



**Montara Water  
and Sanitary District**  
*Serving the Community of Montara and Moss Beach*

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

# AGENDA

**District Board of Directors**

**February 4, 2021 at 7:30 p.m.**

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

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

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/81864670051?pwd=OHVtb2poeWNQWFFFSW1acjRUaFJOZz09>

MEETING ID: 818 6467 0051

Password: 177111

CALL IN PHONE NUMBER: +1 669 900 9128

INSTRUCTIONS for remote access are available at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. You also may view video during the meeting via live stream or after the meeting at <https://videoplayer.telvue.com/player/wuZKb9gwEY7sMACIIsr7VSJglB35kNZA/stream/159?fullscreen=true&showtabssearch=false&autostart=false> . If you experience technical difficulties or have technical questions prior to or during the meeting, please contact MWSD's IT support at (650) 728-7843.  
Note: Public participation is not permitted during closed session discussion items.

### **Public Comment**

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

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

Upon request, this Agenda and written agenda materials will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or accommodation in order to participate in the public meeting should be emailed to [info@mwsd.net](mailto:info@mwsd.net) or submitted by phone at 650-728-3545 at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

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

**CALL TO ORDER**  
**ROLL CALL**  
**PRESIDENT'S STATEMENT**  
**ORAL COMMENTS** (Items other than those on the agenda)  
**PUBLIC HEARING**  
**CONSENT AGENDA**

1. [Approve Minutes for Regular Scheduled Board Meetings January 7 and January 21, 2021.](#)
2. [Approve Financial Statements for December 2020.](#)
3. [Approve Warrants for February 1, 2020.](#)
4. [SAM Flow Report for December 2020.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report.](#)
8. [Rain Report.](#)
9. [Monthly Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for November 2020.](#)
11. [Review and Possible Action Concerning Water Main Extension Agreement for New Service Connection at 30 Bernal Ave, Moss Beach, APN 037-279-060.](#)

**OLD BUSINESS (none)**  
**NEW BUSINESS**

1. [Review and Possible Action Concerning Mid-Year Budget Review.](#)
2. [Strategic Discussion about the Future of MWSD's Sewer System on February 17 and Water System on March 3, 2021.](#)
3. [Review and Possible Action Concerning Nomination of Representative to the CSDA Board of Directors.](#)
4. [Review of MWSD's Receipt of Association of California Water Agencies Joint Powers Authority President's Special Recognition Award.](#)

**REPORTS**

1. Sewer Authority Mid-Coastside Meetings (Slater-Carter).
2. MidCoast Community Council Meeting (Slater-Carter).
3. CSDA Report (Lohman).
4. LAFCo Report (Lohman).

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

## **FUTURE AGENDAS CONVENE IN CLOSED SESSION**

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

(Government Code §54956.9(d)(1))

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

### **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code §54957(b)(1))

Title: General Manager

### **CONFERENCE WITH LABOR NEGOTIATORS**

(Government Code §54957.6)

Unrepresented Employee: General Manager

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

### **ADJOURNMENT**

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



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

**REGULAR BOARD OF DIRECTORS MEETING**  
**January 7, 2021**

**MINUTES**

Due to COVID-19, this meeting was conducted remotely pursuant to the provisions of the Governor's Executive orders N-25-20 and N-29-20 temporarily suspending and modifying certain teleconference requirements under the Ralph M. Brown Act. Directors, staff, and the public participated remotely via the application ZOOM.

**REGULAR SESSION BEGAN AT 7:32 p.m.**  
**CALL TO ORDER**  
**ROLL CALL**

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

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

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

**PRESIDENT'S STATEMENT –**

Director Boyd welcomed everyone to a small slice of what makes America what it is in a time of such turmoil. Our Republic stands and the will of the people as expressed through representative operations like they have at the town and community level, such as the Montara Water and Sanitary District (MWSD) and others in our community are here to serve the public. He is grateful to be a part of something so long running and heavily influenced by the community with which it is intended to serve. He looks forward to the good things that will be done this year.

## **ORAL COMMENTS**

Gregg Dieguez stated that he is the Mid-Coast Council (MCC) rep and received a suite of interesting legal opinions from County Counsel, which he is unable to share. In a similar vein, he notes the Sewer Authority Mid-Coast (SAM) Agenda item, "Formation of Special Committee to Investigate Future Options for SAM," scheduled for this Monday, and would like to know if the MCC and/or the community as a whole should be interested, concerned, or affected by that topic and its fall-out. Additionally, the MCC has a Strategic Planning Retreat planned for Saturday, January 23, 2021, and would know if anyone at MWSD or members of the community have issues, priorities, or educational matters they would like considered by the Council as a priority in the coming year.

Director Lohman replied that there is no agenda there. There is a general feeling that continuing to pour millions of dollars in an old building at SAM is not the best idea. So, they decided to form a committee to explore all options that make more sense for the future with newer technologies. The SAM plant is 45 years old and in danger of sea level rise.

Director Slater-Carter asked if the public could attend the MCC Strategic Planning Retreat.

Gregg Dieguez replied that he believes it will be a public meeting.

## **PUBLIC HEARING**

### **CONSENT AGENDA**

- 1. Approve Minutes for Regularly Scheduled Board Meeting December 3 and 17, 2020, Special Board Meeting December 3, 2020 and Finance Committee Meeting December 22, 2020.**
- 2. Approve Financial Statements for November 2020**
- 3. Approve Warrants for January 1, 2021**
- 4. SAM Flow Report for November 2020**
- 5. Monthly Review of Current Investment Portfolio**
- 6. Connection Permit Applications Received**

7. **Monthly Water Production Report**
8. **Rain Report**
9. **Monthly Solar Energy Report**
10. **Monthly Public Agency Retirement Service Report for October 2020**

Director Dekker stated that Mr. Dieguez asked for a copy of MWSD's financials at the Financial Committee meeting, and if this needed Board approval.

General Manager, Clemens Heldmaier replied that these documents are in the Board packet as a PDF. However, Mr. Dieguez asked for them in Excel format.

Director Boyd asked if there are material differences between the documents that Mr. Dieguez received and those on the Open.gov website.

Director Dekker said there is no difference.

Gregg Dieguez added that it is a lot easier to work with in Excel format.

Director Boyd replied that he doesn't have any objections but reminded them to be mindful of any drafts or unpublished notes that may be contained. Draft documents are not public documents.

Director Slater-Carter commented that while she is not concerned about Gregg, she is concerned about sending any document in Excel format because it is not secure. She asked for comment from District Counsel.

District Counsel, Christine Fitzgerald concurred with Director Slater-Carter's concerns. Sending it to Gregg via email is not secure.

General Manager, Clemens Heldmaier added that once they send a document to Mr. Dieguez it becomes a public document.

Director Slater-Carter she is concerned that someone may do something funny with those documents.

Director Boyd suggested that Director Slater-Carter, General Manager Clemens Heldmaier, and District Counsel Christine Fitzgerald talk about this further. He said that the Board doesn't have an issue with the sharing the information but doesn't want a problem with the method of which it is being shared.

District Counsel Christine Fitzgerald replied that it may be best to follow what the Public Records Act mandates.

David Moutrie added that Google Drive capability allows limited access for specific people.

Director Dekker asked why the surface water was substantially less in Oct/Nov the Monthly Water Production Report.

General Manager Clemens Heldmaier replied that since there has not been any precipitation for over a year, the flow of the creek is diminishing to minor amounts.

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

## **OLD BUSINESS**

## **NEW BUSINESS**

### **1. Receipt of 2019/2020 Fiscal Year End Finance Review.**

General Manager Clemens Heldmaier stated that this is a comparison of the budget and the actuals of the past fiscal year prepared by Maze and Associates. It is done twice a year. This was also reviewed by the Finance Committee on December 22<sup>nd</sup> and they recommended that it be presented to the Board as is. District Accountant Peter Medina is here to discuss the highlights of the report.

District Accountant Peter Medina stated this is the fiscal year end Budget-to-Actual review, with the actuals taken from the audited financial statements received last month. This will be the first of a series of presentations. They go from the prior fiscal year with the audited number (which gives a level of assurance with the actuals) and that falls into the mid-year review, from July 1<sup>st</sup> to Dec 31, 2020 numbers. And using those numbers, they go right into budget season. Using the six-month analysis, they extrapolate out to the end of the fiscal year and start building the budget. This process is really an 18-month process. Here it is January, and they are starting to budget for 2021/2022. Looking at Sewer page one, and going into the fiscal year, MWSD had anticipated a one-million-dollar loss. However, this did not happen, as the CIP project did not move forward as anticipated. Additionally, they had expected more legal expenses that did not occur. Sewer rates went up 19% and with ERAF they had budgeted a portion of what was received--\$295,000 dollars. ERAF is the bump there, as it is divided equally between water and sewer. Personnel was off a bit, and for SAM the variance is the pass-through costs. They budget on a cash flow basis for collection system repairs that are billed from SAM and these are capitalized at the end of the year. The CIP is also brought in from the cash flow statement for actual capital costs incurred during the fiscal year. Page two shows the year-to-year comparison. For Water (page 6), they had budgeted for a \$545,000 dollar loss, and they only had a \$60,000 dollar loss. Property tax is due to ERAF. In prior years, water quality engineering services were very high, and this year not so much, so that accounts for much of the variance there. Also, professional services, are less due to legal



services being down. MWSD is actually over-budget for CIP, as there were a number of unanticipated projects that occurred during fiscal year 2019/2020.

Director Slater-Carter asked District Accountant, Peter Medina to explain what ERAF is for the public.

District Accountant Peter Medina stated that it is the Educational Revenue Augmentation fund (ERAF). These funds are for education and held for a time, and later released to government agencies. This amount fluctuates, and MWSD may not receive anything in the future if certain special interest groups get their wish. They budget conservatively, for the 1% ad valorem that they can expect and anything more is considered a windfall.

Director Boyd commented that most agencies have property tax as a portion of their revenue base, but MWSD property tax apportionment is much smaller than surrounding agencies. Granada Community Services District (GCSD), for example, has a much larger chunk of revenue coming from property taxes, and there are historical reasons for all of that. That is why there is more responsiveness in MWSD's rate and fee structure because it is tied to the cost of operations, whereas GCSD has some insulation from that due to their property tax revenue base.

Director Lohman asked for clarification on the chart of proposed and current sewer rates on the Executive Summary.

District Accountant Peter Medina said the Executive Summary indicates why they may see variances. That chart is from the sewer rate study performed in 2017, for a two-year period and would come into play 2018/2019 and 2019/2020. The "current rates" with the asterisk were the rates at that time July 1, 2017-June 30, 2018. This was a hold-over from last year. Going into this current fiscal year, it is no longer in play.

Director Slater-Carter commented that last year they had anticipated the settlement of the lawsuit instead of going to court.

District Accountant, Peter Medina reiterated the difficulty of predicting the financial expenditures for the following year. They do their best.

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

General Manager, Clemens Heldmaier stated that they are proposing a temporary change in the way vacation is accrued. Currently employees can accrue up to 30 days' vacation with the option to take up to 5 days of vacation accrual in the form

of compensation, and vacation requests need to be submitted by the end of February each year. However, due to the Pandemic, it has been difficult for employees to take vacation. Also, as a small agency, they have more flexibility to schedule vacation as needed. He is requesting that employees be allowed to accrue from 30 days to 50 days, with the option to take from 5 days to 20 days of vacation in the form of compensation. This would be retroactive from year 2020 to 2021. His recommendation is to adopt the Resolution of the Montara Water and Sanitary District concerning temporary amendment to the Personnel Manual and General Manager's Employment Agreement concerning Vacation payout and accruals due to the COVID-19 Pandemic.

Chris Boucher, Boucher Law stated that the recommendations before them is to increase the cap in which employees can accrue time, as well as adding an optional cash out provision. These recommendations stem from their experience over the past year representing other agencies such as Montara. His firm has the privilege of representing approximately three dozen public entities, and the majority, if not all, have adopted some form of measure regarding employee vacation accruals. One of the drivers is to recognize employees for their dedication and hard work during the past year as well as to support local public health officials by ensuring that they don't inadvertently give the reverse incentive to take vacation and travel just because the employee's time is going to run out and will be lost. And that has been an effective tool from an employer's standpoint to help with the control of COVID-19. It not only benefits the organization, but also serves the greater public policy interests. He believes that the recommendations made by the General Manager is fair, from an employee relations standpoint and a budgetary standpoint, that can accomplish the purpose of achieving that equity for the employees in the organization.

Director Lohman commented that this is similar to what was done at the Sewer Authority Mid-Coastside (SAM), and it is a great policy.

Chris Boucher, Boucher Law, confirmed that SAM did something similar.

Director Boyd asked that if MWSD currently has a cap of 30 days of accrued vacation, and an employee accrues 49 days and it gets to the end of 2021, and they still have 49 days on the books, what happens to their accrued vacation?

Chris Boucher, Boucher Law, replied that it will be paid out at the end of the year. Since this Board is adopting a temporary cap, it will expire December 31, 2021. If people have over that cap and the Board does not take further action, it will be an automatic pay-out consistent with your current policy.

Director Boyd asked if that is in writing somewhere.

Chris Boucher, Boucher Law, replied that they can include that in the notes of the Board's approval tonight by operation of the document that they are adopting—

that's essentially how it will be carried out. If that meets the Board's expectations, when they communicate with the employees, they can make sure that it is spelled out further.

Director Boyd said he wants the boundary conditions to be very clear, so no one gets caught unaware.

District Accountant, Peter Medina added that they do an analysis on a yearly basis in conjunction with the audit, for compensated absences, liability, and footnote. However, they have never done it mid-year. It would be brought into question by the auditors. They have the necessary reports, but he will need to consult the auditors, because it is outside the usual process.

General Manager Clemens Heldmaier replied that it falls in line with what the Employee Manual. The audit happens on June 30, 2021, but the Personnel Manual says the cap is applied to the calendar year. That is the reason they are doing it right now. The cap would be valid for the entire year. The pay-out option at the end of the year would be in accordance with the current Employee Manual. This temporary policy suggests up to 20 days for this current year.

Director Slater-Carter made a motion to adopt the resolution of the Montara Water and Sanitary District for a temporary amendment to the Personnel Manual and General Manager's Employment Agreement concerning Vacation payout and accruals due to the COVID-19 Pandemic. Director Harvey seconded it, and a roll-call vote was taken, and the motion passed unanimously 5-0.

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

General Manager Clemens Heldmaier stated this item was brought to the Board by Director Lohman who is our SAM representative, serving as a Director on the SAM Board. Director Lohman is asking for input or direction regarding the process SAM is undertaking to assess the biological impact when the contractor made some errors in the staging area for the SAM Force Main Segment 4 replacement project. The City of Half Moon Bay stopped the project, causing significant delays. He recommends that the Board accept the report from Director Lohman, discuss this topic, and advise the SAM representatives, respectively.

Director Lohman stated that, in summary, the contractor erroneously destroyed some willow trees, and Half Moon Bay shut down the project. They hired their personal biologist to monitor the trees for a week, then hired a Project Manager, all on non-bid personal contracts. The biologist was brought in again to reassess and advise on how to repair it. The result was huge additional expenses. He wants to propose new procedures to save money, etc. Does anyone have any ideas? He would like to propose, for example, reviewing the contracts more closely, to see if

there are potential dangers and needs for biologists and/or project managers and including them in the contract up front so it is in the project and not added on later. All significant variances for a project (over X amount) should be brought back to SAM for discussion. He also thinks that non-bid personal contracts by the controlling agency should not be allowed. He wants to focus on procedures that prevent the cost overruns that occurred with this project, and work with SAM and the new SAM Committee to work cooperatively for a new vision of SAM. He also referenced the wet weather project and how Half Moon Bay pressed for an alternative study of that massive pump project at a cost of \$60,000-\$70,000 dollars which was 4 or 5 times the cost of the wet weather project. It was money thrown away. Half Moon Bay did what they wanted to, and it cost MWSD and GCSD a ton of money. And Half Moon Bay only has to pay 50% of those costs.

Director Boyd asked if Director Lohman was referring to all change orders or something over a certain threshold?

Director Lohman says he is open to anything that Half Moon Bay would be willing to go along with.

Director Slater-Carter suggested not doing projects in Half Moon Bay. They haven't had any issues with the County. Whenever they do a project in Half Moon Bay they complain about the costs, then do something to significantly increase costs. She said that they should look more closely at the contracts. They should have an itemized list and ask where the location of the staging area is.

Director Lohman agreed that the staging area should be referenced. He wants to be proactive in doing all they can to prevent this from happening in the future by being smart upfront.

Director Dekker suggested that any project in the future have a project manager to coordinate the project with all parties involved.

Director Lohman said he would like to amend that to make sure that a study is done before the project is released and if a Project Manager is required. This will depend on the size and complexity of the project.

Director Slater-Carter commented that for this project, Half Moon Bay dictated who to hire for the project, and they are people that work for Half Moon Bay. They were unbid contracts. She agrees with Director Decker in having a Project Manager in the contract but suggested that the Board have the option to not have a Project Manager. It should be an opt out versus an opt in. Perhaps they can get a part time Project Manager on contract with SAM.

Director Boyd asked why the biological assessment was not required as part of the permitting.

Director Slater-Carter replied that it was a Neg Dec because it was along the highway.

Director Boyd replied that this was an after-the-fact assessment. Based on what happened, is there a reason it was written as a before-the-fact biological assessment that spoke in hypotheticals instead of the specifics of what occurred? He is puzzled by the nature of the report and is curious about what appears to be a lack of appropriate process for how the report came to be commissioned and billed. He sees one agency calling the shots on behalf of the JPA, and that is not a JPA obligation.

Director Lohman said that is exactly what happened. All of the analyses were post project. Half Moon Bay said they are the permitting authority, and they can do what they want, and they did.

Director Boyd replied said they can't obligate the JPA to funds. He asked District Counsel Christine Fitzgerald if Half Moon Bay can commit the JPA to expenditures that did not come before the Board?

District Counsel Christine Fitzgerald replied, no they can't.

Director Slater-Carter said they asked their attorney, Carl Nelson, about this and he said there was nothing they could do. They were acting on advice of Counsel.

Director Boyd asked if they consented to the expenditures after the fact.

Director Slater-Carter and Lohman replied yes.

Director Boyd said it is a clear thing to guard against the sole source unbid contract from one agency against the whole JPA which means no one gets to do that—that is an established principle that we put voice to and talk about in the meeting and warn everyone that if you want to do it, the expense is on you and not the others. And if you want all the agencies to pay for it, put it on the agenda.

Director Slater-Carter said it is in discussion with the contractor and what they are responsible for due to not adhering strictly to the contract.

Director Boyd asked if they need to bring the SAM bid documents to our attorney to examine whether or not they are sufficiently complete in protecting the agency against contractor error.

Director Slater-Carter said that would be a good idea. They have a new attorney at SAM, and he is an expert with CEQA, contracts, and JPA and she would like to give him a chance to look at it first. The ultimate question is how much Half Moon Bay wants to add to every contract, because of their most recent shenanigans and

how will that affect the future functioning of SAM because we are already so far in the hole for repair and replacement.

Director Lohman said he is willing to bring contracts back here or have the attorney review it. All contracts have change orders, but this contract was particularly bad because Half Moon Bay claimed they had total control.

Director Slater-Carter suggested that the managers review the contracts rather than spending attorney dollars on it. She asked what happened at the Managers Committee meeting.

General Manager Clemens Heldmaier said the implementation of the project was unfortunate. But the enforcement was clearly geared to hurt SAM and add expenses. He strongly objected to that on the manager's level. In general, many contracts require a change order, and up to 10% is issued without Board approval. An increase where the money ends up in the ground is not something that they want to object to. However, an increase of procedural steps after the fact is hurtful and unnecessary.

Director Lohman said that was a good idea. Contractors get a 10% slush fund for added unexpected costs, but it is the large expenses that need to come back to the Board for discussion.

Director Boyd said if their new attorney at SAM is unfamiliar with doing these kind of bid documents, he suggested that they consider doing bid document review to ensure the District is protected. He said if General Manager Heldmaier and District Counsel Christine Fitzgerald were to review the contracts to avoid difficulties he would support spending money as an insurance policy on that.

Director Dekker asked if there was a more knowledgeable person on site, would that have prevented the contractor from making the mistake? What did they do wrong?

Director Lohman said that everyone thought it was such a simple project.

Director Slater-Carter replied that they ran over some willow trees; and they will grow back. However, there were a number of problems, and Half Moon Bay had a large laundry list of things that was set up to make SAM look bad.

General Manager Clemens Heldmaier added that the contractor failed in the fact that during the pre-construction meeting, the staging area was clearly pointed out at the southern portion of the project, and yet the contractor commenced and disregarded the instructions from the pre-construction meeting.

Director Dekker said if there was someone on-site supervising it, he/she could have stopped this.

General Manager Clemens Heldmaier said the project itself was a relatively minor project cost wise, and SAM wanted to avoid the additional cost of a project manager. It was a small project, the instructions very clear, and yet the error was made. A project manager on-site would have prevented this.

Director Dekker said that contracts should include that any projects over X amount, should have a project manager. And looking at this case, the project manager would have cost more money, but based on what happened, the absence of one is now costing much more.

Director Boyd asked if it would have made sense for a SAM staff member that was present at the pre-construction meeting to be present during mobilization.

General Manager Clemens Heldmaier said that SAM and engineering staff were present at the meeting. That was the plan, but Kishen is the engineer and the General Manager, and he was late for the meeting.

Director Lohman said that SAM, in general, for a simple project, has their people bounce back and forth and check. Do they want to pay person to stand there the entire time?

Director Boyd said he is trying to make the distinction of having a project manager full-time on site overseeing the entirety of the project and having someone there for half a day for mobilization. That is a one-time nominal cost, and a reasonable control. Maybe instead of paying a project manager to oversee the whole thing, it can be augmented with staff.

Director Lohman thought Half Moon Bay agreed that SAM was understaffed.

Director Slater-Carter said that she asked that this be reviewed in the future.

Director Slater-Carter added that any suggestions from the manager's meeting would be appreciated.

Director Lohman said he will email Barbara Dye and Kishen the points he wants to discuss before the meeting.

Director Slater-Carter suggested that since it won't be in the Staff Report, they should request it be included in the minutes, so they have a record.

Director Lohman concurred.

## **REPORTS**

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

Director Harvey asked what the status of the wet weather project.

Director Lohman said they got the easement approved negotiations with Granada.

Director Slater-Carter said that she signed the paperwork for the easement and needs to get notarization next.

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

Gregg Dieguez said in addition to the Strategic planning retreat setting priorities for the year, the hot topic is replacement of the Medio Bridge. He is part of the subcommittee reviewing the Neg Dec on that. The committee will be making comments about it soon.

Director Slater-Carter asked about the sewer pipe in the area.

Gregg Dieguez replied that he has seen the plans to re-route the pipe upstream. So, it will not be a main issue in the construction of a replacement or not.

## **3. CSDA Report (Lohman) – none**

## **4. LAFCo Report (Lohman) – none**

## **5. Attorney's Report (Fitzgerald) –**

District Counsel Christine Fitzgerald stated that former President Slater-Carter requested that she give an update on the status of the applicant Mr. Moutrie regarding a permit at 30 Bernal. The Board directed a review of the standard Water Extension agreement and staff to confirm with Mr. Moutrie. She conducted a complete review of the District's Main Line Agreement and considered Mr. Moutrie's proposed changes to the agreement. As you know, this has been the District's form agreement for many years in compliance with the District Code which comprises the District rules and regulations with respect to construction and use of water facilities. It also complies with the District's engineering specifications as well as applicable state statutory requirements. She thinks the best way to view this is to look at this agreement which is to allow users to access the District's water system and to enable the District to comply with all applicable State and Federal laws. Ultimately, the District is responsible for the management, operation, and protection of its water facilities, its water supply, and the health and safety of the system, their employees, ratepayers, and the General Public. She is saying that because it is imperative that the District have a standard uniform agreement that achieves these purposes, covers all circumstances that are presented to the District when an application for a permit to connect to the water system is received. The agreement has stringent standards that secure timely performance of its terms for construction and completion of a component that ultimately will become part of their water system and they are responsible for maintaining and operating it. The



District has to have the ability to control the design and construction of its public water facilities. They don't negotiate a separate agreement with every applicant that applies for water. They have standard rules and forms that are intended to protect the water system. In her opinion it is important that the District maintain a uniform agreement for all applicants. She has reviewed the agreement and sees no basis to change the standard form at this time. It complies with the law, and serves the District's needs, and goes hand-in-hand with the permitting process and standard specifications. That is her opinion and recommendations. She and the District's Water Engineer have relayed this recommendation to Mr. Moutrie.

David Moutrie says that he understands and agrees with District Counsel's comment regarding this contract in relation to a developer who is developing on private land. He said this contract is putting him under obligation to give away things he doesn't have because the land is not his. He would wish for a clause in the contract to be added "if the applicant owns the property." Because he doesn't own the land, he feels uncomfortable. That is the nature of his problem. He cannot satisfy some of the requests and he feels obligated by the wording in some of the cases. He spoke with Andreini and they said they provide insurance and will do the encroachment.

District Counsel Christine Fitzgerald stated that the paragraph covers that. It doesn't require Mr. Moutrie to give any property that he doesn't have. It is interpreted to require if real property is required an easement is granted. That is not the case here. It also states that MWSD has the right to be in the area to perform the work whether an encroachment or private easement.

David Moutrie said the easement is an outright certain grant. The property gift is conditional.

District Counsel Christine Fitzgerald said the clause covers all of that.

Director Boyd asked General Manager Clemens Heldmaier if there have been problems with the agreement in the past. If there were problems encountered are their mechanisms to deal with exceptions?

General Manager Clemens Heldmaier replied that many of the exceptions are in the Code, like extensions to the agreement if something can't be implemented within the timeline.

Director Boyd says that he understands Mr. Moutrie's questions and concerns and hopes that General Manager Clemens Heldmaier may prove useful in terms of managing risk and making decisions that are only his to make.

Greg Dieguez asked for the context of this.

Director Boyd replied that District Counsel's comment was in response to an item from the previous meeting. District Counsel did an analysis and brought it to the Board in the form of a report.

General Manager Clemens Heldmaier added that this is in response to a public comment made during the last meeting and District Counsel was directed to follow up on the public comment. Mr. Moutrie is considering a water main extension and requested that their standard Main Line Extension Agreement be amended. As District Counsel stated, this is a standard agreement, addressing various situations, designed to protect the District.

Director Boyd added that this is not on the agenda and not a matter for the Board to consider. It is an opportunity for members of the public to bring up an issue, and staff addressed this, and it is a staff response.

David Moutrie said he has already committed a great deal of money to the project, and at this point in the process beyond the point of thinking about the Mainline Extension and he finds himself being committed to doing things he cannot legally do, and he is trying to ascertain if this is the right contract. District Counsel is saying it is the right contract. It is the right contract for the District but leaves him gasping because of the things it commits him to, and that is where he is at.

Director Boyd said he hope it was clear that District Counsel asserting that you need to grant an easement over property you don't own is actually covered in the wording of the contract so that is not on you. You now have District Counsels recommendations. They are trying very hard to understand and address the concerns to the extent that they can.

District Counsel Christine Fitzgerald said that this is one of several issues that Mr. Moutrie had with the contract, and there is no way that they could agree to Mr. Moutrie's changes. They are required by law.

David Moutrie said that he understood that the contractor provides the insurance and bond.

District Counsel Christine Fitzgerald replied that he is ultimately responsible to cause that to happen.

David Moutrie says that the contract says the applicant provides it, and that is him.

Director Boyd said that District Counsel has reviewed it for compliance with District Code and State statutory requirements, the General Manager has commented on it forged by years of experience working with a variety of people. They appreciate his concerns. As an agency, they have their responsibility and expertise, and while they don't see blockages, you may, and this is where individuals doing projects have to make decisions. He hopes that the information he got from this interaction

will be useful as he pursues this. If he decides to move forward with this, MWSD has helped people get through their projects and they are now members of the community in homes connected to the system. They have had a lot of success in doing that, and he would look at that, and give that some weight.

#### **6. Directors' Report – none**

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

Director Slater-Carter asked what the numbers mean after the statements in his written report.

General Manager Clemens Heldmaier said they are the number of work orders, etc.

Director Boyd said that on the website, there is the agenda which is right at the top on the front page, with the listing of the items being discussed. If you click down to the link below it, the full packet will open which contains information that they have been talking about. The General Manager report has a lot of detail of what keeps the manager and staff busy. It helps to give one a fuller understanding of the what the agency does on a day-to-day basis.

District Counsel, Christine Fitzgerald, stated that Director Lohman will be recusing himself from the item 3 on Closed Session agenda pertaining to real property negotiations due to a conflict of interest under Government code section §87100. His video and audio will be turned off. He will not be in the meeting.

### **FUTURE AGENDAS**

### **BRIEF RECESS**

**REGULAR MEETING ENDED AT 9:15 pm**

### **CONVENE IN CLOSED SESSION**

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

(Government Code § 54956.9(d)(1))

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

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

(Government Code §54957(b)(1))

Title: General Manager

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

(Government Code §54957.6)

Unrepresented Employee: General Manager

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
(Government Code §54956.8)

Property: 771 Rivera Rd. in Montara, CA  
Agency Negotiator(s): General Manager; District General Counsel; and District Real Estate Broker  
Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch  
Under Negotiation: Price and Terms of Payment

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

**ADJOURNMENT**

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

Respectfully Submitted,

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

Approved on the 4th, February 2021.

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



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

**REGULAR BOARD OF DIRECTORS MEETING**  
**January 21, 2021**

**MINUTES**

Due to COVID-19, this meeting was conducted remotely pursuant to the provisions of the Governor's Executive orders N-25-20 and N-29-20 temporarily suspending and modifying certain teleconference requirements under the Ralph M. Brown Act. Directors, staff, and the public participated remotely via the application ZOOM.

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

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

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

Others Present: District Counsel, Christine Fitzgerald  
Communication Leasing Services, Aaron Levinson

**PRESIDENT'S STATEMENT –**

Director Boyd said they are working hard to take care of things on behalf of the community and in doing that have had a long running set of interactions with folks

similarly engaged at other agencies up and down the coast and regulators up and down the state. He is convinced that this year they are embarking on increased efforts finding unity with other agencies. Things have been difficult at times. As an example, their SAM reps are working with their colleagues at SAM to take a fresh look at some things. He is hopeful; there is a lot going around them that encourage them into this hope. He is looking forward to what this year has to bring with the efforts of people of goodwill that are trying to do good for the community.

## **ORAL COMMENTS**

Gregg Dieguez stated that there is a Strategic Planning Retreat at the Mid-Coast Council (MCC) this Saturday and he is encouraging input from people on what their priorities should be for the MCC for the next year or years. Also, it was pointed out that the Connect-the-Coastside final draft has just been released, and he asked if Montara had participated in reviewing and/or drafting some of the materials in the document. Specifically, there are three roundabouts projected, and there are high pressure sewer and water pipes adjacent to Highway One that would be affected by this construction. Has Montara Water and Sanitary District (MWSD) provided estimates for that work? Secondly, the extension of Carlos Street to 16<sup>th</sup> Street, it looks like they would have to move the Sewer Access Box that was just replaced two or three years ago that costs over a million dollars. Has MWSD provided estimates for that work? He will put this in an email to General Manager Clemens Heldmaier. However, in general, was MWSD consulted and did they forward to the members of the planning staff estimates to be part of their quoted numbers?

General Manager Clemens Heldmaier said that the County Planner made a presentation of the Connect-the-Coast study at a prior Board meeting, and comments were made verbally and in writing about their concerns of the SAM IPS pipes, high pressure water mains in the area, and the suggested locations of the roundabouts presented at that time. He has not had a chance to review the final draft that just came out, and will take a look at it. Cost estimates were not provided by MWSD.

Director Slater-Carter added that people can see the final draft at the Connect-the-Coast Website,

[https://planning.smcgov.org/sites/planning.smcgov.org/files/Connect-the-Coastside-Final-Admin-Draft\\_Plan\\_Jan-2021.pdf](https://planning.smcgov.org/sites/planning.smcgov.org/files/Connect-the-Coastside-Final-Admin-Draft_Plan_Jan-2021.pdf), executive summary:

[https://planning.smcgov.org/sites/planning.smcgov.org/files/Connect-the-Coastside-Final-Admin-Draft\\_Executive-Summary\\_Jan-2021.pdf](https://planning.smcgov.org/sites/planning.smcgov.org/files/Connect-the-Coastside-Final-Admin-Draft_Executive-Summary_Jan-2021.pdf). There will be more public meetings on this. She encouraged people to comment about this before it is too late. There will be a review of the updates of the plan at the Mid-Coast Council meeting, January 27<sup>th</sup> via zoom, and a Planning Commission meeting February 10<sup>th</sup>. While she doesn't agree with the number and location of

the roundabouts, she feels they are a better solution for traffic control. Also, with increased visitor traffic, crosswalks are needed to get across the Highway.

Director Boyd asked for clarification for “proposed intersection control” shown on the maps in the report (page 11, Executive Summary).

Director Lohman commented that although he hasn’t reviewed the Connect-the-Coastside final draft, the County has a propensity for planning too much signal/signage in the small area of Montara and Moss Beach. He is hoping that it has been ameliorated, and will certainly comment.

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

**NEW BUSINESS**

**1. Review and Possible Action Concerning Adoption of Connection Charge Report.**

General Manager Clemens Heldmaier stated this is a standard item for any special district in California. This ensures that the money collected for connection fees is not excessive and utilized for providing the service for which it is imposed. So, the report indicates a running tally of the connection fees collected and the funds spent on capital improvement projects. This calendar year, 2020, MWSD collected and spent \$308,000 dollars in connection fees. The recommendation is for authorization of the filing of the report with the District Clerk.

Director Dekker inquired if the District Financial Consultant looks at this on a regular basis, and when the next study is planned.

General Manager Clemens Heldmaier replied that a study is done in larger intervals than rates. The water connection charges were reviewed in 2017. Since then, they have been raising connection charge fees in accordance with the standard Cost of Construction Index.

Director Lohman made a motion to authorize filing of the report with the District Clerk, and Director Dekker seconded the motion. The motion passed unanimously 5-0.

**2. Review of Discussions with AT&T to Consider Cell Antenna and Equipment at Alta Vista Site.**

General Manager Clemens Heldmaier stated that their discussions with AT&T at the Alta Vista site was mentioned here and there during prior meetings, but they felt it appropriate as a more targeted discussion to bring this item to the Board to

make people aware of this. Right now, they are in the beginning stages of negotiations, determining the needs and conditions of AT&T, MWSD, and the community. Aaron Levinson is present to talk about this in more detail. He is well versed in cell lease negotiations, and has a unique perspective as he used to negotiate for the carriers. Now, he is negotiating for the property owners, and has worked with many public agencies.

Aaron Levinson stated originally AT&T had approached the Water District, interested in the site around Tank One, and General Manager Clemens Heldmaier pointed out that the Tank Two location was better situated. AT&T decided that Tank Two worked for their coverage objectives on a preliminary basis. MWSD is reviewing the design, and will be proposing a lease agreement that would apply to the space. Their objective is to ensure that the design doesn't interfere with the operations of the Water District, and the service to the community will be effective. AT&T asserts they will be able to provide significant improvements for the coverage of the community. The preliminary design involves approximately 650 square feet of land, which includes an emergency power generator, conduits which runs to the site, and an approximately 70-foot monopole. This would not preclude other future carriers from locating bases in the same area. There is plenty of room on the north side of the water tank which is where the AT&T site is proposed to go.

Gregg Dieguez asked if this would improve reception for other carriers, or would we have to switch to AT&T to get the benefit of it? Would this infrastructure be robust in the event of a wildfire or power outage and still allow Coastside people to participate in cellular alert services provided by the County?

Aaron Levinson replied that reliability would depend on the emergency. Provided the fire was not close by, and if there is a power outage, the emergency generator should provide the signal to receive alerts, etc. AT&T, and carriers in general, are designing sites, and particularly a raw land site in this case, to be able to withstand heavy wind loads and have emergency generators. This service is only available to one carrier—and that is by design. The property can support many carriers. He feels MWSD should avoid a tower company getting involved, which would sublease space to other carriers. This causes the Water District to lose a degree of control over their property, and the tower companies tend not to be very transparent how they operate. From his extensive experience, having a direct relationship with each carrier is important. This will be much more beneficial financially for MWSD. There is also plenty of room if other carriers want to build a site.

Director Lohman asked if they can get a map of probable coverage.

Aaron Levinson replied as the project moves along, they can ask for a propagation study.



Director Harvey added that they ensure the monopole is tall enough to include coverage for homes in the shadow of Alta Vista.

Aaron Levinson replied that they are discussing tower height, to ensure adequate coverage for everyone.

Director Dekker asked if MWSD is protected if some of the residents affected by the tower site gets upset and sues.

Aaron Levinson said that a contract with AT&T would include protection and indemnification for everything related to AT&T operation, construction, etc. They have to get all the appropriate permits, be in compliance with all codes, ordinances, FCC regulations, and are required to have community meetings to all adjacent property owners. The District is aligned with the interests of the community and AT&T must prove the efficacy of their system to the community as well as the Water District.

Director Slater-Carter added that San Mateo County does not allow for view protection for residents. If someone has a great view, and the neighbor plants a large hedge on their property that affects the neighbor's view, the affected neighbor can't sue the other neighbor. She also wants to ensure that AT&T is cognizant of the high winds at the Alta Vista site.

Aaron Levinson replied that AT&T will study the wind and weight loading very carefully. They must have a licensed structural engineer look at the weight of the antennas, the wind loading, and the strength of the support system that is connected to the monopole and the monopole itself. It is in their interest too.

Director Boyd asked if Mr. Levinson had done some work with some of the other American Tower sites on the top of the mountain.

Aaron Levinson replied that he has not worked with the American Tower sites on the top of the mountain but a lot of other American Tower sites in different locations.

Director Boyd replied that he was wondering if he had practical experience with heavy wind sites like that.

Aaron Levinson replied that he has experience with sites on other mountains in the Bay Area (San Bruno Mountain, for example), and it is very rare for an antenna to blow off. Whether it is American Tower or Crown Castle, it is the carrier that is installing the equipment. American Tower just basically serves as a landlord and subleases space. The carrier has to do the engineering.

Director Boyd commented that he wanted to point out that any carrier that installs the monopole have experience with heavy wind. They have to carry the liability

and have to do all the engineering. He is concerned about the height of the monopole, in the Coastal Zone, on a ridge near MWSD equipment on our property. He knows with experience they have with the Coastal Commission they have a lot to offer in terms of how to do projects in a way that conforms to the Coastal Act and still get maximum benefit for the community. He encouraged Mr. Levinson to keep that in mind as he negotiates with AT&T. MWSD knows what needs to be done to align with and understand what the Coastal Commission requires. He also mentioned placement of the pole makes a difference in visibility from the Highway, and the difference of height from 70 ft to 80 ft may be an issue. They should ask the engineers to quantify that height. Does the extra 10 feet make sense? AT&T already covers a significant amount of Montara and Moss Beach, and they host some of their equipment already. How much does it cost in the new 5G cell site era, if they equip existing sites with new equipment rather than building new sites? Do you have an idea of the magnitude of that capital spend?

Aaron Levinson said that it is very expensive to build on a raw site. He doesn't know what the specific 5G equipment costs are. It will also depend on the type of monopole will be installed—either a monopole or a fake tree. He strongly recommended not having a fake tree monopole. He projected a ballpark cost of total construction of \$600,000-\$750,000 dollars. AT&T will probably have LTD and 5G equipment at this site and the ballpark estimate is \$150,000-\$200,000.

Director Boyd commented that AT&T doesn't have fiber into Montara yet.

Aaron Levinson replied that AT&T probably wants to bring fiber up to the site.

Director Boyd would like more information about their plans to pull fiber into Montara. He asked why is AT&T interested in the site now? Is it because 5G allows them to offer more than cell service? And can offer the last mile of internet service?

Aaron Levinson replied every carrier is under capacitated. COVID-19 has brought that out to the forefront with huge demand. 5G enables much greater bandwidth than the previous versions of technology. Why now? He thinks 5G may have something to do with it, as well as other factors, such as AT&T knowing they are under capacitated in Montara. MWSD has been very forthright in offering locations. They chose locations that were the furthest from the residents with a reasonable connection to power.

Director Boyd said that they should think about the placement of the monopole, about Coastal Commission issues, and possible places for other carriers to locate.

Aaron Levinson commented that Verizon has a tower by MWSD. Each carrier has their own coverage objectives.

Director Boyd said that they don't want to negotiate away the possibilities for other carriers being able to install a monopole. He just wants to ensure that the design choices and the location of the pole doesn't make it harder for others to come in. Thinking in this way may help in the negotiating of it too.

Director Slater-Carter added once one carrier comes in others will follow.

Aaron Levinson concurred and reiterated that this site is not exclusive to AT&T.

## **REPORTS**

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

Director Slater-Carter stated at the last meeting they elected officers. Barbara Dye is the Chair this year. They also approved the temporary employee vacation modifications similar to what was done at MWSD. This was due to COVID-19. They received a report on the Granada force main and that is coming along.

Director Lohman said they formed a committee to look at alternatives and a new vision for SAM. Right now, it is comprised of one representative from each agency to meet this Saturday to do some brainstorming. They talked to the attorney about what they can do in the future. He also talked to General Manager Clemens Heldmaier and District Sewer Engineer, Pippin Cavagnaro, and got some great ideas. He plans to type them up and send it to Debbie Rudduck and Matthew Clark to get things going. They are looking at multiple plant sites, which would eliminate transfer of sewage up and down the Coast. Initially, it has been very cooperative. Saturday's meeting will be to launch the process. He will report on it at the next meeting. He wants to get rid of the politics and conflicts, and hopes it all works out.

Director Slater-Carter added that at the next meeting they will be reviewing the Wastewater Management contract and the Ameresco Loan. She referenced the SAM Flow report from 2020. There is a chart in the staff report showing that El Granada District was at 28.66% of plant capacity in 2012 and 20.50% in 2020. Montara was at 21.30% of plant capacity in 2012 and is now at 20.10%. Half Moon Bay went from 50% plant capacity in 2012 to 58.4% in 2020.

Director Boyd commented that with everyone at home from COVID-19 restrictions he is surprised that the flows haven't increased much.

General Manager Clemens Heldmaier said with Half Moon Bay, there is a slight increase in the recent years and there is one year with a big jump. That is due to the recalibration of the meters. It was determined that the meters were calibrated wrong before. The increase probably happened much slower and had been going on much longer than the graph shows. Differences in flow may have been occurring before 2012 and just not captured correctly.

Director Slater-Carter said she supports a pay-as-you-go system, as opposed to having different percentages for each agency.

Director Lohman added that each agency has different ideas, topographies, priorities. It would be better for each agency to deal with their own problems. Half Moon Bay is only paying for 50% of the maintenance costs for SAM, but utilizing 58% of the plant. They are getting a great deal.

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

Gregg Dieguez reiterated the Strategic Planning Retreat planned for this Saturday and he encouraged people and especially MWSD to submit items for them to review. Also, they are discussing the situation with the Medio Bridge. There is a lot of support, but also opposition from people concerned about the long term effects of erosion. The Negative Declaration put out by the County, in his opinion, is very flawed. Additionally, the Connect-the-Coastside final draft is out, and they have to comment on that. The concern for the community is the impact on traffic, and he disagrees with Director Slater-Carter about the placement of three roundabouts in a 1.5 mile stretch, and the cost issue. They are trying to charge the existing residents for all of this stuff, even though the tipping point is being caused by new joiners.

Director Slater-Carter suggested Mr. Dieguez write an article on Next Door about this report.

## **3. CSDA Report (Lohman) - none**

## **4. LAFCo Report (Lohman) –**

Director Lohman stated the sphere of influence for the Resource Conservation District (RCD) has been amended to include all the urban areas, eliminating the “donut holes.” They requested not only the Coast, but the watershed at the top of the hills down to Highway 280 also. This was passed unanimously.

Director Lohman also reported on a disturbing situation with the East Palo Alto Sanitary District. A developer (Mid-Pen Housing) had been working on a proposed large project with the City of East Palo Alto, and took it to the Sanitary District. The Sanitary District reviewed the project and told the developer it would cost approximately 7 million for infrastructure improvements for the project. The developer said that the existing residents should pay for it. The City of East Palo Alto backed them. The Sanitary District said that was illegal. LAFCo originally had a Municipal Services Review (MSR) scheduled for July in the calendar, and they demanded it be moved to December. They have said publicly the Sanitary District is being obstinate and preventing the development from moving forward. The acceleration of the MSR was approved. Director Lohman voiced his displeasure at the meeting and said that a legal analysis of California Sanitary law should be

included in the MSR, to absolve the Sanitary District of any fault. They begin voting, and Harvey Rarback, the newly elected member, stated he is voting against that because the legal issues are not important. LAFCO has a propensity to consolidate special districts, and Director Lohman does not want this to happen to East Palo Alto District. Also, the current residents should not be responsible for the new developer's infrastructure needs. Director Lohman is now working with the East Palo Alto Sanitary District to help them. It is very complicated, and there are other developments piled on this; it could be very nasty.

Director Slater-Carter added that new state senators and representatives may be wanting to slide something in at the state level. It is very important to get CSDA, CASA and the public to get involved.

Director Boyd commented that Mr. Rarback's comment hurts LAFCO's credibility and urged that this specific comment be rebuked and the incident even added as an agenda item. If members of LAFCo wish to discount the law out of hand, then what of LAFCo can be considered a serious piece of work? This is not appropriate for an elected official and should not be tolerated. LAFCO is about law and good governance.

Director Slater-Carter suggested writing a letter.

Director Lohman said he will bring this up at the next chapter meeting. He will do the straw poll, and contact Martha about this. If he can get support, he will have agencies write letters.

#### **5. Attorney's Report (Fitzgerald) –**

District Counsel Christine Fitzgerald said David Moutrie has signed the Water Main Extension Agreement and sent it back to the District as is.

#### **6. Directors' Report – none**

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

### **FUTURE AGENDAS**

### **BRIEF RECESS**

### **REGULAR MEETING ENDED AT 9:15 PM**

### **CONVENE IN CLOSED SESSION**

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

(Government Code § 54956.9(d)(1))

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

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code §54957(b)(1))

Title: General Manager

**CONFERENCE WITH LABOR NEGOTIATORS**

(Government Code §54957.6)

Unrepresented Employee: General Manager

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

**ADJOURNMENT**

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

Respectfully Submitted,

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

Approved on the 4th, February 2021

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: February 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

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

- 4220 Cell Tower Lease, \$4,229 below Budget – Decrease due to application of additional revenue for FY 19/20.
- 4400 Fees, \$11,578 above budget – Mainline extension fee collected in October.
- 4610 Property Tax Receipts, \$83,859 above Budget – First major property tax assessment received in December 2020.
- 4710 Sewer Service Charges, \$567,796 above Budget – First major property tax assessment received in December 2020.
- 4720 Sewer Service Refunds, Customers, \$23,382 above budget sewer adjustment for outside Urban Boundaries occurred in November.
- **Overall Total Operating Income for the period ending December 31, 2020 was \$637,502 above budget. Total income received to date is \$2,433,546.**
- 5200 Board of Directors, \$3,500 below Budget – The Board has chosen to forego \$75 director fee per board meeting.
- 5300 Insurance, \$5,601 above Budget – Annual CSRMA renewal was paid in October. Variance will decrease as fiscal year moves forward.
- 5400 Legal, \$17,862 below Budget – additional expenses expected as fiscal year moves forward.
- 5510 Maintenance, Office, \$2,456 below Budget – Planned work on District offices has been delayed.
- 5620 Audit, \$6,650 above Budget – Auditing services for the current FYE of 6/30/2020. Variance will decrease as the FY moves forward.
- 5630 Consulting, \$15,603 above Budget – Payments made for Bartel for pension valuations as well as Kastama Strategic for public relations.
- 5640 Data Services, \$8,773 above Budget – Payment of the sewer service program was made in August, variance will decrease as the fiscal year moves forward.
- 5720 Telephone & Internet, \$5,341 above Budget – Increased operational costs.
- 5800 Labor, \$10,037 below Budget – Variance to decrease as merit increases occur further in fiscal year.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: February 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6170 Claims, Property Damage, \$10,000 below Budget – No activity to date.
- 6200 Engineering, \$16,444 below Budget – Engineering costs capitalized in December due to continued project development.
- 6330 Facilities, \$3,927 below budget – Landscaping services have been reduced.
- 6400 Pumping, \$3,053 below Budget – Large “catch-up” bill expected later in fiscal year.
- 6600 Collection/transmission, \$5,000 below Budget - No activity in current fiscal year.
- 6940 SAM Maintenance, Collection Sys, \$20,000 below Budget – No activity in current fiscal year.
- 6950 SAM Maintenance, Pumping, \$4,666 above Budget – One expenditure made to SAM for work performed at 873 Ocean.
- **Overall Total Operating Expenses for the period ending December 31, 2020 were \$55,501 below Budget.**
- **Total overall Expenses for the period ending December 31, 2020 were \$49,874 below budget. For a net ordinary Income of \$687,376, budget vs. actual. Actual net ordinary Income is \$1,116,600.**
- 7100 Connection Fees, \$30,699 above Budget – Two new connections sold in December.
- 7200 Interest Income, LAIF, \$3,576 below budget – Q2 allocation lower due to lower interest rates.
- 8000 CIP, \$932,764 below Budget – Major projects deferred to later in fiscal year.
- 9200 I-Bank Loan, \$9,219 below Budget - Due to timing.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **February 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **Budget vs. Actual – Water July 2020 Thru December 2020 - Variances over \$2,000:**

- 4220 Cell Tower Lease, \$4,275 under Budget – Decrease due to application of additional revenue for FY 19/20.
- 4400 Fees, \$2,065 above budget – mainly due to admin and inspection fees for new construction projects.
- 4610 Property Tax Receipts, \$83,859 above Budget - First major property tax assessment received in December.
- 4740 Testing, Backflow, \$2,028 above Budget – due to timing of collections for backflow services.
- 4810 Water Sales, Domestic, \$101,347 above Budget – Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending December 31, 2020 was \$184,299 above budget. Total revenue received to date is \$1,303,549.**
- 5200 Board of Directors, \$3,500 below Budget – The Board has chosen to forego \$75 director fee per board meeting.
- 5240 CDPH Fees, \$6,504 above Budget – Annual fees paid in the amount of \$9,156. Variance to decrease as year moves forward.
- 5300 Insurance, \$2,750 below Budget – Premiums paid at beginning of calendar year.
- 5400 Legal, \$9,382 below Budget – additional expenses expected as fiscal year moves forward.
- 5530 Membership, \$10,581 above Budget – Annual ACWA and CRWA dues were paid in November.
- 5540 Office Supplies, \$2,807 above Budget - Large purchase of supplies made before calendar year end.
- 5550 Postage, \$3,817 above Budget – additional mailings going to rate payers, including prop. 218 notice.
- 5560 Printing & Publishing, \$2,527 below Budget – Additional mailings expected to take place later in fiscal year.
- 5620 Audit, \$6,650 above Budget – Auditing services for the current FYE of 6/30/2020. Variance will decrease as the FY moves forward.
- 5640 Consulting, \$4,017 above Budget – Payment for rate study and related public relations.
- 5720 Telephone & Internet, \$8,166 above Budget – Increased operational costs.
- 5800 Labor, \$23,751 below Budget – Difference due to timing in payment of workers compensation premiums. The invoice is paid on a quarterly



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: February 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- basis. In addition, merit increases will eventually get included and increase costs.
- 6170 Claims, Property Damage \$5,000 below Budget – No claims have been paid in current fiscal year.
  - 6195 Education & Training, \$4,435 below Budget – One recertification in current fiscal year.
  - 6200 Engineering, \$84,104 below Budget – Majority of costs have been capitalized during the fiscal year. In addition, water quality engineering costs are lower than in prior year.
  - 6320 Equipment & Tools, Expensed, \$4,424 below Budget – Minimal needs thus far in the fiscal year.
  - 6330 Facilities, \$6,028 below Budget - Landscaping services have been reduced.
  - 6400 Pumping, \$15,643 below Budget – Large PG&E “catch-up” bill expected later in fiscal year.
  - 6500 Supply, \$4,672 below Budget – One payment for water purchases have been made in November.
  - 6600 Collection/transmission, \$23,845 above Budget – Over \$20K paid in December for various water leaks.
  - 6700 Treatment, \$3,867 below Budget – Minimal activity in the current fiscal year.
  - 6800 Vehicles, \$5,596 below budget – Fuel expense has been kept under budget in current fiscal year.
  - **Overall Total Operating Expenses for the period ending December 31, 2020 were \$113,942 below Budget.**
  - **Total overall Expenses for the period ending December 31, 2020 were \$117,249 below budget. For a net ordinary income of \$301,548, budgeted vs. actual. Actual net ordinary income is \$478,109.**
  - 7100 Connection Fees, \$102,189 above Budget – Two new construction connections sold in December.
  - 7600 Bond Revenues, G.O. \$10,527 above Budget – Additional funds received as bond payment nears.
  - 7650 Water System Reliability, \$500,000 below Budget – First assessment was not received in December.
  - 8000 CIP, \$376,166 below Budget – Larger projects expected later in fiscal year.
  - 9100 GO Bond interest expense \$88,828, below Budget - Difference due to timing.

## RECOMMENDATION:

This is for Board information only

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

	Jul - Dec 20	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	14,521.39	18,750.00	-4,228.61
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,384.00	1,800.00	2,584.00
4420 · Administrative Fee (Remodel)	0.00	499.98	-499.98
4430 · Inspection Fee (New Constr)	3,108.00	1,750.02	1,357.98
4440 · Inspection Fee (Remodel)	0.00	499.98	-499.98
4460 · Remodel Fees	3,136.00	1,999.98	1,136.02
4470 · Other Fees	7,500.00		
<b>Total 4400 · Fees</b>	18,128.00	6,549.96	11,578.04
4510 · Grants	136.00		
4610 · Property Tax Receipts	221,359.07	137,500.02	83,859.05
4710 · Sewer Service Charges	2,191,039.16	1,623,243.48	567,795.68
4720 · Sewer Service Refunds, Customer	-25,382.33	-1,999.98	-23,382.35
4760 · Waste Collection Revenues	13,705.92	12,000.00	1,705.92
4990 · Other Revenue	38.31		
<b>Total Income</b>	2,433,545.52	1,796,043.48	637,502.04
<b>Gross Profit</b>	2,433,545.52	1,796,043.48	637,502.04
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	5,227.98	3,375.00	1,852.98
5200 · Board of Directors			
5210 · Board Meetings	1,500.00	1,500.00	0.00
5220 · Director Fees	0.00	1,000.02	-1,000.02
5230 · Election Expenses	0.00	2,500.02	-2,500.02
<b>Total 5200 · Board of Directors</b>	1,500.00	5,000.04	-3,500.04
5250 · Conference Attendance	0.00	1,249.98	-1,249.98
5270 · Information Systems	2,366.50	1,999.98	366.52
5300 · Insurance			
5310 · Fidelity Bond	0.00	250.02	-250.02
5320 · Property & Liability Insurance	9,851.00	4,000.02	5,850.98
<b>Total 5300 · Insurance</b>	9,851.00	4,250.04	5,600.96
5350 · LAFCO Assessment	2,460.00	1,249.98	1,210.02
5400 · Legal			
5430 · General Legal	16,403.00	49,999.98	-33,596.98
5440 · Litigation	15,735.00		
<b>Total 5400 · Legal</b>	32,138.00	49,999.98	-17,861.98
5510 · Maintenance, Office	1,543.92	4,000.02	-2,456.10
5540 · Office Supplies	1,908.15	3,000.00	-1,091.85
5550 · Postage	175.86	1,000.02	-824.16
5560 · Printing & Publishing	972.60	2,500.02	-1,527.42

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

	Jul - Dec 20	Sewer Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	15,250.00	16,000.02	-750.02
5620 · Audit	13,150.00	6,499.98	6,650.02
5630 · Consulting	33,102.53	17,500.02	15,602.51
5640 · Data Services	11,873.05	3,100.02	8,773.03
5650 · Labor & HR Support	1,281.00	1,249.98	31.02
5660 · Payroll Services	450.21	499.98	-49.77
<b>Total 5600 · Professional Services</b>	<b>75,106.79</b>	<b>44,850.00</b>	<b>30,256.79</b>
<b>5710 · San Mateo Co. Tax Roll Charges</b>	<b>119.00</b>	<b>499.98</b>	<b>-380.98</b>
5720 · Telephone & Internet	15,340.87	10,000.02	5,340.85
5730 · Mileage Reimbursement	0.00	750.00	-750.00
5740 · Reference Materials	0.00	100.02	-100.02
5790 · Other Administrative	478.45		
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	8,628.72	8,754.00	-125.28
5820 · Employee Benefits	22,746.91	24,547.98	-1,801.07
5830 · Disability Insurance	867.66	937.98	-70.32
5840 · Payroll Taxes	6,342.95	9,567.00	-3,224.05
5850 · PARS	8,369.00	8,530.98	-161.98
<b>5900 · Wages</b>			
5910 · Management	54,001.46	58,105.50	-4,104.04
5920 · Staff	66,599.53	66,952.50	-352.97
5930 · Staff Certification	1,200.00	900.00	300.00
5940 · Staff Overtime	1,586.21	880.02	706.19
<b>Total 5900 · Wages</b>	<b>123,387.20</b>	<b>126,838.02</b>	<b>-3,450.82</b>
<b>5960 · Worker's Comp Insurance</b>	<b>640.89</b>	<b>1,843.98</b>	<b>-1,203.09</b>
<b>Total 5800 · Labor</b>	<b>170,983.33</b>	<b>181,019.94</b>	<b>-10,036.61</b>
<b>Total 5000 · Administrative</b>	<b>320,172.45</b>	<b>314,845.02</b>	<b>5,327.43</b>
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	0.00	10,000.02	-10,000.02
6195 · Education & Training	0.00	499.98	-499.98
<b>6200 · Engineering</b>			
6220 · General Engineering	13,556.00	30,000.00	-16,444.00
<b>Total 6200 · Engineering</b>	<b>13,556.00</b>	<b>30,000.00</b>	<b>-16,444.00</b>
<b>6320 · Equipment &amp; Tools, Expensed</b>	<b>0.00</b>	<b>499.98</b>	<b>-499.98</b>
<b>6330 · Facilities</b>			
6335 · Alarm Services	2,873.08	4,999.98	-2,126.90
6337 · Landscaping	1,200.00	3,000.00	-1,800.00
<b>Total 6330 · Facilities</b>	<b>4,073.08</b>	<b>7,999.98</b>	<b>-3,926.90</b>
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	19,446.84	22,500.00	-3,053.16
<b>Total 6400 · Pumping</b>	<b>19,446.84</b>	<b>22,500.00</b>	<b>-3,053.16</b>

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

	Jul - Dec 20	Sewer Budget	\$ Over Budget
<b>6600 · Collection/Transmission</b>			
6660 · Maintenance, Collection System	0.00	4,999.98	-4,999.98
<b>Total 6600 · Collection/Transmission</b>	0.00	4,999.98	-4,999.98
<b>6700 · Treatment</b>			
6730 · Treatment Analysis	123.60		
<b>Total 6700 · Treatment</b>	123.60		
<b>6800 · Vehicles</b>			
6810 · Fuel	436.09	499.98	-63.89
6820 · Truck Equipment, Expensed	30.54	79.98	-49.44
6830 · Truck Repairs	45.88	499.98	-454.10
<b>Total 6800 · Vehicles</b>	512.51	1,079.94	-567.43
<b>6900 · Sewer Authority Midcoastside</b>			
6910 · SAM Collections	127,076.52	127,076.52	0.00
6920 · SAM Operations	792,318.48	792,318.48	0.00
6940 · SAM Maintenance, Collection Sys	0.00	19,999.98	-19,999.98
6950 · SAM Maintenance, Pumping	39,666.39	34,999.98	4,666.41
<b>Total 6900 · Sewer Authority Midcoastside</b>	959,061.39	974,394.96	-15,333.57
<b>Total 6000 · Operations</b>	996,773.42	1,051,974.84	-55,201.42
<b>Total Expense</b>	1,316,945.87	1,366,819.86	-49,873.99
<b>Net Ordinary Income</b>	1,116,599.65	429,223.62	687,376.03
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	70,428.00	49,999.98	20,428.02
7120 · Connection Fees (Remodel)	35,271.36	25,000.02	10,271.34
<b>Total 7100 · Connection Fees</b>	105,699.36	75,000.00	30,699.36
7200 · Interest Income - LAIF	26,424.27	30,000.00	-3,575.73
<b>Total 7000 · Capital Account Revenues</b>	132,123.63	105,000.00	27,123.63
<b>Total Other Income</b>	132,123.63	105,000.00	27,123.63
<b>Other Expense</b>			
8000 · Capital Improvement Program			
8075 · Sewer	59,871.55	992,635.98	-932,764.43
<b>Total 8000 · Capital Improvement Program</b>	59,871.55	992,635.98	-932,764.43

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Accrual Basis

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

	Jul - Dec 20	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	5,174.48	6,730.50	-1,556.02
9200 · I-Bank Loan	1,843.77	11,063.00	-9,219.23
<b>Total 9000 · Capital Account Expenses</b>	<b>7,018.25</b>	<b>17,793.50</b>	<b>-10,775.25</b>
<b>Total Other Expense</b>	<b>66,889.80</b>	<b>1,010,429.48</b>	<b>-943,539.68</b>
<b>Net Other Income</b>	<b>65,233.83</b>	<b>-905,429.48</b>	<b>970,663.31</b>
<b>Net Income</b>	<b>1,181,833.48</b>	<b>-476,205.86</b>	<b>1,658,039.34</b>

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

	Water		
	Jul - Dec 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	14,474.96	18,750.00	-4,275.04
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,384.00	2,500.02	1,883.98
4430 · Inspection Fee (New Constr)	4,144.00	1,999.98	2,144.02
4440 · Inspection Fee (Remodel)	0.00	499.98	-499.98
4450 · Mainline Extension Fees	548.00	1,500.00	-952.00
4460 · Remodel Fees	0.00	1,000.02	-1,000.02
4470 · Other Fees	488.81		
<b>Total 4400 · Fees</b>	<b>9,564.81</b>	<b>7,500.00</b>	<b>2,064.81</b>
4510 · Grants	136.00		
4610 · Property Tax Receipts	221,359.04	137,500.02	83,859.02
4740 · Testing, Backflow	11,028.00	9,000.00	2,028.00
4810 · Water Sales, Domestic	1,049,347.07	948,000.00	101,347.07
4850 · Water Sales Refunds, Customer	-2,430.46	-1,500.00	-930.46
4990 · Other Revenue	69.32		
<b>Total Income</b>	<b>1,303,548.74</b>	<b>1,119,250.02</b>	<b>184,298.72</b>
<b>Gross Profit</b>	<b>1,303,548.74</b>	<b>1,119,250.02</b>	<b>184,298.72</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	1,032.60	750.00	282.60
5200 · Board of Directors			
5210 · Board Meetings	1,500.00	1,500.00	0.00
5220 · Director Fees	0.00	1,000.02	-1,000.02
5230 · Election Expenses	0.00	2,500.02	-2,500.02
<b>Total 5200 · Board of Directors</b>	<b>1,500.00</b>	<b>5,000.04</b>	<b>-3,500.04</b>
5240 · CDPH Fees	12,004.40	5,500.02	6,504.38
5250 · Conference Attendance	0.00	1,500.00	-1,500.00
5270 · Information Systems	2,366.50	2,500.02	-133.52
5300 · Insurance			
5310 · Fidelity Bond	0.00	250.02	-250.02
5320 · Property & Liability Insurance	0.00	2,500.02	-2,500.02
<b>Total 5300 · Insurance</b>	<b>0.00</b>	<b>2,750.04</b>	<b>-2,750.04</b>
5350 · LAFCO Assessment	2,716.00	1,249.98	1,466.02
5400 · Legal			
5430 · General Legal	40,617.50	49,999.98	-9,382.48
<b>Total 5400 · Legal</b>	<b>40,617.50</b>	<b>49,999.98</b>	<b>-9,382.48</b>
5510 · Maintenance, Office	4,093.69	4,000.02	93.67
5530 · Memberships	24,081.00	13,500.00	10,581.00
5540 · Office Supplies	5,806.80	3,000.00	2,806.80
5550 · Postage	5,816.84	1,999.98	3,816.86
5560 · Printing & Publishing	972.62	3,499.98	-2,527.36

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

	Jul - Dec 20	Water Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	15,250.00	16,000.02	-750.02
5620 · Audit	13,150.00	6,499.98	6,650.02
5630 · Consulting	31,516.63	27,499.98	4,016.65
5640 · Data Services	899.50	1,500.00	-600.50
5650 · Labor & HR Support	1,281.00	1,249.98	31.02
5660 · Payroll Services	450.21	499.98	-49.77
<b>Total 5600 · Professional Services</b>	<b>62,547.34</b>	<b>53,249.94</b>	<b>9,297.40</b>
5710 · San Mateo Co. Tax Roll Charges	119.00	1,500.00	-1,381.00
5720 · Telephone & Internet	18,166.14	10,000.02	8,166.12
5730 · Mileage Reimbursement	209.77	1,000.02	-790.25
5740 · Reference Materials	0.00	400.02	-400.02
5790 · Other Administrative	294.44	499.98	-205.54
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	22,186.48	22,474.02	-287.54
5820 · Employee Benefits	50,031.91	53,806.98	-3,775.07
5830 · Disability Insurance	1,998.48	2,376.00	-377.52
5840 · Payroll Taxes	21,920.42	25,633.50	-3,713.08
5850 · PARS	19,390.12	19,347.48	42.64
<b>5900 · Wages</b>			
5910 · Management	54,001.58	58,105.50	-4,103.92
5920 · Staff	229,021.47	232,381.02	-3,359.55
5930 · Staff Certification	5,400.00	5,700.00	-300.00
5940 · Staff Overtime	25,047.50	27,390.48	-2,342.98
5950 · Staff Standby	13,541.39	11,501.52	2,039.87
<b>Total 5900 · Wages</b>	<b>327,011.94</b>	<b>335,078.52</b>	<b>-8,066.58</b>
5960 · Worker's Comp Insurance	3,648.01	11,221.98	-7,573.97
<b>Total 5800 · Labor</b>	<b>446,187.36</b>	<b>469,938.48</b>	<b>-23,751.12</b>
<b>Total 5000 · Administrative</b>	<b>628,532.00</b>	<b>631,838.52</b>	<b>-3,306.52</b>
<b>6000 · Operations</b>			
6160 · Backflow Prevention	0.00	499.98	-499.98
6170 · Claims, Property Damage	0.00	4,999.98	-4,999.98
6180 · Communications			
6185 · SCADA Maintenance	4,815.71	6,499.98	-1,684.27
<b>Total 6180 · Communications</b>	<b>4,815.71</b>	<b>6,499.98</b>	<b>-1,684.27</b>
6195 · Education & Training	65.35	4,500.00	-4,434.65
<b>6200 · Engineering</b>			
6220 · General Engineering	600.00	10,000.02	-9,400.02
6230 · Water Quality Engineering	25,296.25	100,000.02	-74,703.77
<b>Total 6200 · Engineering</b>	<b>25,896.25</b>	<b>110,000.04</b>	<b>-84,103.79</b>
6320 · Equipment & Tools, Expensed	1,575.77	6,000.00	-4,424.23



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

	Jul - Dec 20	Water Budget	\$ Over Budget
<b>6330 · Facilities</b>			
6335 · Alarm Services	522.28	2,500.02	-1,977.74
6337 · Landscaping	3,450.00	7,500.00	-4,050.00
<b>Total 6330 · Facilities</b>	3,972.28	10,000.02	-6,027.74
<b>6370 · Lab Supplies &amp; Equipment</b>	30.59	1,999.98	-1,969.39
6380 · Meter Reading	120.94		
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	34,154.43	45,000.00	-10,845.57
6420 · Pumping Maintenance, Generators	4,578.00	7,500.00	-2,922.00
6430 · Pumping Maintenance, General	38.22	2,500.02	-2,461.80
6440 · Pumping Equipment, Expensed	0.00	349.98	-349.98
6400 · Pumping - Other	935.89		
<b>Total 6400 · Pumping</b>	39,706.54	55,350.00	-15,643.46
<b>6500 · Supply</b>			
6510 · Maintenance, Raw Water Mains	0.00	1,249.98	-1,249.98
6520 · Maintenance, Wells	7,308.22	2,500.02	4,808.20
6530 · Water Purchases	6,769.30	15,000.00	-8,230.70
<b>Total 6500 · Supply</b>	14,077.52	18,750.00	-4,672.48
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	3,351.11	499.98	2,851.13
6620 · Maintenance, Water Mains	26,577.84	25,000.02	1,577.82
6630 · Maintenance, Water Svc Lines	20,352.56	7,500.00	12,852.56
6640 · Maintenance, Tanks	2,220.92	1,999.98	220.94
6650 · Maint., Distribution General	3,305.46	4,000.02	-694.56
6670 · Meters	4,421.45	1,249.98	3,171.47
6600 · Collection/Transmission - Other	3,865.87		
<b>Total 6600 · Collection/Transmission</b>	64,095.21	40,249.98	23,845.23
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	12,854.41	10,000.02	2,854.39
6720 · Maintenance, Treatment Equip.	4,686.26	10,000.02	-5,313.76
6730 · Treatment Analysis	21,075.60	22,500.00	-1,424.40
6700 · Treatment - Other	17.02		
<b>Total 6700 · Treatment</b>	38,633.29	42,500.04	-3,866.75
<b>6770 · Uniforms</b>	1,014.05	1,000.02	14.03
<b>6800 · Vehicles</b>			
6810 · Fuel	2,471.16	4,999.98	-2,528.82
6820 · Truck Equipment, Expensed	173.07	1,000.02	-826.95
6830 · Truck Repairs	259.96	2,500.02	-2,240.06
<b>Total 6800 · Vehicles</b>	2,904.19	8,500.02	-5,595.83
<b>Total 6000 · Operations</b>	196,907.69	310,850.04	-113,942.35
<b>Total Expense</b>	825,439.69	942,688.56	-117,248.87
<b>Net Ordinary Income</b>	478,109.05	176,561.46	301,547.59

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

July through December 2020

	Jul - Dec 20	Water Budget	\$ Over Budget
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	60,744.00	49,999.98	10,744.02
7130 · Conn. Fees, PFP (New Constr)	102,445.49	25,000.02	77,445.47
7140 · Conn. Fees, PFP (Remodel)	13,999.37		
<b>Total 7100 · Connection Fees</b>	177,188.86	75,000.00	102,188.86
<b>7600 · Bond Revenues, G.O.</b>	585,745.45	575,218.02	10,527.43
<b>7650 · Water System Reliability</b>	0.00	499,999.98	-499,999.98
<b>Total 7000 · Capital Account Revenues</b>	762,934.31	1,150,218.00	-387,283.69
<b>Total Other Income</b>	762,934.31	1,150,218.00	-387,283.69
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
<b>8100 · Water</b>	178,208.86	554,374.98	-376,166.12
<b>Total 8000 · Capital Improvement Program</b>	178,208.86	554,374.98	-376,166.12
<b>9000 · Capital Account Expenses</b>			
9100 · Interest Expense - GO Bonds	17,765.69	106,594.00	-88,828.31
9125 · PNC Equipment Lease Interest	5,174.49	6,730.50	-1,556.01
9150 · SRF Loan	35,246.85	35,766.00	-519.15
9210 · Conservation Program/Rebates	550.00	1,500.00	-950.00
<b>Total 9000 · Capital Account Expenses</b>	58,737.03	150,590.50	-91,853.47
<b>Total Other Expense</b>	236,945.89	704,965.48	-468,019.59
<b>Net Other Income</b>	525,988.42	445,252.52	80,735.90
<b>Net Income</b>	<b>1,004,097.47</b>	<b>621,813.98</b>	<b>382,283.49</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of December 31, 2020

1/14/21

Accrual Basis

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	3,832,413.04	0.00	3,832,413.04
LAIIF Investment Fund			
Capital Reserve	3,996,677.54	0.00	3,996,677.54
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
<b>Total LAIF Investment Fund</b>	<b>4,598,159.54</b>	<b>0.00</b>	<b>4,598,159.54</b>
<b>Total Sewer - Bank Accounts</b>	<b>8,430,572.58</b>	<b>0.00</b>	<b>8,430,572.58</b>
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	805,523.74	805,523.74
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
<b>Restricted Cash</b>			
Connection Fees Reserve	0.00	253,020.00	253,020.00
GO Bonds Fund	0.00	4,093.92	4,093.92
<b>Total Restricted Cash</b>	<b>0.00</b>	<b>257,113.92</b>	<b>257,113.92</b>
<b>Total Water - Bank Accounts</b>	<b>0.00</b>	<b>1,555,117.66</b>	<b>1,555,117.66</b>
<b>Total Checking/Savings</b>	<b>8,430,572.58</b>	<b>1,555,117.66</b>	<b>9,985,690.24</b>
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	-283.46	0.00	-283.46
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
<b>Total Sewer - Accounts Receivable</b>	<b>-10,345.25</b>	<b>0.00</b>	<b>-10,345.25</b>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	4,563.48	4,563.48
Accounts Rec. - Backflow	0.00	19,496.11	19,496.11
Accounts Rec. - Water Residents	0.00	191,586.43	191,586.43
Unbilled Water Receivables	0.00	264,854.59	264,854.59
<b>Total Water - Accounts Receivable</b>	<b>0.00</b>	<b>480,500.61</b>	<b>480,500.61</b>
<b>Total Accounts Receivable</b>	<b>-10,345.25</b>	<b>480,500.61</b>	<b>470,155.36</b>
<b>Other Current Assets</b>			
Prepaid Expenses	6,060.00	6,060.00	12,120.00
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<b>6,292.31</b>	<b>49,098.63</b>	<b>55,390.94</b>
<b>Total Current Assets</b>	<b>8,426,519.64</b>	<b>2,084,716.90</b>	<b>10,511,236.54</b>
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	6,549,969.71	0.00	6,549,969.71
Land	5,000.00	0.00	5,000.00
<b>Other Capital Improv.</b>			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<b>3,250,409.57</b>	<b>0.00</b>	<b>3,250,409.57</b>
Seal Cove Collection System	995,505.00	0.00	995,505.00
<b>Sewage Collection Facility</b>			
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
<b>Total Sewage Collection Facility</b>	<b>5,340,307.33</b>	<b>0.00</b>	<b>5,340,307.33</b>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,345,853.00	0.00	-9,345,853.00
<b>Total Sewer - Fixed Assets</b>	<b>7,039,878.45</b>	<b>0.00</b>	<b>7,039,878.45</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of December 31, 2020

1/14/21

Accrual Basis

<b>Water - Fixed Assets</b>			
General Plant	0.00	28,221,310.18	28,221,310.18
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-12,791,924.00	-12,791,924.00
<b>Total Water - Fixed Assets</b>	<b>0.00</b>	<b>17,571,042.96</b>	<b>17,571,042.96</b>
<b>Total Fixed Assets</b>	<b>7,039,878.45</b>	<b>17,571,042.96</b>	<b>24,610,921.41</b>
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Def'd Amts Related to Pensions	89,022.00	0.00	89,022.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	<b>2,687,547.08</b>	<b>0.00</b>	<b>2,687,547.08</b>
<b>Total Sewer - Other Assets</b>	<b>2,776,569.08</b>	<b>0.00</b>	<b>2,776,569.08</b>
<b>Water - Other Assets</b>			
Def'd Amts Related to Pensions	0.00	172,205.00	172,205.00
Due from Sewer	0.00	283,585.00	283,585.00
Bond Acquisition Cost OID	0.00	38,092.40	38,092.40
Bond Issue Cost	0.00	41,127.65	41,127.65
<b>Total Water - Other Assets</b>	<b>0.00</b>	<b>535,010.05</b>	<b>535,010.05</b>
<b>Total Other Assets</b>	<b>2,776,569.08</b>	<b>535,010.05</b>	<b>3,311,579.13</b>
<b>TOTAL ASSETS</b>	<b>18,242,967.17</b>	<b>20,190,769.91</b>	<b>38,433,737.08</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable - Sewer	190,940.47	0.00	190,940.47
Accounts Payable - Water	0.00	71,216.93	71,216.93
<b>Total Accounts Payable</b>	<b>190,940.47</b>	<b>71,216.93</b>	<b>262,157.40</b>
<b>Other Current Liabilities</b>			
Water - Net Pension Liability	0.00	-53,067.00	-53,067.00
Sewer - Net Pension Liability	-28,484.00	0.00	-28,484.00
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	7,058.69	0.00	7,058.69
Deposits Payable	24,308.93	0.00	24,308.93
Interest Payable	-656.12	0.00	-656.12
PNC Equip. Loan - S/T	36,589.64	0.00	36,589.64
<b>Total Sewer - Current Liabilities</b>	<b>67,301.14</b>	<b>0.00</b>	<b>67,301.14</b>
<b>Water - Current Liabilities</b>			
Accrued Vacations	0.00	19,382.98	19,382.98
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-28,955.89	-28,955.89
GO Bonds - S/T	0.00	473,200.98	473,200.98
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	36,589.63	36,589.63
SRF Loan Payable X102 - Current	0.00	-42,900.63	-42,900.63
SRF Loan Payable X109 - Current	0.00	86,736.93	86,736.93
Temporary Construction Meter	0.00	22,427.37	22,427.37
<b>Total Water - Current Liabilities</b>	<b>0.00</b>	<b>570,551.53</b>	<b>570,551.53</b>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	-1,900.56	0.00	-1,900.56
<b>Total Payroll Liabilities</b>	<b>-1,900.56</b>	<b>0.00</b>	<b>-1,900.56</b>
<b>Total Other Current Liabilities</b>	<b>36,916.58</b>	<b>517,484.53</b>	<b>554,401.11</b>
<b>Total Current Liabilities</b>	<b>227,857.05</b>	<b>588,701.46</b>	<b>816,558.51</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of December 31, 2020

1/14/21

Accrual Basis

<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Due to Water Fund	283,585.00	0.00	283,585.00
Accrued Vacations	16,419.93	0.00	16,419.93
I-Bank Loan	694,575.67	0.00	694,575.67
PNC Equip. Loan - L/T	422,013.42	0.00	422,013.42
<b>Total Sewer - Long Term Liabilities</b>	<b>1,416,594.02</b>	<b>0.00</b>	<b>1,416,594.02</b>
<b>Water - Long Term Liabilities</b>			
GO Bond Refinance - NEW	0.00	-916,096.60	-916,096.60
Accrued Vacations	0.00	21,526.17	21,526.17
Deferred on Refunding	0.00	-150,668.00	-150,668.00
GO Bonds - L/T	0.00	7,843,407.24	7,843,407.24
PNC Equip. Loan - L/T	0.00	422,013.48	422,013.48
SRF Loan Payable - X109	0.00	2,875,134.12	2,875,134.12
<b>Total Water - Long Term Liabilities</b>	<b>0.00</b>	<b>10,095,316.41</b>	<b>10,095,316.41</b>
<b>Deferred Inflows (Pensions)</b>			
Sewer	19,149.00	0.00	19,149.00
Water	0.00	35,547.00	35,547.00
<b>Total Deferred Inflows (Pensions)</b>	<b>19,149.00</b>	<b>35,547.00</b>	<b>54,696.00</b>
<b>Total Long Term Liabilities</b>	<b>1,435,743.02</b>	<b>10,130,863.41</b>	<b>11,566,606.43</b>
<b>Total Liabilities</b>	<b>1,663,600.07</b>	<b>10,719,564.87</b>	<b>12,383,164.94</b>
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	756,039.69	0.00	756,039.69
<b>Total Sewer - Equity Accounts</b>	<b>12,810,584.76</b>	<b>0.00</b>	<b>12,810,584.76</b>
<b>Water - Equity Accounts</b>			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-756,039.69	-756,039.69
<b>Total Water - Equity Accounts</b>	<b>0.00</b>	<b>1,935,015.32</b>	<b>1,935,015.32</b>
Equity Adjustment Account	2,586,948.86	6,532,092.25	9,119,041.11
Net Income	1,181,833.48	1,004,097.47	2,185,930.95
<b>Total Equity</b>	<b>16,579,367.10</b>	<b>9,471,205.04</b>	<b>26,050,572.14</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,242,967.17</b>	<b>20,190,769.91</b>	<b>38,433,737.08</b>

## Montara Water & Sanitary District Check Detail

January 25 - 29, 2021

Date	Num	Name	Paid Amount	
<b>SPLIT</b>				
01/08/2021	12004	ACWA/JPIA	-4,295.12	PAID
01/08/2021	12005	ACWA/JPIA	-12,224.87	PAID
01/08/2021	12010	Huntington National Bank	-12,740.00	PAID
01/04/2021	11999	IEDA	-427.00	PAID
01/04/2021	12000	Office Depot	-143.46	PAID
01/08/2021	12007	Rauch Communication Consultants, Inc	-289.99	PAID
01/08/2021	12008	Tech Solutions	-600.00	PAID
01/08/2021	12009	White Glove Housekeeping	-620.00	PAID
01/27/2021	12014	A-B Communications	-167.50	
01/27/2021	12017	AT&T	-321.21	
01/27/2021	12018	AT&T	-156.13	
01/27/2021	12019	AT&T	-73.56	
01/27/2021	12020	AT&T	-357.71	
01/27/2021	12021	AT&T	-3,560.71	
01/27/2021	12024	Aztec Gardens	-1,050.00	
01/27/2021	12026	Bay Alarm Company	-515.42	
01/27/2021	12025	Bay Alarm Company	-254.04	
01/27/2021	12028	CalPERS 457 Plan	-6,239.17	
01/27/2021	12029	Comcast	-275.37	
01/27/2021	12031	Fitzgerald Law Offices	-38,288.40	
01/27/2021	12033	Half Moon Bay Review	-243.00	
01/27/2021	12035	Jim Harvey	-150.00	
01/27/2021	12037	Kastama Strategic Consulting	-4,646.25	
01/27/2021	12038	KBA Document Solutions	-27.65	
01/27/2021	12039	Maze & Associates	-6,000.00	
01/27/2021	12040	Maze & Associates	-2,255.00	
01/27/2021	12044	Office Depot	-685.40	
01/27/2021	12045	Office Depot	-283.69	
01/27/2021	12046	Pacific Gas & Electric	-5,435.46	
01/27/2021	12048	PARS	-819.55	
01/27/2021	12049	PCT	-600.00	
01/27/2021	12050	Peter Dekker	-150.00	
01/27/2021	12051	Pitney Bowes Purchase Power	-85.27	
01/27/2021	12053	Ric Lohman	-150.00	
01/27/2021	12054	Scott Boyd	-150.00	
01/21/2021	12013	Standard Insurance Co.	-477.69	
01/27/2021	12060	U.S. Bank PARS	-9,532.66	

## Montara Water & Sanitary District Check Detail

January 25 - 29, 2021

Date	Num	Name	Paid Amount	
<b>WATER</b>				
01/04/2021	11998	Hassette Ace Hardware	-376.61	PAID
01/08/2021	12006	Pacific Gas & Electric	-1,193.93	PAID
01/04/2021	12001	SRT Consultants	-16,830.00	PAID
01/27/2021	12015	Andreini Brothers, Inc.	-5,402.00	
01/27/2021	12016	Andreini Brothers, Inc.	-484.52	
01/27/2021	12022	AT&T Mobility	-139.46	
01/27/2021	12023	AT&T Mobility	-1,658.26	
01/27/2021	12027	BSK Lab	-123.60	
01/21/2021	12011	BSK Lab	-436.40	
01/27/2021	12030	Esbro Chemical	-357.99	
01/27/2021	12032	Grainger	-117.90	
01/27/2021	12063	Jansen Tredway	-221.78	
01/27/2021	12041	Mossa Excavation	-2,933.36	
01/27/2021	12042	North Coast County Water District	-450.00	
01/27/2021	12047	Pacific Gas & Electric	-1,174.46	
01/27/2021	12052	R & B Company	-559.09	
01/21/2021	12012	R & B Company	-3,603.42	
01/27/2021	12059	Strawflower Electronics, Inc.	-393.63	
01/27/2021	12061	Wells Fargo Remittance Center	-2,722.41	

## Montara Water & Sanitary District Check Detail

January 25 - 29, 2021

Date	Num	Name	Paid Amount	
<b>SEWER</b>				
01/04/2021	12002	Telstar Instruments, Inc.	-830.00	PAID
01/04/2021	12003	U.S. Bank Global Corporate Trust Svc	-10,592.29	PAID
01/27/2021	12034	Hue & Cry Security Systems, Inc.	-391.81	
01/27/2021	12036	JMB Construction	-196,175.00	
01/27/2021	12043	Nute Engineering	-10,321.75	
01/27/2021	12062	Richard Demato	-1,584.24	
01/27/2021	12055	Sewer Authority Mid-Coastside	-50,696.42	
01/27/2021	12056	Sewer Authority Mid-Coastside	132,053.08	
01/27/2021	12057	Sewer Authority Mid-Coastside	-21,179.42	
01/27/2021	12058	Sewer Authority Mid-Coastside	-8,860.83	





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

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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 December 2020.
- Collection System Monthly Overflow Report – December 2020.

The Average Daily Flow for Montara was 0.249 MGD in December 2020. There was one reportable overflow due to roots in November in the Montara System. SAM indicates there were 2.77 inches of rain in December 2020.

## RECOMMENDATION:

Review and file.

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, December 2020

## December 2020

	Total	HMB	Number of S.S.O.'s		
			GCSD	MWSD	SAM
Roots	1	0	0	1	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
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
				<b>100%</b>	

## 12 Month Moving Total

	Total	HMB	12 month rolling Number		
			GCSD	MWSD	SAM
Roots	2	0	1	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	3	1	1	0	1
<b>Total</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>
		<b>20%</b>	<b>40%</b>	<b>20%</b>	<b>20%</b>

## Reportable SSOs

	Total	HMB	Reportable Number of S.S.O.'s		
			GCSD	MWSD	SAM
December 2020	1	0	0	1	0
12 Month Moving Total	5	1	2	1	1

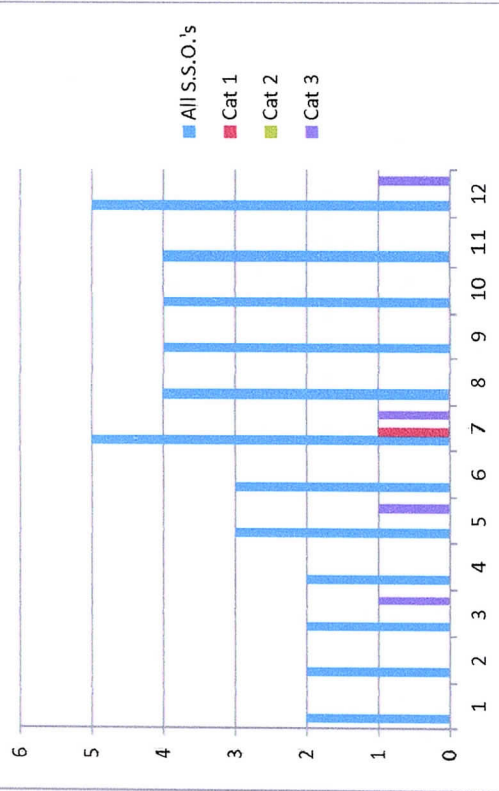
## SSOs / Year / 100 Miles

	Total	HMB	Number of S.S.O.'s / Year/100 Miles		
			GCSD	MWSD	SAM
December 2020	1.0	0.0	0.0	3.7	0.0
12 Month Moving Total	4.8	2.7	6.0	3.7	13.7
Category 1	1.0	0.0	3.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	2.7	3.0	3.7	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		<b>35.4%</b>	<b>31.8%</b>	<b>25.8%</b>	<b>7.0%</b>

## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Jan - 20	6,947	11,809	11,218	29,974	5.7
Feb - 20	7,403	7,463	10,503	25,369	4.8
Mar - 20	10,957	11,948	10,023	32,928	6.2
Apr - 20	9,893	10,803	10,420	31,116	5.9
May - 20	10,453	12,618	10,308	33,379	6.3
June - 20	11,026	17,691	6,463	35,180	6.7
July - 20	16,890	18,514	14,262	49,666	9.4
Aug - 20	15,475	20,299	7,883	43,657	8.3
Sept - 20	12,942	18,428	4,067	35,437	6.7
Oct - 20	11,459	14,887	8,999	35,345	6.7
Nov - 20	11,229	23,059	9,482	43,770	8.3
Dec - 20	17,235	16,367	4,540	38,142	7.2
<b>Annual ft</b>	<b>141,909</b>	<b>183,886</b>	<b>108,168</b>	<b>433,963</b>	
<b>Annual Mi.</b>	<b>26.9</b>	<b>34.8</b>	<b>20.5</b>		<b>82.2</b>

12 Month Moving SSO Totals Through Dec 2020



# Attachment A

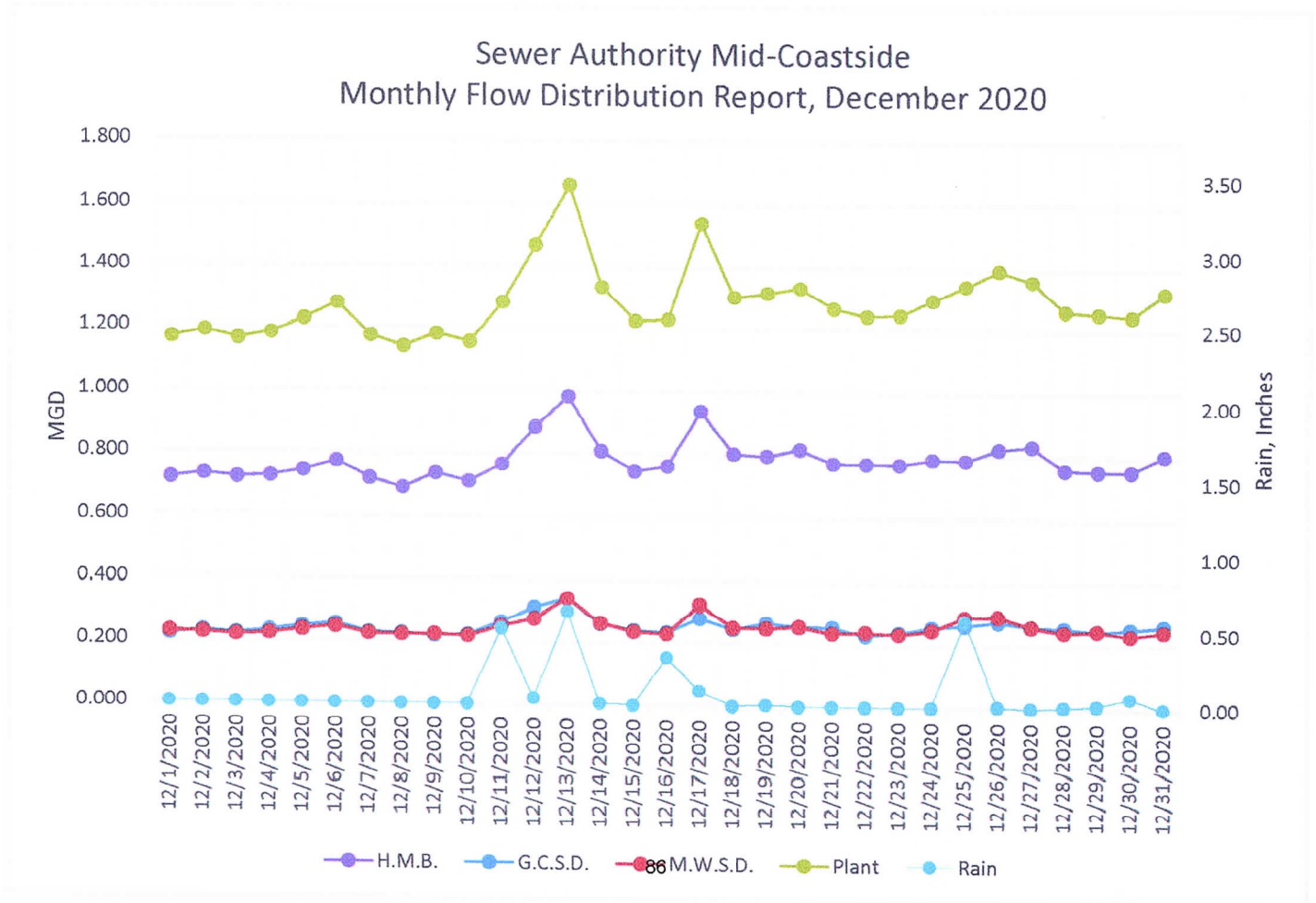
## Flow Distribution Report Summary for December 2020

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

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.781	60.9%
Granada Community Services District	0.253	19.7%
Montara Water and Sanitary District	<u>0.249</u>	<u>19.4%</u>
Total	1.283	100.0%



# Sewer Authority Mid-Coastside

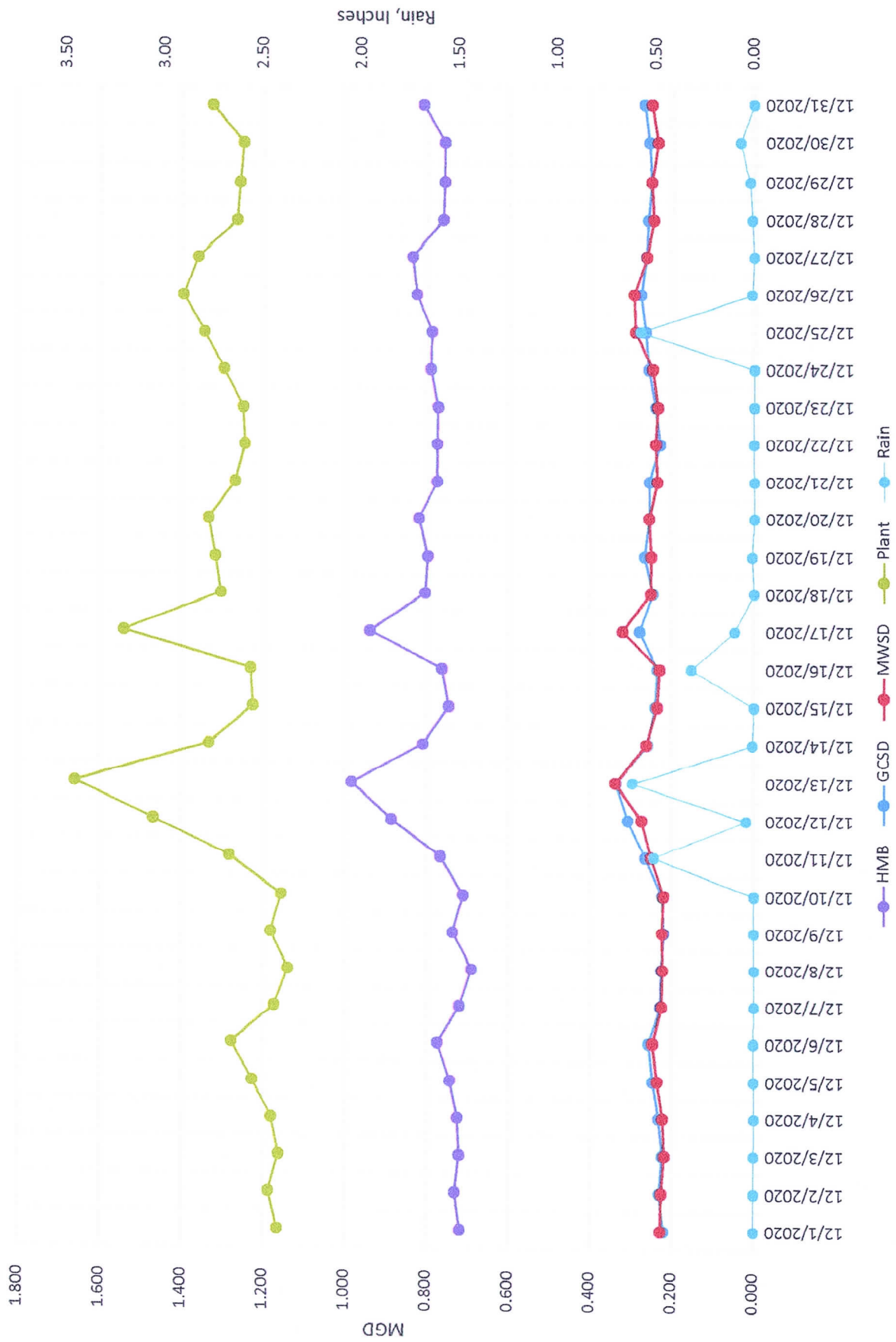
## Monthly Flow Distribution Report for December 2020

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
12/1/2020	0.718	0.220	0.227	1.165	0.00	0.00	0.00
12/2/2020	0.731	0.231	0.225	1.186	0.00	0.00	0.00
12/3/2020	0.720	0.223	0.218	1.162	0.00	0.00	0.00
12/4/2020	0.725	0.233	0.223	1.181	0.00	0.00	0.00
12/5/2020	0.743	0.247	0.236	1.226	0.00	0.00	0.00
12/6/2020	0.773	0.257	0.247	1.277	0.00	0.00	0.00
12/7/2020	0.720	0.229	0.225	1.174	0.00	0.00	0.00
12/8/2020	0.690	0.227	0.223	1.140	0.00	0.00	0.00
12/9/2020	0.737	0.220	0.224	1.181	0.00	0.00	0.00
12/10/2020	0.711	0.224	0.220	1.155	0.00	0.00	0.00
12/11/2020	0.766	0.265	0.251	1.283	0.51	0.79	0.64
12/12/2020	0.886	0.309	0.274	1.469	0.04	0.15	0.08
12/13/2020	0.984	0.338	0.339	1.661	0.62	0.44	0.78
12/14/2020	0.810	0.261	0.263	1.333	0.01	0.00	0.00
12/15/2020	0.746	0.241	0.237	1.225	0.00	0.00	0.00
12/16/2020	0.763	0.236	0.231	1.230	0.32	0.00	0.02
12/17/2020	0.939	0.280	0.322	1.541	0.10	0.38	0.58
12/18/2020	0.804	0.247	0.252	1.303	0.00	0.00	0.00
12/19/2020	0.798	0.268	0.251	1.316	0.01	0.00	0.00
12/20/2020	0.820	0.257	0.257	1.334	0.00	0.00	0.00
12/21/2020	0.775	0.256	0.237	1.269	0.00	0.00	0.00
12/22/2020	0.774	0.230	0.241	1.245	0.00	0.00	0.00
12/23/2020	0.773	0.241	0.235	1.249	0.00	0.00	0.00
12/24/2020	0.790	0.258	0.248	1.296	0.00	0.00	0.00
12/25/2020	0.788	0.265	0.290	1.343	0.58	0.34	0.57
12/26/2020	0.825	0.277	0.293	1.394	0.01	0.01	0.02
12/27/2020	0.834	0.263	0.262	1.359	0.00	0.00	0.00
12/28/2020	0.760	0.259	0.245	1.263	0.01	0.01	0.01
12/29/2020	0.756	0.250	0.250	1.256	0.02	0.00	0.00
12/30/2020	0.756	0.257	0.235	1.248	0.07	0.07	0.05
12/31/2020	0.807	0.267	0.249	1.322	0.00	0.00	0.02
<b>Totals</b>	<b>24.222</b>	<b>7.835</b>	<b>7.730</b>	<b>39.787</b>	<b>2.30</b>	<b>2.19</b>	<b>2.77</b>

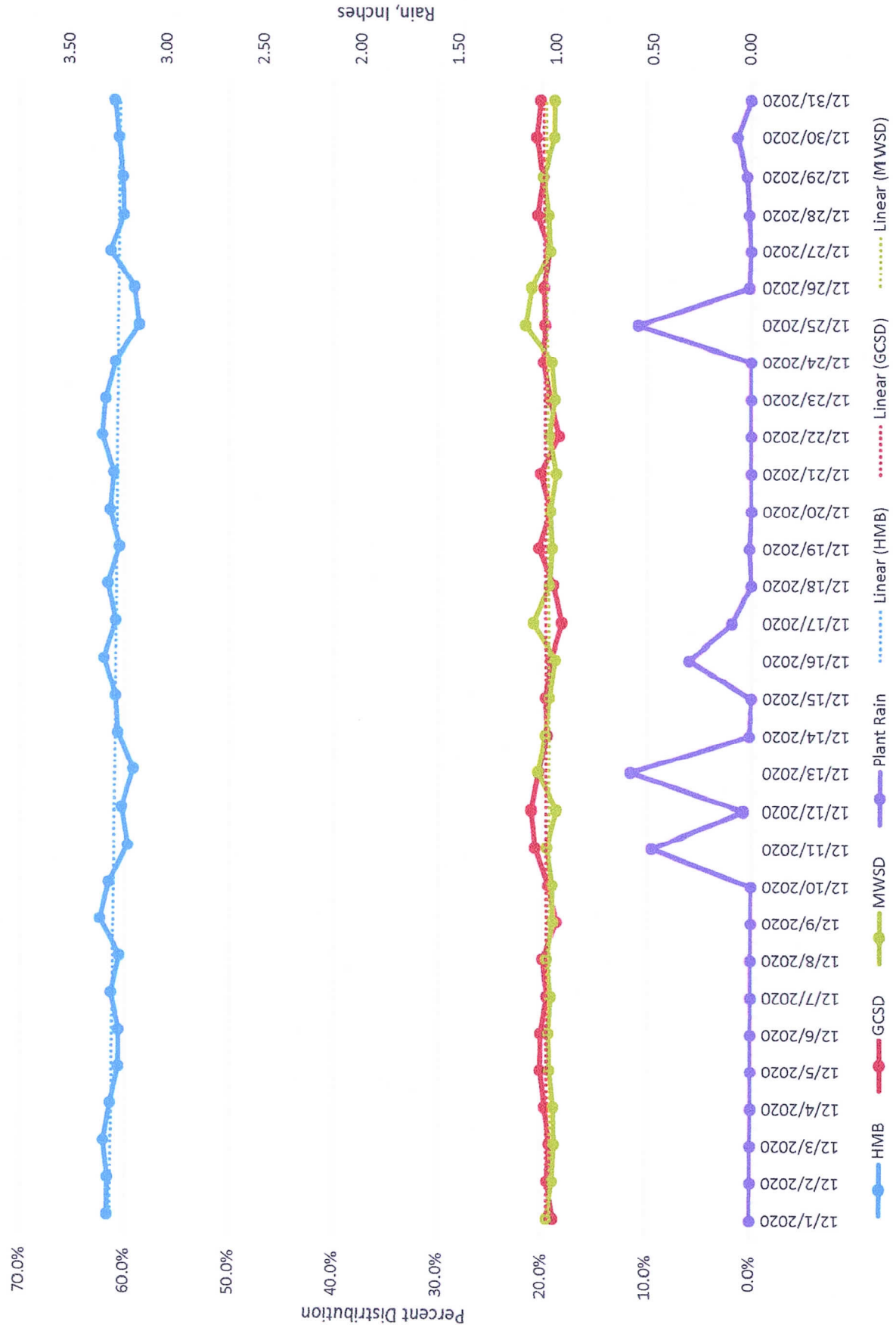
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.690	0.220	0.218	1.140
<b>Average</b>	<b>0.781</b>	<b>0.253</b>	<b>0.249</b>	<b>1.283</b>
Maximum	0.984	0.338	0.339	1.661
<b>Distribution</b>	<b>60.9%</b>	<b>19.7%</b>	<b>19.4%</b>	<b>100.0%</b>

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

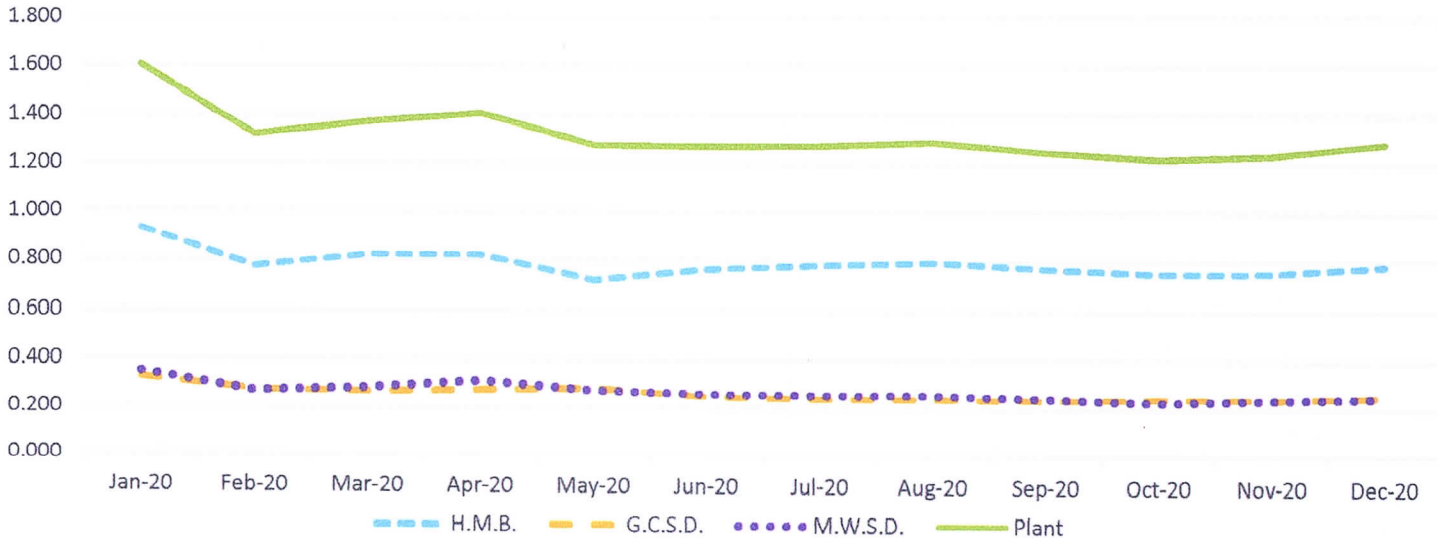


## Percent Distribution December 2020

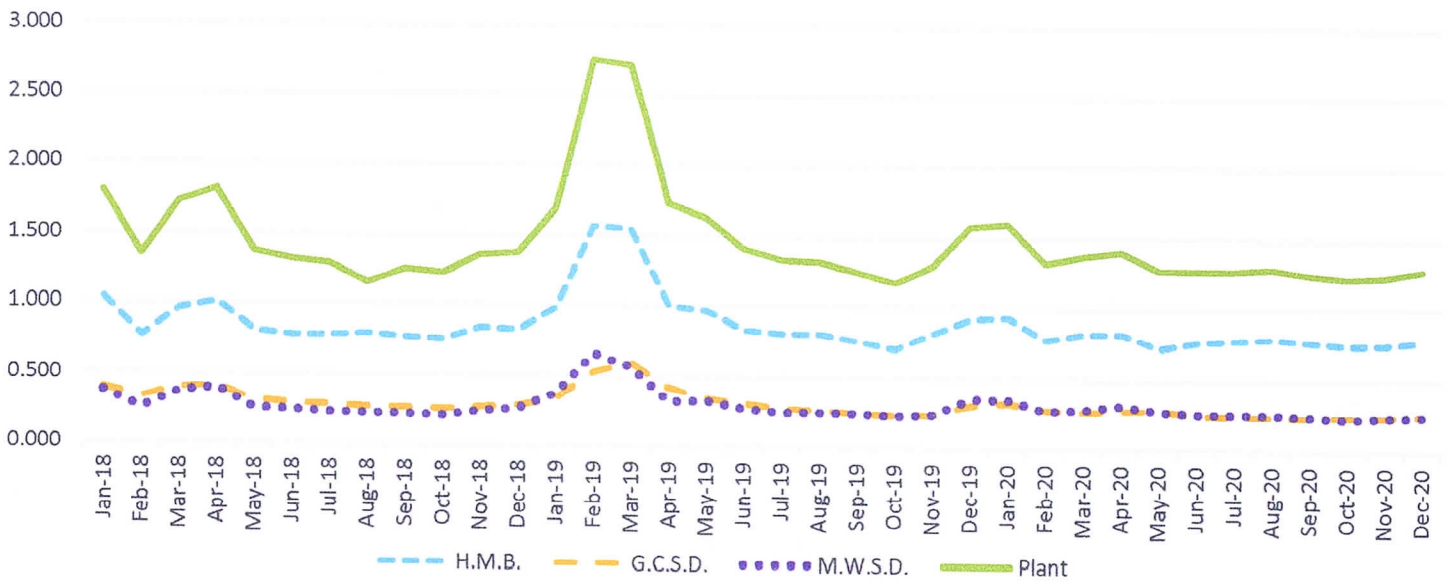


Most recent flow calibration September 2019 PS, September 2019 Plant

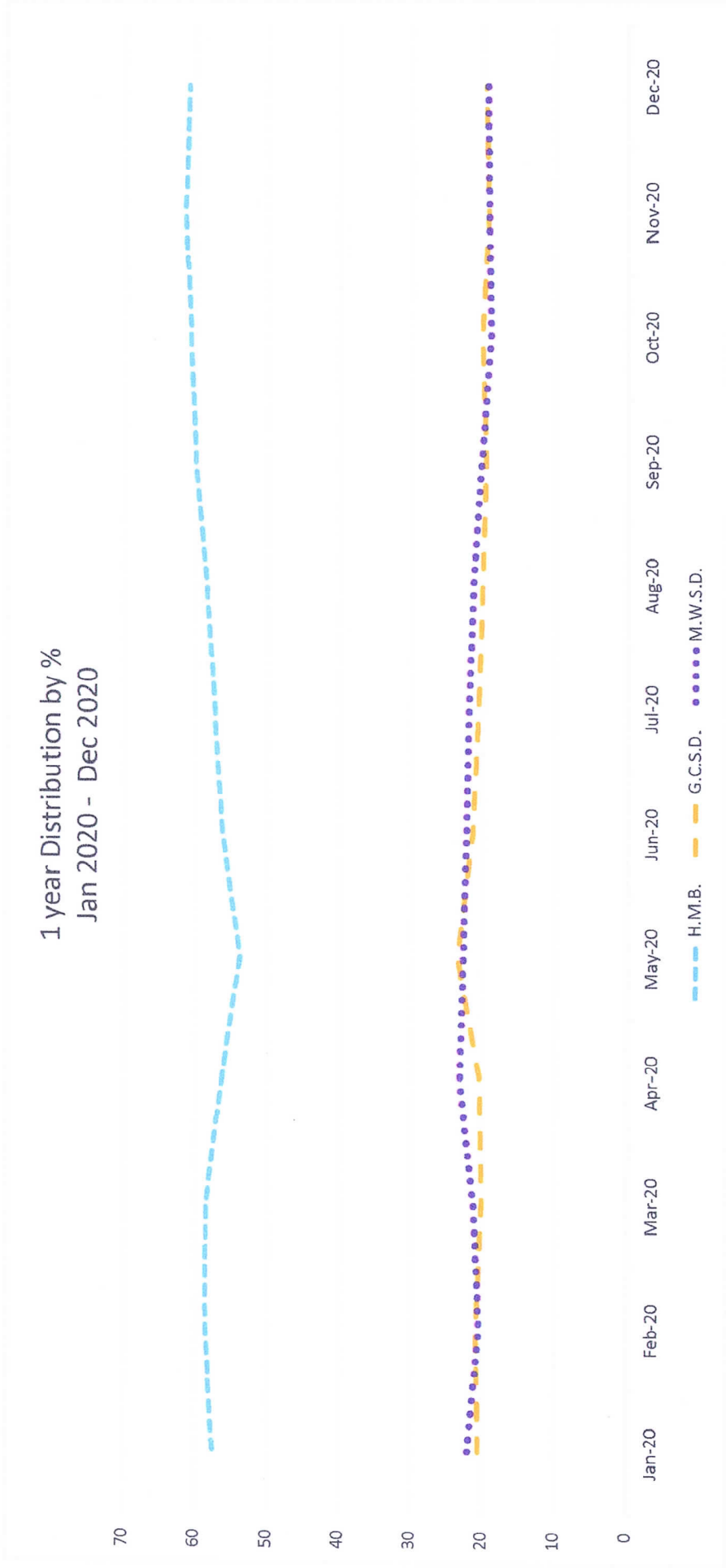
One Year Flow Chgart  
Jan 2020 - Dec 2020



Three Year Flow Chart  
Jan 2018 - Dec 2020



# Flow based percent distribution based for past year







# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review of Current Investment Portfolio**

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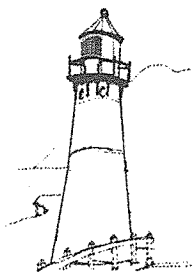
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The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- 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 December 2020 was 0.540%.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

## RECOMMENDATION:

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Connection Permit Applications Received**

As of February 4, 2021 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of February 4, 2021 the following new Water (Private Fire Sprinkler) Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of February 4, 2021 the following new Water Connection Permit application was received since the last report:

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

**RECOMMENDATION:**

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 4th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Monthly Water Production Report**

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

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

## RECOMMENDATION:

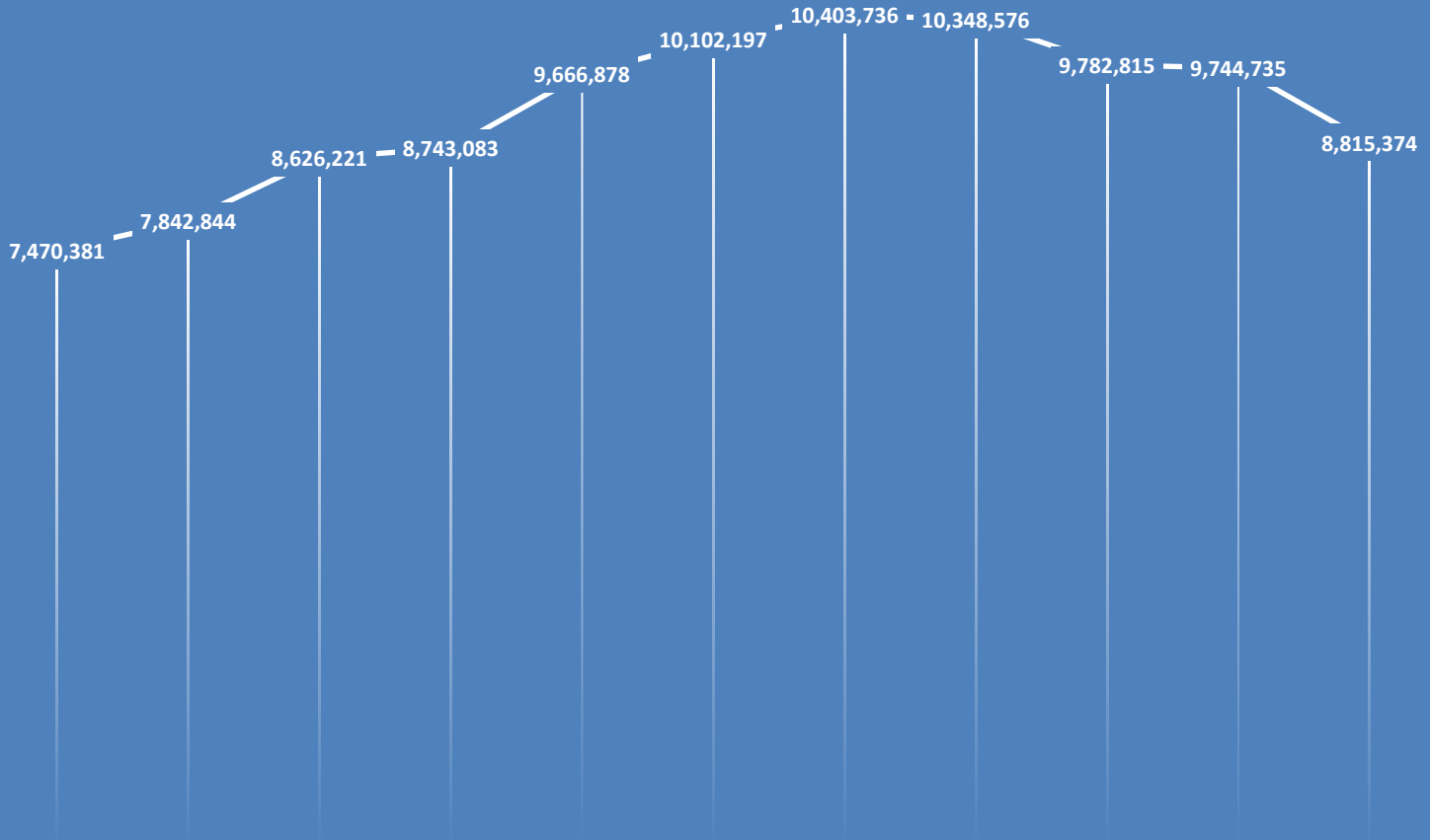
No action is required. These reports are provided for the Board's information only.

Attachments: 2



# TOTAL PRODUCTION 2020 (GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,470,381	7,842,844	8,626,221	8,743,083	9,666,878	10,102,197	10,403,736	10,348,576	9,782,815	9,744,735	8,815,374	

MONTH



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: February 4th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens'.

**SUBJECT: Rain Report**

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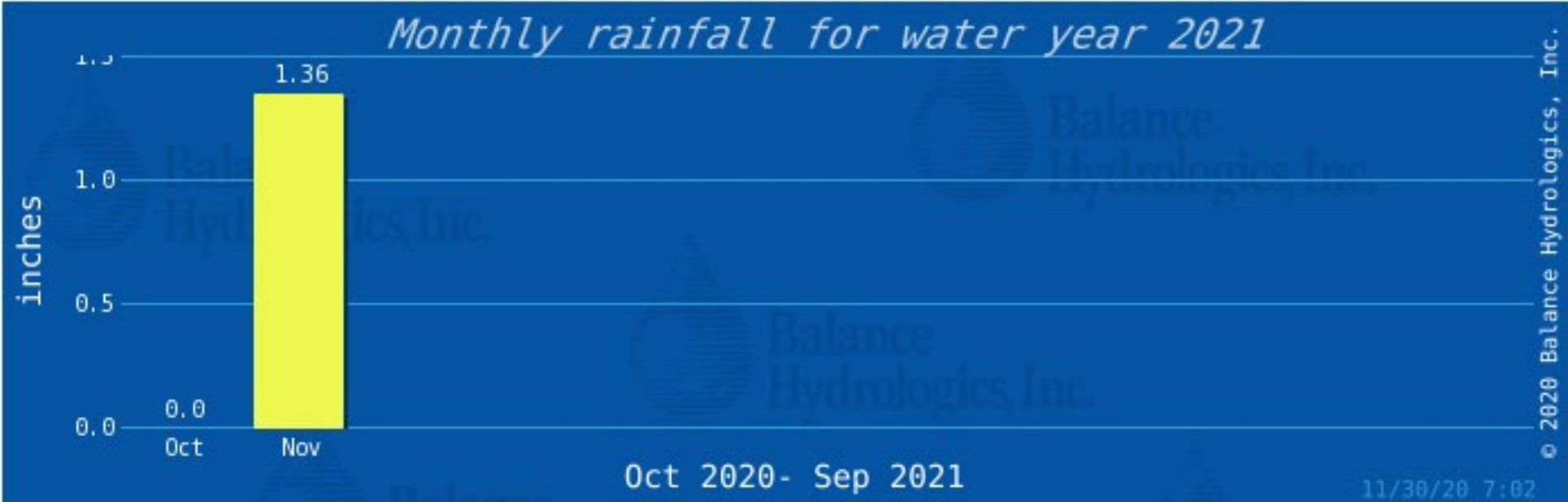
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

## RECOMMENDATION:

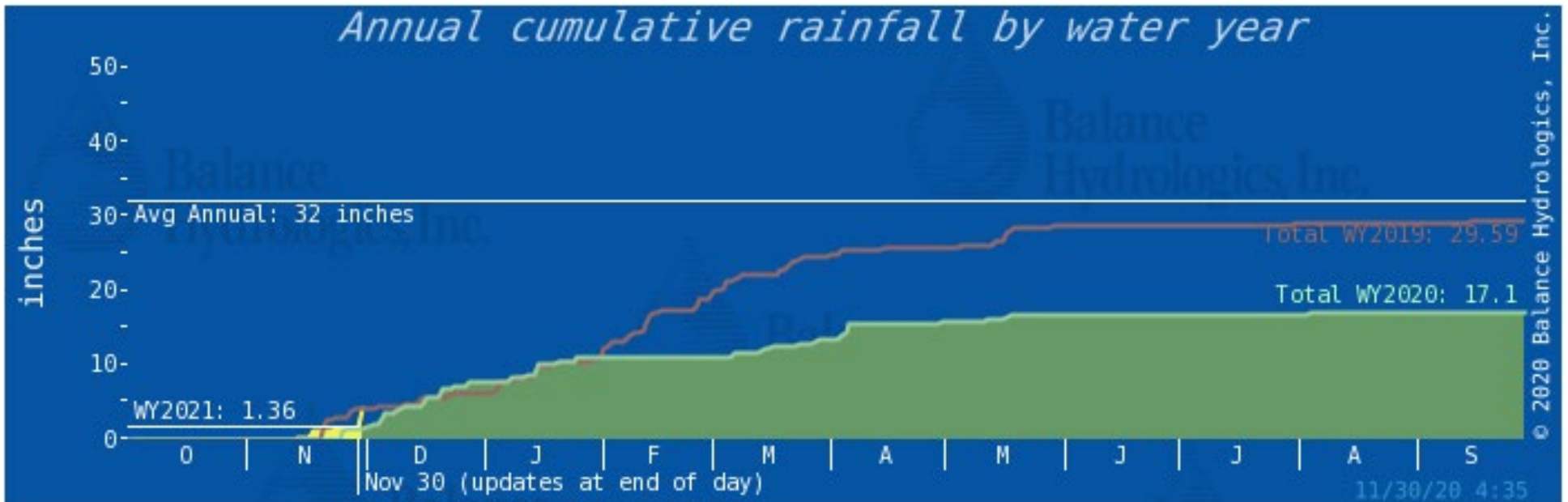
No action is required. These reports are provided for the Board's information only.

Attachments: 2

# Monthly Cumulative Rainfall



# Annual Cumulative Rainfall







# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 4th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Solar Energy Report**

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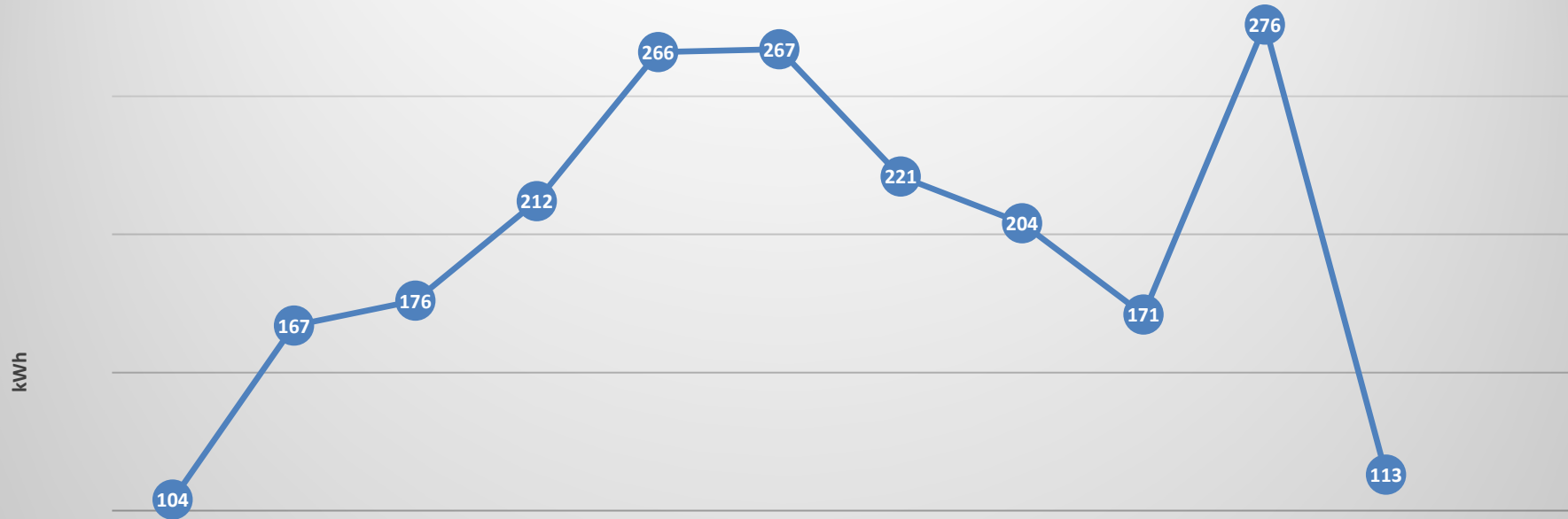
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 45,599 kWh and saved 77,519 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

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

Attachments: 1

## SOLAR ENERGY PRODUCED IN 2020 (kWh)



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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

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

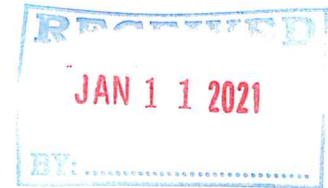
Contributions are calculated on a bi-weekly basis, and contributions are made on a monthly basis.

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

#### RECOMMENDATION:

This is for Board information only.

Attachment



**Montara Water and Sanitary Dist  
Retirement Enhancement Plan**

**Monthly Account Report for the Period  
11/1/2020 to 11/30/2020**

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

Plan ID: P7-REP15A

**Account Summary**

Source	Beginning Balance as of 11/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 11/30/2020
<b>Contributions</b>	\$924,928.33	\$8,361.12	\$84,853.17	\$433.34	\$1,106.32	\$0.00	\$1,016,602.96
<b>TOTAL</b>	<b>\$924,928.33</b>	<b>\$8,361.12</b>	<b>\$84,853.17</b>	<b>\$433.34</b>	<b>\$1,106.32</b>	<b>\$0.00</b>	<b>\$1,016,602.96</b>

**Investment Selection**

**PARS Capital Appreciation INDEX PLUS**

**Investment Objective**

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

**Investment Return**

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	9.16%	5.24%	11.23%	8.1%	-	-	03/08/16

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

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

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Water Main Extension Agreement for New Service Connection at 30 Bernal Ave, Moss Beach, APN 037-279-060**

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Owners David and Marsha Moutrie filed New Service Application with Montara Water and Sanitary District (MWSD or District) for domestic water, private fire protection (PFP), and sewer services for a new development located at 30 Bernal Ave, Moss Beach, CA (APN 037-279-060). In accordance with the District's code, the proposed project requires an approximately 265-foot-long, 6-inch-diameter water main extension in the public right-of-way, from the existing water main located on Bernal Ave to the proposed new dwelling at 30 Bernal Ave in order to provide domestic water and PFP services to the proposed new development. The proposed water main extension was designed by the applicant's engineer in accordance to District's code and standard specifications.

The main extension design drawings have been approved by the District Water Engineer. The District-certified contractor, Andreini Bros. Inc., was selected as the lowest responsive bidder for a total cost of \$62,274. The Applicant is responsible to cover all costs to furnish all labor, materials and equipment for construction related to water main extension and water and PFP laterals. Staff is seeking Board's approval to enter into the Agreement for Construction and Acquisition of Water Main Extension with the Applicant. The agreement is included in **Exhibit A**. The applicant will need to provide a payment bond and faithful performance bond prior to construction of the water main.

## RECOMMENDATION:

Approve the Agreement for Construction and Acquisition of Water Main Extension for the new water service connection project at 30 Bernal Ave, Moss Beach, APN 037-279-060, under the condition that the applicant will provide a payment bond and faithful performance bond prior to construction of the water main as required under the Agreement.

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING A MAIN EXTENSION AND AUTHORIZING EXECUTION OF AGREEMENT FOR CONSTRUCTION AND ACQUISITION OF WATER MAIN EXTENSION (APN 037-279-060)**

**WHEREAS**, David and Marsha Moutrie ("Applicant") own real property located at 30 Bernal Ave., Moss Beach, California, more particularly described as Assessor's Parcel Number 037-279-060 ("Real Property"); and

**WHEREAS**, Applicant submitted an application for water service by the District's water system to serve a proposed new development on the Real Property in accordance with the Montara Water and Sanitary District ("District") Code Section 5-3.100 ("Service Application"), which requires the financing, construction and dedication of a water main extension beyond the District's existing facilities ("Main Extension"); and

**WHEREAS**, Applicant submitted plans, profiles and specifications for the Main Extension, which have been reviewed and approved by the District's Engineer and the District's General Manager for conformance with District's requirements under District Code Section 5-4.222; and

**WHEREAS**, pursuant to District Code Section 5-4.203, the District and the Applicant have agreed upon the terms and conditions for the Main Extension and that are included in the agreement entitled "Agreement for Construction and Acquisition of Water Main Extension" ("Agreement"); and

**WHEREAS**, the District Board desires to enter into the Agreement and approve Applicant's Service Application, including the final design report for the Main Extension.

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

1. Applicant's Service Application is hereby approved subject to the terms and conditions contained in the attached form of the Agreement, which is further approved and the General Manager is authorized to execute and record the Agreement.
2. Applicant's final plans, profiles and specifications for the Main Extension comply with the District's Code and are hereby approved, and the General

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING A MAIN EXTENSION AND AUTHORIZING EXECUTION OF AGREEMENT FOR CONSTRUCTION AND ACQUISITION OF WATER MAIN EXTENSION (APN 037-279-060)**

Manager is authorized to issue a Permit to Applicant subject to the terms and conditions contained in the attached form of the Agreement.

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

COUNTERSIGNED:

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

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 4<sup>th</sup> day of February 2021, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

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



**AGREEMENT FOR CONSTRUCTION AND  
ACQUISITION OF WATER MAIN  
EXTENSION**

(APN 037-279-060)

THIS AGREEMENT, made and entered as of October 22, 2020, by and between the **MONTARA WATER AND SANITARY DISTRICT**, a public agency located in the County of San Mateo, California (“District”) and David and Marsha Moutrie (“Applicant”);

**WITNESSETH:**

**WHEREAS**, Applicant has applied for a permit to connect Applicant’s real property described in Exhibit “A” hereof, attached hereto and by this reference incorporated herein (“Property,” also designated by Assessor’s Parcel Number 037-279-060) to District’s water system pursuant to the provisions of Section 5-3.100 of the Montara Water and Sanitary District Code (“District Code”); and

**WHEREAS**, a water main extension (“Extension”) is required in order to serve the Property; and

**WHEREAS**, Applicant has submitted plans, profiles, and specifications for the Extension which have been approved by District’s Water System Engineer for conformance with District’s requirements under District Code Section 5-4.222; and

**WHEREAS**, this agreement is entered into pursuant to Section 5-4.203 of the District Code;

**NOW, THEREFORE**, the parties hereto agree as follows:

1. **Extension**. Applicant shall, at Applicant’s own cost and expense, provide for the construction of the Extension, furnish all the materials, and do all the work hereinafter described in accordance with, and as provided for, in the plans, profiles and specifications (collectively, “Plans”) prepared for Applicant by Charles M. Kissick, Registered Professional Engineer, Sigma Prime

Geosciences, Inc., entitled, ““Water Main Extension and Domestic Water and PFP Plan, 30 Bernal Ave Moss Beach,” District’s Standard Specifications on file in District’s Administrative Offices and the provisions of Chapter V, Article 4, Division 2 (“Extension of Facilities”) of the District Code, the applicable provisions of which are hereby incorporated herein. If a conflict exists between the Plans and District’s Standard Specifications and/or said Division 2 for a particular portion or component of the Extension, the stricter standard shall govern to the extent of such conflict. Applicant shall complete construction of all of the Extension subject to such exceptions and time extensions as may be allowed under Paragraph 12 (Force Majeure), on or before October 22, 2021.

**2. Inspection.** Applicant hereby grants District, its officers, employees, consultants, agents and designees the right and permission to enter upon the Property and the site or sites of construction of the Extension to inspect the work of construction, to test, and/or observe the testing of, the Extension, and otherwise to ensure that the Extension is constructed in accordance with the requirements described in Paragraph 1 and in condition for approval and acceptance by District.

**3. Property Interests.** Prior to commencing construction of the Extension Applicant shall submit to District deed(s) of easement(s) or other evidence(s) of any and all property interest(s), title to which is vested in Applicant or is otherwise sufficient and free of encumbrances or claims by others to allow for the construction of the Extension by Applicant, for District’s right of entry pursuant to Paragraph 2 and for District’s acceptance. Upon completion of construction of the Extension and acceptance thereof by District, Applicant shall grant District an easement, or such other property interest as may be specified by District, in the real property in which the Extension and appurtenances are located and convey title to the Extension and appurtenances to District free and clear of any encumbrances, except such encumbrances as may expressly in writing be accepted by District. Such easement or other interest shall include, without limitation, the right to operate, maintain, repair, replace (in the original or

any other size), construct and install a water main or mains and appurtenances. Applicant agrees and covenants that, prior to execution of any such conveyances, Applicant shall not convey to any other person(s) or entity or entities the same interest or any other interest that may conflict with the interest or interests to be conveyed to District. Title to the Extension shall vest absolutely in District upon District's acceptance thereof.

All deeds or other forms of conveyancing documents described above shall be subject to the approval of District's legal counsel. Applicant shall, prior to commencement of construction of the Extension, obtain and provide District with a copy of a title report for the Property and such other property within which the Extension is to be constructed. Conveyance of title to District shall be through escrow acceptable to District. All conveyancing costs including, without limitation, costs of preparing documents, escrow, title insurance for the benefit of District, and recordation shall be borne by Applicant.

4. **Security**. Applicant shall, prior to the commencement of any work on the Extension, file with District's Manager a bond or cash deposit securing the faithful performance of all work and the construction of the Extension within the time herein specified. The amount of the security shall be Sixty-Two Thousand Two Hundred and Seventy Four Dollars (**\$62,274.00**).

Applicant shall, likewise prior to the commencement of any work on the Extension, file with District's Manager a bond or cash deposit securing the payment by Applicant of all bills for labor and materials incurred in the construction of the Extension and the doing of all other work herein agreed to be done by Applicant, with respect to the Extension. The amount of the security shall be Sixty-Two Thousand Two Hundred and Seventy Four Dollars (**\$62,274.00**).

The aforementioned security shall include, in addition to the principal amounts, a guarantee of the payment of costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by District in the event of

successful enforcement of such security. All bonds shall be issued by a corporate surety admitted in the State of California.

5. **Deposits for District's Costs**. Applicant has deposited with District (the "Initial Deposit") the sum of Three Thousand Nine Hundred Ninety Two Dollars (**\$3,992.00**), receipt of which is hereby acknowledged by District. The deposit shall be used by District to pay for its costs incurred in administering this agreement and carrying out its duties regarding construction and acceptance of the Extension including, without limitation, costs of reviewing the Plans for the Extension, costs incidental to inspection of the construction of the Extension, administrative, engineering and legal services costs and other costs and expenses incurred by District relating to this agreement and to construction of the Extension. If the Initial Deposit is insufficient to pay all such estimated costs and expenses, District shall notify Applicant in writing of any such insufficiency, whereupon Applicant shall replenish the deposit in the amount estimated by District that is necessary to cover District's remaining estimated costs and expenses. If such insufficiency occurs, District shall not be obligated to perform any further services hereunder unless and until an additional deposit is made. Upon completion of the construction of the Extension, Applicant shall pay any additional costs and expenses of District not covered by the Initial and, if applicable, the additional deposit prior to acceptance of the Extension by District. District shall refund to Applicant any balance of the deposit(s) remaining after acceptance of the Extension.

Applicant hereby acknowledges and agrees that the aforesaid deposit(s) shall not be deemed as payment, or excuse payment, of any other fees and charges duly imposed by District and payable by Applicant for use of, or connection to, District's water system.

6. **Hold Harmless**. Applicant shall protect, indemnify, and hold harmless District, its governing board, commissions, committees, officers, agents and employees (collectively, "Indemnitees") from and against any and all liability, losses, damages, claims, causes of action, or actions arising out of any accident,

occurrence or incident resulting from, or alleged to have resulted from, the construction of the Extension by or for Applicant, the negligent performance of, or failure to perform, any contractual responsibility of Applicant, or any negligent action or omission of Applicant relating to the construction of the Extension or other responsibility of Applicant. Applicant shall also protect, indemnify, and hold harmless Indemnitees from and against any and all liability or allegations thereof, relating to the use of any copyrighted material in the Plans or the use of any patent or patented article or process by Applicant in the construction of the Extension. Applicant's duty to defend and hold harmless shall include the responsibility to provide legal representation, the selection of whom shall be subject to District's approval.

**7. Insurance.** Applicant shall obtain and maintain in full force and effect during the term of this agreement, at Applicant's cost, a comprehensive general liability insurance policy naming District, its governing board, commissions, committees, officers, agents, and employees (collectively, "District's Insureds") as insureds or additional insureds, insuring them against liability for personal injury (including death) and property damage (including loss of use thereof) arising out of the construction of the Extension and/or from Applicant's performance or failure to perform Applicant's obligations under this agreement. Said insurance shall be in the minimum limits of \$1,000,000 for personal injuries to, or death of, any one person, \$1,000,000 for personal injuries or death arising out of any one occurrence and \$1,000,000 for property damage arising out of any one occurrence. Said insurance shall expressly insure against contractual liability assumed by Applicant under this agreement including, without limitation, the provisions of Paragraph 1.

The foregoing policies or endorsements thereto shall provide that: (i) the insurer shall notify District in writing thirty (30) days in advance of the insurer's intention to cancel or materially change the terms of said policy or policies, (ii) coverage for District's Insureds shall be severable from that of other insureds if the insurance covers Applicant, another entity, or person(s) in addition to

District's Insureds (cross liability or severability of interest provision) and (iii) such insurance shall be primary regarding District's Insureds and that any insurance or self-insurance maintained by District shall be excess of Applicant's insurance, and not contributory with it.

Applicant shall furnish evidence of the insurance by filing with District's Manager copies of the policy's or policies' declaration page(s) or information page(s) with such endorsements as may be necessary to show compliance with all of the requirements of this Paragraph, together with a certificate or certificates of the insurance. Applicant shall file said documents upon execution of this agreement.

**8. Acceptance.** Construction of the Extension in conformance with the Plans, District's Standard Specifications and the provisions of Chapter V, Article 4, Division 2 ("Extension of Facilities") of the District Code incorporated herein pursuant to Paragraph 1 shall be subject to the approval of District's Water System Engineer. Upon completion of the construction in full compliance with this agreement and upon recommendation of said Engineer, District shall accept the Extension. The security required hereunder shall not be released until said acceptance. Upon acceptance, Applicant shall furnish District with a complete set of plans and drawings showing the Extension in their actual or "as built" condition and location.

**9. Time of the Essence.** Time is of the essence of this agreement, and if Applicant defaults in the performance of Applicant's obligations hereunder not excused by reason of Force Majeure under paragraph 12, Applicant hereby agrees that District may, at District's option: (i) treat any deposits and payments made by Applicant hereunder as compensation or reimbursement for District's costs and expenses hereunder and terminate this agreement, or (ii) if District desires that the Extension shall be completed, District may enforce the provisions hereof against Applicant and Applicant' sureties, and recover any and all costs incurred therewith, including, without limitation, costs of suit and reasonable attorney's fees.

Exhibit A

Legal Description

For APN/Parcel ID: 037-279-060

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All that certain real property located in the unincorporated area of San Mateo County, State of California and being more particularly described as follows:

Lots 1, 2, and 3, Block 27, as designated on the map entitled, "Map of Rivera Ocean Villa Tract, San Mateo County, California," which map was filed in the Office of the Recorder of the County of San Mateo, State of California on June 15, 1908, in Book 6 of maps, at page 20.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Mid-Year Budget Review.**

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To allow the Board and public to be as well informed as possible regarding the District's financial reporting; a number of steps have been taken over the past 3 years. The Funds Balance Sheet and Revenue & Expenditures Budget vs. Actual line items were renamed and grouped with the intent to make the reports understandable for everyone in the District. In addition a 12 month Revenue & Expenditures Budget vs. Actual was introduced as well as an executive summary that highlight's variances in the Budget line items.

Peter Medina with Maze & Associates has prepared documents that illustrate the comparison of the District's financial position for the period ended December 31, 2020.

## RECOMMENDATION:

This is for Board information only.

Attachment



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **SUBJECT: Executive Summary – December 31, 2020 Mid-Year Budget vs. Actual**

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**Sewer Service Charges:** Total revenue of \$2,165,657 collected; 66.79% of budget.

1<sup>st</sup> Sewer Service assessment received in December in the amount of \$2,189,403.

**Water Sales:** Total revenue of \$1,046,917 collected; 55.31% of budget.

No additional developments to report, outside of monthly flow report analysis. Collections remain consistent with historical trends between the two billing cycles.

**Sewer Fees:** Total revenue of \$18,128 collected; 138.38% of budget.

Fees remain on-track with expectations. Major in-flow of cash due to revenue collected for a mainline extension.

**Water Fees:** Total revenue of \$9,565 collected; 63.77% of budget.

As with Sewer, demand remains consistent and is tracking with budgeted figures.

**Sewer Property Tax:** Total revenue of \$221,359 collected; 80.49% of budget.

**Water Property Tax:** Total revenue of \$221,359 collected; 80.49% of budget.

Property tax receipts from the 1<sup>st</sup> roll were collected in December in the amount of \$250,296. ERAF assessments to date total \$137,143 and has been split 50/50.

**Sewer Personnel expense:** Total expense of \$170,984 incurred; 47.23% of budget

Expenditures are currently in line with projections.

**Water Personnel expenses:** Total expense of \$446,186 incurred; 47.47% of budget

Expenditures are currently in line with projections.

# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**Sewer Professional Services**: Total expense of \$107,245 incurred; 56.53% of budget.

**Water Professional Services**: Total expense of \$103,166 incurred; 49.96% of budget.

Expenditures are currently in line with projections as a category. Certain individual accounts, mainly for consulting are higher than expected mainly due to the use of public relations services.

**Sewer Engineering**: Total expense of \$13,556 incurred; 22.59% of budget.

**Water Engineering**: Total expense of \$25,896 incurred; 11.77% of budget.

Majority of Sewer expenses have been capital in nature.

Water Quality Engineering are far less than expected. At December 31, 2020 \$25K has been expended of a total budget of \$200K.

**Sewer Pumping**: Total expense of \$19,447 incurred; 43.22% of budget.

**Water Pumping**: Total expense of \$39,706 incurred; 35.87% of budget.

Sewer & Water Fund: All costs associated with this line item are from PG&E. The District has yet to receive and pay for the PG&E "catch-up" bill which is typically received and paid in the Spring.

**Sewer Authority Mid-Coastside**: Total expense of \$959,061 incurred; 49.21% of budget

Nothing additional to report. Assessments have been billed and paid without issue.

**Water Supply**: Total expense of \$14,077 incurred; 37.54% of budget.

Only one payment has been made for water purchases for Q1, Q2 will be paid in January or February.

**Water Collection/Transmission**: Total expense of \$64,095 incurred; 79.62% of budget.

Majority of costs are contracted services from Andreini Brothers, Mossa Excavation, and R & B Company for maintenance of water mains, service mains, and other services for District customers.

# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 4, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**Water Treatment:** Total expense of \$38,633 incurred; 45.45% of budget.

Expenditures are currently in line with projections.

**All other Accounts Sewer:** Total expense of \$22,162 incurred; 31.17% of budget.

**All other Accounts Water:** Total expense of \$54,557 incurred; 40.62% of budget.

Nothing additional to report.

**Sewer Capital Improvement:** Total expense of \$59,872 incurred; 3.02% of budget.

Major projects include the following:

Cabrillo Highway Project.

Sewer CIP program.

**Water Capital Improvement:** Total expense of \$178,209 incurred; 16.07% of budget.

Major projects include the following:

Pillar Ridge PLC replacement

Water CIP program

Expenses for the repair of various water leaks. Adding to infrastructure longevity

**Sewer Connection Fees:** Total revenue of \$105,699 collected; 70.47% of budget.

A total of 3 new construction connections sold.

**Water Connection Fees:** Total revenue of \$177,188 collected; 118.13% of budget.

A total of 3 new construction connections sold.



# Montara Water & Sanitary

## Budgeted Cash Flow - Sewer

### Fiscal year 2020-21

#### Operating cash flow

Operating income	Actual	Budget	Variance (%)	Variance (\$)
Sewer Service Charges	\$ 2,165,657	\$ 3,242,487	66.79%	\$ (1,076,830)
Cell Tower Lease	\$ 14,521	\$ 37,500	38.72%	\$ (22,979)
Fees	\$ 18,128	\$ 13,100	138.38%	\$ 5,028
Property Tax	\$ 221,359	\$ 275,000	80.49%	\$ (53,641)
Waste Collection Revenues	\$ 13,744	\$ 24,000	57.27%	\$ (10,256)
<b>Total operating income</b>	<b>\$ 2,433,409</b>	<b>\$ 3,592,087</b>		<b>\$ (1,158,678)</b>
<b>Operating expenses</b>				
Personnel	\$ (170,984)	\$ (362,039)	47.23%	\$ (191,055)
Professional Services	\$ (107,245)	\$ (189,700)	56.53%	\$ (82,455)
Facilities & Administration	\$ (24,493)	\$ (57,000)	42.97%	\$ (32,507)
Engineering	\$ (13,556)	\$ (60,000)	22.59%	\$ (46,444)
Pumping	\$ (19,447)	\$ (45,000)	43.22%	\$ (25,553)
Sewer Authority Mid-Coastside	\$ (959,061)	\$ (1,948,790)	49.21%	\$ (989,729)
All other Accounts	\$ (22,162)	\$ (71,110)	31.17%	\$ (48,948)
<b>Total operating expenses</b>	<b>\$ (1,316,948)</b>	<b>\$ (2,733,639)</b>		<b>\$ (1,416,691)</b>
<b>Net Cash Flow Provided by Operations</b>	<b>\$ 1,116,461</b>	<b>\$ 858,448</b>		

#### Investment cash flow

<b>Investment income</b>				
Interest Revenue	\$ 26,424	\$ 60,000	44.04%	\$ (33,576)
<b>Total investment income</b>	<b>\$ 26,424</b>	<b>\$ 60,000</b>		<b>\$ (33,576)</b>
<b>Investment expenses</b>				
Capital Improvement Program	\$ (59,872)	\$ (1,985,272)	3.02%	\$ (1,925,400)
<b>Total investment expenses</b>	<b>\$ (59,872)</b>	<b>\$ (1,985,272)</b>		
<b>Net Cash Flow Used by Investments</b>	<b>\$ (33,448)</b>	<b>\$ (1,925,272)</b>		

#### Financing cash flow

<b>Financing income</b>				
Connection Fees	\$ 105,699	\$ 150,000	70.47%	\$ (44,301)
<b>Total financing income</b>	<b>\$ 105,699</b>	<b>\$ 150,000</b>		
<b>Financing expenses</b>				
Loan Interest Expense	\$ (7,018)	\$ (35,116)	19.99%	\$ (28,098)
Loan Principal Payment	\$ (46,756)	\$ (93,512)	50.00%	\$ 140,268
<b>Total financing expenses</b>	<b>\$ (53,774)</b>	<b>\$ (128,628)</b>		
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$ 51,925</b>	<b>\$ 21,372</b>		
<b>Total Cash Flow Provided by All Activities</b>	<b>\$ 1,134,938</b>	<b>\$ (1,045,452)</b>		



# Montara Water & Sanitary

## Budgeted Cash Flow - Water

### Fiscal year 2020-21

#### Operating cash flow

Operating income	Actual	Budget	Variance (%)	Variance (\$)
Water Sales	\$ 1,046,917	\$ 1,893,000	55.31%	\$ (846,083)
Cell Tower Lease	\$ 14,475	\$ 37,500	38.60%	\$ (23,025)
Fees	\$ 9,565	\$ 15,000	63.77%	\$ (5,435)
Property Tax	\$ 221,359	\$ 275,000	80.49%	\$ (53,641)
Backflow Testing & Other	\$ 11,233	\$ 18,000	62.41%	\$ (6,767)
<b>Total operating income</b>	<b>\$ 1,303,549</b>	<b>\$ 2,238,500</b>		<b>\$ (934,951)</b>
<b>Operating expenses</b>				
Personnel	\$ (446,186)	\$ (939,877)	47.47%	\$ (493,691)
Professional Services	\$ (103,166)	\$ (206,500)	49.96%	\$ (103,334)
Facilities & Administration	\$ (39,123)	\$ (71,000)	55.10%	\$ (31,877)
Engineering	\$ (25,896)	\$ (220,000)	11.77%	\$ (194,104)
Pumping	\$ (39,706)	\$ (110,700)	35.87%	\$ (70,994)
Supply	\$ (14,077)	\$ (37,500)	37.54%	\$ (23,423)
Collection/Transmission	\$ (64,095)	\$ (80,500)	79.62%	\$ (16,405)
Treatment	\$ (38,633)	\$ (85,000)	45.45%	\$ (46,367)
All Other Accounts	\$ (54,557)	\$ (134,300)	40.62%	\$ (79,743)
<b>Total operating expenses</b>	<b>\$ (825,439)</b>	<b>\$ (1,885,377)</b>		<b>\$ (1,059,938)</b>
<b>Net Cash Flow Provided by Operations</b>	<b>\$ 478,110</b>	<b>\$ 353,123</b>		

#### Investment cash flow

Investment income	Actual	Budget	Variance (%)	Variance (\$)
GO Bonds, Assessment Receipts	\$ 585,745	\$ 1,150,436	50.92%	\$ (564,691)
Water System Reliability Charge	\$ -	\$ 1,000,000	100.00%	\$ (1,000,000)
<b>Total investment income</b>	<b>\$ 585,745</b>	<b>\$ 2,150,436</b>		<b>\$ (564,691)</b>
<b>Investment expenses</b>				
Capital Improvement Program	\$ (178,209)	\$ (1,108,750)	16.07%	\$ (930,541)
<b>Total investment expenses</b>	<b>\$ (178,209)</b>	<b>\$ (1,108,750)</b>		<b>\$ (930,541)</b>
<b>Net Cash Flow Used by Investments</b>	<b>\$ 407,536</b>	<b>\$ 1,041,686</b>		

#### Financing cash flow

Financing income	Actual	Budget	Variance (%)	Variance (\$)
Connection Fees	\$ 177,188	\$ 150,000	118.13%	\$ 27,188
<b>Total financing income</b>	<b>\$ 177,188</b>	<b>\$ 150,000</b>		<b>\$ 27,188</b>
<b>Financing expenses</b>				
Long Term Debt - Interest Expense	\$ (58,737)	\$ (292,561)	20.08%	\$ (233,824)
Long Term Debt - Principal Payment	\$ (587,938)	\$ (1,175,875)	50.00%	\$ (587,938)
<b>Total financing expenses</b>	<b>\$ (646,675)</b>	<b>\$ (1,468,436)</b>		<b>\$ (821,762)</b>
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$ (469,487)</b>	<b>\$ (1,318,436)</b>		
<b>Total Cash Flow Provided by All Activities</b>	<b>\$ 416,160</b>	<b>\$ 76,373</b>		

## Two-Year Comparative Income Statement

### Sewer Comparison 12/31/2019 vs. 12/31/2020

	[Current Period]	[Prior Period]	Increase / (Decrease)	Percent Change
	July 1, 2020 - December 31, 2020	July 1, 2019 - December 31, 2019		
<b>Revenue</b>				
Sewer Service Charges	2,165,657	1,538,339	627,318	40.78%
Cell Tower Lease	14,521	18,920	(4,399)	-23.25%
Fees	18,128	6,980	11,148	159.71%
Property Tax	221,359	191,262	30,097	15.74%
Other	13,880	11,989	1,891	15.77%
<b>Net Sales</b>	<b>2,433,545</b>	<b>1,767,490</b>	<b>666,055</b>	<b>37.68%</b>
<b>Expenses</b>				
Personnel	170,984	166,460	4,524	2.72%
Professional Services	107,245	77,736	29,509	37.96%
Facilities	24,493	20,985	3,508	16.72%
Engineering	13,556	11,713	1,844	15.74%
Pumping	19,447	12,308	7,139	58.00%
SAM	959,061	834,870	124,191	14.88%
All other accounts	22,162	14,704	7,458	50.72%
<b>Total Expenses</b>	<b>1,316,948</b>	<b>1,138,775</b>	<b>178,173</b>	<b>15.65%</b>
<b>Net Operating Income</b>	<b>1,116,597</b>	<b>628,715</b>	<b>487,882</b>	<b>77.60%</b>
<b>Non-Operating</b>				
Connection Fees	105,699	50,997	54,702	107.26%
Loan and Interest Revenue	26,424	56,231	(29,807)	-53.01%
Interest expense	(7,018)	(7,822)	804	-10.28%
Capital Program	(59,872)	(174,473)	114,601	-65.68%
<b>Total Other Income (Expense)</b>	<b>65,233</b>	<b>(75,067)</b>	<b>140,300</b>	<b>-186.90%</b>
<b>Net Income (Loss)</b>	<b>1,181,830</b>	<b>553,648</b>	<b>628,182</b>	<b>113.46%</b>

## Two-Year Comparative Income Statement

### Water Comparison 12/31/2019 vs. 12/31/2020

	[Current Period]	[Prior Period]	Increase / (Decrease)	Percent Change
	July 1, 2020 - December 31, 2020	July 1, 2019 - December 31, 2019		
<b>Revenue</b>				
Water Sales	1,046,917	993,699	53,218	5.36%
Cell Tower Lease	14,475	18,920	(4,445)	-23.49%
Fees	9,565	19,287	(9,722)	-50.41%
Property Tax	221,359	191,262	30,097	15.74%
Backflow Testing & Other	11,233	71,630	(60,397)	-84.32%
<b>Net Sales</b>	<b>1,303,549</b>	<b>1,294,797</b>	<b>8,752</b>	<b>0.68%</b>
<b>Expenses</b>				
Personnel	446,186	388,451	57,735	14.86%
Professional Services	103,166	67,126	36,040	53.69%
Facilities & Administration	39,123	31,898	7,225	22.65%
Engineering	25,896	63,905	(38,009)	-59.48%
Pumping	39,706	125,457	(85,751)	-68.35%
Supply	14,077	9,791	4,286	43.77%
Collection/Transmission	64,095	35,588	28,507	80.10%
Treatment	38,633	63,530	(24,897)	-39.19%
All other Accounts	54,557	68,207	(13,650)	-20.01%
<b>Total Expenses</b>	<b>825,439</b>	<b>853,955</b>	<b>(28,516)</b>	<b>-3.34%</b>
<b>Net Operating Income</b>	<b>478,110</b>	<b>440,842</b>	<b>37,268</b>	<b>8.45%</b>
<b>Non-Operating</b>				
Connection Fees	177,188	43,492	133,696	307.41%
GO Bond Assessment	585,745	585,273	472	0.08%
Interest Expense	(58,737)	(289,336)	230,599	-79.70%
Capital Program	(178,209)	(530,417)	352,208	-66.40%
<b>Total Other Income (Expense)</b>	<b>525,987</b>	<b>(190,988)</b>	<b>716,975</b>	<b>-375.40%</b>
<b>Net Income (Loss)</b>	<b>1,004,097</b>	<b>249,854</b>	<b>754,243</b>	<b>301.87%</b>



## MWSD — Fiscal Year 2020-2021 budget review as of December 31, 2020 - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Budgeted amounts</u> <u>2020-21</u>	<u>Income/Expenditure</u> <u>s to date</u>	<u>% To date</u>	<u>Projected</u>	<u>Projected as</u> <u>% of Budget</u>
Cell Tower Lease:	4220	36,752	42,687	37,500	14,521	38.72%	29,042	77.45%
Administrative Fees (New Construction):	4410	3,647	3,794	3,600	4,384	121.78%	8,768	243.56%
Administrative Fees (Remodel):	4420		542	1,000				
Inspection Fees (New Construction):	4430	3,448	3,584	3,500	3,108	88.80%	6,216	177.60%
Inspection Fees (Remodel):	4440		512	1,000				
Mainline Extension Fees:	4450							
Remodel Fees:	4460	5,376	2,999	4,000	3,136	78.40%	6,272	156.80%
Othr Fees:	4470				7,500	100.00%	7,500	100.00%
Grants:	4510		112		136	100.00%	272	100.00%
Property Tax Receipts:	4610	404,079	407,337	275,000	221,359	80.49%	300,000	109.09%
Sewer Service Charges:	4710	2,610,244	3,086,734	3,246,487	2,191,039	67.49%	3,246,487	100.00%
Sewer Service Refunds, Customer:	4720	496	(7,751)	(4,000)	(25,382)	634.55%	(50,764)	1269.10%
Waste Collection Revenues:	4760	23,172	24,353	24,000	13,706	57.11%	27,412	114.22%
Other Revenue:	4990	2,825	2,018		38	100.00%	76	100.00%
<b>Total Operating Revenue:</b>		<b>3,090,039</b>	<b>3,566,921</b>	<b>3,592,087</b>	<b>2,433,545</b>	<b>68%</b>	<b>3,581,281</b>	<b>100%</b>
<b>Operating Expenses</b>								
Bank Fees:	5190	6,875	6,592	6,750	5,228	77.45%	10,456	154.90%
Board Meetings:	5210	3,928	3,861	3,000	1,500	50.00%	3,000	100.00%
Director Fees:	5220	2,288	4,125	2,000				
Election Expenses:	5230	4,265		5,000				
Conference Attendance:	5250	2,467	35	2,500				
Information Systems:	5270	1,725	9,746	4,000	2,367	59.18%	4,734	118.35%
Fidelity Bond:	5310	438		500				
Property & Liability Insurance:	5320	7,737	1,394	8,000	9,851	123.14%	9,851	123.14%
LAFCO Assessment:	5350	1,794	2,060	2,500	2,460	98.40%	2,460	98.40%
Meeting Attendance, Legal:	5420	14						
General Legal:	5430	25,260	89,445	100,000	16,403	16.40%	32,806	32.81%
Litigation:	5440	158,255	49,445		15,735	100.00%	31,470	100.00%
Maintenance, Office:	5510	7,230	4,614	8,000	1,544	19.30%	3,088	38.60%
Meetings, Local:	5520							
Memberships:	5530		600					
Office Supplies:	5540	5,681	6,388	6,000	1,908	31.80%	3,816	63.60%
Postage:	5550	2,043	654	2,000	176	8.80%	352	17.60%
Printing & Publishing:	5560	2,490	980	5,000	973	19.46%	1,946	38.92%
Accounting:	5610	26,503	37,875	32,000	15,250	47.66%	30,500	95.31%
Audit:	5620	13,000	8,150	13,000	13,150	101.15%	13,150	101.15%
Consulting:	5630	25,261	50,500	35,000	33,103	94.58%	50,000	142.86%
Data Services:	5640	6,079	7,173	6,200	11,873	191.50%	11,873	191.50%
Labor & HR Support:	5650	2,442	2,562	2,500	1,281	51.24%	2,562	102.48%
Payroll Services:	5660	949	967	1,000	450	45.00%	900	90.00%
Other Professional Services:	5690							
San Mateo County Tax Roll Charges:	5710	119	119	1,000	119	11.90%	238	23.80%
Telephone & Internet:	5720	25,300	31,129	20,000	15,341	76.71%	30,682	153.41%
Mileage Reimbursement:	5730	1,570	327	1,500				
Reference Materials:	5740	87		200				
Other Administrative:	5790	448	608		478	100.00%	956	100.00%
CalPERS 457 Deferred Plan:	5810	18,955	20,180	17,508	8,629	49.29%	17,258	98.57%





## MWSD — Fiscal Year 2020-2021 budget review as of December 31, 2020 - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Budgeted amounts</u> <u>2020-21</u>	<u>Income/Expenditure</u> <u>s to date</u>	<u>% To date</u>	<u>Projected</u>	<u>Projected as</u> <u>% of Budget</u>
Employee Benefits:	5820	52,115	50,680	49,096	22,747	46.33%	45,494	92.66%
Disability Benefits:	5830	1,360	1,709	1,876	868	46.27%	1,736	92.54%
Payroll Taxes:	5840	15,610	16,217	19,134	6,343	33.15%	12,686	66.30%
PARS:	5850	19,459	20,480	17,062	8,369	49.05%	16,738	98.10%
Worker's Compensation Insurance:	5960	2,622	2,837	3,688	641	17.38%	3,000	81.35%
Management:	5910	112,113	114,041	116,211	54,001	46.47%	108,002	92.94%
Staff :	5920	125,760	132,421	133,905	66,600	49.74%	133,200	99.47%
Staff Certification:	5930	1,800	2,225	1,800	1,200	66.67%	2,400	133.33%
Staff Overtime:	5940	1,435	1,888	1,760	1,586	90.11%	3,172	180.23%
Staff Standby:	5950							
Claims, Property Damage:	6170	20,514	632	20,000				
Education & Training:	6195	559		1,000				
Meeting Attendance, Engineering:	6210							
General Engineering:	6220	33,584	35,060	60,000	13,556	22.59%	27,112	45.19%
Equipment & Tools, Expensed:	6320			1,000				
Alarm Services:	6335	5,028	6,133	10,000	2,873	28.73%	5,746	57.46%
Landscaping:	6337	2,588	4,468	6,000	1,200	20.00%	2,400	40.00%
Pumping Fuel & Electricity:	6410	44,881	39,587	45,000	19,447	43.22%	38,894	86.43%
Pumping Maintenance, General:	6430							
Maintenance, Collection System:	6660	550		10,000				
Treatment Analysis:	6730				124	100.00%	248	100.00%
Uniforms:	6770		126					
Fuel:	6810	1,021	848	1,000	436	43.60%	872	87.20%
Truck Equipment, Expensed:	6820	27	439	160	31	19.38%	62	38.75%
Truck Repairs:	6830	423	622	1,000	46	4.60%	92	9.20%
Total Other Operations:	6890		(29,919)					
SAM Collections:	6910	329,965	341,549	254,153	127,077	50.00%	254,154	100.00%
SAM Operations:	6920	1,316,715	1,529,139	1,584,637	792,318	50.00%	1,584,636	100.00%
SAM Prior-Year Adjustment:	6930							
SAM Maintenance, Collection System:	6940			40,000				
SAM Maintenance, Pumping:	6950	82,999		70,000	39,666	56.67%	79,332	113.33%
<b>Total Operations Expense:</b>		<b>2,932,410</b>	<b>3,084,979</b>	<b>2,733,640</b>	<b>1,316,948</b>	<b>48.18%</b>	<b>2,582,074</b>	<b>94.46%</b>
<b>Net Change in position from Operations:</b>		<b>157,629</b>	<b>481,942</b>	<b>858,447</b>	<b>1,116,597</b>	<b>130.07%</b>	<b>999,207</b>	<b>116.40%</b>
<b>Non Operating Revenue / Expense</b>								
Connection Fees, Residential New Const:	7110	246,161	225,264	100,000	70,428	70.43%	140,856	140.86%
Connection Fees, Residential Remodel:	7120	66,218	55,708	50,000	35,271	70.54%	70,542	141.08%
Connection Fees - Other:	7100							
Employee Loans:	7700							
LAIF, Interest:	7200	99,073	105,107	60,000	26,424	44.04%	52,848	88.08%
Sewer:	8075							
<b>Total Non Operating Revenue:</b>		<b>411,451</b>	<b>386,079</b>	<b>210,000</b>	<b>132,123</b>	<b>62.92%</b>	<b>264,246</b>	<b>125.83%</b>
<b>Financing Expense</b>								
PNC Equipment Lease:	9125	17,492	15,151	13,461	5,174	38.44%	10,348	76.87%
Capital Assessment, SAM:	9175							
I-Bank Loan:	9200	22,382	23,801	21,655	1,844	8.52%	3,688	17.03%



**MWSD — Fiscal Year 2020-2021 budget review as of December 31, 2020 - SEWER ENTERPRISE**

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Budgeted amounts</u> <u>2020-21</u>	<u>Income/Expenditure</u> <u>s to date</u>	<u>% To date</u>	<u>Projected</u>	<u>Projected as</u> <u>% of Budget</u>
Total Financing Expense:		39,874	38,952	35,116	7,018	19.99%	14,036	39.97%
Net Change in position from Non Operating		371,577	347,127	174,884	125,105		250,210	
Continued for CIP and Contingency Reserve:		529,206	829,069	1,033,331	1,241,702		1,249,417	
Transfer to CIP:		(529,206)	(829,069)	(1,033,331)	(1,241,702)		(1,249,417)	
Total Net Position Changes/Transfer to reserves:		\$ -	\$ -	\$ -	\$ -		\$ -	



## MWSD — Fiscal Year 2020-21 budget review as of December 31, 2020 - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Budgeted amounts</u> <u>2020-21</u>	<u>Income/Expenditu</u> <u>res to date</u>	<u>% To date</u>	<u>Projected</u>	<u>Projected as %</u> <u>of Budget</u>
Cell Tower Lease:	4220	36,752	42,687	37,500	14,475	38.60%	28,950	77.20%
Administrative Fees (New Construction):	4410	3,126	4,336	5,000	4,384	87.68%	8,768	175.36%
Administrative Fees (Remodel):	4420	0	1,084	0		0.00%		0.00%
Inspection Fees (New Construction):	4430	2,956	4,096	4,000	4,144	103.60%	8,288	207.20%
Inspection Fees (Remodel):	4440	0	1,536	1,000		0.00%		0.00%
Mainline Extension Fees:	4450	3,119	0	3,000	548	18.27%	1,096	36.53%
Remodel Fees:	4460	1,900	1,421	2,000		0.00%		0.00%
Other Fees:	4470	3,382	4,400		489	100.00%	978	100.00%
Grants:	4510	280	112		136	100.00%	272	100.00%
Property Tax Receipts:	4610	404,079	407,337	275,000	221,359	80.49%	300,000	109.09%
Testing, Backflow:	4740	18,420	25,761	18,000	11,028	61.27%	22,056	122.53%
Water Sales:	4810	1,892,091	1,973,134	1,896,000	1,049,347	55.35%	2,098,694	110.69%
Water Sales, Fire Protection:	4820					0.00%		0.00%
Water Sales Refunds, Customer:	4850	(4,670)	(1,338)	(3,000)	(2,430)	81.00%	(4,860)	162.00%
Other Revenue:	4990	3,936	56,424		69	100.00%	138	100.00%
<b>Total Operating Revenue:</b>		<b>2,365,369</b>	<b>2,520,990</b>	<b>2,238,500</b>	<b>1,303,549</b>	<b>58.23%</b>	<b>2,464,380</b>	<b>110.09%</b>
<b><u>Operating Expenses</u></b>								
Bank Fees:	5190	3,495	1,434	1,500	1,033	68.87%	2,066	137.73%
Board Meetings:	5210	3,928	3,861	3,000	1,500	50.00%	3,000	100.00%
Director Fees:	5220	2,288	4,125	2,000		0.00%		0.00%
Election Expenses:	5230	4,265	0	5,000		0.00%		0.00%
CDPH Fees:	5240	10,530	12,405	11,000	12,004	109.13%	24,008	218.26%
Conference Attendance:	5250	2,467	243	3,000		0.00%		0.00%
Information Systems:	5270	10,185	18,631	5,000	2,367	47.34%	4,734	94.68%
Fidelity Bond:	5310	438	0	500		0.00%		0.00%
Property & Liability Insurance:	5320	2,215	1,173	5,000		0.00%		0.00%
LAFCO Assessment:	5350	2,520	2,759	2,500	2,716	108.64%	5,432	217.28%
Meeting Attendance, Legal:	5420	14		0		0.00%		0.00%
General Legal:	5430	24,250	123,406	100,000	40,618	40.62%	81,236	81.24%
Litigation:	5440					0.00%		0.00%
Maintenance, Office:	5510	11,015	6,414	8,000	4,094	51.18%	8,188	102.35%
Meetings, Local:	5520	41	(142)			0.00%		0.00%
Memberships:	5530	22,236	23,026	27,000	24,081	89.19%	25,000	92.59%
Office Supplies:	5540	7,244	6,525	6,000	5,807	96.78%	11,614	193.57%
Postage:	5550	9,318	11,567	4,000	5,817	145.43%	11,634	290.85%
Printing & Publishing:	5560	3,213	2,171	7,000	973	13.90%	1,946	27.80%
Accounting:	5610	26,503	37,875	32,000	15,250	47.66%	30,500	95.31%
Audit:	5620	13,000	8,150	13,000	13,150	101.15%	13,150	101.15%
Consulting:	5630	28,471	56,893	55,000	31,517	57.30%	63,034	114.61%
Data Services:	5640	0	900	3,000	900	30.00%	1,800	60.00%
Labor & HR Support:	5650	2,442	2,641	2,500	1,281	51.24%	2,562	102.48%
Payroll Services:	5660	949	967	1,000	450	45.00%	900	90.00%
Other Professional Services:	5690	480				0.00%		0.00%



## MWSD — Fiscal Year 2020-21 budget review as of December 31, 2020 - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Budgeted amounts</u> <u>2020-21</u>	<u>Income/Expenditu</u> <u>res to date</u>	<u>% To date</u>	<u>Projected</u>	<u>Projected as %</u> <u>of Budget</u>
San Mateo Co. Tax Roll Charges:	5710	119	119	3,000	119	3.97%	238	7.93%
Telephone & Internet:	5720	31,642	36,093	20,000	18,166	90.83%	36,332	181.66%
Mileage Reimbursement:	5730	2,188	623	2,000	210	10.50%	420	21.00%
Reference Materials:	5740	0	0	800		0.00%		0.00%
Other Administrative:	5790	791	500	1,000	294	29.40%	588	58.80%
CalPERS 457 Deferred Plan:	5810	38,266	42,604	44,948	22,186	49.36%	44,372	98.72%
Employee Benefits:	5820	84,851	85,042	107,614	50,032	46.49%	100,064	92.98%
Disability Benefits:	5830	3,366	3,564	4,752	1,998	42.05%	3,996	84.09%
Payroll Taxes:	5840	39,124	43,195	51,267	21,920	42.76%	43,840	85.51%
Worker's Compensation Insurance:	5960	12,579	14,274	22,444	3,648	16.25%	7,296	32.51%
Management:	5910	112,113	114,042	116,211	54,002	46.47%	108,004	92.94%
Staff :	5920	356,877	407,112	464,762	229,021	49.28%	458,042	98.55%
Staff Certification:	5930	9,275	10,625	11,400	5,400	47.37%	10,800	94.74%
Staff Overtime:	5940	45,516	45,849	54,781	25,048	45.72%	50,096	91.45%
Staff Standby:	5950	24,705	25,485	23,003	13,541	58.87%	27,082	117.73%
PARS:	5850	37,916	42,031	38,695	19,390	50.11%	38,780	100.22%
Backflow Prevention:	6160	764	326	1,000		0.00%		0.00%
Claims, Property Damage:	6170	22	392	10,000		0.00%		0.00%
SCADA Maintenance:	6185	12,061	2,468	13,000	4,816	37.05%	9,632	74.09%
Internet & Telephone, Communications:	6187					0.00%		0.00%
Education & Training:	6195	5,098	4,372	9,000	65	0.72%	130	1.44%
Meeting Attendance, Engineering:	6210		0			0.00%		0.00%
General Engineering:	6220	1,467	12,390	20,000	600	3.00%	1,200	6.00%
Water Quality Engineering:	6230	420,284	116,823	200,000	25,296	12.65%	50,592	25.30%
Equipment & Tools, Expensed:	6320	11,867	17,500	12,000	1,576	13.13%	3,152	26.27%
Alarm Services:	6335	718	1,040	5,000	522	10.44%	1,044	20.88%
Landscaping:	6337	5,811	6,950	15,000	3,450	23.00%	6,900	46.00%
Facilities other:	6330		249			0.00%	0	0.00%
Lab Supplies & Equipment:	6370	2,251	9,432	4,000	31	0.78%	62	1.55%
Meter Reading:	6380		10		121	100.00%	242	100.00%
Pumping Fuel & Electricity:	6410	77,011	75,074	90,000	34,154	37.95%	68,308	75.90%
Pumping Maintenance, Generators:	6420	21,339	20,908	15,000	4,578	30.52%	9,156	61.04%
Pumping Maintenance, General:	6430	3,448	17	5,000	38	0.76%	76	1.52%
Pumping Equipment, Expensed:	6440	478	8,562	700		0.00%		0.00%
Pumping - Other:	6400				936	100.00%	1,872	100.00%
Maintenance, Raw Water Mains:	6510	1,857	27	2,500		0.00%		0.00%
Maintenance, Wells:	6520	8,635	13,281	5,000	7,308	146.16%	14,616	292.32%
Water Purchases:	6530	26,826	33,976	30,000	6,769	22.56%	13,538	45.13%
Hydrants:	6610		6,481	1,000	3,351	335.10%	6,702	670.20%
Maintenance, Water Mains:	6620	46,952	40,201	50,000	26,578	53.16%	53,156	106.31%
Maintenance, Water Service Lines:	6630	3,506	6,384	15,000	20,353	135.69%	40,706	271.37%
Maintenance, Tanks:	6640	1,593	5,141	4,000	2,221	55.53%	4,442	111.05%
Maintenance, Distribution General:	6650	7,341	10,890	8,000	3,305	41.31%	6,610	82.63%
Collection/Transmission - Other:	6600				3,866	100.00%	7,732	100.00%
Maintenance, Collection System:	6660	414				0.00%		0.00%
Meters:	6670	8,177	6,253	2,500	4,421	176.84%	8,842	353.68%



## MWSD — Fiscal Year 2020-21 budget review as of December 31, 2020 - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Budgeted amounts</u> <u>2020-21</u>	<u>Income/Expenditu</u> <u>res to date</u>	<u>% To date</u>	<u>Projected</u>	<u>Projected as %</u> <u>of Budget</u>
Treatment - Other::	6700				17	100.00%	34	100.00%
Chemicals & Filtering:	6710	20,233	39,914	20,000	12,854	64.27%	25,708	128.54%
Maintenance, Treatment Equipment:	6720	28,456	13,805	20,000	4,686	23.43%	9,372	46.86%
Treatment Analysis:	6730	45,055	18,718	45,000	21,076	46.84%	42,152	93.67%
Uniforms:	6770	11,459	3,702	2,000	1,014	50.70%	2,028	101.40%
Vehicles - Other:	6800		183			0.00%		0.00%
Fuel:	6810	6,541	6,237	10,000	2,471	24.71%	4,942	49.42%
Truck Equipment, Expensed:	6820	309	3,433	2,000	173	8.65%	346	17.30%
Truck Repairs:	6830	2,411	3,694	5,000	260	5.20%	520	10.40%
Other Operations:	6890	43	4,265					
<b>Total Operations Expense:</b>		<b>2,783,849</b>	<b>2,709,240</b>	<b>1,885,377</b>	<b>825,439</b>	<b>43.78%</b>	<b>1,614,566</b>	<b>85.64%</b>
<b>Net Change in position from Operations:</b>		<b>(418,480)</b>	<b>(188,250)</b>	<b>353,123</b>	<b>478,110</b>	<b>135.40%</b>	<b>849,814</b>	<b>240.66%</b>
<b>Non Operating Revenue / Expense</b>								
Connection Fees, Residential New Const:	7110	151,098	223,718	100,000	60,744	60.74%	121,488	121.49%
Connection Fees, Residential Remodel:	7120					0.00%		0.00%
Connection Fees, Residential Fire:	7130	164,056	84,517	50,000	102,445	204.89%	204,890	409.78%
Connection Fees, Residential Remodel Fire:	7140	2,032			13,999	100.00%	27,998	100.00%
Connection Fees, Well Conversion:	7150					0.00%		0.00%
General Obligation Bonds, Assessment Receipts:	7600		1,191,631	1,150,436	585,745	50.92%	1,150,436	100.00%
<b>Total Non Operating Revenue:</b>		<b>1,500,125</b>	<b>1,499,867</b>	<b>1,300,436</b>	<b>762,933</b>	<b>58.67%</b>	<b>1,504,812</b>	<b>115.72%</b>
<b>Financing Expenses</b>								
PFP Connection Expenses:	9075					0.00%		0.00%
General Obligation Bonds:	9100	242,762	221,777	208,611	17,766	8.52%	208,611	100.00%
PNC Equipment Lease:	9125	17,492	15,151	13,461	5,174	38.44%	13,461	100.00%
State Revolving Fund Loan:	9150	78,501	72,938	68,616	35,247	51.37%	68,616	100.00%
I-Bank Loan:	9200	43,714	(13,785)			0.00%		0.00%
Conservation Program/Rebates:	9210	1,500	1,350	3,000	550	18.33%	3,000	100.00%
<b>Total Financing Expense:</b>		<b>383,970</b>	<b>297,431</b>	<b>293,688</b>	<b>58,737</b>	<b>20.00%</b>	<b>293,688</b>	<b>100.00%</b>
<b>Net Change in position from Non Operating</b>		<b>1,116,155</b>	<b>1,202,436</b>	<b>1,006,748</b>	<b>704,196</b>		<b>1,211,124</b>	
<b>Continued for CIP and Contingency Reserve:</b>		<b>697,675</b>	<b>1,014,186</b>	<b>1,006,748</b>	<b>1,182,306</b>		<b>2,060,938</b>	
<b>Transfer to CIP:</b>		<b>(697,675)</b>	<b>(1,014,186)</b>	<b>(1,006,748)</b>	<b>(1,182,306)</b>		<b>(2,060,938)</b>	
<b>Total Net Position Changes/Transfer to reserves:</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>			

# **Sewer**

## **Personnel**

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

## **Professional Services**

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

## **Facilities & Administration**

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

## **Engineering**

Meeting Attendance, Engineering:	6210
General Engineering:	6220

## **Pumping**

Pumping Fuel & Electricity:	6410
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## **Sewer Authority Mid-Coastside**

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

## **All other Accounts**

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Conference Attendance:	5250
Information Systems:	5270
Fidelity Bond:	5310
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
San Mateo County Tax Roll Charges:	5710
Mileage Reimbursement:	5730
Reference Materials:	5740
Claims, Property Damage:	6170
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Maintenance, Collection System:	6660
Treatment Analysis:	6730
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Total Other Operations:	6890

# Water

## **Personnel**

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

## **Professional Services**

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

## **Facilities & Administration**

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

## **Engineering**

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

## **Pumping**

Pumping Fuel & Electricity:	6410
Pumping Maintenance, Generators:	6420
Pumping Maintenance, General:	6430
Pumping Equipment, Expensed:	6440
Pumping - Other:	6400

## **Supply**

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

## **Collection/Transmission**

Collection/Transmission - Other:	6600
Hydrants:	6610
Maintenance, Water Mains:	6620
Maintenance, Water Service Lines:	6630
Maintenance, Tanks:	6640
Maintenance, Distribution General:	6650
Maintenance, Collection System:	6660
Meters:	6670

## **Treatment**

Treatment - Other::	6700
Chemicals & Filtering:	6710
Maintenance, Treatment Equipment:	6720
Treatment Analysis:	6730

## **All other Accounts**


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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Strategic Discussion about the Future of MWSD's Sewer System on February 17, and Water System on March 3, 2021.**

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Montara Water and Sanitary District (MWSD) was formed to serve the needs of our unique coastal community. As we enter 2021, we continue to look at how we can best serve our coastsides now and into the future.

MWSD is inviting the community for a discussion how to shape the future of our critical water and sewer systems. Where are we now, what needs doing, what does the future look like?

Discussions will provide an overview of current system operations, and state and federal regulations, and broader coastsides efforts. We'll look at drought, climate change, aging infrastructure, new technology and community long-term interests.

The Sewer Discussion is scheduled for Wednesday February 17 at 6:30 pm.  
The Water Discussion is scheduled for Wednesday March 3 at 6:30 pm.

Please register for the event at [mwsd.montara.org](http://mwsd.montara.org).

RECOMMENDATION:

This is for information only.

Attachments





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning  
Nomination of Representative to the CSDA  
Board of Directors**

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The California Special Districts Association (CSDA) is advising all members that "Seat A" is open in each of the six regional divisions which are selected by an all-mail ballot. Our district is part of the Bay Network, formerly Region 3. A board member is expected to attend all Board meetings, usually eight per year, but is reimbursed for travel by CSDA. Any independent special district with current membership in CSDA is eligible to designate one person, such as a board member or managerial employee, for election as a director of CSDA. A copy of the District's resolution or minute action must accompany the nomination form. The deadline for receiving nominations is March 29, 2021. CSDA will begin electronic voting on May 28, 2021. The successful candidates will be notified no later than July 2021. Director Ric Lohman expressed interest to serve on the CSDA Board of Directors.

## RECOMMENDATION:

Adopt RESOLUTION NO. \_\_\_\_\_, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING THE NOMINATION OF RIC LOHMAN AS BAY NETWORK REPRESENTATIVE TO THE CSDA BOARD OF DIRECTORS.

Attachment

# RESOLUTION NO.

## RESOLUTION APPROVING NOMINATING DIRECTOR LOHMAN TO CSDA BOARD OF DIRECTORS

**WHEREAS** the California Special District Association (CSDA) informed Montara Water and Sanitary District (MWSD) that nominations for Bay Network were due, and

**WHEREAS** Director Lohman indicated his desire to join CSDA to be involved in responding to pending legislation and other public policy that may impact the operations of Special Districts;

**WHEREAS** Director Lohman has extensive experience serving on Special District Boards, and currently serves as Special District Representative on San Mateo County LAFCo;

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

1. The Board of Directors of the Montara Sanitary District approves the nomination of Director Lohman to serve on the CSDA Board of Directors from CSDA Bay Network.
2. The District Clerk is hereby directed to transmit a copy of this resolution to the CSDA, 1112 L Street, Suite 200, Sacramento, CA 95814.

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

Countersigned:

\_\_\_\_\_  
Secretary

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 4<sup>th</sup> day of February 2021, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary

**Subject:** CSDA Board of Directors Call for Nominations Seat A  
**Date:** Thursday, January 28, 2021 at 1:07:27 PM Pacific Standard Time  
**From:** Neil McCormick  
**To:** mwsd@coastside.net



## **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS - SEAT A**

*Deadline: March 29, 2021*

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2024 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network they seek to represent.

[\(CSDA Network Map\)](#)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

### **Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
(CSDA reimburses Directors for their related expenses for Board and committee meetings as

outlined in Board policy).

- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the Spring, and the CSDA Annual Conference - held in the Fall. (CSDA does not reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected. (CSDA does not reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

Please review the CSDA Board [Policy 2.16 Board Commitments & Responsibilities](#).

**Nomination Procedures:**

Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and [Candidate Information Sheet](#) must accompany the [Nomination Form](#). The deadline for receiving nominations is March 29, 2021. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814

Fax: 916.442.7889

E-mail: [amberp@csda.net](mailto:amberp@csda.net)

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021. The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

Newly elected board members officially take office on January 1, 2022.

**Expiring Terms (See enclosed network map)**

**(\*Incumbent is running for re-election)**

Northern Network	Seat A	Ralph Emerson, GM, Garberville Sanitary District*
Sierra Network	Seat A	Noelle Mattock, Director, El Dorado Hills Community Services District*
Bay Network	Seat A	Chad Davisson, GM, Ironhouse Sanitary District*
Central Network	Seat A	Vacant

Coastal Network	Seat A	Elaine Magner, Director, Pleasant Valley Recreation and Park District*
Southern Network	Seat A	Jo MacKenzie, Director, Vista Irrigation District*

**CSDA will be using a web-based online voting system, allowing your district to cast your vote easily and securely.** Electronic Ballots will be emailed to the main contact in your district May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail at [amberp@csda.net](mailto:amberp@csda.net) by **March 29, 2021** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 28, 2021 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 16, 2021.

The successful candidates will be notified no later than July 20, 2021.

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).

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California Special Districts Association  
1112 I Street, Suite 200, Sacramento CA, 95814  
877.924.2732 | [www.csda.net](http://www.csda.net)

[Manage Email Preferences/Unsubscribe](#)

Powered by [Higher Logic](#)



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

**Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csla.net

***DEADLINE FOR RECEIVING NOMINATIONS – March 29, 2021***



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to be 'C Heldmaier'.

**SUBJECT: Review of MWSD's Receipt of Association of California Water Agencies Joint Powers Authority President's Special Recognition Award.**

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The District received its fifth Special Recognition Award from ACWA JPIA. On January 1, 2013 the District changed Workers Compensation Insurance Providers to the Association of California Water Agencies Joint Power Insurance Authority (ACWA/JPIA). At the time the District's Workers Comp Rate was due to claims made in prior years. Since then District staff has worked closely with ACWA/JPIA staff to prevent further losses.

At the ACWA Fall Conference the JPIA recognized the District's efforts and presented the District with the "President's Special Recognition Award".

## RECOMMENDATION:

This is for Board information only.

Attachments



YOUR BEST PROTECTION

## ACWA JPIA

P. O. Box 619082  
Roseville, CA 95661-9082

phone  
916.786.5742  
800.231.5742

[www.acwajpia.com](http://www.acwajpia.com)

### President

E.G. "Jerry" Gladbach

### Vice President

Tom Cuquet

### Chief Executive Officer

Walter "Andy" Sells

### Executive Committee

Fred Bockmiller

Tom Cuquet

David Drake

E.G. "Jerry" Gladbach

Brent Hastey

Melody A. McDonald

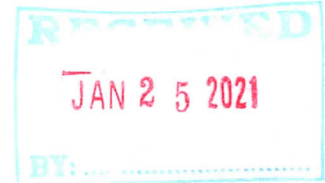
Randall Reed

J. Bruce Rupp

Pamela Tobin

### Core Values

- People
- Service
- Integrity
- Innovation



January 13, 2021

Montara Water and Sanitary District (M027)  
P.O. Box 370131  
Montara, CA 94037

General Manager:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Montara Water and Sanitary District (M027) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2021.

Sincerely,

E.G. "Jerry" Gladbach  
President

Enclosure: President's Special Recognition Award(s)



# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Montara Water and Sanitary District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Workers' Compensation Program for the period 07/01/2016 - 06/30/2019  
announced at the Board of Directors' Meeting in a Virtual Meeting.*



*E. G. "Jerry" Gladbach*

*E. G. "Jerry" Gladbach, President*

*December 15, 2020*



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: General Manager's Report**

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## **Operations:**

U.S.A's – 11

Work orders – 10 leak investigation, 3 profiles, 2 on/off, 2 billing verification, 8 meter size/model confirmation, 3 move in move out

Bact's X 5

NAW vessel exchange

P3 pump rebuild

Portola tank dose

Grout booster pump PRTP

PRTP pump/grout inspection Grundfos pump

Metal recycle

Airport road flush X 4

Prep School House for termite fumigation

School House termite fumigation

Valves exercise X 5

Monthly samples

Work with Calcon to trouble shoot issues @ PRTP X 4

Raw water line flushing X 2

New Meter install X 2



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Office wipe down/clean up X 3

Hydrants painted X 6

TLC Cl2 pump/vat/injections point X 2

PRV stations checked X 10

Replace leaking meter gasket at 1175 Birch

Generator exercise/ refuel

Monthly production numbers for 2020

Installed flow meters for PRTP

AVTP NTU trouble shoot and loop run set up

PRTP weather head temporary fix in attempt to stop leaking

Pump out standing water in sludge beds

Meet with contractor for Vallemar main inspection

PR booster pump issue troubleshoot

Contact 150 Beach about usage issue

Set up new on call phone and work phone

AC pipe removal

New binders and files set up for 2021

Well pump amperages taken

Prep NAW and AW3 for fire training

Dose Portola tank with cl2



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 4, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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

RECOMMENDATION:

This is for Board information only.