bank deposits and statements for customer receipts;
- Researches, interprets, and analyzes account history to resolve billing questions on meter reads; calculates appropriate high bill adjustments for customers and makes debit/credit adjustments in accordance with District policies.

System Administration

- Classifies, records, inputs and verified numerical dates for use in maintaining accounting records;

Account Specialist Water Division

- Identifies and resolves problems with computer system related to billing and accounts receivables; suggests and implements appropriate corrective procedures;
- Compiles reports and necessary documents, spreadsheets, historical data, billing account statements and other information to answer customers' inquiries and complete specialized transactions;
- Prepares and maintains extensive records, files, logs and reports (such as customer phone number, addresses, route and service, meter number, assessor parcel numbers, etc.) using a personal computer and a variety of PC applications.

Water Service Processing

- Maintains meter changes to move new meters to active status and old meters to inventory status using the computer;
- Processes shut off water service for nonpayment of bill, payments made with one check for water and miscellaneous bills;
- Logs statistics by territory for customers signing in and out for water service;
- Creates and enters message categories on handheld units for Field crew when meter reading to indicate needed changes;
- Schedules appointments for inspections of retrofit or water conservation programs; prepares door hangers for field crew to tag doors with shut-off notices.

General Office Administration

- Operates notice mail and retrieves messages from after hours, weekends, and holidays;
- Assumes responsibility for verification of any postage meter by the post office;
- Prepares billing records for fiscal year and labels for transport to storage;
- Assists in the preparation of financial reports and other information required by the District.
- Processes payroll, maintains employee benefit files;
- Completes forms and reports for State Compensation Insurance, OSHA, etc.
- Processes monthly, quarterly and annual tax forms.

EMPLOYMENT STANDARDS

Minimum Qualifications:

High school diploma or equivalent; and one year of experience in computer operation, billing, bookkeeping, typing, and/or general clerical work. Two or three years in a public utility if preferred.

Account Specialist

Water Division

Knowledge of:

- ❑ District and community programs for customers; proper customer care practice.
- ❑ Appropriate procedures, practices, rules and policies governing office and/or system assignments.
- ❑ Basic meter operation and disconnection techniques.

Ability and Skill to:

- ❑ Evaluate customer problems/concerns and exercise independent judgment to resolve them.
- ❑ Negotiate with customers within scope of responsibility.
- ❑ Tactfully obtain sensitive information from customers, other agencies and business representatives.
- ❑ Perform a wide range of customer service functions with speed and accuracy and apply good judgment in recognizing scope of authority. Conduct basic research related to assignment.
- ❑ Interpret and apply policies, procedures, standards, and requirements related to assigned responsibilities.
- ❑ Plan, organize, coordinate, and prioritize assigned tasks to meet deadlines successfully.
- ❑ Operate specialized equipment related to assignment such as two-way radio and office machines.
- ❑ Establish and maintain pleasant and cooperative working relationships with employees and the general public.

Required Licenses:

Possession of a valid Class C California State driver's license.

Physical Requirements:

Incumbent must be able to function in an office environment in work primarily of a sedentary nature, and be able to perform the following, with or without reasonable accommodation:

- ❑ Sit, often for long periods of time
- ❑ Utilize vision, hearing and speech
- ❑ Utilize manual and finger dexterity
- ❑ Turn head and trunk
- ❑ Move about on smooth and carpet surfaces
- ❑ Stand, lift and carry 35 pounds
- ❑ Reach, twist and bend.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 3, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Schoolhouse
Tank Phase 2 – New West Tank**

The Board awarded the Schoolhouse Tank West Project (Project) construction contract at its June 5, 2013 meeting. The contractor, Paso Robles Tank, Inc. (PRT), has mobilized and started working on site.

PRT has already completed: demolition of the old dilapidated concrete tank and removal of all debris; erection of the masonry retaining wall; and pouring of the concrete foundation for the new tank. The internal and external cathodic protection anodes for corrosion control were installed at the beginning of this week. In the next two weeks, PRT will be erecting the new tank followed by piping installation and tank external and internal coating application.

This tank is scheduled for final completion by December 1, 2013.



Demolition of Old Concrete Tank



Masonry Retaining Wall Complete



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 3, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager



Concrete Pour

Tank Pad Backfill and Compaction

RECOMMENDATION: This item is for Board information only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 3, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

SUBJECT: Managers Report

Water Operations: The General Manager participated in the supervision of the water operations and training of new employees.

The Schoolhouse Tank

Attended Meetings:

On September 12 the General Manager attended a meeting with representatives from the City of HMB, Granada Sanitary District and SAM to discuss changes to collection services agreement, collections equipment and planned capital improvements.

On September 25 the General Manager attended a meeting with California Coastal Commission Staff regarding the planned amendment of the Publics Work Plan Phase 1

On September 27 the General Manager and Director Harvey attended a meeting for public agencies within the Cabrillo Unified Scholl District concerning the School District's Strategic Planning Process.

In addition, the General Manager attended phone calls and conferences with consultants, directors, and customers.

Water Staff: Water Systems Operator Sean Powell started working for the District on September 2.

Conferences: The General Manager will attend a portion of the Biennial Groundwater Conference & 22nd GRA Annual Meeting for a joint presentation with Mark Woyshner from Balance Hydrologic regarding the successful Alta Vista Well Monitoring with the Title "Planning for increased climate extremes and strategies for managing groundwater withdraws from high-yielding bedrock wells in Coastal California."

RECOMMENDATION:

This is for Board information only.

Abstract submittal for either oral or poster presentation at the 29th Biennial Groundwater Conference & 22nd GRA Annual Meeting.

Presenter: Mark Woyshner

Woyshner¹, M., Heldmaier², C., and Hecht¹, B.

¹Balance Hydrologics, Inc., 800 Bancroft Way, Berkeley, California

²Montara Water and Sanitary District, 8888 Cabrillo Highway, Montara, California.

Planning for increased climate extremes and strategies for managing groundwater withdraws from high-yielding bedrock wells in Coastal California.

Wells drawing groundwater from bedrock joints may provide adequate yields for municipal water systems but uncertainty as to the capacity of the aquifer is a risk which often constrains projects at both investment and permitting levels. Unlike sediment basins and alluvial valleys, predicting storage in fractured and jointed bedrock is inherently difficult to impossible, even with extensive field work and considerable data available for analysis. Conventional methods of modeling these aquifers may fundamentally be inapplicable or, when useful, have high levels of uncertainty.

Montara Water and Sanitary District (MWSD) relies on diverse local groundwater sources and conservation as a sustainable strategy. For the past 6 years, the District has operated a bedrock well that unlike many other bedrock wells in San Mateo County is very high yielding and draws groundwater from deep joints in Montara Mountain, an aquifer that is only slightly developed. Several independent lines of evidence indicate that the well appears to draw on a large body and/or interconnected sources of groundwater within the mountain, and nearly all of the contributing area has little or no potential sources of contamination. Four of the years of operation were drought years while only one wet year provided meaningful recharge.

One way of responsibly approaching the effects of well drawdown to the springs, riparian vegetation and wetlands in the vicinity of the well would be to limit drawdown at indicator sites to a level known to not be harmful to riparian species. Based largely on over two decades of implementing such guidelines developed for similar granitic soils and alluvium along the Carmel River by the Monterey Peninsula Water Management District, the MWSD has executed a surface-water, groundwater, wetland and riparian vegetation adaptive monitoring scheme to assess drawdown responses while pumping the well.