



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

P.O. Box 370131
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Montara, CA 94037-0131
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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

April 1, 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/83484676372?pwd=aG5QSmdWejRHMHZOZ25qMUpsQW9FUT09>

MEETING ID: 834 8467 6372

Password: 255529

CALL IN PHONE NUMBER: +1 669 900 9128

INSTRUCTIONS for remote access are available at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. You also may view video during the meeting via live stream or after the meeting at <https://videoplayer.telvue.com/player/wuZKb9gwEY7sMACIIsr7VSJglB35kNZA/stream/159?fullscreen=true&showtabssearch=false&autostart=false> . If you experience technical difficulties or have technical questions prior to or during the meeting, please contact MWSD's IT support at (650) 728-7843.

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

Public Comment

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

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

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

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

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING (none)

CONSENT AGENDA

1. [Approve Minutes for Regular Scheduled Board Meetings March 4, and March 18, Special Meetings March 3, and March 11, 2021.](#)
2. [Approve Financial Statements for February 2021.](#)
3. [Approve Warrants for April 1, 2021.](#)
4. [SAM Flow Report for February 2021.](#)
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 January 2021.](#)

OLD BUSINESS (none)

NEW BUSINESS

1. [Review and Possible Action Concerning Draft Water and Sewer Budget.](#)

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

2. CSDA Transparency Certificate
3. Conflict of Interest Code Update

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)

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code § 54956.9
(1 potential case)

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

SPECIAL BOARD OF DIRECTORS MEETING
March 3, 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.

SPECIAL SESSION BEGAN AT 6:35 p.m.
CALL TO ORDER
ROLL CALL

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

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

Others Present: District Counsel, Christine Fitzgerald
District Water Engineer, Tanya Yurovsky
District Sewer Engineer, Pippin Cavagnaro
Kastama Consulting, Alison Kastama

PRESIDENT'S STATEMENT

Director Boyd thanked everyone for attending the meeting. Staff worked very hard to bring some very interesting information tonight, and he looks forward to questions at the end of the presentation.

**ORAL COMMENTS
PUBLIC HEARING
CONSENT AGENDA
OLD BUSINESS**

NEW BUSINESS

1. Strategic Discussion Water: Supply & Watershed Protection

General Manager Clemens Heldmaier stated he has been the general manager since 2008, and gave some background of the District. The Sanitary District was formed in 1958 to address local sewage needs. Water service was added in 2003, and manages garbage collection through contract with Recology. The Montara Water and Sanitary District (MWSD) is a local agency which focuses on public health, and environmental and watershed protection. They deliver their services with a focus on affordability while serving the needs of this community. This means, that sometimes, this District will be involved in other matters, such as the radar tower on Montara Mountain. A brief overview of staff was given. The District manages every step of the local water cycle with Montara Mountain, and is the only agency on the Peninsula that relies 100% on local sources for water. They rely on a combination of surface water, utilizing Montara Creek as a water source, and a total of twelve groundwater wells for all of their water needs. Water is collected from surface water (creeks) and groundwater. All drinking water receives treatment. Particles are removed from surface water, and all water is disinfected with Chlorine. This disinfection is maintained throughout the process. MWSD water also contains naturally occurring fluoride. Treatment plants are monitored daily. The water system is very complex, with different pressure zones in varying topography. All the drinking water is from the local watersheds, with Montara Creek watershed being the main source of water. The hydrological cycle in a fractured rock environment was explained—rain falls, eventually cumulating above an impermeable bed saturating the pore space or fractures forming an underground reservoir. It is replenished with local precipitation and fog. There are two types of groundwater aquifers: Narrow alluvial aquifer and Hard-rock aquifer. The Narrow alluvial aquifer, is a shallow aquifer above bedrock and provide water for home owners with private wells. Montara Mountain is heavily fractured and has aquifers that they take advantage of. The predictive productivity of an aquifer depends on its ability to store and transmit water. Unlike MWSD, Coastside County Water District and North Coast County Water District imports water from Hetch Hetchy Regional Water System. All water agencies in California are subject to a variety of regulatory oversight—Federal Safe Drinking Water Act, U.S. EPA, State Water Resources Control Board, as

well as local oversight. Unlike most agencies which are not subject to Coastal Commission jurisdiction, MWSD is in the coastal zone. This adds a significant layer to their permitting requirements. In the next 10-50 years, MWSD must consider cost and impacts to rates, regulatory changes, natural disasters, climate change, aging infrastructure and supply needs. The aging infrastructure is a key driver for tonight's discussion, because in the next 10-50 years, the system will need significant investment. And they have to plan how to best spend the money. Owning their water resources is a huge advantage to this community. He discussed some of the potential regulatory changes coming up for the Sewer side—recycled water, zero discharge. The District has studied drought conditions, and is well prepared to serve the community as well as provide water during times of crisis. MWSD has a detailed Water System Master Plan drafted in 2017 on the website. San Mateo limits growth to 1% in unincorporated areas North of Half Moon Bay, and MWSD has not reached this limit. MWSD set aside capacity for drought contingencies, and has an adequate and sustainable water supply now and for the future. However, these resources have limitations and there is not enough to sell to the other agencies. The District has a total supply capacity of almost a million gallons of water per day, and has enough for the next ten years and beyond—even under drought conditions. This includes the larger projects planned as well. Water storage is 1.4 million gallons, and all of that is available for firefighting purposes as well. New customers are the only variable that changes these requirements. Operational storage is directly related to the amount of water necessary to meet the peak demands. This drives the volume of the tanks. There is enough water to meet those needs, and is in compliance with the regulations for water storage requirements. Wise use of water is the best mechanism to conserve water supply, especially entering into a drought period. State and Federal legislation has helped to implement stronger efficiency standards for plumbing and fixtures. In 2009, the District received the Silicon Valley Conservation award for lowering the per capita consumption within the few years since acquiring the water system in 2003. Desalination was studied in 2007, and determined to be costly and energy intensive, with many challenges. Recycled water is currently limited for irrigation, cooling and toilet flushing, and groundwater augmentation with retention time. New regulations being discussed are applications in surface water augmentation, and direct potable reuse. This is not a simple process. One of the advantages being an independent water and sewer systems is making their own decisions with regard to sewage and recycled water. Recycled water is produced through the sanitation process. Can they use it to replenish the aquifer or will it go to the Sewer Authority Mid-Coastside (SAM)? If they don't utilize the SAM system, then they will need to address all of their sewage. Perhaps, through a community scalping plant? And how will the recycled water be used? He briefly explained the challenges of a sewer plant and effluent polishing retention ponds. Protecting our watershed protects our existing water supply. Our existing water supply is low cost due to its high quality. What defines watershed protection—easements, land purchase, limits on development. We are

surrounded by open space. In 2011, Rancho Corral de Tierra (3,800 acres) was purchased and added to Golden Gate National Recreation Area (GGNRA). Next to that is the San Francisco Watershed. It is undeveloped and protected. Groundwater protection is critical to our water supply. The District monitors the aquifers to manage use and production. There are a number of private wells within the Urban Zone that share the same aquifer, and are rarely monitored or metered, and may be a source of contamination. The District offers support to private well owners, including well testing and conversions. The District is aware of the benefits for further watershed protection, like land acquisition or potential sites for recycled water. Regardless of what course the District takes, there will be studies and analysis, and it will be expensive. However, that means determining the best course of action and spending accordingly. There will be further exploration in recycled water, watershed protection, the environmental and economic costs and benefits, as well as regulatory oversight and long-term fire protection and drought management. This will be a lengthy process.

Carlisle Young stated that the LAFCo seems to push consolidation. Can MWSD be forced to consolidate with Half Moon Bay? If so, would the residents in our district be made whole due to their investment in the water system?

Director Lohman replied that the LAFCo has a formal process for consolidation, involving gathering signatures and a vote from the areas of all agencies involved. Martha Poyatos, the Executive Director, said at one time, they will never physically merge districts. However, that does not apply to the County or the State, and our Supervisor has promoted consolidation. He gave an example of the Broadmoor Police Department which was recommended for consolidation, and the citizens stood up and said no—and they are still independent. Our community needs to make sure that they make it clear that consolidation is not what they want and this is a democracy.

Carlisle Young asked if they would have to buy the District out.

Director Lohman replied that they can do whatever they want to do. There are infinite possibilities, and it is impossible to say what would be done.

Carlisle Young asked if there was a conflagration, like the Santa Cruz fire, and all the stored water was used, what would be the recovery time to fill the tank for human consumption.

General Manager Clemens Heldmaier replied that it would take approximately one day and a half to recover. He said that during the large fires in Santa Rosa and Paradise, none of the tanks ran dry due to fire-fighting. Water systems are not designed for wildfires and water systems are not used for firefighting scenarios.

Carlisle Young asked if MWSD were to store recycled water, can they have a separate tank available for CalFire?

General Manager Clemens Heldmaier replied that recycled water can be stored for firefighting, but Cal Fire can also go down to the Harbor with a big suction pipe and use salt water. He is thinking in terms of a continuous stream of recycled water for use, rather than storing it.

Gregg Dieguez commented that last time he researched consolidation, LAFCo had no evidence of benefits of consolidation for utility districts, and at the County and State level they didn't have any case studies or benchmark databases of level of service, costs, etc. He received a phone call from a known local politician pushing for consolidation. It is not going away, and something that needs to be analyzed and discussed in an intelligent way. When it comes to the firefighting, helicopters don't always work depending on the nature of the fire. In reading the After-Action report from FEMA after the Oakland Hills fire, they flagged a couple of things that they think will work: sprinklers on the outside of residences, and a form of closed cell foam. If sprinklers end up being a preferred option, then that would argue that they need more fire fighting storage for the residences to douse themselves. The report came out today about the new hotel, and one of the community members commented that it requires 500,000 gallons of water to maintain that pressure for that long. He knows the code says they only have to fight one fire at a time, and it is a two-hour designer fire, but he thinks there will be community interest as they explore this over again, especially with the addition of large developments with higher firefighting storage requirements than a single-family dwelling.

District consultant Alison Kastama said there was a question if salt water could be used for fire-fighting.

General Manager Clemens Heldmaier said the Harbor can be used, and tankers can use the ocean if conditions allow.

District Water Engineer Tanya Yurovsky added that it is customary for fire fighters to use ocean water in coastal communities for firefighting. This is not the Santa Cruz mountains--Montara and Moss Beach are more urbanized--and a comparison can't be made between the two.

Carlisle Young asked about Mid Pen and how will it be metered—individually or a group meter.

General Manager Clemens Heldmaier replied that he hasn't seen any recent plans to even start considering the project.

Carlisle Young asked if Mid Pen is built, can MWSD put in a sewer package plant for them to test the recycled water out? She had heard a while ago bickering between SAM and CCWD about CCWD owning the rights to the recycled water, and she thinks the recycled water they process should benefit our district and not Half Moon Bay.

General Manager Clemens Heldmaier replied that there currently isn't an active effort or agreement with SAM about this. If MWSD participates in a recycled water project, it should see some benefit. If SAM processes the recycled water in Half Moon Bay, it would be cost prohibitive to retrieve it. If they put in a sewer package plant locally, then the recycled water would become a resource for our community.

Carlisle Young asked "what is groundwater augmentation and scalping plants?"

General Manager Clemens Heldmaier replied that groundwater augmentation means that they replenish the aquifer.

District Sewer Engineer Pippin Cavagnaro added that the limitation on the first part of Ms. Young's question "could you apply a package plant for 200 customers?" is something that would need research. They would have to look at feasibility and cost per customer. MWSD is starting from the perspective of all the District's resources and what/where the needs are. A scalping plant is the terminology for a package plant that keeps some of that water, and sends the remaining product down the IPS to SAM. If MWSD were to have an independent plant, they would need to deal with the waste materials and brine. It comes down to how they want to use the water, which would then dictate the cleanliness of the water (the different stages of treatment to get it to the intended use).

Ann asked what is the District requiring of Mid Pen during construction to ensure that the Montara Creek is not contaminated due to its close proximity to the site.

General Manager Clemens Heldmaier replied that the major source of water is the Montara Creek watershed, not the creek, and the water diversion structure is high up the mountain, and will not be affected by the development. The Mid Pen development is located close to the mouth of the creek, and the San Mateo County Environmental Health agency has jurisdiction over protecting the creek. They will need to rely on them to ensure there is no contamination to the creek. They do not anticipate any impact to the water source from this development.

Bob Ptacek asked if the District's money be dedicated and saved for upcoming large projects. And, if consolidation were to occur, is there a way to legally

restrict use of the water (for the local community only) and the funds being saved?

General Manager Clemens Heldmaier replied that it would be very difficult to implement pumping restrictions if there was a take-over. Money can be earmarked for specific projects; the District has been doing similar things in the past.

JQ Oeswein asked for more details on the groundwater monitoring that is done and if he had any information about supply risk.

General Manager Clemens Heldmaier said they participate in a State program, in which they take groundwater levels measurements annually and share the information. They also monitor the wells and aquifers to look at the effects of pumping and precipitation. This has been reported to the Board and published twice at the Groundwater Resources Association.

JQ Oeswein asked if the reports are posted on the website.

General Manager Clemens Heldmaier said he thought they were, but would send it to him directly.

District consultant Alison Kastama said a comment was made that the Coastal Commission has oversight on well pumping and set limits on the Alta Vista well to protect the watershed.

General Manager Clemens Heldmaier confirmed that the Coastal Commission has jurisdiction of the pumping of the Alta Vista well and MWSD report the pumping needs and capacities to them.

Carlisle Young commented that she is in favor of dedicating money so that the State or any other agency can't take the money. She also asked if there were any cases of salt water intrusion in Montara.

General Manager Clemens Heldmaier confirmed that none of their wells have issues with salt water intrusion. However, they are aware of a slight problem with private wells along Montara Beach.

Director Dekker thanked everyone for their comments. The District has been working towards dedicating funds for future projects, and will keep an eye on future requirements for modernization for infrastructure. They are all participating in that effort, and so far, have been quite successful.

Director Harvey thanked staff and everyone that participated.

Director Lohman concurred and thanked everyone. At each meeting they discuss their concerns of the ongoing Half Moon Bay lawsuit and the committee formed by SAM to investigate options for the future of SAM, like having independent sewer plants, costs, and protecting water supply through land acquisition, etc., in an effort to protect the community.

Director Slater-Carter echoed the gratitude of the other Board members. The future of the community and rate base is important to the Board. They are a small district and rates matter. She encouraged people to pay attention to what they are doing, make comment, and suggestions. Having looked at so many alternatives over the years, she feels they are on the right track. She will be attending the virtual WaterReuse Association Conference, and looks forward to hearing about the new technologies. Along Highway One by the Burnham Strip in El Granada there is a 200,000-gallon Sewer Authority flow management project going in to better manage sewage in a more efficient manner. She is proud to say it is a project that was put together by the MWSD Board and they have pushed this for many years. They always look at cost and the most efficient way to use their resources.

Director Boyd thanked staff for the outreach to the community and those that participated and attended. The District invested in the water system and worked hard to made improvements, and it is easy to say after watching this presentation "great job, lets keep it as it is." They have the benefit of people thinking forward and what will be needed in the years to come. They are discussing what they are going to need, what can be done about, the opportunities they have, and the challenges they have to face, so they don't find themselves in a crisis and have to spent much more because of it. It is unfortunate that there are other agencies that want their water, that the community has paid for. But even that sharpens their focus, and causes them to think hard on what is good for the community. He invited the community to pay attention and continue to participant, and give feedback if course correction is needed. They all benefit from it. They had some really great thoughts and suggestions tonight; that is going to fuel the discussion going forward.

Carlisle Young asked about the recycled water rights debate and whether SAM was able to determine the source of the elevated BODs.

Director Boyd replied that the recycled water issue has been answered and sorted out. Anyone who sends water down there, has the rights to it. It is a bit moot for now, and there have been some advances in State water law that clarify who has the water rights. The BOD issue is still an active area of research.

Director Lohman said they have pinpointed the area to Princeton Harbor. Typically, it is businesses, like breweries, etc. They have been investigating and monitoring different areas. The levels are now down to within standard

levels. There is more information available about this on the SAM website. SAM is planning to create additional basins to help in that problem.

Director Boyd thanked everyone again and adjourned the meeting.

REPORTS

FUTURE AGENDAS

BRIEF RECESS

SPECIAL MEETING ENDED AT 8:15 pm

ADJOURNMENT

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

Respectfully Submitted,

Signed _____
Secretary

Approved on the 1st, April 2021.

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
March 4, 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
Kastama Consulting, Alison Kastama
Boucher Law, Christopher Boucher

PRESIDENT'S STATEMENT –

Director Boyd stated that they had a fine presentation last night. It is posted on the website, and he encouraged everyone to watch it and give them their feedback.

ORAL COMMENTS - none

PUBLIC HEARING - none

CONSENT AGENDA

- 1. Approve Minutes for Regularly Scheduled Board Meetings February 4, and February 18, Special Board meeting February 11 and February 17, 2021.**
- 2. Approve Financial Statements for January 2021**
- 3. Approve Warrants for March 1, 2021**
- 4. SAM Flow Report for January 2021**
- 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 December 2020**

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

OLD BUSINESS - none

NEW BUSINESS

1. Review and Possible Review Concerning Water Bond Coalition

General Manager Clemens Heldmaier stated that the Water Bond Coalition is forming and approached the District for support. This may provide potential grant opportunities. He has asked the District Water Engineer to review the information for consideration.

District Water Engineer Tanya Yurovsky stated there are two bills presented to the voters on November 8, 2022. Senate Bill 45 would enact Wildlife Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2022 for a proposed bond of 5.5 Billion dollars. Assembly Bill 1500 adds Division 48 to the Public Resources Code relating to safe drinking water, wildfire prevention, drought preparation, flood protection, extreme heat mitigation, and work force development programs. Most of these items are related to the District, so it may be possible to get some grant money down the road. Both bills are related to Proposition 68, which is the California Drought Water Parks Climate and Coastal Protection and Outdoor Access for All Act of 2018. The question is whether or not to join the Coalition. The Coalition was formed by various entities that support the bills. There is no cost. The Board would have to pass a resolution supporting the Coalition and bills, requiring

legal counsel. They are still in flux, being reviewed and written. It would also require participation in the meetings, lobbying, outreach, etc. There will be a zoom call on March 8th the General Manager can participate without the Board deciding to join the Coalition. When talking about such large sums, funds are usually awarded to large agencies with large populations. In the past, the District participated in the Prop 50 grant funding, and received very little when they were forced into a regional corporation. She is a bit concerned about joining a coalition with very large water agencies.

Director Slater-Carter said the Coalition was mentioned at the last Sewer Authority Mid-Coastside (SAM) Board meeting, and the Board agreed to put it on the agenda. She feels that these are important issues related to water and sewer, and they need to understand what is happening, the process, and the rationale behind it. This will help in getting grants. She asked that this be agendaized and discussed at the Montara Water and Sanitary District (MWSD) Board meeting. The District has benefited from the Board members expanding their outreach and their involvement to other levels of government. They can advocate for the smaller districts, instead of the big agencies pitching for themselves.

Director Boyd asked if they joined the Coalition would there be anything preventing them from withdrawing from the organization at a later date? Is there a financial commitment?

District Water Engineer Tanya Yurovsky replied that she does not think there would be anything to prevent them from withdrawing, and whether there is a financial commitment is not apparent.

Director Boyd commented that it seems like it would just be their overhead and time, and if they don't like it they could walk away from it. Does legal counsel have any comment?

District Counsel Christine Fitzgerald said that based on District Water Engineer Tanya Yurovsky's comments, there is no legal reason why the District wouldn't have the authority to join the Coalition.

Director Lohman said he supported Director Slater-Carter's comments, and encouraged the General Manager to attend the meeting. He likes the idea of advocating for the smaller districts.

General Manager Clemens Heldmaier said he is happy to attend the meeting and continue watching, and possibly bring it back to the Board to take action at a subsequent meeting.

District Water Engineer clarified her statement that District Counsel Fitzgerald will need to be involved because a resolution needs to be drafted properly for the official joining.

Director Slater-Carter said there is a resolution template for the Coalition on the website. Jeremy Youngrise knew of the Coalition and thought it was a good idea.

Director Boyd said that there seems to be interest from the Board to check this out, and looks forward to the General Manager's report on this.

2. Review and Possible Action Concerning CSDA Application for Certificate of District of Distinction.

General Manager Clemens Heldmaier stated that this was a suggestion from Director Lohman. The California Special Districts Association (CSDA) has different levels of certifications for special districts. The District of Distinction is what he considers a level two certificate. He thinks it is a great idea to set this as a goal. To become a District of Distinction, MWSD must first be a District of Transparency, which is something that they were working on earlier and has everything prepared to file for the application. What is needed is the training certifications for AB1234 Ethics Training and AB1825 Sexual Harassment from the Board members. He will send information to all the Board members tomorrow. Thus, the first step is to get the Certificate of Transparency. Once that is done, the Board members can focus on the additional training needed for the District of Distinction.

Director Dekker commented that the certificates for AB1825 are not posted on the website.

General Manager Clemens Heldmaier replied that there is a posting requirement for AB1234.

Director Lohman said he brought this up, and thinks it will be beneficial to the District. The first step, District of Transparency is pretty straight forward. As part of that, other districts' websites have the Board members with a picture and a profile which includes what they did, and a link to their completed certificates. He thinks that something similar should be done on the MWSD website. They model the District as being transparent to the community, so they should take the extra steps to make it official. Once they get the Transparency Certificate, they can work towards the District of Distinction certificate with some additional training.

Director Dekker commented that the certificates are only valid for two years.

Director Slater-Carter asked Christopher Boucher what the politically correct nomenclature is for AB1825.

Christopher Boucher replied it is the California Compliant Harassment and Discrimination Prevention training.

General Manager Clemens said the directors can work on their training in the background, and he will get the documents prepared for filing. In the meantime, he will keep the Board informed about the status of this.

Director Lohman is hoping that everyone can have their training done by the next meeting. Then they can put it on the website, and discuss at the next meeting whether they need an official statement to then apply for this certification.

Director Boyd stated that all Board members were in agreement to move forward with this process, and thanked the General Manager Clemens Heldmaier for pointing them in the right direction and closing that gap.

3. Review and Possible Action to Amend Salary Schedule and Approve Adjustment to the General Manager's Compensation.

Director Boyd read the following:

"In accordance with Government Code section §54953(c)(3) I am providing an oral summary of the recommended action. The item before the Board tonight is to amend the salary schedule and approve adjustment to the General Manager's compensation.

The recommended action is to amend the General Manager's annual salary and set the new salary at \$220,278.00 dollars effective January 1, 2021. The total annual salary increase is \$4,322.00 dollars from the prior year's salary. This action item will also authorize a one-time payment of \$6,000 dollars to the General Manager pursuant to Section 8 of the Employment Contract, and a one-time cash payment of \$15,000 dollars in recognition of the General Manager's continued performance.

Additional information, including a showing of payments in the form of fringe benefits are set forth in the agenda report and resolution associated with this agenda item. Copies of the amended agenda report and related documents have been distributed to all Board members and are available to members of the public and will be incorporated into the minutes of tonight's meeting.

To orally summarize, additional compensation paid in the form of fringe benefits to the General Manager also include PARS contribution in the amount of \$8,977.00 dollars, a 457-retirement plan contribution in the amount of \$15,420.00 dollars, health coverage (including dental, vision and life) in the amount of \$29,455.00 dollars and wellness program in the amount of \$240.00 dollars.

Are there any questions from the Board or members of the public regarding this item before the Board considers the item before us?"

Director Boyd stated that there were no questions and/or comments from the public or the Board. He added that it has been an extraordinarily difficult year and is pleased to be working with the General Manager.

Director Slater-Carter made a motion to accept the Resolution Adopting Amended District Salary Schedule and Approving Adjustment to General Manager's Compensation, effective January 1, 2021. Director Dekker seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

REPORTS

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

Director Slater-Carter stated that they are working on the finances and will be approving the most recent audit at the next meeting. This is the last year they can use Cropper as their auditor. The project at the Burnham Strip is in process, and there will be an article in the Half Moon Bay Review. They also signed a two-year employment agreement with the General Manager Kishen Prathivadi. Kishen found some money in the budget, and he will be refunding funds to each of the Districts. Montara is going to get approximately \$230,000, El Granada about \$240,000 and Half Moon Bay \$500,000 from infrastructure projects that did not get spent last year. At the next meeting, it will be discussed how these refunds are to be handled—should it be returned, used as a credit, or put into an infrastructure fund or reserve for SAM? She and Director Lohman would like some direction from the Board.

Director Dekker asked why Cropper was no longer working with SAM.

Director Slater-Carter said it is a legal requirement that they need to change at the end of 6 years for transparency.

Director Dekker asked about MWSD's auditor.

General Manager Clemens Heldmaier said that they have had their auditor for some time, but they have recently changed names.

Director Slater-Carter added that they can use the same firm as long as you get a different partner doing it. Cropper is the only one in his firm who has worked with SAM and is available to do it.

Director Harvey asked what the timeline is to decide what to do with the refund.

Director Slater-Carter replied that she would like a straw poll tonight. She thinks having a SAM infrastructure reserve would be best, so they can fix problems as they come up rather than having to bounce around the Districts' budgets as needed.

Director Lohman said he would only agree to the reserve if all three agencies contributed. He does not want to do it if Half Moon Bay is not contributing.

Director Slater-Carter agreed and said if the other agencies do not contribute, they can make their own SAM infrastructure fund, so it does not impact the budget.

Director Dekker agreed with Director Slater-Carter.

Director Harvey said that he feels that the money should be put into the SAM CIP reserve.

General Manager Clemens Heldmaier commented that reserving the money for SAM CIP is a good idea, but cautioned about keeping those funds at SAM. There have been instances in the past, where money was spent without knowledge or approval from the agencies.

Director Slater-Carter asked District Counsel Christine Fitzgerald if there was a way to make it mandatory to inform the member agencies before funds could be spent.

District Counsel Christine Fitzgerald replied she would need to time research this. When the Board is ready to take action on this, she will provide a recommendation.

Director Slater-Carter suggested she give Jeremy Youngrise a call before their meeting, expressing their concern, and it can be discussed as part of the meeting on Monday. Informing the agencies is good, but there are so many things that need to be fixed at SAM and having the funds available would help. She also feels Kishen is such an ethical person.

Director Lohman commented that if Half Moon Bay says, no, then they request a refund and do as they described. However, if Half Moon Bay says yes to keep their money at SAM in a CIP reserve, then he would want to insist a requirement that funds be put in a special reserve, only to be spent upon approval from all the agencies. On the project that they just finished, Half Moon Bay went directly to the General Manager and demanded SAM spend \$60,000 for a biologist and he was forced to do so. He doesn't want the General Manager to be able to be pressured or dribble the money away.

Director Harvey agreed with Director Lohman on how the money should be held and suggested that whether Half Moon Bay says yes or no, MWSD should keep

the money in the SAM CIP reserve. It is a show of good faith and the right thing to do.

Director Dekker commented that SAM's net position is negative, and even though the numbers are better than last year, still they are running at a net operating loss of 1.2 million for the fiscal year. They are not in a situation yet where they can do without this money. They need all the money they can get their hands on to stay financially viable.

District Counsel Christine Fitzgerald said in looking through the JPA, there is a provision that provides any surplus money shall be returned to the member agencies in proportion to the funds. So, the money belongs to MWSD and they have a right to designate or control what is done with it.

Director Slater-Carter requested District Counsel Christine Fitzgerald call Jeremy Youngrise tomorrow and he can talk to Kishen about that.

Director Lohman said he is concerned that if Half Moon Bay does not contribute, they will continue not paying for projects--they protested payment for the last three years--so Montara and El Granada would be left paying for capital improvements themselves. He is really against leaving the money there, without Half Moon Bay's money being in there, and they would have to pick up the whole bill.

Director Harvey added that at the last moment, money could be withdrawn before Half Moon Bay spends it for them.

Director Slater-Carter replied they will see what happens. She thinks the money will come back to the District, and they can put it in a special reserve fund to help the District balance the demands of SAM.

Director Boyd concluded that there were a lot of good thoughts on the table, concerns, and comments, no one idea being better than the others and he is interested to see what the SAM reps do moving forward. At the end of the day, he hopes that what they choose gives them enough control, that Half Moon Bay cannot cause it to be willy-nilly spent.

District Slater-Carter added that given the lawsuit with Half Moon Bay, they have an attitude that any SAM work that is outside their sanitary District, then Granada and Montara has to pay for it. She thinks it will probably come back to rest in Montara.

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

3. CSDA Report (Lohman) - none

4. LAFCo Report (Lohman)

Director Lohman said they had a legislative committee meeting and they presented a list of about 28 bills that are being monitored by CSDA, many to help poor districts.

5. Attorney's Report (Fitzgerald) – none

6. Directors' Report – none

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

Director Harvey asked for an update on the SFPUC Montara mountain project.

General Manager Clemens Heldmaier replied that there has not been any movement so far. It has been quiet.

FUTURE AGENDAS

BRIEF RECESS

REGULAR MEETING ENDED AT 8:35 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, Cr. No. 17CV316927)*

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Paragraph (2) of subdivision (d) of Government Code §54956.9 (1 potential case)

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 1st, April 2021.

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

SPECIAL BOARD OF DIRECTORS MEETING
March 11, 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.

SPECIAL SESSION BEGAN AT 5:00 p.m.

CALL TO ORDER

ROLL CALL

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

Staff Present: Clemens Heldmaier, General Manager

Others Present: District Counsel, Christine Fitzgerald

PRESIDENT'S STATEMENT - none

ORAL COMMENTS - none

PUBLIC HEARING - none

CONSENT AGENDA - none

OLD BUSINESS - none

NEW BUSINESS - none

REPORTS - none

FUTURE AGENDAS

BRIEF RECESS

SPECIAL MEETING ENDED AT 5:36 PM

CONVENE IN CLOSED SESSION

Director Boyd reported after coming out of closed session that the Board took no action in closed session.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code §54957(b)(1))

Title: General Manager

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6)

Unrepresented Employee: General Manager

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 1st, April 2021

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
March 18, 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;
Slater-Carter (joined at 7:37pm)

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

Others Present: District Counsel, Christine Fitzgerald
Kastama Consulting, Alison Kastama
Paul McKenna, Tech Solutions

PRESIDENT'S STATEMENT –

Director Boyd said it was nice to have some rain, and he appreciates everyone conserving water. He requested that anyone making public comment to also

include what part of the community he/she resides in, as it is always nice to know where they are getting participation from—purely at the speaker’s discretion.

ORAL COMMENTS

Gregg Dieguez, Montara resident, requested a dedicated standard zoom link for the Board meetings, instead of a different link for each meeting.

PUBLIC HEARING - none

CONSENT AGENDA - none

OLD BUSINESS - none

NEW BUSINESS

1. Review and Possible Action Concerning 2019/2020 Grand Jury Report: “Ransomware: It is Not Enough to Think You are Protected.”

General Manager Clemens Heldmaier said the District received a letter in October 2020 from the Grand Jury County of San Mateo indicating there is significant threat of ransomware to public agencies and requiring the District to prepare an internal report by June 30, 2021. They are required to respond to this letter by March 31, 2021 to acknowledge receipt and comment on findings and recommendations. The recommendation tonight is to approve the letter so it can be sent out and to discuss preparation of this report with the Board. Paul McKenna of Tech Solutions will also be assisting in preparing the report.

Paul McKenna stated that the response to the letter is acknowledging findings and a commitment to send an in-depth report by June 30th deadline. The report emphasizes encryption type ransomware, and what the District’s plan of action would be if it were to be affected. Since the District is so small, he is not sure how far they want to take this, and he is hoping for some guidance. The Montara Water and Sanitary District (MWSD) did some initial remediation by upgrading hardware, so they are up to standards.

Director Lohman said the reply to the report is fine. How much information do they need to include? Certain things should not be made public.

Paul McKenna said this report is unfamiliar to him, but he thinks it will entail enough information of what infrastructure is in place. The report is meant to be confidential.

Director Dekker asked who is protecting the account data—the transfer of data with our accounting firm. How is that protected?

Paul McKenna replied that the Accounting firm uses Quick Books remotely.

Director Boyd interjected and recommended a Network Committee to be formed to discuss this in a confidential format and see what of that information is helpful to include in the report. It is important that they not disclose details, but it is also important that they take a hard look at it and think about areas where they can harden their efforts. Director Dekker's inquiry about how that data is protected should be front and center for what they are doing.

Director Slater-Carter concurred. She cautioned that documents which are not supposed to be made public often are. Please do as much as possible to keep this confidential.

Director Dekker volunteered to be on the Network Committee.

Director Boyd commented that the Network committee will include him and Director Dekker, and they will try to get together with General Manager Clemens Heldmaier and Paul McKenna soon.

General Manager Clemens Heldmaier said that he will coordinate a meeting to work with the directors and Mr. McKenna.

Director Lohman asked if it would be rude to ask the Grand Jury how they will be protecting this information?

Director Boyd suggested they take a hard look at the information and determine for themselves what should never be made public and not send to them. But it should be made clear to them to answer their questions in a way that protects the confidentiality of key information.

Director Lohman commented that MWSD is transparent, and it is more of their processes that is of concern.

Director Boyd agreed and they do not want to feed helpful information to an attacker.

Paul McKenna commented he thinks the report is internal, and they can respond in a vague manner in their response.

Director Boyd said he is confident they can be affirmative in their response. They are going to think about it and figure out what steps they are going to need to take. That is internal business, but they need to assure them that they are taking it seriously. This is helpful and timely.

Director Lohman made a motion to approve the letter and authorize the General Manager to send it with the correction of a typo, and Director Dekker seconded the motion. Roll call was taken, and the motion passed unanimously 5-0.

REPORTS

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

Director Lohman stated that the audit for 2019-2020 was presented, and the auditors said they were on a good path. The General Manager's contract was approved and they officially closed out Ameresco. The Sewer Authority Mid-Coastside (SAM) also received a letter from the Water Bond Coalition requesting support for the two bills, SB 45, and AB 1500, and they approved it.

Director Slater-Carter added there will be a committee meeting tomorrow discussing evaluations for the Requests for Proposals on upgrading the plant, in particular the aeration basins. There will be a SAM meeting on Monday. She has also been attending the workshop at the WaterReuse conference and there have been some very interesting concepts. One concept called Sewershed, has to do with recycled water and source control. Also, assessing new projects for the need of recycled water is an interesting concept, meaning projects would need to include plans for recycled water. WaterReuse is going to putting out a series of white papers which will be available to read soon.

Director Lohman added that there are about 50 white papers, and he will get them to SAM and MWSD. They have had a couple of 20/40 meetings, and Half Moon Bay is not giving them a lot of information. He requested from the other agencies, their "wish list," problems, suggestions, concepts, comments etc. and Half Moon Bay replied that they do not have time. He is trying to get the committee to move toward a vision or visions of what this might look like and is hoping to get some data from Granada and Half Moon Bay.

Director Slater-Carter said at the next MCC meeting she is going to request that they work with the County to put in storm water aquifer recharge ponds. They put in all the wells and Montara and Moss Beach, and they need to protect them from storm water against saltwater intrusion, and over drafting of the aquifer.

Director Boyd commented so rather than running it into the ocean or creeks, they can direct it to the storage area at the north end of Montara.

Director Slater Carter added most of the creeks are not affected by most of the runoff. Most of the runoff is creating problems at the beach.

Gregg Dieguez requested that Director Slater-Carter briefly write about this and email it to the MCC.

Director Lohman said there is a bill moving through to have the sewer districts work with the storm drain groups to help solve the problem.

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

Gregg Dieguez said the final comments for Connect-the-Coast are due on the 24th. He is sending his comment and invited anyone to send him his/her thoughts, and he will include it. Connect-the-Coast plans to put in three mini rotaries on Main Street in Montara. He thinks a lot of this plan is unwise. But it is a basis for raising money.

Director Boyd asked if anyone that drafted the report lives on the Coastside.

Gregg Dieguez replied that he doesn't think so.

Director Boyd commented that sometimes things that look good on paper, could bear the test of getting the local vantage point. Anyone that has any thoughts, look at the report, and please send to Mr. Dieguez.

Director Slater-Carter suggested looking at the proposed maps.

Director Slater-Carter requested that the request Connect-the-Coast to pay for any disruption, interruption, damage, or changes to be made, etc. to the public utility infrastructure.

Gregg Dieguez replied that it already has been done. They are aware that the infrastructure costs are very high. On wildfire risk, a lot of people are concerned about the Crown Fire potential in Quarry Park and the eucalyptus trees. He is going to recommend, due to the fire risk, they ought to have all the lots in the Caltrans Right-of-Way consolidated and the land turned over to MWSD for maintenance as a recreation area. Wildfire risk is a priority at the MCC. A budget of 50-60 million to fix just Quarry Park, is more than Quarry Park's budget for everything, would be necessary. A review of the FEMA After Action report from the Oakland Hills 1991 fire found that there is some evidence that sprinklers on the roof might do some good. People are very concerned about wildfire—he can't say that enough.

Director Dekker commented that there would be a financial impact if they were to take on the ownership and maintenance of the Caltrans property. Initially, it would be an approximately one-two million dollars investment to cut trees to the point that they are manageable for fire risk, and then there is the cost of maintenance.

Gregg Dieguez replied that if they get Calex Nelson and RCD involved, they might be able to come up with some creative ways in leveraging into grants. It has to be funded, and they know that.

Director Dekker added that there has to be liability protection as well because they don't want to take on ownership then held responsible in case something goes wrong.

Director Slater-Carter said in the Tahoe National Forest, the Wildfire Prevention Program cut the trees and left them to decompose. It saved a lot of money, and the trees turned into mulch.

3. CSDA (California Special Districts Association) Report (Lohman) - none

4. LAFCo (Local Agency Formation Commission) Report (Lohman)

Director Lohman said the budget was approved for the next fiscal year. Don Horsley requested that the Harbor District be re-evaluated this year. There was a report on the Multi-Jurisdictional Local Hazard Mitigation Plan, which most districts are involved with already. They said that Montara and Granada has not officially finished their application.

General Manager Clemens Heldmaier said he contacted the project manager, and something went sideways. They are in the process of reviewing and submitting a letter of interest of participating.

Director Boyd commented that there seems to have been a communication breakdown that has now been resolved. This is important.

Director Lohman said this is the biggest thing the County has ever done. They are going to be looking at potential problems coming up—fire, sea level rise, earthquakes, and everyone must be in on this, as this is where money may be divided up.

5. Attorney's Report (Fitzgerald) –

District Counsel Christine Fitzgerald announced a Federal Bill, called the Water Quality Protection and Job Creation Act of 2021 is set to be introduced in the House Representatives, which would authorize 50 billion dollars in direct infrastructure investment over the next five years to address wastewater infrastructure and local water quality challenges. The Bill would also significantly increase the amount of Federal assistance made available to states and communities through the Clean Water State Revolving Fund program. It is definitely something to watch.

6. Directors' Report – none

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

FUTURE AGENDAS

1. **CSDA Transparency Certificate**
2. **Conflict of Interest Code Update**

Director Slater-Carter said she would like to add a WaterReuse Conference report

BRIEF RECESS

REGULAR MEETING ENDED AT 8:20 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, Crf. No. 17CV316927)*

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code §54956.9 (1 potential case)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code §54956.9 (1 potential case)

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 1st, April 2021.


Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 1, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

Budget vs. Actual – Sewer July 2020 thru February 2021 - Variances over \$2,000:

- 4220 Cell Tower Lease, \$4,044 below Budget – Decrease due to application of additional revenue for FY 19/20.
- 4400 Fees, \$14,711 above budget – Mainline extension fee collected in October.
- 4610 Property Tax Receipts, \$288,979 above Budget – Received higher property tax apportionment than anticipated.
- 4710 Sewer Service Charges, \$488,358 below Budget – One apportionment received in December, additional to be caught up later in the year.
- 4720 Sewer Service Refunds, Customers, \$31,050 above budget - Sewer adjustment for outside Urban Boundaries occurred in previous months.
- **Overall Total Operating Income for the period ending February 28, 2021 was \$217,897 below budget. Total income received to date is \$2,176,828.**
- 5200 Board of Directors, \$4,267 below Budget – The Board has chosen to forego \$75 director fee per board meeting.
- 5300 Insurance, \$4,184 above Budget – Annual CSRMA renewal was paid in October. Variance will decrease as fiscal year moves forward.
- 5400 Legal, \$5,992 below Budget – additional expenses expected as fiscal year moves forward.
- 5510 Maintenance, Office, \$3,219 below Budget – Planned work on District offices has been delayed.
- 5560 Printing & Publishing, \$2,210 below Budget - Additional mailings expected to take place later in fiscal year.
- 5620 Audit, \$4,483 above Budget – Auditing services for the current FYE of 6/30/2020. Variance will decrease as the FY moves forward.
- 5630 Consulting, \$23,197 above Budget – Payments made for Bartel for pension valuations as well as Kastama Strategic for public relations.
- 5640 Data Services, \$2,253 above Budget – Payment of the sewer service program was made in August, variance will decrease as the fiscal year moves forward.
- 5720 Telephone & Internet, \$5,039 above Budget – Increased operational costs.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 1, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5800 Labor, \$14,658 below Budget – Variance to decrease as merit increases occur further in fiscal year.
- 6170 Claims, Property Damage, \$13,334 below Budget – No activity to date.
- 6200 Engineering, \$24,734 below Budget – Engineering costs capitalized in December due to continued project development.
- 6400 Pumping, \$7,800 above Budget – Large “catch-up” bill paid.
- 6600 Collection/transmission, \$6,667 below Budget - No activity in current fiscal year.
- 6940 SAM Maintenance, Collection Sys, \$24,030 above Budget – One large bill received-to-date. Variance to decrease as fiscal year progresses. Budget was split evenly over 12 months.
- **Overall Total Operating Expenses for the period ending February 28, 2021 were \$14,784 below Budget.**
- **Total overall Expenses for the period ending February 28, 2021 were \$7,504 below budget. For a net ordinary Income of -\$210,393, budget vs. actual. Actual net ordinary Income is \$361,905.**
- 7100 Connection Fees, \$33,591 above Budget – One new connection sold in February.
- 7200 Interest Income, LAIF, \$11,305 below budget – Q2 allocation lower due to lower interest rates.
- 8000 CIP, \$1,154,705 below Budget – Major projects deferred to later in fiscal year.
- 9125 PNC Equipment Lease Interest, \$2,684 below Budget – Due to timing.
- 9200 I-Bank Loan, \$9,219 below Budget - Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **April 1, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 2020 Thru February 28, 2021 - Variances over \$2,000:

- 4220 Cell Tower Lease, \$4,090 under Budget – Decrease due to application of additional revenue for FY 19/20.
- 4450 Mainline Extension Fees, \$68,287 above Budget – Large invoice (\$63K) to Marsha Moutrie for mainline extension.
- 4610 Property Tax Receipts, \$288,979 above Budget - Received higher property tax apportionment than anticipated.
- 4810 Water Sales, Domestic, \$71,586 above Budget – Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending February 28, 2021 was \$426,062 above budget. Total revenue received to date is \$1,918,395.**
- 5200 Board of Directors, \$4,267 below Budget – The Board has chosen to forego \$75 director fee per board meeting.
- 5240 CDPH Fees, \$4,671 above Budget – Annual fees paid in the amount of \$9,156. Variance to decrease as year moves forward.
- 5250 Conference Attendance, \$2,000 below Budget – No conferences to date, due to COVID.
- 5300 Insurance, \$3,667 below Budget – Premiums paid at beginning of calendar year.
- 5400 Legal, \$20,490 above Budget – Large legal bill received in January.
- 5530 Memberships, \$6,081 above Budget – Annual ACWA and CRWA dues were paid in November.
- 5550 Postage, \$6,547 above Budget – additional mailings going to rate payers, including prop. 218 notice.
- 5560 Printing & Publishing, \$3,543 below Budget – Additional mailings expected to take place later in fiscal year.
- 5620 Audit, \$4,483 above Budget – Auditing services for the current FYE of 6/30/2020. Variance will decrease as the FY moves forward.
- 5630 Consulting, \$8,278 above Budget – Payment for rate study and related public relations.
- 5640 Data Services, \$4,386 above Budget – Engineering data software received in August. Budget is divided evenly over 12 months.
- 5720 Telephone & Internet, \$10,191 above Budget – Increased operational costs.
- 5800 Labor, \$32,389 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: April 1, 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 \$6,667 below Budget – No claims have been paid in current fiscal year.
- 6180 Communications, \$3,346 below Budget – More charges expected later in the year.
- 6195 Education & Training, \$5,361 below Budget – One recertification in current fiscal year.
- 6200 Engineering, \$117,428 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, \$5,505 below Budget – Minimal needs thus far in the fiscal year.
- 6330 Facilities, \$3,345 below Budget - Landscaping services have been reduced.
- 6370 Lab Supplies & Equipment, \$2,636 below Budget – Minimal expenses paid to date.
- 6400 Pumping, \$11,399 below Budget – Large PG&E “catch-up” bill expected later in fiscal year.
- 6500 Supply, \$2,836 below Budget – One payment for water purchases have been made in November.
- 6600 Collection/transmission, \$20,659 above Budget – Over \$20K paid in December for various water leaks.
- 6700 Treatment, \$12,501 below Budget – Minimal activity in the current fiscal year.
- 6800 Vehicles, \$6,916 below budget – Fuel expense has been kept under budget in current fiscal year.
- **Overall Total Operating Expenses for the period ending February 28, 2021 were \$152,447 below Budget.**
- **Total overall Expenses for the period ending February 28, 2021 were \$9,629 above budget. For a net ordinary income of \$416,433, budgeted vs. actual. Actual net ordinary income is \$651,848.**
- 7100 Connection Fees, \$129,217 above Budget – Three new construction connections sold in February.
- 7600 Bond Revenues, G.O. \$156,402 below Budget – Additional funds received as bond payment nears.
- 7650 Water System Reliability, \$150,394 below Budget – Additional funds expected later in the fiscal year.
- 8000 CIP, \$508,279 below Budget – Larger projects expected later in fiscal year.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 1, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 9100 GO Bond interest expense \$133,738, below Budget - Difference due to timing.
- 9125 PNC Equipment Lease Interest, \$2,684 below Budget – Due to timing.
- 9150 SRF Loan, \$35,766 below Budget – Due to timing.

RECOMMENDATION:

This is for Board information only

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

	Jul '20 - Feb 21	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	20,956.41	25,000.00	-4,043.59
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,932.00	2,400.00	2,532.00
4420 · Administrative Fee (Remodel)	0.00	666.64	-666.64
4430 · Inspection Fee (New Constr)	3,626.00	2,333.36	1,292.64
4440 · Inspection Fee (Remodel)	0.00	666.64	-666.64
4460 · Remodel Fees	7,386.00	2,666.64	4,719.36
4470 · Other Fees	7,500.00		
Total 4400 · Fees	23,444.00	8,733.28	14,710.72
4510 · Grants	136.00		
4610 · Property Tax Receipts	472,312.19	183,333.36	288,978.83
4710 · Sewer Service Charges	1,675,966.58	2,164,324.64	-488,358.06
4720 · Sewer Service Refunds, Customer	-33,716.81	-2,666.64	-31,050.17
4760 · Waste Collection Revenues	17,686.77	16,000.00	1,686.77
4990 · Other Revenue	42.39		
Total Income	2,176,827.53	2,394,724.64	-217,897.11
Gross Profit	2,176,827.53	2,394,724.64	-217,897.11
Expense			
5000 · Administrative			
5190 · Bank Fees	6,293.72	4,500.00	1,793.72
5200 · Board of Directors			
5210 · Board Meetings	2,100.00	2,000.00	100.00
5220 · Director Fees	300.00	1,333.36	-1,033.36
5230 · Election Expenses	0.00	3,333.36	-3,333.36
Total 5200 · Board of Directors	2,400.00	6,666.72	-4,266.72
5250 · Conference Attendance	0.00	1,666.64	-1,666.64
5270 · Information Systems	2,929.00	2,666.64	262.36
5300 · Insurance			
5310 · Fidelity Bond	0.00	333.36	-333.36
5320 · Property & Liability Insurance	9,851.00	5,333.36	4,517.64
Total 5300 · Insurance	9,851.00	5,666.72	4,184.28
5350 · LAFCO Assessment	2,460.00	1,666.64	793.36
5400 · Legal			
5430 · General Legal	21,281.25	66,666.64	-45,385.39
5440 · Litigation	39,392.92		
Total 5400 · Legal	60,674.17	66,666.64	-5,992.47
5510 · Maintenance, Office	2,113.92	5,333.36	-3,219.44
5540 · Office Supplies	2,954.13	4,000.00	-1,045.87
5550 · Postage	218.50	1,333.36	-1,114.86
5560 · Printing & Publishing	1,123.28	3,333.36	-2,210.08

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

	Jul '20 - Feb 21	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	22,327.50	21,333.36	994.14
5620 · Audit	13,150.00	8,666.64	4,483.36
5630 · Consulting	46,530.47	23,333.36	23,197.11
5640 · Data Services	6,386.28	4,133.36	2,252.92
5650 · Labor & HR Support	1,708.00	1,666.64	41.36
5660 · Payroll Services	665.79	666.64	-0.85
Total 5600 · Professional Services	90,768.04	59,800.00	30,968.04
5710 · San Mateo Co. Tax Roll Charges	119.00	666.64	-547.64
5720 · Telephone & Internet	18,372.63	13,333.36	5,039.27
5730 · Mileage Reimbursement	0.00	1,000.00	-1,000.00
5740 · Reference Materials	0.00	133.36	-133.36
5790 · Other Administrative	94.45		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	11,372.61	11,672.00	-299.39
5820 · Employee Benefits	29,838.02	32,730.64	-2,892.62
5830 · Disability Insurance	1,156.88	1,250.64	-93.76
5840 · Payroll Taxes	9,344.72	12,756.00	-3,411.28
5850 · PARS	11,079.86	11,374.64	-294.78
5900 · Wages			
5910 · Management	71,997.78	77,474.00	-5,476.22
5920 · Staff	87,315.01	89,270.00	-1,954.99
5930 · Staff Certification	1,300.00	1,200.00	100.00
5940 · Staff Overtime	2,013.58	1,173.36	840.22
Total 5900 · Wages	162,626.37	169,117.36	-6,490.99
5960 · Worker's Comp Insurance	1,283.22	2,458.64	-1,175.42
Total 5800 · Labor	226,701.68	241,359.92	-14,658.24
Total 5000 · Administrative	427,073.52	419,793.36	7,280.16
6000 · Operations			
6170 · Claims, Property Damage	0.00	13,333.36	-13,333.36
6195 · Education & Training	0.00	666.64	-666.64
6200 · Engineering			
6220 · General Engineering	15,266.00	40,000.00	-24,734.00
Total 6200 · Engineering	15,266.00	40,000.00	-24,734.00
6320 · Equipment & Tools, Expensed	0.00	666.64	-666.64
6330 · Facilities			
6335 · Alarm Services	4,041.41	6,666.64	-2,625.23
6337 · Landscaping	4,875.00	4,000.00	875.00
Total 6330 · Facilities	8,916.41	10,666.64	-1,750.23
6400 · Pumping			
6410 · Pumping Fuel & Electricity	37,800.45	30,000.00	7,800.45
Total 6400 · Pumping	37,800.45	30,000.00	7,800.45

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

	Jul '20 - Feb 21	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	6,666.64	-6,666.64
Total 6600 · Collection/Transmission	0.00	6,666.64	-6,666.64
6800 · Vehicles			
6810 · Fuel	436.09	666.64	-230.55
6820 · Truck Equipment, Expensed	30.54	106.64	-76.10
6830 · Truck Repairs	45.88	666.64	-620.76
Total 6800 · Vehicles	512.51	1,439.92	-927.41
6890 · Other Operations	270.00		
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	169,435.36	169,435.36	0.00
6920 · SAM Operations	1,056,424.64	1,056,424.64	0.00
6940 · SAM Maintenance, Collection Sys	50,696.42	26,666.64	24,029.78
6950 · SAM Maintenance, Pumping	48,527.22	46,666.64	1,860.58
Total 6900 · Sewer Authority Midcoastside	1,325,083.64	1,299,193.28	25,890.36
Total 6000 · Operations	1,387,849.01	1,402,633.12	-14,784.11
Total Expense	1,814,922.53	1,822,426.48	-7,503.95
Net Ordinary Income	361,905.00	572,298.16	-210,393.16
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	97,247.00	66,666.64	30,580.36
7120 · Connection Fees (Remodel)	36,344.36	33,333.36	3,011.00
Total 7100 · Connection Fees	133,591.36	100,000.00	33,591.36
7200 · Interest Income - LAIF	33,694.54	45,000.00	-11,305.46
Total 7000 · Capital Account Revenues	167,285.90	145,000.00	22,285.90
Total Other Income	167,285.90	145,000.00	22,285.90
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	168,809.77	1,323,514.64	-1,154,704.87
Total 8000 · Capital Improvement Program	168,809.77	1,323,514.64	-1,154,704.87

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Accrual Basis

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

	Jul '20 - Feb 21	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	6,290.00	8,974.00	-2,684.00
9200 · I-Bank Loan	12,436.06	21,655.00	-9,218.94
Total 9000 · Capital Account Expenses	18,726.06	30,629.00	-11,902.94
Total Other Expense	187,535.83	1,354,143.64	-1,166,607.81
Net Other Income	-20,249.93	-1,209,143.64	1,188,893.71
Net Income	341,655.07	-636,845.48	978,500.55

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

July 2020 through February 2021

	Water		
	Jul '20 - Feb 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	20,909.96	25,000.00	-4,090.04
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,932.00	3,333.36	1,598.64
4430 · Inspection Fee (New Constr)	4,662.00	2,666.64	1,995.36
4440 · Inspection Fee (Remodel)	0.00	666.64	-666.64
4450 · Mainline Extension Fees	70,286.87	2,000.00	68,286.87
4460 · Remodel Fees	0.00	1,333.36	-1,333.36
4470 · Other Fees	488.81		
Total 4400 · Fees	80,369.68	10,000.00	70,369.68
4510 · Grants	136.00		
4610 · Property Tax Receipts	472,312.17	183,333.36	288,978.81
4740 · Testing, Backflow	11,028.00	12,000.00	-972.00
4810 · Water Sales, Domestic	1,335,585.84	1,264,000.00	71,585.84
4850 · Water Sales Refunds, Customer	-2,817.01	-2,000.00	-817.01
4990 · Other Revenue	870.52		
Total Income	1,918,395.16	1,492,333.36	426,061.80
Gross Profit	1,918,395.16	1,492,333.36	426,061.80
Expense			
5000 · Administrative			
5235 · Bond Issue Costs - Expense	66,381.00		
5190 · Bank Fees	1,451.71	1,000.00	451.71
5200 · Board of Directors			
5210 · Board Meetings	2,100.00	2,000.00	100.00
5220 · Director Fees	300.00	1,333.36	-1,033.36
5230 · Election Expenses	0.00	3,333.36	-3,333.36
Total 5200 · Board of Directors	2,400.00	6,666.72	-4,266.72
5240 · CDPH Fees	12,004.40	7,333.36	4,671.04
5250 · Conference Attendance	0.00	2,000.00	-2,000.00
5265 · Amortization Expense	79,220.05		
5270 · Information Systems	2,929.00	3,333.36	-404.36
5300 · Insurance			
5310 · Fidelity Bond	0.00	333.36	-333.36
5320 · Property & Liability Insurance	0.00	3,333.36	-3,333.36
Total 5300 · Insurance	0.00	3,666.72	-3,666.72
5350 · LAFCO Assessment	2,716.00	1,666.64	1,049.36
5400 · Legal			
5420 · Meeting Attendance, Legal	1,224.25		
5430 · General Legal	85,931.90	66,666.64	19,265.26
Total 5400 · Legal	87,156.15	66,666.64	20,489.51

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

	Water		
	Jul '20 - Feb 21	Budget	\$ Over Budget
5510 · Maintenance, Office	4,663.69	5,333.36	-669.67
5530 · Memberships	24,081.00	18,000.00	6,081.00
5540 · Office Supplies	3,539.17	4,000.00	-460.83
5550 · Postage	9,213.72	2,666.64	6,547.08
5560 · Printing & Publishing	1,123.29	4,666.64	-3,543.35
5600 · Professional Services			
5610 · Accounting	22,327.50	21,333.36	994.14
5620 · Audit	13,150.00	8,666.64	4,483.36
5630 · Consulting	44,944.55	36,666.64	8,277.91
5640 · Data Services	6,386.27	2,000.00	4,386.27
5650 · Labor & HR Support	1,708.00	1,666.64	41.36
5660 · Payroll Services	665.79	666.64	-0.85
Total 5600 · Professional Services	89,182.11	70,999.92	18,182.19
5710 · San Mateo Co. Tax Roll Charges	119.00	2,000.00	-1,881.00
5720 · Telephone & Internet	23,523.95	13,333.36	10,190.59
5730 · Mileage Reimbursement	36.00	1,333.36	-1,297.36
5740 · Reference Materials	0.00	533.36	-533.36
5790 · Other Administrative	591.11	666.64	-75.53
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	29,303.82	29,965.36	-661.54
5820 · Employee Benefits	67,390.54	71,742.64	-4,352.10
5830 · Disability Insurance	2,664.64	3,168.00	-503.36
5840 · Payroll Taxes	29,952.35	34,178.00	-4,225.65
5850 · PARS	25,578.45	25,796.64	-218.19
5900 · Wages			
5910 · Management	71,997.94	77,474.00	-5,476.06
5920 · Staff	301,802.78	309,841.36	-8,038.58
5930 · Staff Certification	7,200.00	7,600.00	-400.00
5940 · Staff Overtime	33,207.98	36,520.64	-3,312.66
5950 · Staff Standby	17,796.17	15,335.36	2,460.81
Total 5900 · Wages	432,004.87	446,771.36	-14,766.49
5960 · Worker's Comp Insurance	7,300.80	14,962.64	-7,661.84
Total 5800 · Labor	594,195.47	626,584.64	-32,389.17
Total 5000 · Administrative	1,004,526.82	842,451.36	162,075.46
6000 · Operations			
6160 · Backflow Prevention	1,318.15	666.64	651.51
6170 · Claims, Property Damage	0.00	6,666.64	-6,666.64
6180 · Communications			
6185 · SCADA Maintenance	4,815.71	8,666.64	-3,850.93
6180 · Communications - Other	504.85		
Total 6180 · Communications	5,320.56	8,666.64	-3,346.08
6195 · Education & Training	639.27	6,000.00	-5,360.73

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

	Jul '20 - Feb 21	Water Budget	\$ Over Budget
6200 · Engineering			
6220 · General Engineering	600.00	13,333.36	-12,733.36
6230 · Water Quality Engineering	28,638.75	133,333.36	-104,694.61
Total 6200 · Engineering	29,238.75	146,666.72	-117,427.97
6320 · Equipment & Tools, Expensed	2,494.90	8,000.00	-5,505.10
6330 · Facilities			
6335 · Alarm Services	907.01	3,333.36	-2,426.35
6337 · Landscaping	9,081.72	10,000.00	-918.28
Total 6330 · Facilities	9,988.73	13,333.36	-3,344.63
6370 · Lab Supplies & Equipment	30.59	2,666.64	-2,636.05
6380 · Meter Reading	120.94		
6400 · Pumping			
6410 · Pumping Fuel & Electricity	56,261.86	60,000.00	-3,738.14
6420 · Pumping Maintenance, Generators	5,421.92	10,000.00	-4,578.08
6430 · Pumping Maintenance, General	38.22	3,333.36	-3,295.14
6440 · Pumping Equipment, Expensed	12.94	466.64	-453.70
6400 · Pumping - Other	665.89		
Total 6400 · Pumping	62,400.83	73,800.00	-11,399.17
6500 · Supply			
6510 · Maintenance, Raw Water Mains	0.00	1,666.64	-1,666.64
6520 · Maintenance, Wells	7,578.22	3,333.36	4,244.86
6530 · Water Purchases	14,585.90	20,000.00	-5,414.10
Total 6500 · Supply	22,164.12	25,000.00	-2,835.88
6600 · Collection/Transmission			
6610 · Hydrants	3,351.11	666.64	2,684.47
6620 · Maintenance, Water Mains	19,896.05	33,333.36	-13,437.31
6630 · Maintenance, Water Svc Lines	34,787.00	10,000.00	24,787.00
6640 · Maintenance, Tanks	3,229.59	2,666.64	562.95
6650 · Maint., Distribution General	3,305.46	5,333.36	-2,027.90
6660 · Maintenance, Collection System	830.00		
6670 · Meters	5,060.95	1,666.64	3,394.31
6600 · Collection/Transmission - Other	3,865.87		
Total 6600 · Collection/Transmission	74,326.03	53,666.64	20,659.39
6700 · Treatment			
6710 · Chemicals & Filtering	16,328.99	13,333.36	2,995.63
6720 · Maintenance, Treatment Equip.	4,711.64	13,333.36	-8,621.72
6730 · Treatment Analysis	23,124.93	30,000.00	-6,875.07
Total 6700 · Treatment	44,165.56	56,666.72	-12,501.16
6770 · Uniforms	1,191.96	1,333.36	-141.40

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

July 2020 through February 2021

	Water		\$ Over Budget
	Jul '20 - Feb 21	Budget	
6800 · Vehicles			
6810 · Fuel	3,911.23	6,666.64	-2,755.41
6820 · Truck Equipment, Expensed	173.07	1,333.36	-1,160.29
6830 · Truck Repairs	333.24	3,333.36	-3,000.12
Total 6800 · Vehicles	4,417.54	11,333.36	-6,915.82
6890 · Other Operations	4,202.26		
Total 6000 · Operations	262,020.19	414,466.72	-152,446.53
Total Expense	1,266,547.01	1,256,918.08	9,628.93
Net Ordinary Income	651,848.15	235,415.28	416,432.87
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	86,513.00	66,666.64	19,846.36
7130 · Conn. Fees, PFP (New Constr)	128,704.48	33,333.36	95,371.12
7140 · Conn. Fees, PFP (Remodel)	13,999.37		
Total 7100 · Connection Fees	229,216.85	100,000.00	129,216.85
7600 · Bond Revenues, G.O.	610,555.23	766,957.36	-156,402.13
7650 · Water System Reliability	516,272.24	666,666.64	-150,394.40
Total 7000 · Capital Account Revenues	1,356,044.32	1,533,624.00	-177,579.68
Total Other Income	1,356,044.32	1,533,624.00	-177,579.68
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	230,887.56	739,166.64	-508,279.08
Total 8000 · Capital Improvement Program	230,887.56	739,166.64	-508,279.08
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	74,873.07	208,611.00	-133,737.93
9125 · PNC Equipment Lease Interest	6,290.02	8,974.00	-2,683.98
9150 · SRF Loan	34,797.83	70,564.00	-35,766.17
9210 · Conservation Program/Rebates	550.00	2,000.00	-1,450.00
Total 9000 · Capital Account Expenses	116,510.92	290,149.00	-173,638.08
Total Other Expense	347,398.48	1,029,315.64	-681,917.16
Net Other Income	1,008,645.84	504,308.36	504,337.48
Net Income	1,660,493.99	739,723.64	920,770.35

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

Assets and Reserves Information

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/(Under) Targets	% Over/Under Targets
Sewer - Operations															
Wells Fargo Operating - Sewer	1,775,920.55	1,643,549.38	1,546,367.03	1,316,959.67	1,169,724.02	3,832,413.04	3,542,900.72	3,355,614.30							
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	3,970,253.27	3,970,253.27	3,970,253.27	3,970,253.27	3,996,677.54	3,996,677.54	4,003,947.81	4,003,947.81					3,162,272.00	807,981.27	126%
Connection Fees Reserve	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00					150,000.00	44,600.00	130%
Operating Reserve	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00					455,607.00	(48,725.00)	89%
Sub-total	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,598,159.54</u>	<u>4,598,159.54</u>	<u>4,605,429.81</u>	<u>4,605,429.81</u>	-	-	-	-			
Water - Operations															
Wells Fargo Operating - Water	723,431.14	739,953.42	757,180.73	773,986.51	789,133.92	805,523.74	820,089.57	835,713.60					314,230.00	409,201.14	230%
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00					1,858,750.00	(1,460,501.00)	21%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00					150,000.00	103,020.00	169%
SRF Reserve	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00					48,222.00	-	100%
Additional Reserve	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00							
Sub-total	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	-	-	-	-			
Water - Restricted accounts															
JP Morgan Chase - Water															
2020 GO Bonds Fund								491,772.66							
First Republic Bank - Water															
GO Bonds Fund	1,476,753.57	913,486.11	920,220.52	920,220.52	4,123.92	4,093.92	4,063.92	4,033.92							
Sub-total	<u>1,476,753.57</u>	<u>913,486.11</u>	<u>920,220.52</u>	<u>920,220.52</u>	<u>4,123.92</u>	<u>4,093.92</u>	<u>4,063.92</u>	<u>495,806.58</u>	-	-	-	-			
Total Cash and equivalents	<u>9,293,340.53</u>	<u>8,614,224.18</u>	<u>8,541,003.55</u>	<u>8,328,401.97</u>	<u>7,306,641.40</u>	<u>9,985,690.24</u>	<u>9,717,984.02</u>	<u>10,038,064.29</u>	-	-	-	-			

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

										TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
4220 · Cell Tower Lease	-1,566.14	3,217.50	3,217.50	3,217.51	3,217.51	3,217.51	3,217.51	3,217.51	20,956.41	37,500.00	-16,543.59	55.88%
4400 · Fees												
4410 · Administrative Fee (New Constr)			1,096.00	548.00	1,644.00	1,096.00		548.00	4,932.00	3,600.00	1,332.00	137.0%
4420 · Administrative Fee (Remodel)										1,000.00	-1,000.00	
4430 · Inspection Fee (New Constr)			518.00	518.00	1,036.00	1,036.00		518.00	3,626.00	3,500.00	126.00	103.6%
4440 · Inspection Fee (Remodel)										1,000.00	-1,000.00	
4460 · Remodel Fees				932.00	1,700.00	504.00	504.00	3,746.00	7,386.00	4,000.00	3,386.00	184.65%
4470 · Other Fees				7,500.00					7,500.00			
Total 4400 · Fees			1,614.00	9,498.00	4,380.00	2,636.00	504.00	4,812.00	23,444.00	13,100.00	10,344.00	178.96%
4510 · Grants		136.00							136.00			
4610 · Property Tax Receipts		59.41	51,647.64	17,973.24	26,530.77	125,148.01	84,793.20	166,159.92	472,312.19	275,000.00	197,312.19	171.75%
4710 · Sewer Service Charges					872.48	2,190,166.68	654.36	-515,726.94	1,675,966.58	3,246,487.00	-1,570,520.42	51.62%
4720 · Sewer Service Refunds, Customer			-166.60	-1,660.74	-23,554.99		-1,584.24	-6,750.24	-33,716.81	-4,000.00	-29,716.81	842.92%
4760 · Waste Collection Revenues	1,454.35	3,806.28	1,383.63	2,955.50	1,176.49	2,929.67	1,072.52	2,908.33	17,686.77	24,000.00	-6,313.23	73.7%
4990 · Other Revenue		9.51				28.80		4.08	42.39			
Total Income	-111.79	7,228.70	57,696.17	31,983.51	12,622.26	2,324,126.67	88,657.35	-345,375.34	2,176,827.53	3,592,087.00	-1,415,259.47	60.6%
Gross Profit	-111.79	7,228.70	57,696.17	31,983.51	12,622.26	2,324,126.67	88,657.35	-345,375.34	2,176,827.53	3,592,087.00	-1,415,259.47	60.6%
Expense												
5000 · Administrative												
5190 · Bank Fees	2,634.56	528.05	564.02	463.68	574.11	463.56	576.28	489.46	6,293.72	6,750.00	-456.28	93.24%
5200 · Board of Directors												
5210 · Board Meetings		300.00	150.00	300.00	450.00	300.00	300.00	300.00	2,100.00	3,000.00	-900.00	70.0%
5220 · Director Fees							300.00		300.00	2,000.00	-1,700.00	15.0%
5230 · Election Expenses										5,000.00	-5,000.00	
Total 5200 · Board of Directors		300.00	150.00	300.00	450.00	300.00	600.00	300.00	2,400.00	10,000.00	-7,600.00	24.0%
5250 · Conference Attendance										2,500.00	-2,500.00	
5270 · Information Systems		50.00		300.00	2,016.50		300.00	262.50	2,929.00	4,000.00	-1,071.00	73.23%
5300 · Insurance												
5310 · Fidelity Bond										500.00	-500.00	
5320 · Property & Liability Insurance				9,851.00					9,851.00	8,000.00	1,851.00	123.14%
Total 5300 · Insurance				9,851.00					9,851.00	8,500.00	1,351.00	115.89%

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

										TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5350 · LAFCO Assessment						2,460.00			2,460.00	2,500.00	-40.00	98.4%
5400 · Legal												
5430 · General Legal		1,291.00	4,424.00	2,424.00	4,354.00	3,910.00		4,878.25	21,281.25	100,000.00	-78,718.75	21.28%
5440 · Litigation		6,000.00	495.00	2,055.00	4,755.00	2,430.00		23,657.92	39,392.92			
Total 5400 · Legal		7,291.00	4,919.00	4,479.00	9,109.00	6,340.00		28,536.17	60,674.17	100,000.00	-39,325.83	60.67%
5510 · Maintenance, Office		260.00	453.92	310.00	260.00	260.00	310.00	260.00	2,113.92	8,000.00	-5,886.08	26.42%
5540 · Office Supplies	108.03	235.76	402.55	435.15	352.48	477.26	667.47	275.43	2,954.13	6,000.00	-3,045.87	49.24%
5550 · Postage			78.03	19.80	78.03		42.64		218.50	2,000.00	-1,781.50	10.93%
5560 · Printing & Publishing		233.80	202.50	492.70	24.36	19.24	135.33	15.35	1,123.28	5,000.00	-3,876.72	22.47%
5600 · Professional Services												
5610 · Accounting		2,500.00	5,250.00	2,050.00	2,100.00	3,350.00	4,127.50	2,950.00	22,327.50	32,000.00	-9,672.50	69.77%
5620 · Audit		4,000.00			9,150.00				13,150.00	13,000.00	150.00	101.15%
5630 · Consulting	8,925.00	1,994.72	515.52	15,194.61	6,027.28	445.40	4,177.27	9,250.67	46,530.47	35,000.00	11,530.47	132.94%
5640 · Data Services		6,386.28							6,386.28	6,200.00	186.28	103.01%
5650 · Labor & HR Support		427.00	213.50	213.50	213.50	213.50	213.50	213.50	1,708.00	2,500.00	-792.00	68.32%
5660 · Payroll Services	72.32	74.13	75.94	75.94	75.94	75.94	139.64	75.94	665.79	1,000.00	-334.21	66.58%
Total 5600 · Professional Services	8,997.32	15,382.13	6,054.96	17,534.05	17,566.72	4,084.84	8,657.91	12,490.11	90,768.04	89,700.00	1,068.04	101.19%
5710 · San Mateo Co. Tax Roll Charges					119.00				119.00	1,000.00	-881.00	11.9%
5720 · Telephone & Internet	2,528.07	2,611.86	2,577.39	2,627.61	2,639.53	2,430.89	2,759.98	197.30	18,372.63	20,000.00	-1,627.37	91.86%
5730 · Mileage Reimbursement										1,500.00	-1,500.00	
5740 · Reference Materials										200.00	-200.00	
5790 · Other Administrative					-5.55	100.00			94.45			
5800 · Labor												
5810 · CalPERS 457 Deferred Plan	1,450.81	1,400.09	1,460.70	1,442.30	1,402.98	1,471.84	1,401.15	1,342.74	11,372.61	17,508.00	-6,135.39	64.96%
5820 · Employee Benefits	3,972.16	3,972.16	3,972.16	3,972.16	3,972.16	2,886.11	3,545.55	3,545.56	29,838.02	49,096.00	-19,257.98	60.78%
5830 · Disability Insurance	144.61	144.61		289.22	144.61	144.61	144.61	144.61	1,156.88	1,876.00	-719.12	61.67%
5840 · Payroll Taxes	1,481.29	972.22	1,039.98	1,019.87	976.89	852.70	1,532.80	1,468.97	9,344.72	19,134.00	-9,789.28	48.84%
5850 · PARS	1,415.89	1,355.47	1,390.36	1,390.37	1,373.11	1,443.80	1,373.11	1,337.75	11,079.86	17,062.00	-5,982.14	64.94%
5900 · Wages												
5910 · Management	8,998.16	8,998.16	8,998.16	8,998.16	8,998.16	9,010.66	8,998.16	8,998.16	71,997.78	116,211.00	-44,213.22	61.95%
5920 · Staff	11,553.04	10,589.88	11,114.15	11,114.15	10,609.87	11,618.44	10,609.88	10,105.60	87,315.01	133,905.00	-46,589.99	65.21%
5930 · Staff Certification	200.00	200.00	200.00	200.00	200.00	200.00	200.00		1,300.00	1,800.00	-500.00	72.22%
5940 · Staff Overtime		213.69	575.31	312.31	254.78	230.12	328.75	98.62	2,013.58	1,760.00	253.58	114.41%
Total 5900 · Wages	20,751.20	20,001.73	20,887.62	20,624.62	20,062.81	21,059.22	20,036.79	19,202.38	162,626.37	253,676.00	-91,049.63	64.11%
5960 · Worker's Comp Insurance				640.89			642.33		1,283.22	3,688.00	-2,404.78	34.79%
Total 5800 · Labor	29,215.96	27,846.28	28,750.82	29,379.43	27,932.56	27,858.28	28,676.34	27,042.01	226,701.68	362,040.00	-135,338.32	62.62%

Montara Water & Sanitary District
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										TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Total 5000 · Administrative	43,483.94	54,738.88	44,153.19	66,192.42	61,116.74	44,794.07	42,725.95	69,868.33	427,073.52	629,690.00	-202,616.48	67.82%
6000 · Operations												
6170 · Claims, Property Damage										20,000.00	-20,000.00	
6195 · Education & Training										1,000.00	-1,000.00	
6200 · Engineering												
6210 · Meeting Attendance, Engineering												
6220 · General Engineering	3,705.00		2,470.00	1,330.00	2,185.00	3,866.00	760.00	950.00	15,266.00	60,000.00	-44,734.00	25.44%
Total 6200 · Engineering	3,705.00		2,470.00	1,330.00	2,185.00	3,866.00	760.00	950.00	15,266.00	60,000.00	-44,734.00	25.44%
6320 · Equipment & Tools, Expensed										1,000.00	-1,000.00	
6330 · Facilities												
6335 · Alarm Services	391.80	391.80	682.06	518.82	391.80	496.80	776.54	391.79	4,041.41	10,000.00	-5,958.59	40.41%
6337 · Landscaping		500.00	500.00		200.00			3,675.00	4,875.00	6,000.00	-1,125.00	81.25%
Total 6330 · Facilities	391.80	891.80	1,182.06	518.82	591.80	496.80	776.54	4,066.79	8,916.41	16,000.00	-7,083.59	55.73%
6400 · Pumping												
6410 · Pumping Fuel & Electricity	3,269.52	3,332.03	3,428.52	3,276.88	3,233.16	2,906.73	2,717.73	15,635.88	37,800.45	45,000.00	-7,199.55	84.0%
Total 6400 · Pumping	3,269.52	3,332.03	3,428.52	3,276.88	3,233.16	2,906.73	2,717.73	15,635.88	37,800.45	45,000.00	-7,199.55	84.0%
6600 · Collection/Transmission												
6660 · Maintenance, Collection System										10,000.00	-10,000.00	
Total 6600 · Collection/Transmission										10,000.00	-10,000.00	
6800 · Vehicles												
6810 · Fuel						436.09			436.09	1,000.00	-563.91	43.61%
6820 · Truck Equipment, Expensed						30.54			30.54	160.00	-129.46	19.09%
6830 · Truck Repairs						45.88			45.88	1,000.00	-954.12	4.59%
Total 6800 · Vehicles						512.51			512.51	2,160.00	-1,647.49	23.73%
6890 · Other Operations								270.00	270.00			
6900 · Sewer Authority Midcoastside												
6910 · SAM Collections	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	169,435.36	254,153.00	-84,717.64	66.67%
6920 · SAM Operations	132,053.08	132,053.08	132,053.08	132,053.08	132,053.08	132,053.08	132,053.08	132,053.08	1,056,424.64	1,584,637.00	-528,212.36	66.67%
6940 · SAM Maintenance, Collection Sys							50,696.42		50,696.42	40,000.00	10,696.42	126.74%
6950 · SAM Maintenance, Pumping	2,171.92		19,108.27		9,879.87	8,506.33	8,860.83		48,527.22	70,000.00	-21,472.78	69.33%
Total 6900 · Sewer Authority Midcoastside	155,404.42	153,232.50	172,340.77	153,232.50	163,112.37	161,738.83	212,789.75	153,232.50	1,325,083.64	1,948,790.00	-623,706.36	68.0%
Total 6000 · Operations	162,770.74	157,456.33	179,421.35	158,358.20	169,122.33	169,520.87	217,044.02	174,155.17	1,387,849.01	2,103,950.00	-716,100.99	65.96%
Total Expense	206,254.68	212,195.21	223,574.54	224,550.62	230,239.07	214,314.94	259,769.97	244,023.50	1,814,922.53	2,733,640.00	-918,717.47	66.39%

Montara Water & Sanitary District
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July 2020 through June 2021

	TOTAL											
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	-206,366.47	-204,966.51	-165,878.37	-192,567.11	-217,616.81	2,109,811.73	-171,112.62	-589,398.84	361,905.00	858,447.00	-496,542.00	42.16%
Other Income/Expense												
Other Income												
7000 · Capital Account Revenues												
7100 · Connection Fees												
7110 · Connection Fees (New Constr)		177.00			27,337.00	42,914.00		26,819.00	97,247.00	100,000.00	-2,753.00	97.25%
7120 · Connection Fees (Remodel)				22,518.36		12,753.00		1,073.00	36,344.36	50,000.00	-13,655.64	72.69%
Total 7100 · Connection Fees		177.00		22,518.36	27,337.00	55,667.00		27,892.00	133,591.36	150,000.00	-16,408.64	89.06%
7200 · Interest Income - LAIF	16,680.86			9,743.41			7,270.27		33,694.54	60,000.00	-26,305.46	56.16%
Total 7000 · Capital Account Revenues	16,680.86	177.00		32,261.77	27,337.00	55,667.00	7,270.27	27,892.00	167,285.90	210,000.00	-42,714.10	79.66%
Total Other Income	16,680.86	177.00		32,261.77	27,337.00	55,667.00	7,270.27	27,892.00	167,285.90	210,000.00	-42,714.10	79.66%
Other Expense												
8000 · Capital Improvement Program												
8075 · Sewer	6,393.00		26,516.55	12,670.00	8,250.50	6,041.50	201,461.75	-92,523.53	168,809.77	1,985,272.00	-1,816,462.23	8.5%
Total 8000 · Capital Improvement Program	6,393.00		26,516.55	12,670.00	8,250.50	6,041.50	201,461.75	-92,523.53	168,809.77	1,985,272.00	-1,816,462.23	8.5%
9000 · Capital Account Expenses												
9125 · PNC Equipment Lease Interest	583.84		1,166.88	1,154.09	1,141.26	1,128.41	1,115.52		6,290.00	13,461.00	-7,171.00	46.73%
9200 · I-Bank Loan	1,843.77						10,592.29		12,436.06	21,655.00	-9,218.94	57.43%
Total 9000 · Capital Account Expenses	2,427.61		1,166.88	1,154.09	1,141.26	1,128.41	11,707.81		18,726.06	35,116.00	-16,389.94	53.33%
Total Other Expense	8,820.61		27,683.43	13,824.09	9,391.76	7,169.91	213,169.56	-92,523.53	187,535.83	2,020,388.00	-1,832,852.17	9.28%
Net Other Income	7,860.25	177.00	-27,683.43	18,437.68	17,945.24	48,497.09	-205,899.29	120,415.53	-20,249.93	-1,810,388.00	1,790,138.07	1.12%
Net Income	-198,506.22	-204,789.51	-193,561.80	-174,129.43	-199,671.57	2,158,308.82	-377,011.91	-468,983.31	341,655.07	-951,941.00	1,293,596.07	-35.89%

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

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	TOTAL			
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
4220 · Cell Tower Lease	-1,612.56	3,217.51	3,217.51	3,217.50	3,217.50	3,217.50	3,217.50	3,217.50	20,909.96	37,500.00	-16,590.04	55.76%
4400 · Fees												
4410 · Administrative Fee (New Constr)		548.00	548.00	548.00	1,644.00	1,096.00		548.00	4,932.00	5,000.00	-68.00	98.64%
4430 · Inspection Fee (New Constr)		518.00	518.00	518.00	1,554.00	1,036.00		518.00	4,662.00	4,000.00	662.00	116.55%
4440 · Inspection Fee (Remodel)										1,000.00	-1,000.00	
4450 · Mainline Extension Fees		548.00						69,738.87	70,286.87	3,000.00	67,286.87	2,342.9%
4460 · Remodel Fees										2,000.00	-2,000.00	
4470 · Other Fees						488.81			488.81			
Total 4400 · Fees		1,614.00	1,066.00	1,066.00	3,198.00	2,620.81		70,804.87	80,369.68	15,000.00	65,369.68	535.8%
4510 · Grants		136.00							136.00			
4610 · Property Tax Receipts		59.38	51,647.64	17,973.23	26,530.78	125,148.01	84,793.20	166,159.93	472,312.17	275,000.00	197,312.17	171.75%
4740 · Testing, Backflow	1,913.00	3,355.00	1,680.00	1,800.00	1,200.00	1,080.00			11,028.00	18,000.00	-6,972.00	61.27%
4760 · Waste Collection Revenues												
4810 · Water Sales, Domestic	385,849.40	-29,524.82	386,903.98	-13,418.45	354,601.75	-36,984.64	336,998.88	-48,840.26	1,335,585.84	1,896,000.00	-560,414.16	70.44%
4850 · Water Sales Refunds, Customer	-1,037.10			-277.92	745.73	-1,861.17	-221.78	-164.77	-2,817.01	-3,000.00	182.99	93.9%
4990 · Other Revenue		40.52				28.80	447.98	353.22	870.52			
Total Income	385,112.74	-21,102.41	444,515.13	10,360.36	389,493.76	93,249.31	425,235.78	191,530.49	1,918,395.16	2,238,500.00	-320,104.84	85.7%
Gross Profit	385,112.74	-21,102.41	444,515.13	10,360.36	389,493.76	93,249.31	425,235.78	191,530.49	1,918,395.16	2,238,500.00	-320,104.84	85.7%
Expense												
5000 · Administrative												
5235 · Bond Issue Costs - Expense						66,381.00			66,381.00			
5190 · Bank Fees	146.01	123.25	177.54	171.45	205.30	209.05	319.90	99.21	1,451.71	1,500.00	-48.29	96.78%
5200 · Board of Directors												
5210 · Board Meetings		300.00	150.00	300.00	450.00	300.00	300.00	300.00	2,100.00	3,000.00	-900.00	70.0%
5220 · Director Fees							300.00		300.00	2,000.00	-1,700.00	15.0%
5230 · Election Expenses										5,000.00	-5,000.00	
Total 5200 · Board of Directors		300.00	150.00	300.00	450.00	300.00	600.00	300.00	2,400.00	10,000.00	-7,600.00	24.0%
5240 · CDPH Fees					2,848.00	9,156.40			12,004.40	11,000.00	1,004.40	109.13%
5250 · Conference Attendance										3,000.00	-3,000.00	
5265 · Amortization Expense						30,092.40		49,127.65	79,220.05			
5270 · Information Systems		50.00		300.00	2,016.50		300.00	262.50	2,929.00	5,000.00	-2,071.00	58.58%

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

	TOTAL											
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5300 · Insurance												
5310 · Fidelity Bond										500.00	-500.00	
5320 · Property & Liability Insurance										5,000.00	-5,000.00	
Total 5300 · Insurance										5,500.00	-5,500.00	
5350 · LAFCO Assessment						2,716.00			2,716.00	2,500.00	216.00	108.64%
5400 · Legal												
5420 · Meeting Attendance, Legal								1,224.25	1,224.25			
5430 · General Legal		8,059.00	4,679.00	12,051.00	7,531.00	8,297.50	38,288.40	7,026.00	85,931.90	100,000.00	-14,068.10	85.93%
Total 5400 · Legal		8,059.00	4,679.00	12,051.00	7,531.00	8,297.50	38,288.40	8,250.25	87,156.15	100,000.00	-12,843.85	87.16%
5510 · Maintenance, Office		2,809.77	453.92	310.00	260.00	260.00	310.00	260.00	4,663.69	8,000.00	-3,336.31	58.3%
5530 · Memberships	445.00			7,253.00	15,701.00	682.00			24,081.00	27,000.00	-2,919.00	89.19%
5540 · Office Supplies	108.01	235.77	402.51	435.14	352.50	477.26	667.43	860.55	3,539.17	6,000.00	-2,460.83	58.99%
5550 · Postage	1,210.48	1,534.07	809.28	1,158.39	1,104.62	1,092.46	1,052.25	1,252.17	9,213.72	4,000.00	5,213.72	230.34%
5560 · Printing & Publishing		233.81	202.50	492.71	24.36	19.24	135.32	15.35	1,123.29	7,000.00	-5,876.71	16.05%
5600 · Professional Services												
5610 · Accounting		2,500.00	5,250.00	2,050.00	2,100.00	3,350.00	4,127.50	2,950.00	22,327.50	32,000.00	-9,672.50	69.77%
5620 · Audit		4,000.00			9,150.00				13,150.00	13,000.00	150.00	101.15%
5630 · Consulting	7,339.11	1,994.71	515.53	15,194.61	6,027.27	445.40	4,177.27	9,250.65	44,944.55	55,000.00	-10,055.45	81.72%
5640 · Data Services		6,386.27							6,386.27	3,000.00	3,386.27	212.88%
5650 · Labor & HR Support		427.00	213.50	213.50	213.50	213.50	213.50	213.50	1,708.00	2,500.00	-792.00	68.32%
5660 · Payroll Services	72.32	74.13	75.94	75.94	75.94	75.94	139.64	75.94	665.79	1,000.00	-334.21	66.58%
Total 5600 · Professional Services	7,411.43	15,382.11	6,054.97	17,534.05	17,566.71	4,084.84	8,657.91	12,490.09	89,182.11	106,500.00	-17,317.89	83.74%
5710 · San Mateo Co. Tax Roll Charges					119.00				119.00	3,000.00	-2,881.00	3.97%
5720 · Telephone & Internet	3,204.25	2,729.67	3,036.27	3,391.29	2,827.15	3,151.46	4,657.18	526.68	23,523.95	20,000.00	3,523.95	117.62%
5730 · Mileage Reimbursement		6.00	6.00	6.00	6.00	6.00	6.00		36.00	2,000.00	-1,964.00	1.8%
5740 · Reference Materials										800.00	-800.00	
5790 · Other Administrative					-5.56	300.00		296.67	591.11	1,000.00	-408.89	59.11%
5800 · Labor												
5810 · CalPERS 457 Deferred Plan	3,810.16	3,573.68	3,748.25	3,732.53	3,522.70	3,799.16	3,703.77	3,413.57	29,303.82	44,948.00	-15,644.18	65.2%
5820 · Employee Benefits	7,270.47	8,262.44	7,270.47	7,270.47	8,948.68	11,009.38	8,679.32	8,679.31	67,390.54	107,614.00	-40,223.46	62.62%
5830 · Disability Insurance	333.08	333.08		666.16	333.08	333.08	333.08	333.08	2,664.64	4,752.00	-2,087.36	56.07%
5840 · Payroll Taxes	4,178.76	3,469.02	3,647.61	3,650.30	3,458.00	3,516.73	4,188.94	3,842.99	29,952.35	51,267.00	-21,314.65	58.42%
5850 · PARS	3,324.35	3,093.86	3,211.54	3,211.54	3,154.25	3,394.58	3,154.25	3,034.08	25,578.45	38,695.00	-13,116.55	66.1%

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

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	TOTAL				
	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget									
5900 · Wages													
5910 · Management	8,998.18	8,998.18	8,998.18	8,998.18	8,998.18	9,010.68	8,998.18	8,998.18	71,997.94	116,211.00	-44,213.06	61.95%	
5920 · Staff	39,625.96	36,300.35	37,985.83	38,100.77	37,018.65	39,989.91	37,797.27	34,984.04	301,802.78	464,762.00	-162,959.22	64.94%	
5930 · Staff Certification	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	7,200.00	11,400.00	-4,200.00	63.16%	
5940 · Staff Overtime	3,789.68	4,208.91	4,956.95	4,838.34	3,464.77	3,788.85	4,879.26	3,281.22	33,207.98	54,781.00	-21,573.02	60.62%	
5950 · Staff Standby	2,698.60	2,231.74	2,132.81	2,171.37	2,113.62	2,193.25	2,182.45	2,072.33	17,796.17	23,003.00	-5,206.83	77.37%	
Total 5900 · Wages	56,012.42	52,639.18	54,973.77	55,008.66	52,495.22	55,882.69	54,757.16	50,235.77	432,004.87	670,157.00	-238,152.13	64.46%	
5960 · Worker's Comp Insurance				3,648.01			3,652.79		7,300.80	22,444.00	-15,143.20	32.53%	
Total 5800 · Labor	74,929.24	71,371.26	72,851.64	77,187.67	71,911.93	77,935.62	78,469.31	69,538.80	594,195.47	939,877.00	-345,681.53	63.22%	
Total 5000 · Administrative	87,454.42	102,834.71	88,823.63	120,590.70	122,918.51	205,161.23	133,463.70	143,279.92	1,004,526.82	1,263,677.00	-259,150.18	79.49%	
6000 · Operations													
6160 · Backflow Prevention						573.51		744.64	1,318.15	1,000.00	318.15	131.82%	
6170 · Claims, Property Damage										10,000.00	-10,000.00		
6180 · Communications													
6185 · SCADA Maintenance		196.26				4,619.45			4,815.71	13,000.00	-8,184.29	37.04%	
6180 · Communications - Other							504.85		504.85				
Total 6180 · Communications		196.26				4,619.45	504.85		5,320.56	13,000.00	-7,679.44	40.93%	
6195 · Education & Training			65.35			185.77	235.00	153.15	639.27	9,000.00	-8,360.73	7.1%	
6200 · Engineering													
6210 · Meeting Attendance, Engineering													
6220 · General Engineering				600.00					600.00	20,000.00	-19,400.00	3.0%	
6230 · Water Quality Engineering		3,442.50	3,060.00	7,095.00	11,698.75		2,040.00	1,302.50	28,638.75	200,000.00	-171,361.25	14.32%	
Total 6200 · Engineering		3,442.50	3,060.00	7,695.00	11,698.75		2,040.00	1,302.50	29,238.75	220,000.00	-190,761.25	13.29%	
6320 · Equipment & Tools, Expensed	52.52	236.94	204.25	667.03	377.93	77.86	817.22	61.15	2,494.90	12,000.00	-9,505.10	20.79%	
6330 · Facilities													
6335 · Alarm Services			290.26	127.02		105.00	384.73		907.01	5,000.00	-4,092.99	18.14%	
6337 · Landscaping		350.00	550.00	850.00	850.00	850.00	1,050.00	4,581.72	9,081.72	15,000.00	-5,918.28	60.55%	
Total 6330 · Facilities		350.00	840.26	977.02	850.00	955.00	1,434.73	4,581.72	9,988.73	20,000.00	-10,011.27	49.94%	
6370 · Lab Supplies & Equipment		30.59							30.59	4,000.00	-3,969.41	0.77%	
6380 · Meter Reading	22.94	63.00	35.00						120.94				
6400 · Pumping													
6410 · Pumping Fuel & Electricity	4,652.82	6,356.95	5,064.76	7,524.55	5,493.10	5,062.25	5,086.12	17,021.31	56,261.86	90,000.00	-33,738.14	62.51%	
6420 · Pumping Maintenance, Generators					2,888.00	1,690.00		843.92	5,421.92	15,000.00	-9,578.08	36.15%	
6430 · Pumping Maintenance, General						38.22			38.22	5,000.00	-4,961.78	0.76%	

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

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	TOTAL			
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
6440 · Pumping Equipment, Expensed						12.94			12.94	700.00	-687.06	1.85%
6400 · Pumping - Other			665.89						665.89			
Total 6400 · Pumping	4,652.82	6,356.95	5,730.65	7,524.55	8,381.10	6,803.41	5,086.12	17,865.23	62,400.83	110,700.00	-48,299.17	56.37%
6500 · Supply												
6510 · Maintenance, Raw Water Mains										2,500.00	-2,500.00	
6520 · Maintenance, Wells	255.16		270.00	183.49		6,869.57			7,578.22	5,000.00	2,578.22	151.56%
6530 · Water Purchases					6,769.30			7,816.60	14,585.90	30,000.00	-15,414.10	48.62%
Total 6500 · Supply	255.16		270.00	183.49	6,769.30	6,869.57		7,816.60	22,164.12	37,500.00	-15,335.88	59.1%
6600 · Collection/Transmission												
6610 · Hydrants	593.00		2,758.11						3,351.11	1,000.00	2,351.11	335.11%
6620 · Maintenance, Water Mains			5,361.11			14,413.21	121.73		19,896.05	50,000.00	-30,103.95	39.79%
6630 · Maintenance, Water Svc Lines				13,499.71	1,015.72	12,640.65	2,933.36	4,697.56	34,787.00	15,000.00	19,787.00	231.91%
6640 · Maintenance, Tanks	2,129.18					985.76	114.65		3,229.59	4,000.00	-770.41	80.74%
6650 · Maint., Distribution General			37.10		28.36	3,240.00			3,305.46	8,000.00	-4,694.54	41.32%
6660 · Maintenance, Collection System							830.00		830.00			
6670 · Meters						4,421.45	639.50		5,060.95	2,500.00	2,560.95	202.44%
6600 · Collection/Transmission - Other					3,865.87				3,865.87			
Total 6600 · Collection/Transmission	2,722.18		8,156.32	13,499.71	4,909.95	35,701.07	4,639.24	4,697.56	74,326.03	80,500.00	-6,173.97	92.33%
6700 · Treatment												
6710 · Chemicals & Filtering	817.82	7.16	905.36	2,503.00	8,309.88	311.19	357.99	3,116.59	16,328.99	20,000.00	-3,671.01	81.65%
6720 · Maintenance, Treatment Equip.		965.69	1,725.10	72.72	1,939.77		8.36		4,711.64	20,000.00	-15,288.36	23.56%
6730 · Treatment Analysis	4,889.00	967.55	3,580.90	4,502.30	886.40	6,373.05	1,101.85	823.88	23,124.93	45,000.00	-21,875.07	51.39%
Total 6700 · Treatment	5,706.82	1,940.40	6,211.36	7,078.02	11,136.05	6,684.24	1,468.20	3,940.47	44,165.56	85,000.00	-40,834.44	51.96%
6770 · Uniforms			800.00	214.05		177.91			1,191.96	2,000.00	-808.04	59.6%
6800 · Vehicles												
6810 · Fuel	484.10	630.00	417.01	704.22	671.92	175.18	521.84	306.96	3,911.23	10,000.00	-6,088.77	39.11%
6820 · Truck Equipment, Expensed		181.91		10.80		-19.64			173.07	2,000.00	-1,826.93	8.65%
6830 · Truck Repairs		66.26			239.58	-45.88	73.28		333.24	5,000.00	-4,666.76	6.67%
Total 6800 · Vehicles	484.10	878.17	417.01	715.02	911.50	109.66	595.12	306.96	4,417.54	17,000.00	-12,582.46	25.99%
6890 · Other Operations						35.23		4,167.03	4,202.26			
Total 6000 · Operations	13,896.54	13,494.81	25,790.20	38,553.89	45,034.58	62,792.68	16,820.48	45,637.01	262,020.19	621,700.00	-359,679.81	42.15%
Total Expense	101,350.96	116,329.52	114,613.83	159,144.59	167,953.09	267,953.91	150,284.18	188,916.93	1,266,547.01	1,885,377.00	-618,829.99	67.18%
Net Ordinary Income	283,761.78	-137,431.93	329,901.30	-148,784.23	221,540.67	-174,704.60	274,951.60	2,613.56	651,848.15	353,123.00	298,725.15	184.6%
Other Income/Expense												

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

	TOTAL											
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Other Income												
7000 · Capital Account Revenues												
7100 · Connection Fees												
7110 · Connection Fees (New Constr)					18,407.00	42,337.00		25,769.00	86,513.00	100,000.00	-13,487.00	86.51%
7130 · Conn. Fees, PFP (New Constr)		40,727.18	11,659.02	19,209.24	21,018.85	9,831.20	290.36	25,968.63	128,704.48	50,000.00	78,704.48	257.41%
7140 · Conn. Fees, PFP (Remodel)	13,999.37								13,999.37			
Total 7100 · Connection Fees	13,999.37	40,727.18	11,659.02	19,209.24	39,425.85	52,168.20	290.36	51,737.63	229,216.85	150,000.00	79,216.85	152.81%
7600 · Bond Revenues, G.O.			6,734.41	7,120.97	18,776.69	553,113.38		24,809.78	610,555.23	1,150,436.00	-539,880.77	53.07%
7650 · Water System Reliability								516,272.24	516,272.24	1,000,000.00	-483,727.76	51.63%
Total 7000 · Capital Account Revenues	13,999.37	40,727.18	18,393.43	26,330.21	58,202.54	605,281.58	290.36	592,819.65	1,356,044.32	2,300,436.00	-944,391.68	58.95%
Total Other Income	13,999.37	40,727.18	18,393.43	26,330.21	58,202.54	605,281.58	290.36	592,819.65	1,356,044.32	2,300,436.00	-944,391.68	58.95%
Other Expense												
8000 · Capital Improvement Program												
8100 · Water	14,307.00	4,686.25	19,151.17	52,593.10	36,106.01	51,365.33	15,525.92	37,152.78	230,887.56	1,108,750.00	-877,862.44	20.82%
Total 8000 · Capital Improvement Program	14,307.00	4,686.25	19,151.17	52,593.10	36,106.01	51,365.33	15,525.92	37,152.78	230,887.56	1,108,750.00	-877,862.44	20.82%
9000 · Capital Account Expenses												
9100 · Interest Expense - GO Bonds		17,765.69				57,107.38			74,873.07	208,611.00	-133,737.93	35.89%
9125 · PNC Equipment Lease Interest	583.84		1,166.88	1,154.09	1,141.27	1,128.41	1,115.53		6,290.02	13,461.00	-7,170.98	46.73%
9150 · SRF Loan						35,246.85	-449.02		34,797.83	70,564.00	-35,766.17	49.31%
9210 · Conservation Program/Rebates		150.00			100.00	300.00			550.00	3,000.00	-2,450.00	18.33%
Total 9000 · Capital Account Expenses	583.84	17,915.69	1,166.88	1,154.09	1,241.27	93,782.64	666.51		116,510.92	295,636.00	-179,125.08	39.41%
Total Other Expense	14,890.84	22,601.94	20,318.05	53,747.19	37,347.28	145,147.97	16,192.43	37,152.78	347,398.48	1,404,386.00	-1,056,987.52	24.74%
Net Other Income	-891.47	18,125.24	-1,924.62	-27,416.98	20,855.26	460,133.61	-15,902.07	555,666.87	1,008,645.84	896,050.00	112,595.84	112.57%
Net Income	282,870.31	-119,306.69	327,976.68	-176,201.21	242,395.93	285,429.01	259,049.53	558,280.43	1,660,493.99	1,249,173.00	411,320.99	132.93%

Montara Water & Sanitary District
Funds Balance Sheet
As of February 28, 2021

3/18/21

Accrual Basis

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	3,355,614.30	0.00	3,355,614.30
LAIIF Investment Fund			
Capital Reserve	4,003,947.81	0.00	4,003,947.81
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
Total LAIF Investment Fund	4,605,429.81	0.00	4,605,429.81
Total Sewer - Bank Accounts	7,961,044.11	0.00	7,961,044.11
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	835,713.46	835,713.46
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	491,772.80	491,772.80
Connection Fees Reserve	0.00	253,020.00	253,020.00
GO Bonds Fund	0.00	4,033.92	4,033.92
Total Restricted Cash	0.00	748,826.72	748,826.72
Total Water - Bank Accounts	0.00	2,077,020.18	2,077,020.18
Total Checking/Savings	7,961,044.11	2,077,020.18	10,038,064.29
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-1,878.01	0.00	-1,878.01
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
Total Sewer - Accounts Receivable	-11,939.80	0.00	-11,939.80
Water - Accounts Receivable			
Accounts Receivable	0.00	2,968.94	2,968.94
Accounts Rec. - Backflow	0.00	18,236.11	18,236.11
Accounts Rec. - Water Residents	0.00	172,118.18	172,118.18
Unbilled Water Receivables	0.00	264,854.59	264,854.59
Total Water - Accounts Receivable	0.00	458,177.82	458,177.82
Total Accounts Receivable	-11,939.80	458,177.82	446,238.02
Other Current Assets			
Prepaid Expenses	6,060.00	6,060.00	12,120.00
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	6,292.31	49,098.63	55,390.94
Total Current Assets	7,955,396.62	2,584,296.63	10,539,693.25
Fixed Assets			
Sewer - Fixed Assets			
General Plant	6,549,969.71	0.00	6,549,969.71
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57
Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	5,340,307.33	0.00	5,340,307.33
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,345,853.00	0.00	-9,345,853.00
Total Sewer - Fixed Assets	7,039,878.45	0.00	7,039,878.45

Montara Water & Sanitary District
Funds Balance Sheet
As of February 28, 2021

3/18/21

Accrual Basis

Water - Fixed Assets			
General Plant	0.00	28,221,310.18	28,221,310.18
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-12,791,924.00	-12,791,924.00
Total Water - Fixed Assets	<u>0.00</u>	<u>17,571,042.96</u>	<u>17,571,042.96</u>
Total Fixed Assets	7,039,878.45	17,571,042.96	24,610,921.41
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	89,022.00	0.00	89,022.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
Total Sewer - Other Assets	2,776,569.08	0.00	2,776,569.08
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	172,205.00	172,205.00
Due from Sewer	0.00	283,585.00	283,585.00
Total Water - Other Assets	<u>0.00</u>	<u>455,790.00</u>	<u>455,790.00</u>
Total Other Assets	2,776,569.08	455,790.00	3,232,359.08
TOTAL ASSETS	<u><u>17,771,844.15</u></u>	<u><u>20,611,129.59</u></u>	<u><u>38,382,973.74</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	190,940.47	0.00	190,940.47
Accounts Payable - Water	0.00	71,216.93	71,216.93
Total Accounts Payable	190,940.47	71,216.93	262,157.40
Other Current Liabilities			
Water - Net Pension Liability	0.00	-53,067.00	-53,067.00
Sewer - Net Pension Liability	-28,484.00	0.00	-28,484.00
Sewer - Current Liabilities			
Accrued Vacations	7,058.69	0.00	7,058.69
Deposits Payable	19,485.93	0.00	19,485.93
Interest Payable	-656.12	0.00	-656.12
PNC Equip. Loan - S/T	24,965.17	0.00	24,965.17
Total Sewer - Current Liabilities	50,853.67	0.00	50,853.67
Water - Current Liabilities			
Accrued Vacations	0.00	19,382.98	19,382.98
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-34,370.27	-34,370.27
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	24,965.15	24,965.15
SRF Loan Payable X109 - Current	0.00	86,736.93	86,736.93
Temporary Construction Meter	0.00	22,542.85	22,542.85
Total Water - Current Liabilities	0.00	123,327.80	123,327.80
Payroll Liabilities			
Employee Benefits Payable	-1,900.17	0.00	-1,900.17
Total Payroll Liabilities	-1,900.17	0.00	-1,900.17
Total Other Current Liabilities	<u>20,469.50</u>	<u>70,260.80</u>	<u>90,730.30</u>
Total Current Liabilities	211,409.97	141,477.73	352,887.70
Long Term Liabilities			
Sewer - Long Term Liabilities			
Due to Water Fund	283,585.00	0.00	283,585.00
Accrued Vacations	16,419.93	0.00	16,419.93
I-Bank Loan	694,575.67	0.00	694,575.67
PNC Equip. Loan - L/T	422,013.42	0.00	422,013.42
Total Sewer - Long Term Liabilities	1,416,594.02	0.00	1,416,594.02

Montara Water & Sanitary District
Funds Balance Sheet
As of February 28, 2021

3/18/21

Accrual Basis

Water - Long Term Liabilities			
2020 GO Bonds	0.00	7,524,000.00	7,524,000.00
Accrued Vacations	0.00	21,526.17	21,526.17
Deferred on Refunding	0.00	-150,668.00	-150,668.00
PNC Equip. Loan - L/T	0.00	422,013.48	422,013.48
SRF Loan Payable - X109	0.00	2,875,134.12	2,875,134.12
Total Water - Long Term Liabilities	0.00	10,692,005.77	10,692,005.77
Deferred Inflows (Pensions)			
Sewer	19,149.00	0.00	19,149.00
Water	0.00	35,547.00	35,547.00
Total Deferred Inflows (Pensions)	19,149.00	35,547.00	54,696.00
Total Long Term Liabilities	1,435,743.02	10,727,552.77	12,163,295.79
Total Liabilities	1,647,152.99	10,869,030.50	12,516,183.49
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	1,141,542.16	0.00	1,141,542.16
Total Sewer - Equity Accounts	13,196,087.23	0.00	13,196,087.23
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-1,141,542.16	-1,141,542.16
Total Water - Equity Accounts	0.00	1,549,512.85	1,549,512.85
Equity Adjustment Account	2,586,948.86	6,532,092.25	9,119,041.11
Net Income	341,655.07	1,660,493.99	2,002,149.06
Total Equity	16,124,691.16	9,742,099.09	25,866,790.25
TOTAL LIABILITIES & EQUITY	17,771,844.15	20,611,129.59	38,382,973.74

Montara Water & Sanitary District

Check Detail

March 22 - 26, 2021

Date	Num	Name	Paid Amount	
SPLIT				
03/04/2021	12131	ACWA/JPIA	-12,224.87	PAID
03/03/2021	12116	AT&T	-565.14	PAID
03/03/2021	12117	AT&T	-3,558.91	PAID
03/03/2021	12118	AT&T	-73.32	PAID
03/03/2021	12119	AT&T	-155.64	PAID
03/03/2021	12120	AT&T	-557.36	PAID
03/03/2021	12121	Aztec Gardens	-1,050.00	PAID
03/03/2021	12122	CoastsideNet, Inc.	-81.33	PAID
03/05/2021	12136	Comcast	-275.37	PAID
03/03/2021	12123	Huntington National Bank	-12,740.00	PAID
03/03/2021	12124	IEDA	-427.00	PAID
03/04/2021	12132	Jim Harvey	-300.00	PAID
03/03/2021	12125	Office Depot	-85.46	PAID
03/04/2021	12133	Peter Dekker	-300.00	PAID
03/03/2021	12127	Pitney Bowes Global Financial Services	-156.05	PAID
03/03/2021	12128	Rauch Communication Consultants, Inc	-274.80	PAID
03/04/2021	12134	Ric Lohman	-300.00	PAID
03/04/2021	12135	Scott Boyd	-300.00	PAID
03/03/2021	12130	White Glove Housekeeping	-520.00	PAID
03/26/2021	12139	A-B Communications	-176.06	
03/26/2021	12140	Alliant Insurance Services	-875.00	
03/26/2021	12144	AT&T	-565.14	
03/26/2021	12145	AT&T	-122.75	
03/26/2021	12146	AT&T	-3,558.91	
03/26/2021	12147	AT&T	-481.89	
03/26/2021	12148	AT&T	-475.15	
03/26/2021	12152	Bay Alarm Company	-210.00	
03/26/2021	12155	Fitzgerald Law Offices	-48,928.12	
03/26/2021	12156	Harris	-489.59	
03/26/2021	12157	Harris	-381.44	
03/29/2021	12174	Kastama Strategic Consulting	-8,032.50	
03/26/2021	12160	Maze & Associates	-4,100.00	
03/26/2021	12163	Office Depot	-170.38	
03/26/2021	12164	Pacific Gas & Electric	-26.56	
03/26/2021	12165	PARS	-819.55	
03/26/2021	12166	PCT	-900.00	
03/26/2021	12170	Tech Solutions	-125.00	
03/25/2021	12173	Yoshiaki Noto	-63,358.75	

Montara Water & Sanitary District Check Detail

March 22 - 26, 2021

Date	Num	Name	Paid Amount	
WATER				
03/03/2021	12126	Pacific Gas & Electric	-2,239.38	PAID
03/03/2021	12129	SRT Consultants	-22,853.69	PAID
03/19/2021	12137	Employment Development Department	-76.50	PAID
03/19/2021	12138	Pacific Gas & Electric	-1,648.58	PAID
03/26/2021	12141	Andreini Brothers, Inc.	-4,000.00	
03/26/2021	12142	Andreini Brothers, Inc.	-52,854.00	
03/26/2021	12143	Andreini Brothers, Inc.	-4,985.00	
03/26/2021	12149	AT&T Mobility	-445.12	
03/26/2021	12150	Badger Meter, Inc.	-900.00	
03/26/2021	12151	Balance Hydrologics, Inc.	-9,686.69	
03/26/2021	12153	BSK Lab	-1,845.50	
03/26/2021	12154	Esbro Chemical	-402.59	
03/26/2021	12158	Hassette Ace Hardware	-164.80	
03/25/2021	12172	Mike & Denise Uniacke	-1,182.84	
03/26/2021	12161	North Coast County Water District	-450.00	
03/26/2021	12171	Wells Fargo Remittance Center	-2,165.34	

Montara Water & Sanitary District Check Detail

March 22 - 26, 2021

Date	Num	Name	Paid Amount	
SEWER				
03/26/2021	12159	Hue & Cry Security Systems, Inc.	-391.80	
03/26/2021	12162	Nute Engineering	-6,354.75	
03/26/2021	12167	Sewer Authority Mid-Coastside	-3,750.00	
03/26/2021	12168	Sewer Authority Mid-Coastside	-132,053.08	
03/26/2021	12169	Sewer Authority Mid-Coastside	-21,179.42	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 1, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for February 2021

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

- Flow Report for February 2021.
- Collection System Monthly Overflow Report – February 2021.

The Average Daily Flow for Montara was 0.362 MGD in February 2021. There was no reportable overflow in November in the Montara System. SAM indicates there were 2.53 inches of rain in February 2021.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2021

February 2021

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

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	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
Total	5	1	2	1	1
		20%	40%	20%	20%

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
February 2021	0	0	0	0	0
12 Month Moving Total	5	1	2	1	1

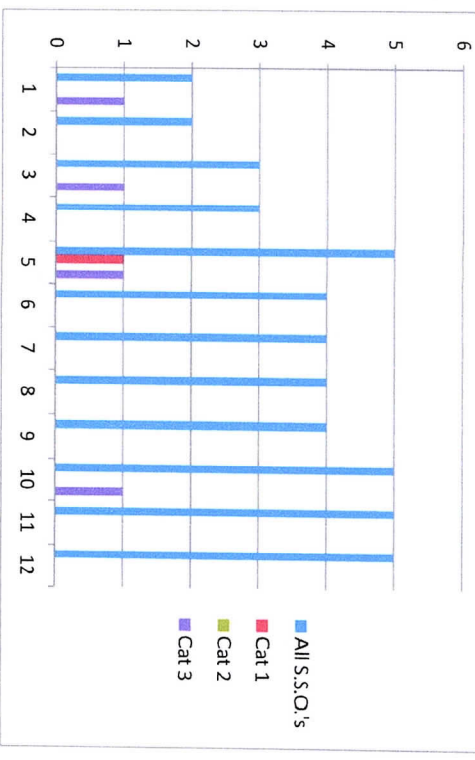
SSOs / Year / 100 Miles

	Number of S.S.O.'s / Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
February 2021	0.0	0.0	0.0	0.0	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
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
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
Jan - 21	9,147	11,987	2,909	24,043	4.6
Feb - 21	8,887	7,652	5,483	22,022	4.2
Annual ft	145,593	184,253	94,839	424,685	
Annual Mi.	27.6	34.9	18.0		80.4

12 Month Moving SSO Totals Through Feb 2021



Attachment A

Flow Distribution Report Summary for February 2021

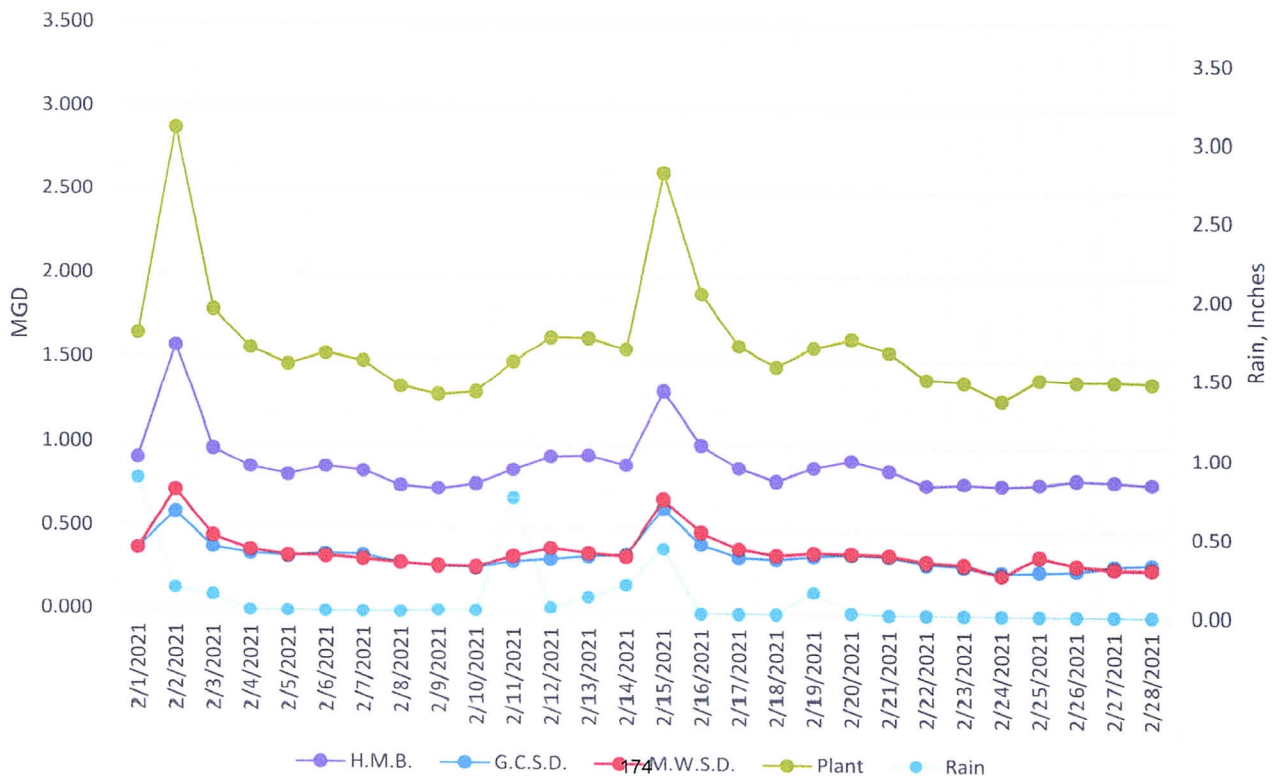
The daily flow report figures for the month of February 2021 have been converted to an Average

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	0.885	55.73%
Granada Community Services District	0.341	21.46%
Montara Water and Sanitary District	<u>0.362</u>	<u>22.81%</u>
Total	1.588	100.0%

Sewer Authority Mid-Coastside
Monthly Flow Distribution Report, February 2021



Sewer Authority Mid-Coastside

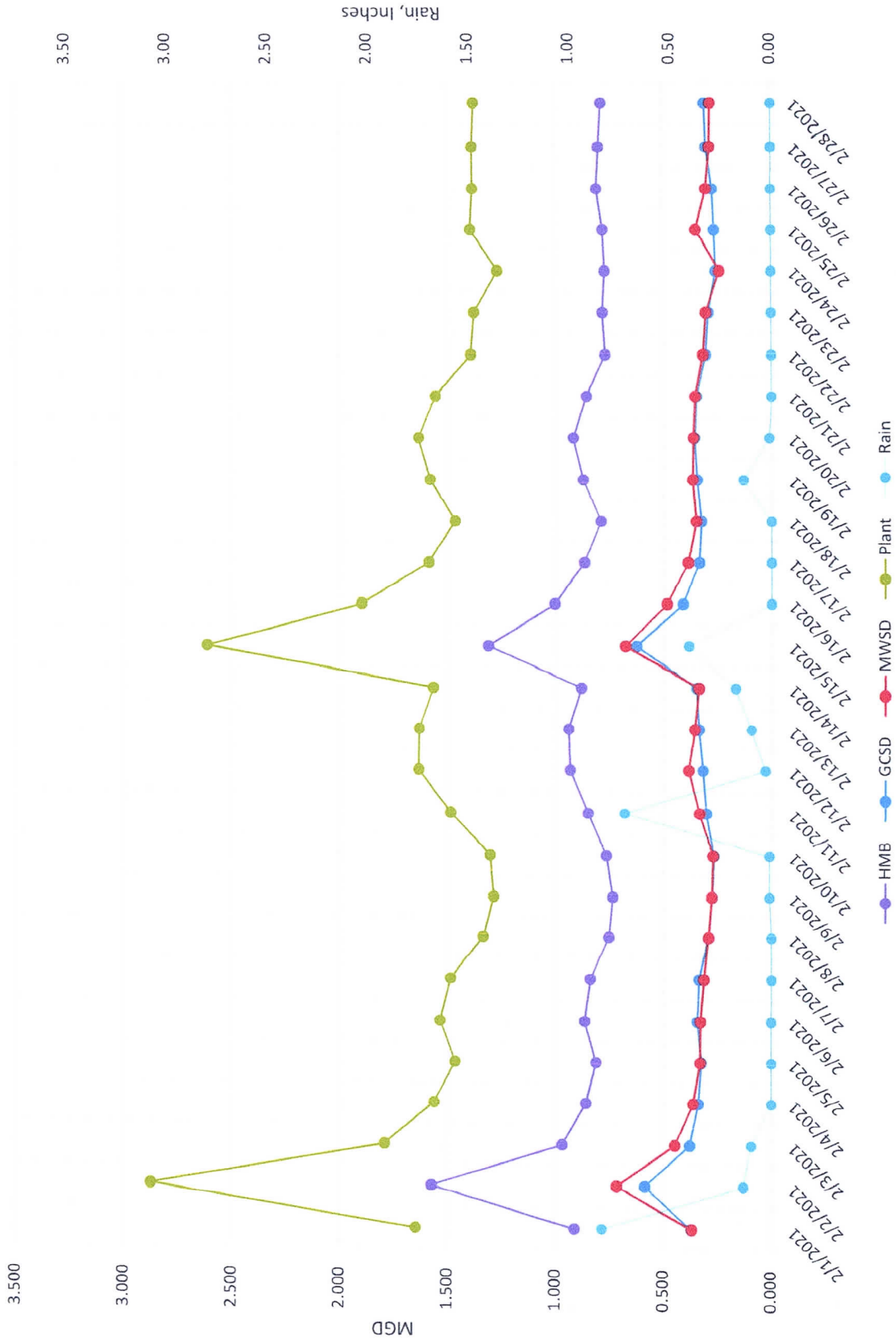
Monthly Flow Distribution Report for February 2021

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
2/1/2021	0.910	0.369	0.367	1.646	0.84	0.13	0.37
2/2/2021	1.572	0.585	0.715	2.872	0.14	0.43	0.33
2/3/2021	0.967	0.377	0.445	1.789	0.10	0.00	0.00
2/4/2021	0.859	0.339	0.362	1.559	0.00	0.00	0.00
2/5/2021	0.811	0.323	0.329	1.463	0.00	0.00	0.00
2/6/2021	0.863	0.342	0.327	1.532	0.00	0.00	0.00
2/7/2021	0.837	0.335	0.311	1.484	0.00	0.00	0.00
2/8/2021	0.752	0.290	0.291	1.333	0.00	0.00	0.00
2/9/2021	0.735	0.275	0.276	1.286	0.01	0.00	0.00
2/10/2021	0.764	0.267	0.271	1.303	0.01	0.03	0.01
2/11/2021	0.849	0.302	0.333	1.484	0.73	0.15	0.55
2/12/2021	0.931	0.318	0.383	1.633	0.03	0.28	0.02
2/13/2021	0.939	0.336	0.355	1.630	0.10	0.10	0.10
2/14/2021	0.881	0.348	0.336	1.565	0.18	0.14	0.24
2/15/2021	1.311	0.624	0.677	2.613	0.41	0.34	0.62
2/16/2021	1.002	0.411	0.483	1.896	0.00	0.00	0.00
2/17/2021	0.866	0.335	0.385	1.586	0.00	0.00	0.00
2/18/2021	0.790	0.325	0.348	1.463	0.00	0.00	0.00
2/19/2021	0.871	0.344	0.364	1.579	0.14	0.18	0.19
2/20/2021	0.917	0.355	0.361	1.632	0.01	0.01	0.10
2/21/2021	0.856	0.346	0.352	1.554	0.00	0.00	0.00
2/22/2021	0.770	0.304	0.316	1.390	0.00	0.00	0.00
2/23/2021	0.781	0.291	0.302	1.373	0.00	0.00	0.00
2/24/2021	0.771	0.257	0.240	1.268	0.00	0.00	0.00
2/25/2021	0.779	0.264	0.349	1.392	0.00	0.00	0.00
2/26/2021	0.807	0.272	0.301	1.380	0.00	0.00	0.00
2/27/2021	0.798	0.300	0.283	1.381	0.00	0.00	0.00
2/28/2021	0.786	0.308	0.280	1.374	0.00	0.00	0.00
Totals	24.774	9.540	10.142	44.456	2.70	1.79	2.53

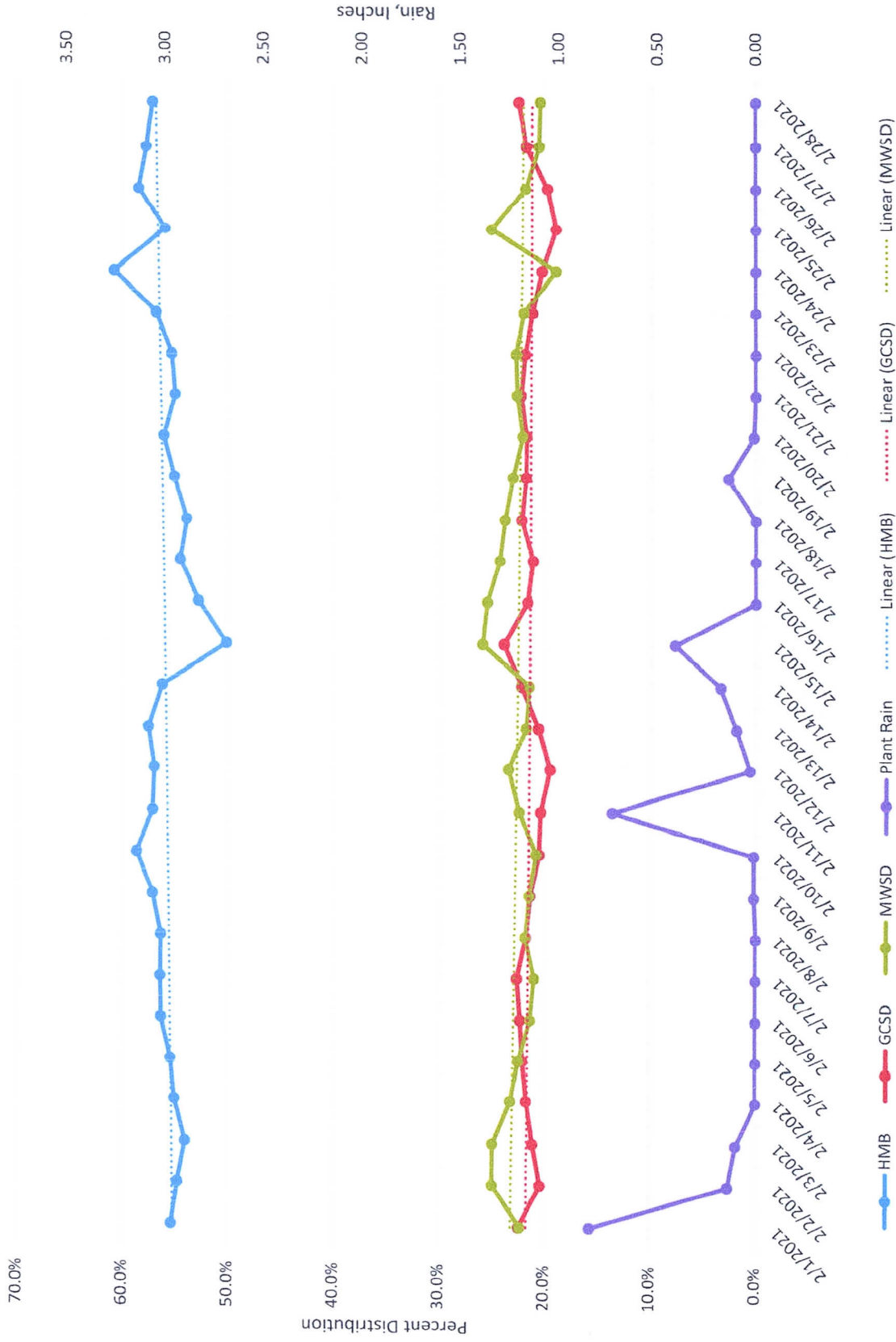
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.735	0.257	0.240	1.268
Average	0.885	0.341	0.362	1.588
Maximum	1.572	0.624	0.715	2.872
Distribution	55.73%	21.46%	22.81%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2021



Percent Distribution February 2021





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 1, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

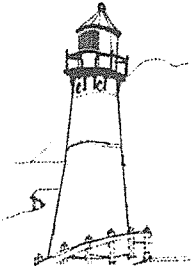
SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for February 2021 was 0.407%.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 1, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

As of April 1, 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 April 1, 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 April 1, 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: April 1st, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Monthly Water Production Report

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

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

RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2021 (GALLONS)

GALLONS

8,094,541

	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	8,094,541											

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: April 1st, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Rain Report

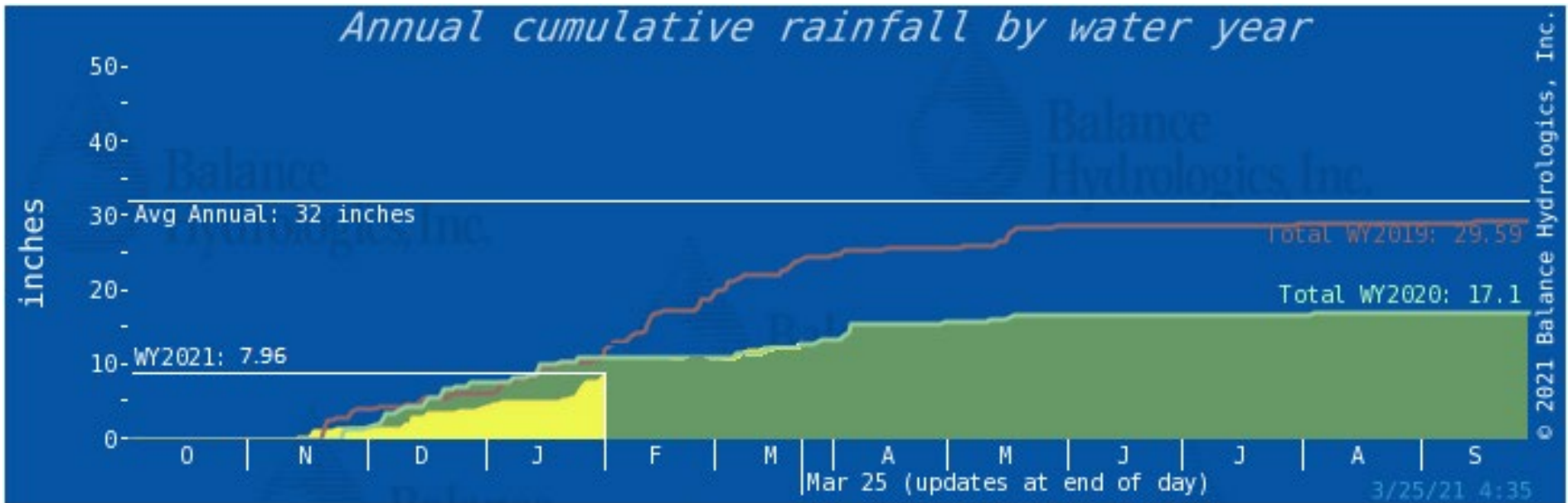
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

RECOMMENDATION:

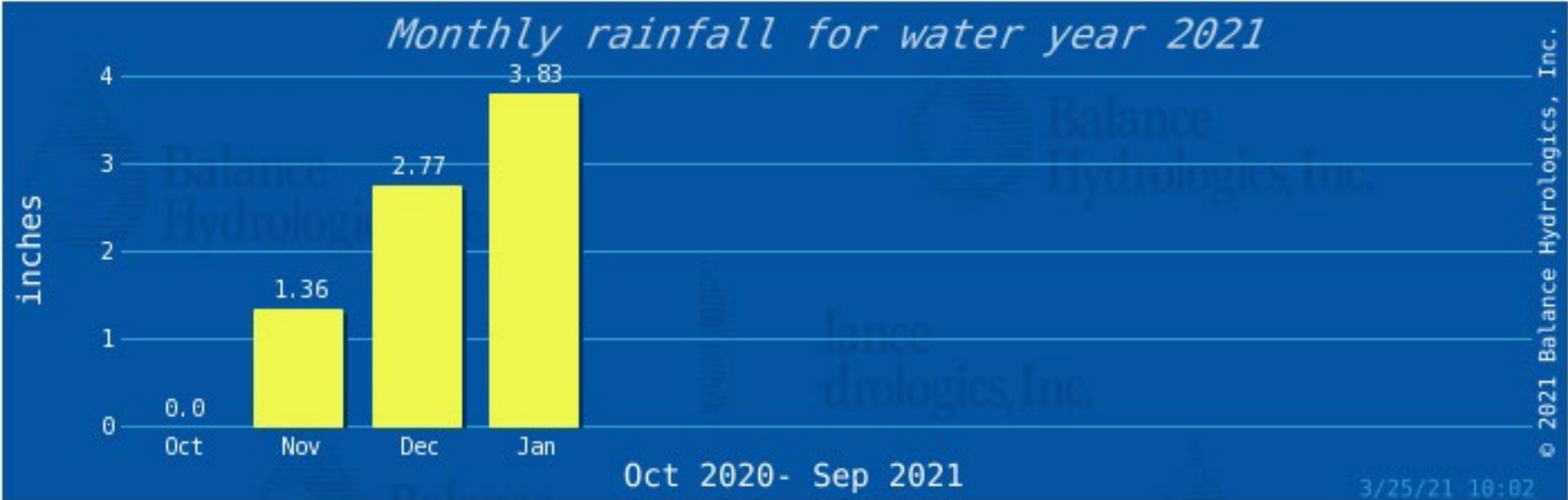
No action is required. These reports are provided for the Board's information only.

Attachments: 2

Annual Cumulative Rainfall



Monthly Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 1st, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

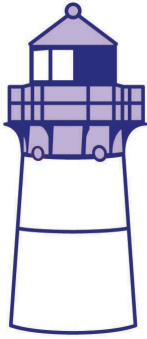
SUBJECT: Monthly Solar Energy Report

The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 45,790 kWh and saved 77,843 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 1, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Public Agency Retirement Service
Report for January 2021.**

The District has received the monthly PARS report for January 2021.

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
1/1/2021 to 1/31/2021**

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 1/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 1/31/2021
Contributions	\$1,058,830.80	\$8,096.24	\$82.06	\$493.95	\$1,106.32	\$0.00	\$1,065,408.83
TOTAL	\$1,058,830.80	\$8,096.24	\$82.06	\$493.95	\$1,106.32	\$0.00	\$1,065,408.83

Investment Selection

PARS Capital Appreciation INDEX PLUS

Investment Objective

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

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	0.01%	12.97%	13.19%	7.79%	-	-	03/08/16

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

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees.

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 1, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning Draft
Water and Sewer Budget.**

Every year the Board reviews MWSD's budgets in draft form to provide early input to staff. At this time sewer flows are still being assessed by the consultant and sewer revenue unknown. Water and sewer CIP's are also in need to be refined and added to the process. As soon as the March financial data is available it will be used as baseline for next year's estimates.

Peter Medina with Maze & Associates is available to present the draft budget.

RECOMMENDATION:

This item is for Board discussion and direction to staff, as well as referral to the finance committee. The finalized budget draft will be presented for adoption at a subsequent meeting.

Attachments



Montara Water & Sanitary

Budgeted Cash Flow - Sewer

Fiscal year 2020-2021

Cash flow summary

Operating cash flow

Operating income	FY 2020-2021	FY 2021-2022	Variance (%)	Variance (\$)
Sewer Service Charges	\$ 3,242,487	\$ 3,533,671	8.98%	\$ 291,184
Cell Tower Lease	\$ 37,500	\$ 77,220	105.92%	\$ 39,720
Fees & Other	\$ 13,100	\$ 13,100	0.00%	\$ -
Property Tax	\$ 275,000	\$ 277,750	1.00%	\$ 2,750
Waste Collection Revenues	\$ 24,000	\$ 25,000	4.17%	\$ 1,000
Total operating income	\$ 3,592,087	\$ 3,926,741		
Operating expenses				
Personnel	\$ (362,039)	\$ -	-100.00%	\$ (362,039)
Professional Services	\$ (189,700)	\$ (209,500)	10.44%	\$ 19,800
Facilities & Administration	\$ (57,000)	\$ (47,400)	-16.84%	\$ (9,600)
Engineering	\$ (60,000)	\$ (30,000)	-50.00%	\$ (30,000)
Pumping	\$ (45,000)	\$ (45,200)	0.44%	\$ 200
Sewer Authority Mid-Coastside	\$ (1,948,790)	\$ (110,000)	-94.36%	\$ (1,838,790)
All other Accounts	\$ (71,110)	\$ (64,560)	-9.21%	\$ (6,550)
Total operating expenses	\$ (2,733,639)	\$ (506,660)		
Net Cash Flow Provided by Operations	\$ 858,448	\$ 3,420,081		
Investment cash flow				
Investment income				
Interest Revenue	\$ 60,000	\$ 40,000	-33.33%	\$ (20,000)
Total investment income	\$ 60,000	\$ 40,000		
Investment expenses				
Capital Improvement Program	\$ (1,985,272)	\$ (1,277,775)	-35.64%	\$ (707,497)
Total investment expenses	\$ (1,985,272)	\$ (1,277,775)		
Net Cash Flow Used by Investments	\$ (1,925,272)	\$ (1,237,775)		
Financing cash flow				
Financing income				
Connection Fees	\$ 150,000	\$ 150,000	0.00%	\$ -
Total financing income	\$ 150,000	\$ 150,000		
Financing expenses				
Loan Interest Expense	\$ (32,235)	\$ (32,235)	0.00%	\$ -
Loan Principal Payment	\$ (100,153)	\$ (100,153)	0.00%	\$ -
Total financing expenses	\$ (132,388)	\$ (132,388)		
Net Cash Flow Provided by Financing Activities	\$ 17,612	\$ 17,612		
Overall projected cash flow	\$ (1,049,212)	\$ 2,199,918		
Transfer from Sewer Reserves	\$ 1,049,212	\$ (2,199,918) *		
Net cash flow	\$ -	\$ -		

* Please see discussion of Sewer operating reserve funds on page 15. In addition, please review the Sewer CIP project summary list on page 11.



Montara Water & Sanitary

Budgeted Cash Flow - Water

Fiscal year 2020-2021

Cash flow summary

Operating cash flow

Operating income	FY 2020-2021	FY 2021-2022	Variance (%)	Variance (\$)
Water Sales	\$ 1,893,000	\$ 1,897,000	0.21%	\$ 4,000
Cell Tower Lease	\$ 37,500	\$ -	-100.00%	\$ (37,500)
Fees & Other	\$ 15,000	\$ 13,000	-13.33%	\$ (2,000)
Property Tax	\$ 275,000	\$ 277,750	1.00%	\$ 2,750
Backflow Testing & Other	\$ 18,000	\$ 18,000	0.00%	\$ -
Total operating income	\$ 2,238,500	\$ 2,205,750		
Operating expenses				
Personnel	\$ (939,877)	\$ -	-100.00%	\$ (939,877)
Professional Services	\$ (206,500)	\$ (214,000)	3.63%	\$ 7,500
Facilities & Administration	\$ (71,000)	\$ (75,500)	6.34%	\$ 4,500
Engineering	\$ (220,000)	\$ (120,000)	-45.45%	\$ (100,000)
Pumping	\$ (110,700)	\$ (105,700)	-4.52%	\$ (5,000)
Supply	\$ (37,500)	\$ (52,500)	40.00%	\$ 15,000
Collection/Transmission	\$ (80,500)	\$ (94,000)	16.77%	\$ 13,500
Treatment	\$ (85,000)	\$ (65,000)	-23.53%	\$ (20,000)
All Other Accounts	\$ (134,300)	\$ (124,800)	-7.07%	\$ (9,500)
Total operating expenses	\$ (1,885,377)	\$ (861,500)		
Net Cash Flow Provided by Operations	\$ 353,123	\$ 1,354,250		
Investment cash flow				
Investment income				
GO Bonds, Assessment Receipts	\$ 1,150,436	\$ -	-100.00%	\$ (1,150,436)
Water System Reliability Charge	\$ 1,000,000	\$ 1,000,000		\$ -
Total investment income	\$ 2,150,436	\$ 1,000,000		
Investment expenses				
Capital Improvement Program	\$ (1,108,750)	\$ (2,556,263)	130.55%	\$ 1,447,513
Total investment expenses	\$ (1,108,750)	\$ (2,556,263)		
Net Cash Flow Used by Investments	\$ 1,041,686	\$ (1,556,263)		
Financing cash flow				
Financing income				
Connection Fees	\$ 150,000	\$ 150,000	0.00%	\$ -
Total financing income	\$ 150,000	\$ 150,000		
Financing expenses				
Long Term Debt - Interest Expense	\$ (155,987)	\$ (153,995)	-1.28%	\$ (1,992)
Long Term Debt - Principal Payment	\$ (1,148,574)	\$ (1,150,566)	0.17%	\$ 1,992
Total financing expenses	\$ (1,304,562)	\$ (1,304,562)		
Net Cash Flow Provided by Financing Activities	\$ (1,154,562)	\$ (1,154,562)		
Overall projected cash flow	\$ 240,247	\$ (1,356,574)		
Transfer to Water Reserves	\$ 240,247	\$ (1,356,574) *		
Net cash flow	\$ -	\$ -		

* Please see discussion of Water operating reserve funds on page 14. In addition, please review the Water CIP project summary list on page 12.



MWSD — Fiscal Year 2021-22 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	Income/Expenditures									
		2018-19 Actual	2019-20 Actual	Approved Budget 2020-21	as of February 28, 2021	% To date	Projected	Projected as % of Budget	Budgeted amounts 2021-22	Increase/(Decrease) from 2019-2020 \$	Increase/(decrease) %
Cell Tower Lease:	4220	36,752	42,687	37,500	20,956	55.88%	15,967	42.58%	77,220	39,720	105.92%
Administrative Fees (New Construction):	4410	3,647	3,794	3,600	4,932	137.00%	3,946	109.60%	3,600	0	0.00%
Administrative Fees (Remodel):	4420	0	542	1,000	0	0.00%	0	0.00%	1,000	0	0.00%
Inspection Fees (New Construction):	4430	3,448	3,584	3,500	3,626	103.60%	2,901	82.88%	3,500	0	0.00%
Inspection Fees (Remodel):	4440		512	1,000		0.00%	0	0.00%	1,000	0	0.00%
Mainline Extension Fees:	4450					0.00%	0	0.00%		0	#DIV/0!
Remodel Fees:	4460	5,376	2,999	4,000	7,386	184.65%	5,909	147.72%	4,000	0	0.00%
Grants:	4510		112		136	100.00%	109	100.00%	0	0	#DIV/0!
Property Tax Receipts:	4610	404,079	407,337	275,000	472,312	171.75%	377,850	137.40%	277,750	2,750	1.00%
Sewer Service Charges:	4710	2,610,244	3,086,734	3,246,487	1,675,967	51.62%	3,246,487	100.00%	3,538,671	292,184	9.00%
Sewer Service Refunds, Customer:	4720	496	(7,751)	(4,000)	(33,717)	842.92%	(26,973)	674.34%	(5,000)	(1,000)	25.00%
Waste Collection Revenues:	4760	23,172	24,353	24,000	17,687	73.70%	14,149	58.96%	25,000	1,000	4.17%
Other Revenue:	4990	2,825	2,018		42	100.00%	34	100.00%			
Total Operating Revenue:		3,090,039	3,566,921	3,592,087	2,169,328	60.39%	3,640,377	101.34%	3,926,741	334,654	9.32%
Operating Expenses											
Bank Fees:	5190	6,875	6,592	6,750	6,294	93.24%	5,035	74.59%	7,000	250	3.70%
Board Meetings:	5210	3,928	3,861	3,000	2,100	70.00%	1,680	56.00%	3,000	0	0.00%
Director Fees:	5220	2,288	4,125	2,000	300	15.00%	240	12.00%	5,000	3,000	150.00%
Election Expenses:	5230	4,265	0	5,000	0	0.00%	0	0.00%	0	(5,000)	-100.00%
Conference Attendance:	5250	2,467	35	2,500	0	0.00%	0	0.00%	2,500	0	0.00%
Information Systems:	5270	1,725	9,746	4,000	2,929	73.23%	2,343	58.58%	4,000	0	0.00%
Fidelity Bond:	5310	438	0	500	0	0.00%	0	0.00%	500	0	0.00%
Property & Liability Insurance:	5320	7,737	1,394	8,000	9,851	123.14%	9,851	123.14%	5,000	(3,000)	-37.50%
LAFCO Assessment:	5350	1,794	2,060	2,500	2,460	98.40%	2,460	98.40%	2,500	0	0.00%
Meeting Attendance, Legal:	5420	14	0	0	0	0.00%	0	0.00%	0	0	#DIV/0!
General Legal:	5430	183,515	89,445	100,000	21,281	21.28%	17,025	17.03%	100,000	0	0.00%
Litigation:	5440		49,445		39,393	100.00%	31,514	100.00%			
Maintenance, Office:	5510	7,230	4,614	8,000	2,114	26.42%	1,691	21.14%	8,000	0	0.00%
Meetings, Local:	5520	0				0.00%	0	0.00%			
Memberships:	5530		600			0.00%	0	0.00%		0	
Office Supplies:	5540	5,681	6,387	6,000	2,954	49.24%	2,363	39.39%	6,500	500	8.33%
Postage:	5550	2,043	654	2,000	219	10.93%	175	8.74%	400	(1,600)	-80.00%
Printing & Publishing:	5560	2,490	980	5,000	1,245	24.90%	996	19.92%	1,500	(3,500)	-70.00%
Accounting:	5610	26,503	37,875	32,000	22,328	69.77%	17,862	55.82%	36,000	4,000	12.50%
Audit:	5620	13,000	8,150	13,000	13,150	101.15%	13,150	101.15%	13,500	500	3.85%
Consulting:	5630	25,261	50,500	35,000	46,530	132.94%	37,224	106.36%	50,000	15,000	42.86%
Data Services:	5640	6,079	7,173	6,200	6,386	103.01%	6,386	103.00%	6,500	300	4.84%
Labor & HR Support:	5650	2,442	2,562	2,500	1,708	68.32%	1,366	54.66%	2,500	0	0.00%
Payroll Services:	5660	949	967	1,000	666	66.58%	533	53.26%	1,000	0	0.00%
Other Professional Services:	5690	0				0.00%	0	0.00%		0	
San Mateo County Tax Roll Charges:	5710	119	119	1,000	119	11.90%	95	9.52%	200	(800)	-80.00%
Telephone & Internet:	5720	25,300	31,129	20,000	18,373	91.86%	14,698	73.49%	20,000	0	0.00%
Mileage Reimbursement:	5730	1,570	327	1,500		0.00%	0	0.00%	1,500	0	0.00%
Reference Materials:	5740	87	0	200		0.00%	0	0.00%	200	0	0.00%
Other Administrative:	5790	448	608		478	100.00%	383	100.00%		0	
CalPERS 457 Deferred Plan:	5810	18,955	20,180	17,508	11,373	64.96%	9,098	51.97%		(17,508)	-100.00%
Employee Benefits:	5820	52,115	50,680	49,096	29,838	60.78%	23,870	48.62%		(49,096)	-100.00%
Disability Insurance:	5830	1,360	1,709	1,876	1,157	61.67%	926	49.34%		(1,876)	-100.00%
Payroll Taxes:	5840	15,610	16,217	19,134	9,345	48.84%	7,476	39.07%		(19,134)	-100.00%
Worker's Compensation Insurance:	5960	2,622	2,837	3,688	1,283	34.80%	1,027	27.84%		(3,688)	-100.00%
Management:	5910	112,113	114,041	116,211	71,998	61.95%	57,598	49.56%		(116,211)	-100.00%
Staff:	5920	125,760	132,421	133,905	87,315	65.21%	69,852	52.17%		(133,905)	-100.00%
Staff Certification:	5930	1,800	2,225	1,800	1,300	72.22%	1,040	57.78%		(1,800)	-100.00%
Staff Overtime:	5940	1,435	1,888	1,760	2,014	114.40%	1,611	91.52%		(1,760)	-100.00%
Staff Standby:	5950					0.00%	0	0.00%		0	
PARS:	5850	19,459	20,480	17,062	11,080	64.94%	8,864	51.95%		(17,062)	-100.00%
Claims, Property Damage:	6170	20,514	632	20,000		0.00%	0	0.00%	20,000	0	0.00%



MWSD — Fiscal Year 2021-22 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	Income/Expenditures				% To date	Projected	Projected as % of Budget	Budgeted amounts 2021-22	Increase/(Decrease) from 2019-2020 \$	Increase/(decrease) %
		2018-19 Actual	2019-20 Actual	Approved Budget 2020-21	as of February 28, 2021						
Education & Training:	6195	559	0	1,000		0	0.00%	1,000	0	0.00%	
Meeting Attendance, Engineering:	6210		0	0		0	0.00%		0	#DIV/0!	
General Engineering:	6220	33,584	35,060	60,000	15,266	12,213	25.44%	30,000	(30,000)	-50.00%	
Equipment & Tools, Expensed:	6320		0	1,000		0	0.00%		(1,000)	-100.00%	
Alarm Services:	6335	5,028	6,133	10,000	4,041	3,233	40.41%	5,000	(5,000)	-50.00%	
Landscaping:	6337	2,588	4,468	6,000	4,875	3,900	81.25%	6,000	0	0.00%	
Pumping Fuel & Electricity:	6410	44,881	39,587	45,000	37,800	30,240	84.00%	45,000	0	0.00%	
Uniforms:	6770	0	126	0		0	0.00%	200	200	#DIV/0!	
Maintenance, Collection System:	6660	550		10,000		0	0.00%	10,000	0	0.00%	
Fuel:	6810	1,021	848	1,000	436	349	43.61%	1,000	0	0.00%	
Truck Equipment, Expensed:	6820	27	439	160	31	24	19.09%	160	0	0.00%	
Truck Repairs:	6830	423	622	1,000	46	37	4.59%	1,000	0	0.00%	
Total Other Operations:	6890	0	(29,919)		270	216	100.00%		0		
SAM Collections:	6910	329,965	341,549	254,153	169,435	135,548	66.67%		(254,153)	-100.00%	
SAM Operations:	6920	1,316,715	1,529,139	1,584,637	1,056,425	845,140	66.67%		(1,584,637)	-100.00%	
Depreciation:	5260	408,078	474,270			0	0.00%		0		
SAM Maintenance, Collection System:	6940	0	0	40,000	50,696	40,557	126.74%	40,000	0	0.00%	
SAM Maintenance, Pumping:	6950	82,999	0	70,000	48,527	38,822	69.33%	70,000	0	0.00%	
Total Operations Expense:		2,932,411	3,084,978	2,733,639	1,815,428	1,452,342	66.41%	506,660	(2,226,979)	-81.47%	
Net Change in position from Operations:		157,629	481,943	858,448	353,900	2,188,035	41.23%	3,420,081	2,561,633	298.40%	

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MWSD — Fiscal Year 2021-22 Non-Operating Budget - SEWER ENTERPRISE

GL Codes	2018-19 Actual	2019-20 Actual	Approved Budget 2020-21	Income/Expenditures as of February 28,			Projected	Projected as % of Budget	Budgeted amounts 2021-22	Increase/(Decrease) from 2020-2021 \$	Increase/(decrease) %
				2021	% To date						
Non Operating Revenue											
Connection Fees, Residential New Const:	7110	246,161	225,264	100,000	90,247	90.25%	72,198	72.20%	100,000	0	0.00%
Connection Fees, Residential Remodel:	7120	66,218	55,708	50,000	36,344	72.69%	29,075	58.15%	50,000	0	0.00%
LAIF, Interest:	7200	99,073	105,107	60,000	33,695	56.16%	26,956	44.93%	40,000	(20,000)	-33.33%
Total Non Operating Revenue:		411,451	386,079	210,000	160,286	76.33%	128,229	61.06%	190,000	(20,000)	-9.52%
Non Operating Expense											
PNC Equipment Lease:	9125	17,492	15,151	13,461	6,290	46.73%	11,535	85.69%	11,535	(1,925)	-14.30%
Capital Assessment, SAM:	9175	0				0.00%	0	0.00%		0	#DIV/0!
I-Bank Loan:	9200	22,382	23,801	21,655	12,436	57.43%	20,700	95.59%	20,700	(955)	-4.41%
Total Non Operating Expense:		39,874		35,116	18,726	53.33%	22,471	63.99%	32,235	(2,880)	-8.20%
Net Change in position from Non Operating		371,577	386,079	174,884	141,560		105,757		157,765	(17,120)	

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3/29/2021

MWSD — Fiscal Year 2021-22 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	Income/Expenditures				Projected	Projected as % of Budget	Budgeted amounts	Increase/(Decrease) from 2020-2021 \$	Increase/(decrease) %	
		2018-19 Actual	2019-20 Actual	Approved Budget 2020-21	as of February 28, 2021						
Cell Tower Lease:	4220	36,752	42,687	37,500	20,910	55.76%	15,931	42.48%	0	(37,500)	-100.00%
Administrative Fees (New Construction):	4410	3,126	4,336	5,000	4,932	98.64%	3,946	78.91%	5,000	0	0.00%
Administrative Fees (Remodel):	4420	0	1,084	0	0	0.00%	0	0.00%	0	0	#DIV/0!
Inspection Fees (New Construction):	4430	2,956	4,096	4,000	4,662	116.55%	3,730	93.24%	4,000	0	0.00%
Inspection Fees (Remodel):	4440	0	1,536	1,000	0	0.00%	0	0.00%	1,000	0	0.00%
Mainline Extension Fees:	4450	3,119	0	3,000	70,287	2342.90%	56,229	1874.32%	3,000	0	0.00%
Grants:	4510		112		136	100.00%	109	100.00%	0	0	#DIV/0!
Remodel Fees:	4460	5,561	1,421	2,000	0	0.00%	0	0.00%	0	0	0.00%
Property Tax Receipts:	4610	404,079	407,337	275,000	472,312	171.75%	377,850	137.40%	277,750	2,750	1.00%
Testing, Backflow:	4740	18,420	25,761	18,000	11,028	61.27%	8,822	49.01%	18,000	0	0.00%
Water Sales:	4810	1,892,091	1,973,134	1,896,000	1,335,586	70.44%	1,068,469	56.35%	1,900,000	4,000	0.21%
Water Sales Refunds, Customer:	4850	(4,670)	(1,338)	(3,000)	(2,817)	93.90%	(2,254)	75.12%	(3,000)	0	0.00%
Other Revenue:	4990	3,936	60,825		871	100.00%	696	100.00%		0	0.00%
Total Operating Revenue:		2,365,369	2,520,990	2,238,500	1,917,906	85.68%	1,533,529	68.51%	2,205,750	(30,750)	-1.37%
Operating Expenses											
Bank Fees:	5190	3,495	1,434	1,500	1,452	96.78%	1,161	77.43%	1,500	0	0.00%
Board Meetings:	5210	3,928	3,861	3,000	2,100	70.00%	1,680	56.00%	3,000	0	0.00%
Director Fees:	5220	2,288	4,125	2,000	300	15.00%	240	12.00%	5,000	3,000	150.00%
Election Expenses:	5230	4,265		5,000	0	0.00%	0	0.00%	0	(5,000)	-100.00%
CDPH Fees:	5240	10,530	12,405	11,000	12,004	109.13%	9,603	87.30%	13,000	2,000	18.18%
Conference Attendance:	5250	2,467	243	3,000	0	0.00%	0	0.00%	3,000	0	0.00%
Information Systems:	5270	10,185	18,631	5,000	2,929	58.58%	2,343	46.86%	5,000	0	0.00%
Fidelity Bond:	5310	438	0	500	0	0.00%	0	0.00%	500	0	0.00%
Property & Liability Insurance:	5320	2,215	1,173	5,000	0	0.00%	0	0.00%	5,000	0	0.00%
LAFCO Assessment:	5350	2,520	2,759	2,500	2,716	108.64%	2,716	108.64%	3,000	500	20.00%
Meeting Attendance, Legal:	5420	14		0	1,224	100.00%	979	100.00%		0	#DIV/0!
General Legal:	5430	24,250	123,406	100,000	85,932	85.93%	68,746	68.75%	100,000	0	0.00%
Maintenance, Office:	5510	11,015	6,414	8,000	4,664	58.30%	3,731	46.64%	8,000	0	0.00%
Meetings, Local:	5520	41	(142)			0.00%	0	0.00%		0	0.00%
Memberships:	5530	22,236	23,026	27,000	24,081	89.19%	24,081	89.19%	27,000	0	0.00%
Office Supplies:	5540	7,244	6,525	6,000	3,539	58.99%	2,831	47.19%	6,500	500	8.33%
Postage:	5550	9,318	11,567	4,000	9,214	230.34%	7,371	184.27%	9,000	5,000	125.00%
Printing & Publishing:	5560	3,213	2,171	7,000	1,245	17.78%	996	14.23%	5,000	(2,000)	-28.57%
Accounting:	5610	26,503	37,875	32,000	22,328	69.77%	17,862	55.82%	36,000	4,000	12.50%
Audit:	5620	13,000	8,150	13,000	13,150	101.15%	10,520	80.92%	13,500	500	3.85%
Consulting:	5630	28,471	56,893	55,000	44,945	81.72%	35,956	65.37%	55,000	0	0.00%
Data Services:	5640		900	3,000	6,386	212.88%	6,386	212.87%	6,500	3,500	0.00%
Labor & HR Support:	5650	2,442	2,641	2,500	1,708	68.32%	1,366	54.66%	2,000	(500)	-20.00%
Payroll Services:	5660	949	967	1,000	656	65.58%	525	52.46%	1,000	0	0.00%
Other Professional Services:	5690	480				0.00%	0	0.00%		0	0.00%
San Mateo County Tax Roll Charges:	5710	119	119	3,000	119	3.97%	95	3.17%			
Telephone & Internet:	5720	31,642	36,093	20,000	23,524	117.62%	18,819	94.10%	25,000	5,000	25.00%
Mileage Reimbursement:	5730	2,188	623	2,000	36	1.80%	29	1.44%	1,500	(500)	-25.00%
Reference Materials:	5740	0	0	800	0	0.00%	0	0.00%	800	0	0.00%
Other Administrative:	5790	791	500	1,000	591	59.11%	473	47.29%	0	(1,000)	-100.00%
CalPERS 457 Deferred Plan:	5810	38,266	42,604	44,948	29,304	65.20%	23,443	52.16%		(44,948)	-100.00%
Employee Benefits:	5820	84,851	85,042	107,614	67,391	62.62%	53,912	50.10%		(107,614)	-100.00%
Disability Insurance:	5830	3,366	3,564	4,752	2,665	56.08%	2,132	44.86%		(4,752)	-100.00%
Payroll Taxes:	5840	39,124	43,195	51,267	29,952	58.42%	23,962	46.74%		(51,267)	-100.00%
Worker's Compensation Insurance:	5960	12,579	14,274	22,444	7,301	32.53%	5,841	26.02%		(22,444)	-100.00%
Management:	5910	112,113	114,042	116,211	71,998	61.95%	57,598	49.56%		(116,211)	-100.00%
Staff :	5920	356,877	407,112	464,762	301,803	64.94%	241,442	51.95%		(464,762)	-100.00%
Staff Certification:	5930	9,275	10,625	11,400	7,200	63.16%	5,760	50.53%		(11,400)	-100.00%

MWSD — Fiscal Year 2021-22 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	Income/Expenditures					Projected	Projected as % of Budget	Budgeted amounts 2021-22	Increase/(Decrease) from 2020-2021 \$	Increase/(decrease) %
		2018-19 Actual	2019-20 Actual	Approved Budget 2020-21	as of February 28, 2021	% To date					
Staff Overtime:	5940	45,516	45,849	54,781	33,208	60.62%	26,566	48.50%	(54,781)	-100.00%	
Staff Standby:	5950	24,705	25,485	23,003	17,796	77.36%	14,237	61.89%	(23,003)	-100.00%	
PARS:	5850	37,916	42,031	38,695	25,578	66.10%	20,463	52.88%	(38,695)	-100.00%	
Backflow Prevention:	6160	764	326	1,000	1,318	131.82%	1,055	105.45%	1,000	0	
Claims, Property Damage:	6170	22	392	10,000	0	0.00%	0	0.00%	10,000	0	
SCADA Maintenance:	6185	12,061	2,468	13,000	4,816	37.04%	3,853	29.64%	13,000	0	
Education & Training:	6195	5,098	4,372	9,000	639	7.10%	511	5.68%	9,000	0	
General Engineering:	6220	1,467	12,390	20,000	600	3.00%	480	2.40%	20,000	0	
Water Quality Engineering:	6230	420,284	116,823	200,000	28,639	14.32%	22,911	11.46%	100,000	(100,000)	
Equipment & Tools, Expensed:	6320	11,867	17,500	12,000	2,495	20.79%	1,996	16.63%	8,000	(4,000)	
Alarm Services:	6335	718	1,040	5,000	907	18.14%	726	14.51%	2,000	(3,000)	
Landscaping:	6337	5,811	6,950	15,000	9,082	60.55%	7,265	48.44%	15,000	0	
Lab Supplies & Equipment:	6370	2,251	9,432	4,000	31	0.77%	24	0.61%	4,000	0	
Meter Reading:	6380	0	10	100.00%	121	100.00%	97	100.00%	500	500	
Pumping Fuel & Electricity:	6410	77,011	75,074	90,000	56,262	62.51%	45,009	50.01%	90,000	0	
Pumping Maintenance, Generators:	6420	21,339	20,908	15,000	5,422	36.15%	4,338	28.92%	10,000	(5,000)	
Pumping Maintenance, General:	6430	3,448	17	5,000	38	0.76%	31	0.61%	5,000	0	
Pumping Equipment, Expensed:	6440	478	8,562	700	13	1.85%	10	1.48%	700	0	
Maintenance, Raw Water Mains:	6510	1,857	27	2,500	0	0.00%	0	0.00%	2,500	0	
Maintenance, Wells:	6520	8,635	13,281	5,000	7,578	151.56%	6,063	121.25%	15,000	10,000	
Water Purchases:	6530	26,826	33,976	30,000	14,586	48.62%	43,758	145.86%	35,000	5,000	
Hydrants:	6610	0	6,841	1,000	3,351	335.11%	2,681	268.09%	5,000	4,000	
Maintenance, Water Mains:	6620	46,952	40,201	50,000	19,896	39.79%	15,917	31.83%	50,000	0	
Maintenance, Water Service Lines:	6630	3,506	6,384	15,000	34,787	231.91%	27,830	185.53%	20,000	5,000	
Maintenance, Tanks:	6640	1,593	5,141	4,000	3,230	80.74%	2,584	64.59%	5,000	1,000	
Maintenance, Distribution General:	6650	7,341	10,890	8,000	3,305	41.32%	2,644	33.06%	10,000	2,000	
Maintenance, Collection System:	6660	414			830	100.00%	664	100.00%			
Meters:	6670	8,177	6,253	2,500	5,061	202.44%	4,049	161.95%	4,000	1,500	
Chemicals & Filtering:	6710	20,233	39,914	20,000	16,329	81.65%	13,063	65.32%	20,000	0	
Maintenance, Treatment Equipment:	6720	28,456	13,805	20,000	4,712	23.56%	3,769	18.85%	15,000	(5,000)	
Treatment Analysis:	6730	45,055	18,718	45,000	23,125	51.39%	18,500	41.11%	30,000	(15,000)	
Uniforms:	6770	11,459	3,702	2,000	1,192	59.60%	954	47.68%	2,000	0	
Fuel:	6810	6,541	6,237	10,000	3,911	39.11%	3,129	31.29%	7,000	(3,000)	
Truck Equipment, Expensed:	6820	309	3,433	2,000	173	8.65%	138	6.92%	2,000	0	
Truck Repairs:	6830	2,411	3,694	5,000	333	6.67%	267	5.33%	5,000	0	
Other Operations:	6890		4,265	0	4,202	100.00%	3,362	100.00%		0	
Total Operations Expense:		1,773,218	1,689,207	1,885,377	1,116,020	59.19%	931,542	49.41%	851,500	(1,030,877)	-54.68%
Net Change in position from Operations:		592,152	831,784	353,123	801,886	227.08%	601,987	170.48%	1,354,250	1,000,127	283.22%



MWSD — Fiscal Year 2021-2022 Non-Operating Budget - WATER ENTERPRISE

	GL Codes	Income/Expenditures				% To date	Projected	Projected as % of Budget	Budgeted amounts 2021-22	Increase/(Decrease) from 2020-21 \$	Increase/(decrease) %
		2018-19 Actual	2019-20 Actual	Approved Budget 2020-21	as of February 28, 2021						
Non Operating Revenue											
Connection Fees, Residential New Const:	7110	151,098	223,718	100,000	86,513	86.51%	69,210	69.21%	100,000	0	0.00%
Connection Fees, Residential Remodel:	7120					0.00%	0	0.00%		0	#DIV/0!
Connection Fees, Residential Fire:	7130	164,056	85,517	50,000	128,704	257.41%	102,964	205.93%	50,000	0	0.00%
Connection Fees, Residential Remodel Fire:	7140	2,032			13,999	100.00%	11,199	100.00%		0	
Connection Fees, Well Conversion:	7150					0.00%	0	0.00%		0	
General Obligation Bonds, Assessment Receipts:	7600	1,182,939	1,191,631	1,150,436	610,555	53.07%		0.00%		(1,150,436)	-100.00%
Water System Reliability:	7650			1,000,000	516,272	51.63%			1,000,000	0	0.00%
Total Non Operating Revenue:		1,500,125	1,500,867	1,300,436	1,356,044	104.28%	183,373	14.10%	150,000	(1,150,436)	-88.47%
Non Operating Expense											
General Obligation Bonds:	9100	242,762	221,777	208,611	74,873	35.89%	77,805	37.30%	77,805	(130,806)	-62.70%
PNC Equipment Lease:	9125	17,492	15,151	13,461	6,290	46.73%	11,535	85.70%	11,535	(1,925)	-14.30%
State Revolving Fund Loan:	9150	78,501	72,938	68,616	34,798	50.71%	64,655	94.23%	64,655	(3,962)	-5.77%
Water Rebates :	9210	1,500	1,350	3,000	550	18.33%	3,000	100.00%		(3,000)	-100.00%
Total Non Operating Expense:		383,970	311,216	293,688	116,511	39.67%	156,995	53.46%	153,995	(136,693)	-46.54%
Net Change in position from Non Operating activities:		1,116,155	1,189,651	1,006,748	1,239,533		26,378		(3,995)	(1,013,743)	-100.69%

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3/29/2021

SALARY RANGE
MONTARA WATER AND SANITARY DISTRICT
July 1, 2020

Position	Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Operations Manager	\$156,390 \$125,226	\$125,226 \$60.20	\$128,357 \$61.71	\$131,566 \$63.25	\$134,855 \$64.83	\$138,226 \$66.45	\$141,682 \$68.12	\$145,224 \$69.82	\$148,855 \$71.56	\$152,576 \$73.35	\$156,390 \$75.19
Superintendent	\$146,565 \$117,359	\$117,359 \$56.42	\$120,293 \$57.83	\$123,300 \$59.28	\$126,383 \$60.76	\$129,542 \$62.28	\$132,781 \$63.84	\$136,100 \$65.43	\$139,503 \$67.07	\$142,990 \$68.75	\$146,565 \$70.46
Water System Operator	\$89,390 \$71,577	\$71,577 \$34.41	\$73,367 \$35.27	\$75,201 \$36.15	\$77,081 \$37.06	\$79,008 \$37.98	\$80,983 \$38.93	\$83,008 \$39.91	\$85,083 \$40.91	\$87,210 \$41.93	\$89,390 \$42.98
Maintenance Worker I	\$77,612 \$62,146	\$62,146 \$29.88	\$63,700 \$30.62	\$65,292 \$31.39	\$66,924 \$32.18	\$68,598 \$32.98	\$70,313 \$33.80	\$72,070 \$34.65	\$73,872 \$35.52	\$75,719 \$36.40	\$77,612 \$37.31
Account Specialist	\$74,204 \$59,418	\$59,418 \$28.57	\$60,903 \$29.28	\$62,426 \$30.01	\$63,986 \$30.76	\$65,586 \$31.53	\$67,225 \$32.32	\$68,906 \$33.13	\$70,629 \$33.96	\$72,395 \$34.81	\$74,204 \$35.68
District Clerk	\$74,204 \$59,418	\$59,418 \$28.57	\$60,903 \$29.28	\$62,426 \$30.01	\$63,986 \$30.76	\$65,586 \$31.53	\$67,225 \$32.32	\$68,906 \$33.13	\$70,629 \$33.96	\$72,395 \$34.81	\$74,204 \$35.68

2.5 % step increases

	Increase 3.79%	1-Jul-17	Increase 2.83%	1-Jul-18	Increase 4.01%	1-Jul-19	Increase 1.11%	1-Jul-20	Increase 2.00%	1-Jul-21
Operations Manager	1.0379	\$113,540	1.0283	\$121,178	1.0401	\$121,435	1.011	\$122,771	1.0200	\$125,226
Superintendent	1.0379	\$106,407	1.0283	\$113,565	1.0401	\$113,806	1.011	\$115,058	1.0200	\$117,359
Water System Operator	1.0379	\$64,898	1.0283	\$69,264	1.0401	\$69,410	1.011	\$70,174	1.0200	\$71,577
Maintenance Worker	1.0379	\$56,347	1.0283	\$60,137	1.0401	\$60,265	1.011	\$60,927	1.0200	\$62,146
Account Specialist	1.0379	\$53,873	1.0283	\$57,497	1.0401	\$57,619	1.011	\$58,252	1.0200	\$59,418
District Clerk	1.0379	\$53,873	1.0283	\$57,497	1.0401	\$57,619	1.011	\$58,252	1.0200	\$59,418

Operator in Training **\$19** per hour
Temporary Worker **\$19** per hour

Payroll	Water	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Water
										7%	6.92%	1.45%	6.20%	
GM	\$ 116,211.37					\$ 116,211.37	\$ 15,169.12	\$ 859.96	\$ 1,092.39	\$ 8,134.80	\$ 8,041.83	\$ 1,685.06	\$ 7,205.10	\$ 158,399.63
Superintendent	\$ 72,925.08	\$ 650.80	\$ 385.66		\$ 1,800.00	\$ 75,761.55	\$ 7,169.17	\$ 560.64	\$ 3,075.92	\$ 5,303.31	\$ 5,046.42	\$ 1,098.54	\$ 4,697.22	\$ 102,712.75
Account Specialist	\$ 66,897.57					\$ 66,897.57	\$ 30,338.24	\$ 495.04	\$ 515.11	\$ 4,682.83	\$ 4,629.31	\$ 970.01	\$ 4,147.65	\$ 112,675.76
Water Operator	\$ 93,457.71	\$ 7,868.65	\$ 7,986.59	\$ 5,275.87	\$ 2,400.00	\$ 116,988.82	\$ 11,038.35	\$ 865.72	\$ 4,749.75	\$ 8,189.22	\$ 6,467.27	\$ 1,696.34	\$ 7,253.31	\$ 157,248.76
Water Operator	\$ 88,954.40	\$ 5,340.47	\$ 7,003.02	\$ 4,704.75	\$ 2,400.00	\$ 108,402.63	\$ 11,038.35	\$ 802.18	\$ 4,401.15	\$ 7,588.18	\$ 6,155.64	\$ 1,571.84	\$ 6,720.96	\$ 146,680.94
Water Operator	\$ 68,262.99	\$ 3,679.80	\$ 5,021.27	\$ 3,086.60	\$ 2,400.00	\$ 82,450.66	\$ 11,038.35	\$ 610.13	\$ 3,347.50	\$ 5,771.55	\$ 4,723.80	\$ 1,195.53	\$ 5,111.94	\$ 114,249.46
Water Operator	\$ 76,705.10	\$ 4,563.58	\$ 5,900.39	\$ 4,204.03	\$ 2,400.00	\$ 93,773.10	\$ 21,484.77	\$ 693.92	\$ 3,807.19	\$ 6,564.12	\$ 5,307.99	\$ 1,359.71	\$ 5,813.93	\$ 138,804.73
Temp. Operator	\$ 20,000.00	\$ 696.40	\$ 96.05	\$ 4,799.86		\$ 25,592.31			\$ 197.06			\$ 371.09	\$ 1,586.72	\$ 27,747.19
Part Time Admin	\$ 1,790.75					\$ 1,790.75			\$ 13.79			\$ 25.97	\$ 111.03	\$ 1,941.53
Totals	\$ 605,204.96	\$ 22,799.70	\$ 26,392.99	\$ 22,071.11	\$ 11,400.00	\$ 687,868.76	\$ 107,276.33	\$ 4,887.59	\$ 21,199.84	\$ 46,234.00	\$ 40,372.26	\$ 9,974.10	\$ 42,647.86	\$ 960,460.75
Payroll	Sewer	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Sewer
GM	\$ 116,211.37					\$ 116,211.37	\$ 15,169.12	\$ 859.96	\$ 1,092.39	\$ 8,134.80	\$ 8,041.83	\$ 1,685.06	\$ 7,205.10	\$ 158,399.63
Superintendent	\$ 72,925.08	\$ 650.80	\$ 385.66		\$ 1,800.00	\$ 75,761.55	\$ 7,169.17	\$ 560.64	\$ 712.16	\$ 5,303.31	\$ 5,046.42	\$ 1,098.54	\$ 4,697.22	\$ 100,348.99
District Clerk	\$ 63,986.20					\$ 63,986.20	\$ 21,484.77	\$ 473.50	\$ 492.69	\$ 4,479.03	\$ 4,427.84	\$ 927.80	\$ 3,967.14	\$ 100,238.98
Totals	\$ 253,122.64	\$ 650.80	\$ 385.66	\$ -	\$ 1,800.00	\$ 255,959.11	\$ 43,823.06	\$ 1,894.10	\$ 2,297.24	\$ 17,917.14	\$ 17,516.09	\$ 3,711.41	\$ 15,869.46	\$ 358,987.60

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MWSD SEWER Capital Improvement Program

2021-22

SEWER SYSTEM

PROJECT	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26
MWSD CAPITAL PROJECTS					
Mechanical System Repairs & Replacements	\$ 612,500	\$ 164,600	\$ 50,000	\$ 974,500	\$ -
Inflow & Infiltration Testing / Televising	\$ 15,000	\$ 30,000	\$ 15,000	\$ 15,000	
Seal Cove Area Repair and Maint. Project	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	
Replace Pump Station Pumps	\$ 20,000	\$ 5,000	\$ 50,000	\$ 20,000	
Replace Medium High Priority Sewer Mains	\$ 577,775	\$ 1,571,135	\$ 1,211,150	\$ 681,875	\$ -
Spot Repairs Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Replace Distillery Pump Station	\$ 5,000	\$ 15,000	\$ 10,000	\$ 80,000	
Cabrillo Hwy Express Sewer			\$515,300		
Pump Station Communication Upgrades	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	
MWSD CAPITAL PROJECTS TOTAL:	\$ 1,277,775	\$ 1,828,235	\$ 1,893,950	1,813,875	0
Alternative Budget Items					
Express Sewer					
Cabrillo Hwy Phase 1B		\$ 526,975	\$ 500,000	\$668,250	
Pump Station MCC and Coatings	\$ 715,500				
TOTAL ANNUAL COST	1,277,775	1,828,235	2,393,950	2,482,125	0

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3/29/2021

MWSD
Five Year Capital Improvement Program
WATER SYSTEM

Existing Customer CIP - WATER							FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	5-Year CIP Total
Distribution System Renewal and Replacement Program (1)							\$ 464,100	\$ 473,382	\$ 482,850	\$ 492,507	\$ 502,357	\$ 2,415,195
Water Conservation Program							\$ 9,013	\$ 9,018	\$ 9,288	\$ 9,567		\$ 36,886
Storage Tank Rehabilitation Program (2)							\$ 350,000	\$ 1,000,000				\$ 1,350,000
Emergency Generator Replacement Program							\$ 45,900	\$ 46,818	\$ 47,754	\$ 48,709	\$ 49,684	\$ 238,865
Vehicle Replacement Fund							\$ 40,000	\$ 41,200	\$ 42,436			\$ 123,636
EXISTING CUSTOMER CIP TOTAL							\$ 909,013	\$ 1,570,418	\$ 582,328	\$ 550,783	\$ 552,040	\$ 4,164,582
New Customer CIP - WATER							FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	5-Year CIP Total
Water Main Upgrade Program (1)							\$ 1,000,000	\$ 1,030,000	\$ 1,060,900	\$ 1,092,727	\$ 1,125,509	\$ 5,309,136
Existing Well Upgrade Program (3)							\$ 320,000	\$ 329,600	\$ 339,488			\$ 989,088
New and Upgraded PRV Stations' Program (4)							\$ 250,000	\$ 257,500	\$ 265,225	\$ 273,182	\$ 281,377	\$ 1,327,284
Emergency Generator Upgrade Program							\$ 77,250	\$ 79,568	\$ 81,955	\$ 84,413	\$ 86,946	\$ 410,131
Portola Tank Telemetry Upgrade									\$ 250,000			\$ 250,000
Develop Additional Supply Reliability								\$ 100,000	\$ 350,000	\$ 1,000,000		\$ 1,450,000
NEW CUSTOMER CIP TOTAL							\$ 1,647,250	\$ 1,796,668	\$ 2,347,568	\$ 2,450,322	\$ 1,493,832	\$ 9,735,639
Total Annual Capital Cost							\$ 2,556,263	\$ 3,367,086	\$ 2,929,896	\$ 3,001,105	\$ 2,045,872	\$ 13,900,220
CAPITAL FUND BALANCE												
Beginning Balance							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection Fees							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Capital Fund TOTAL:							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less CIP							\$ (2,556,263)	\$ (3,367,086)	\$ (2,929,896)	\$ (3,001,105)	\$ (2,045,872)	\$ (13,900,220)
Total							\$ (2,556,263)	\$ (3,367,086)	\$ (2,929,896)	\$ (3,001,105)	\$ (2,045,872)	\$ (13,900,220)
Notes:												
(1) These programs include a project to merge the Alta Vista and Portola Zones to improve system reliability and to provide service to new customers. Proposed split is 50/50												
Additionally, in the following years of the CIP, these programs include a replacement of a failed main under and along Hwy 1												
(2) This project includes urgent repairs needed to the Portola Tank and is coupled with the above project (1) for cost efficiency												
(3) This project is for the Pillar Ridge wells' rehabilitation and upgrades												
(4) This project would add new PRV stations, sampling stations, valves, and upgrade existing												

Fiscal year 2021-2022

Budget Debt Service

	Original Issue Amount	Balance June 30, 2021	Additions	Retirements	Balance June 30, 2022	Interest Expense
Sewer						
CIEDB Loan (I Bank)	\$ 1,010,000	\$ 694,586		\$ 31,783	\$ 662,803	\$ 20,700
PNCEF Lease Obligation	\$ 927,222	\$ 422,014		\$ 68,370	\$ 353,644	\$ 11,535
Subtotal - Sewer		<u>\$ 1,116,600</u>	<u>\$ -</u>	<u>\$ 100,153</u>	<u>\$ 1,016,447</u>	<u>\$ 32,235</u>
Water						
General Obligation Bonds - 2020 Series	\$ 7,524,000	\$ 7,050,811		\$ 905,740	\$ 6,145,071	\$ 77,805
PNCEF Lease Obligation	\$ 927,222	\$ 422,014		\$ 68,370	\$ 353,644	\$ 11,535
SRF Loan	\$ 4,248,354	\$ 2,875,132		\$ 176,456	\$ 2,698,676	\$ 64,655
Subtotal - Water		<u>11,140,552</u>	<u>-</u>	<u>1,150,566</u>	<u>9,197,391</u>	<u>153,995</u>
Total Debt Service		<u>\$ 12,257,152</u>	<u>\$ -</u>	<u>\$ 1,250,719</u>	<u>\$ 10,213,838</u>	<u>\$ 186,231</u>

PNCEF lease obligation is split evenly between Sewer and Water.

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

The 2012 General Obligation Bonds were refunded in November 2020 with the issuance of the 2020 General Obligation Bonds.

Draft
3/29/2021



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 1, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: General Manager's Report

Operations:

811 Dig Alerts

- 3/1/2021-1604 Sunshine Valley rd, Cable drop line replacement
- 3/2/2021-6000 Coast Hwy, instal Fence
- 3/4/2021- 381 11th st, stunp grinding
 - 325 Virginia Ave, Excavate to instal PGE conduit
 - 610 Vermont Ave, Excavate to repair Water Line
- 3/9/2021-427 Farallone Ave, Replace ground rods for Elecetric Meter
- 3/10/2021, 1300 Park and Alamo st, Replacing AT&T Pole
 - 1700 Main st, Install ground rods
 - 501 Farallone Ave, Replace Sewer Line
- 3/18/2021- 1208 Date St, Stump Removal
 - Intersection of Vallemar st, & Juliana Ave 400' North& 330' South of intersection, Trench to Instal Utilities

Work Orders

- 3/2/2021-1030 Acacia St. New PFP device installed and tested, device passed.
 - 501 Buena Vista St. Leak, profile taken, customer emailed findings. Customer found water heater leaking and replaced.
- 3/4/2021-356 12th St. Sediment/leak concern investigation. Customer complained about fixtures clogging due to calcification and was provided with 2019 water quality survey. Service line at house valve has small leak and customer will contact a plumber for repairs.
 - 262 Nevada St. Customer expressed concerns in regards to a wooden lid over his meter box. After inspection the wood was found to be over the top of the actual meter box lid to keep gravel from entering meter box, not placed there by district. Customer was informed that he could raise meter box to new grade in order to eliminate wood.
 - 320 10th St. Move in, final read.
- 3/5/2021-338 Nevada Ave. High usage, profile taken. Customer emailed finding.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 1, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 3/10/2021-1350 Main St. Customer requesting assistance locating house valve. No valve found, house built in 1911. Water was shut off at meter.
- 3/11/2021-178 Weinke Way. Leak concern. Operator found that PVC service line on customer's side of meter box was cracked, meter was turned off and customer contacted a plumber for repairs.
- 3/12/2021-1201 Audubon Ave. Move in, final read.
 - 460 Cypress Ave. Customer called with broken water pipe on property, operator shut off water at meter so plumber could make repairs.
- 3/15/2021-391 11th St. Move in, Final read.
- 3/16/2021-532 6th St. Move out, final read.
 - 397 14th St. Photo taken of meter face and emailed to office.
 - 1265 East Ave. Customer received leak notice and requested a profile be taken. Meter box uncovered and found blue dial slowly spinning, profile taken and customer emailed findings.
- 3/17/2021 Nevada St. Move in, final read.
 - 397 14th St. Transmitter issue with readings, transmitter reprogrammed to correct read.
- 3/18/2021-371 Vermont Ave. Move in, final read.
- 3/19/2021-2006 Vallemar St. Customer requesting water pressure at house. Pressure found to be 48psi, customer emailed findings.
- 3/22/2021-467 5th St. Customer expressed concerns of a sink hole in the street in front of his house. Investigation revealed no wet spot and customer has been suggested to contact county road services.
- 3/23/2021-116 Los Banos Ave. Customer concerned with low water pressure. Water pressure and house spigot 93psi, water pressure at nearest hydrant 94psi. Customer contacted and notified of findings.

After Hours Call Outs

- 1160 Main St. water running down street. Found customer's pressure tank for their well had failed. Customer notified.
- Pillar Ridge low cl2
- 877 Ocean. Leak in home, water shut off at meter upon customer's request.

Repairs and Leaks

- 610 Vermont service line leak repair. New saddle and copper service line
- Leak repair for shop service line
- Sunshine Valley PRV station leak repair
- Cedar and Linda Vista leak on 3" steel main, repaired with clamp



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 1, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- Drake Well pump failure – ongoing. Well pump was pulled and discovered to be dead. Replaced, we were able to reuse 90% of existing drop pipe, replaced check valve. With in-house contributions to the well drillers work, we were able to get original cost estimate of \$14,624.00 down to a total of \$10,232.72 Work has been completed, Bact tests completed all Absent results.

The well is now producing air bubbles with water production. Although harmless, well is off as we work to discover and mitigate the reason for the introduced air. (3/29/2021)

Misc. Field Work

- Backflows tested, 10
- Sent SRT 2020 production numbers
- Routine BacT's
- Meter box delivered to 404 8th St.
- Montara meter reads, billing.
- Missed reads x5
- High usages x1
- 2 meter verifications
- Moss Beach leak reads
- State Report
- SRT Annual Report
- Drake Well pompe replacemnt project
- Door tag Bernal for main line extension
- Bernal tap and line install
- Bernal main extension shut down, isolate customers. Flust main and customers. Check cl2 residual
- 880 Park construction meter
- 1265 Cedar fixture unit count
- AVTP water tested for hardness
- Diversion line flush x3
- Coding
- New booster pumps ordered from Grundfos for AVTP
- Annual Reort
- 732 Alta Vista sewer report
- Monthly samples x2
- Cl2 pump repair at Portola Well 3
- Sounding at all well sites



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 1, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- Time Cards
- Blue Book cl2 pumps returned for rebuild and testing
- Contact CSDA to organize Ethics and Sexual Harassment training courses for board members
- Metal Recycling hydrant Maintenance
- Work truck oil change x1
- Generator Exercises
- Trimble Training, two days
Purchase new chop saw

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

Covid-19: MWSD offices remain closed to the public since March 16, 2020. 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.

General Manager Leave: The General Manager will be out of the office on March 31, April 2, and April 16-23.

RECOMMENDATION:

This is for Board information only.