



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

P.O. Box 370131  
8888 Cabrillo Hwy  
Montara, CA 94037-0131  
t: 650.728.3545 • f: 650.728.8556

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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**

**May 6, 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/85384766947?pwd=SDdSelJlMXh6Yzc3R0JZdUFlHV01wUT09>

MEETING ID: 853 8476 6947

Password: 400596

CALL IN PHONE NUMBER: +1 669 900 9128

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

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

### **Public Comment**

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

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

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

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

## **CALL TO ORDER**

## **ROLL CALL**

## **PRESIDENT'S STATEMENT**

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

## **PUBLIC HEARING**

## **CONSENT AGENDA**

1. [Approve Minutes for Special Meeting March 29, Regular Scheduled Board Meetings April 1, April 15, and Special Finance Committee Meeting April 27, 2021.](#)
2. [Approve Financial Statements for March 2021.](#)
3. [Approve Warrants for May 1, 2021.](#)
4. [SAM Flow Report for March 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 February 2021.](#)

## **OLD BUSINESS (none)**

## **NEW BUSINESS**

1. [Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2021-2022 Collections Budget.](#)
2. [Review and Possible Action Concerning San Mateo County HMP Annex.](#)
3. [Review and Consideration of Various District Policies in Connection with the District's Application for Transparency Certificates of Excellence.](#)

## **REPORTS**

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

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

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Government Code §54956.9(d)(1))

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

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

**CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

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

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

Property: 771 Rivera Rd., Montara, CA

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

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

Under Negotiation: Price and Terms of Payment.

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

**ADJOURNMENT**

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



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

**SPECIAL BOARD OF DIRECTORS MEETING**  
**March 29, 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 7:33 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 Sewer Engineer, Pippin Cavagnaro  
Kastama Consulting, Alison Kastama

**PRESIDENT'S STATEMENT –**

Director Boyd stated that the meeting scheduled for last Thursday (March 25, 2021) did not achieve a quorum, and they are reconvening tonight.

## ORAL COMMENTS

Director Lohman said he talked to Recology and the new program with the boxes and weekly recycling for kitchen waste will begin January 1<sup>st</sup>.

General Manager Clemens Heldmaier commented that the kitchen waste recycling begins January 1, 2022. They are working behind the scene on possibly introducing a medium size can to accommodate families that are home during COVID-19.

Director Slater-Carter commended General Manager Chris Porter for staying on top of these things and responding to community needs.

**PUBLIC HEARING - none**

**CONSENT AGENDA - none**

**OLD BUSINESS - none**

## NEW BUSINESS

### **1. Review and Consideration of Response to Notice of Violation of the California Voting Rights Act and Possible Action Concerning Safe Harbor Timelines Under Elections Code Section 10010.**

District Counsel Christine Fitzgerald stated that this item arises from a notice this District received on February 12, 2021 alleging that the At-Large system used to elect the District's Board of Directors violates the California Voting Rights Act because it is unfair to minority voters and suppresses minority vote turnout. The notice was sent by attorney John Sarsfield claiming he represents registered voters who reside in the District and threatened to file a lawsuit unless the Board transitions to a By-Division system. The Health and Safety Code that governs sanitary districts, refer to it as "By Division." Under the current system, voters from the entire district are allowed to elect all five members of the Board. In contrast, in a By-Division system the District would be divided into five geographical locations, one for each Board seat, so that residents within each division only vote for candidates residing in his/her district or division. Upon receipt of the notice, she contacted Mr. Sarsfield to ascertain the identity of his clients, the minority class of voters he represented and the factual support of the alleged violation, but he declined to provide any such information. Therefore, the District has been unable to assess the validity of the claims. A violation of the California Voting Rights Act (CVRA) occurs when the electorate votes in a racially polarized manner. This happens when a majority class of voters regularly defeats the choice of the minority class which results in an inability to participate in the political process and elected preferred representatives. The CVRA expanded protections of minority voters afforded under the 1965 Federal Voting Rights Act (FVRA) and thus made

claims less difficult to successfully litigate against public agencies. Moreover, the CVRA included a provision that allows successful litigants to recover attorney fees and costs, which are quite substantial in most cases. In an effort to afford public agencies the chance to voluntarily change its election system without litigation or incur legal costs, the California legislature enacted amendments known as the Safe Harbor Provisions. Before a lawsuit can be filed, a plaintiff must first serve a violation notice to the agency, which they have in this case, and the agency has 45 days to make a decision to transition to a By Division system without being sued. If the agency complies, it has another 90 days to complete the transition by holding 5 public hearings, the purpose of which is to engage residents in the decision on how to redistrict. Likewise, during this process, the agency cannot be sued and attorneys' fees are capped at \$30,000 dollars. The Safe Harbor Provisions constitute a process that would occur under normal circumstances. However, in March/April of 2020 Governor Newsom, by virtue of his powers under the California Emergency Services Act, suspended the running of the 45 day and the 90-day safe harbor periods during the pandemic. Without the suspension of these timelines, the rationale is the electorate can be disenfranchised from participating in significant decisions that are fundamental to their voting rights. To date, no proclamation terminating the State of Emergency has been issued by the Governor nor any resolution by the legislature declaring it at an end. According to its own terms, and under the Emergency Services Act, the Executive Order suspending the timelines remain in effect. Failure to obey the Executive Order under the Emergency Services Act is a misdemeanor. Despite the Governor's exercising of his emergency powers, there has been one legal challenge to his authority to issue the suspension order. The City of Folsom, in reliance of the orders, declined to pass the initial resolution of intent to transition within 45 days of receiving a violation notice. The plaintiff sued and recently the Sacramento Superior Court upheld the validity of those orders, noting the suspension of the Safe Harbor timelines is necessary to protect the communities essential right to fully participate in person in the CVRA process while safeguarding their health and safety during a global pandemic. The court further concluded that the decision whether to suspend the timelines is not discretionary by a local jurisdiction but is indeed mandatory citing the provisions of the Emergency Services Act. Mr. Sarsfield asserts that his letter triggers the running of the 45-day litigation hold which expires today, thereby disregarding the Governors orders. However, because of the current suspension orders it is only the lifting of those orders that trigger the 45-day timeline. Once the orders are lifted, the 45 days would begin to run and then the district would need to decide whether to transition to By Division elections, if it wishes to take advantage of the Safe Harbor provisions. What is being presented to the Board for consideration is two options: (1) to disregard the Governor's orders suspending the 45 days to adopt a resolution of intent to transition to By Division Election System and proceed with the public hearings; or, (2) to comply with the suspension of timelines under the Governors orders until such time that the order is lifted. The orders are effective without action by the District. Her recommendation is to openly consider and take action to formalize its decision to suspend the timelines, if that is what the Board chooses to do.

Director Lohman asked based on the case with Folsom, does that mean they can comply with the Governors orders without additional costs or court cases?

District Counsel Christine Fitzgerald replied that based on the Superior Court rationale, the order stands. If they choose to rely on it, it would suspend the timelines until the order is lifted. However, the Superior Court ruling is not a legally binding authority, so a plaintiff can still sue the District. A San Mateo County Superior Court judge could rule the same or different. She feels the court's rationale in Sacramento was compelling and persuasive.

Director Boyd added that he was impressed with the Superior Court's ruling, because they were basing it on the public's need to participate in a process that would have a big impact on their right to vote and the right to select their electorate representatives. He supports following the Governors suspension orders.

Director Lohman asked if they should respond to the attorney and let him know what they are doing within the 45 days.

District Counsel Christine Fitzgerald said she would advise that.

Director Slater-Carter said she supports complying with the Governors orders.

Director Lohman commented if they were to transition to a By-Division system, it would cost a lot of more than \$30,000 dollars. Is there an estimate of what that would cost the community if they were to do that?

Director Slater-Carter said that she thinks the costs will be high. She had talked to the Harbor District, and the election costs every other year will skyrocket because it costs the Elections Office more to do District Elections.

Director Boyd commented that it requires a demographer to look at the District to recommend to the Board how the map might be drawn, probably \$25,000-\$30,000-dollar range at minimum. The maps have to be drawn, and they would have to have a series of Board meetings designed to elicit community participation. Their attorney and staff would be very busy. The cost of divisional elections is higher because there is more work for County Elections to handle that. Additionally, every ten years any district election district has to reapportion. This means get the census data, work with the demographer again, redraw the maps, to accommodate what has happened in the local population. There is a set of recurring costs in addition to the initial cost—plus the \$30,000 dollars that the complaining attorney will probably collect. This has a substantial financial impact. This is a very important question for their community, and he is grateful to have some time to educate themselves on this before they need to take action.



Director Dekker stated that it is inevitable that they have to transition to the By Division system. He is glad that the Governors orders have given them extra time. He suggested sending a response to the attorney that they will comply, to cut him off in legal fees.

Director Boyd said that he doesn't agree with Director Dekker's starting position, and feels they should discuss this further before they simply capitulate.

Director Slater-Carter added there is some data they need to look at. They are not County wide. With every election that is contested, candidates are out walking and talking to local residents. In the years that she has been talking to people she has never come across anyone that voiced any feelings of discrimination or being underrepresented. She would like to see the real number first.

Director Boyd commented that the Pillar Ridge community is demographically composed differently than most of the rest of Moss Beach and Montara District. When he and Director Slater-Carter were campaigning, they met great people in Pillar Ridge as well as the other communities in the District, and he considers those interactions important. If the District had transitioned to a By Division system, he probably would not have taken the time to meet people outside "his" District. When the District was looking at acquiring the Pillar Ridge Water System, it was with the knowledge of all the great people he met there. They have a very small district, and he doesn't feel the intent of this law is for them. He wants to research the real question behind the CVRA and FVRA and ask if there is some imbalance, they might need to do something about, and he is looking forward to talking to a demographer or anyone else to dig into this. If any one of his neighbors feels they are not getting good representation, he wants to set that right.

Director Slater-Carter added that many residents are low-income, having bought their houses many years ago. They need to look at all of the data, so they are not trading discrimination with discrimination. This has to be done fairly.

Director Dekker said they are probably going to be sued down the road. How are they going to defend themselves? It is the law that they need to transition to By Division.

Director Boyd replied that he has read what the law requires, and it is not clear to him if the issue that the law is trying to address would be mitigated through the action that the Safe Harbor amendment brings to it. He is not interested in taking the Safe Harbor if it would harm the community that is intended to be helped. He is happy they have some time to examine the issue more carefully. But he wants more information. He has started looking at the numbers, and he is not convinced that the default action called for under the Safe Harbor is a good one for the people of their community. He works for them first. He wants to look at it thoroughly, so when it comes time to act, he knows he is making an informed choice. It may be a hard decision either way.

Director Dekker said after the Governor's orders are lifted, they will be faced with this decision again, hopefully with more information to know how to go forward.

Director Boyd said he fully intends to take advantage of the time they have. This law is not designed to give agencies enough time to make an informed decision. It is designed for large agencies who don't care about the \$30,000 dollars they would have to pay the opposing attorney, and just rollover and do it. This law wasn't written with small districts like theirs in mind. He feels it can actually disenfranchise people. And if this is the case, he is in favor of talking to a judge about that issue. He has a lot to learn before drawing any conclusions, but he is not counting that out. He also understands he is one of five on the Board.

Director Harvey said based upon their small population, is there a chance they can be exempt from this law?

District Counsel Christine Fitzgerald replied that this question is a closed session item. She reminded the Board that tonight they need to decide whether to elect to transition or comply with the Governors orders and take some more time. As Director Dekker pointed out, once the orders are lifted, they will have 45 days to make a decision. As stated earlier, the plaintiff may still decide to sue the District if they rely on the Governors orders.

Director Lohman made a motion to approve the resolution declaring to suspend elections code section 10010 Safe Harbor Timelines for Transitioning from At-Large to By-Division Elections pursuant to Executive Orders nos. N-34-20, N-48-20, and Director Dekker seconded the motion. A roll call vote was taken and the motion passed unanimously 5-0.

Director Boyd pointed out that the staff recommends engaging in public outreach now, so people will be familiar with it, and they can start considering the ramifications.

**REPORTS- none**

**FUTURE AGENDAS**

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

**BRIEF RECESS at 8:10 pm**

**CONVENE IN CLOSED SESSION at 8:15 pm**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
(Government Code § 54956.9(d)(1))

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

**CONFERENCE WITH 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 at 9:00 pm**

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 6th, May 2021.

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

**From:** Sabrina BRENNAN [REDACTED]  
**Sent:** Friday, March 26, 2021 2:13 PM  
**To:** Scott Boyd <[scott@mwsd.net](mailto:scott@mwsd.net)>  
**Cc:** Jim Harvey <[jim@mwsd.net](mailto:jim@mwsd.net)>; Ric Lohman <[ric@mwsd.net](mailto:ric@mwsd.net)>; Peter Dekker <[Peter@mwsd.net](mailto:Peter@mwsd.net)>;  
Clemens Heldmaier <[clemens@MWSD.net](mailto:clemens@MWSD.net)>  
**Subject:** CVRA

Hello Scott,

We support the timely transition to district based elections. Please comply with the CVRA.

Sabrina Brennan & Aimee Luthringer  
Moss Beach



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

**REGULAR BOARD OF DIRECTORS MEETING**  
**April 1, 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

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

**PRESIDENT'S STATEMENT –**

Director Boyd it was a gorgeous day. There was an article in the local paper indicating a dry year. this is one of those years conservation would be greatly appreciated.

## ORAL COMMENTS

Director Slater Carter commented that she received an email from a Board member of the Fire District inquiring if Montara Water and Sanitary District (MWSD) could put out a wildfire, suggesting that he/she didn't think the District had sufficient capability. It is the Fire Department's job to take care of wildfires. The Montara Water and Sanitary District (MWSD) is responsible for the urban area. Outside the Urban Area is up to the Fire District to do their planning. She hopes people pay attention to the article in the Review. They did a great job taking care of the fire at the Havice Miller Ranch several years ago. She hopes people will pay attention to the reality of what is going on rather than assigning blame to stop projects.

Gregg Dieguez, Montara resident, commented that he wrote an article on *Coastside Buzz* about the Half Moon Bay lawsuit. He is going to try some other channels to get it published in a Half Moon Bay venue. More importantly, MWSD is now in the Local Hazard Mitigation Plan (LHMP). He urged everyone to take a survey of their concerns. There is a link in the article he wrote today about Wildfire Risk. He suggested the three agencies work with the Midcoast Community Council (MCC) to come up with a plan that they can support mutually. The MCC will be taking a position with Ann Ludwig and the LHMP people; they may or may not be on the steering committee and he hopes MWSD will participate in sending some agenda topics regarding risk mitigation and LHMP related projects because the funds available in the future could be available for things which mitigate climate risk such as recycled water, etc. He will be glad to exchange views to support their efforts to coordinate with the other mid-coast agencies going forward.

**PUBLIC HEARING - none**

## CONSENT AGENDA

- 1. Approve Minutes for Regularly 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**

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

## **OLD BUSINESS**

## **NEW BUSINESS**

### **1. Review and Possible Action Concerning Draft Water and Sewer Budget.**

General Manager Clemens Heldmaier stated that this is a preliminary draft of the Budget to be reviewed by the Board for input and discussion. It will be brought to the Board at least two more times. The budget is current up through February. They still have to work on sewer service assessment numbers. He requested a referral to the Finance Committee.

District Accountant Peter Medina stated that there are some components missing: payroll COLA numbers which should be available in the next couple of weeks, and CIP updates from the engineers. They are also working with the Sewer Authority Mid-Coastside (SAM) to get their numbers finalized, and on the revenue side—the major pieces are the sewer service charges and water rates. There are also some finer points which will be discussed with the Finance Committee, such as cash management.

Director Dekker asked what is happening with the Water Reliability Charge.

District Accountant Peter Medina replied that the first payment for sewer service was sent in December, and it was allocated to the Water fund in the Operations account. He wants to discuss this with the Finance Committee—should the funds go to its own separate bank account? He knows the District earmarked it for capital improvement. Right now, it is in the Operations account. This will be discussed further with the Finance Committee. Another payment is expected in April.

Director Slater-Carter said she supports a separate fund. It will save a lot of work if someone brings up a perceived problem later.

Director Dekker commented two of the budget numbers needed correction, but they can talk about that at the Finance Committee meeting.

District Accountant Peter Medina thanked him for bringing that to his attention.

Director Boyd said he also supports an allocated reserve for transparency.

Director Slater-Carter asked when the numbers for SAM will be available to incorporate into the budget.

General Manager Clemens Heldmaier replied that there was a managers' meeting and they looked at some of the numbers in the General Budget. He thinks a draft may be reviewed at the next SAM meeting.

District Accountant Peter Medina replied that they expect to go to the Finance Committee on April 15<sup>th</sup>.

General Manager Clemens Heldmaier added that they brought this to the MWSD Board early—usually it is done in May. So, they need to give the other agencies time to work on their budgets.

District Accountant Peter Medina replied that they have been working with SAM for the last few months. He is expecting to go to the Finance Committee meeting mid-April, and depending on the outcome, go to the Board.

## **REPORTS**

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

Director Lohman reported that they approved to launch the Wastewater Treatment Plant Capacity and Treatment Process Review Study. It is going out to bid now. They extended the legal contract for an extra \$25,000 dollars due to the extra expenses affecting SAM. SAM is also starting their preliminary financial report and starting their budget financial outlook process.

Director Slater-Carter added they had Brown and Caldwell take a look at the new project with the aeration basin. SAM is very aware of keeping it within budget.

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

Gregg Dieguez stated there is a Midcoast Recreational Development Fund and he is trying to gather more information on it—where the funds are, how much is in it and do they have everything they should have in it. He wants MWSD to be aware of it, as some of these funds could be used for recreational assets of interest to the community. It is possible with the Local Hazard Mitigation Fund; they might have enough funds to do something of a recreational nature with MWSD.

Director Lohman commented that they need to watch the funds allocated to the Coast. He related an incident a long time ago when they were granted a significant amount of money to lay about a half a mile of overhead wiring to underground. They had chosen the mid-coast area by El Granada. However, that money was used by Redwood City instead and the Coast did not see a penny. He also mentioned the project with Caltrans to put up signs in Montara and Moss Beach has been revised, and they are looking for input from the community.



Gregg Dieguez, added that Director Lohman is referring to a number of signs and vehicle monitoring stations that Caltrans wants to install. He understands it was revised to one sign in the mid coast area and the monitoring stations unchanged. The sign would be off most of the time, and will be used for emergency alerts.

3. **CSDA Report (Lohman) - none**
4. **LAFCo Report (Lohman) - none**
5. **Attorney's Report (Fitzgerald) – none**
6. **Directors' Report – none**
7. **General Manager's Report (Heldmaier)**

General Manager Clemens Heldmaier said that the new newsletter for April/May was not included in the Board packet and will be sent to everyone tomorrow. It is also on the website.

#### **FUTURE AGENDAS**

**CSDA Transparency Certificate  
Conflict of Interest Code Update**

**BRIEF RECESS at 8:10pm**

**CONVENE IN CLOSED SESSION 8:15pm**

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

(Government Code § 54956.9(d)(1))

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

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**ADJOURNMENT at 9:30pm**

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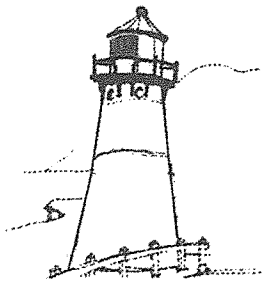
Respectfully Submitted,

Signed \_\_\_\_\_

Secretary

Approved on the 6th, May.

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



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

REGULAR BOARD OF DIRECTORS MEETING  
April 15, 2021

**MINUTES**

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

Others Present: District Counsel, Christine Fitzgerald  
Kastama Consulting, Alison Kastama

**PRESIDENT'S STATEMENT –**

Director Boyd stated that they have had a couple of really good public meetings about the future of the District and its water and sewer infrastructure, and if you haven't seen them, please visit our website. He welcomes any feedback.

## ORAL COMMENTS

Gregg Dieguez, Montara resident, asked if the District could explain its efforts and plans to submit for the Local Hazard Mitigation Plan. El Granada is meeting tonight to discuss what they are going to do. One of the open issues that both El Granada and Montara Water and Sewer District (MWSD) needs to face is what are you all going to do to create a submission for the Sewer Authority Mid-Coastside (SAM) because SAM is not an annexed partner. May 21<sup>st</sup> is the deadline for filing the first plan submissions. If General Manager Clemens Heldmaier needs copies of the documents from Ann Ludwig, please let him know. He suggested the District take over the Caltrans-Right-of-Way properties and offering to do something about the trees and wildfire danger on that Right-of-Way. He requested that this be on the agenda for another meeting because it is important.

Director Slater-Carter added that this was a great idea. She encouraged people to watch the recent Midcoast Community Council (MCC) meeting which was mostly about wildfire risk in El Granada. If necessary, they may have to consider getting a bond to mitigate the wildfire risk in the urban and semi-rural areas of Montara and Moss Beach.

**PUBLIC HEARING - none**

**CONSENT AGENDA**

**OLD BUSINESS**

**NEW BUSINESS**

- 1. Review and Possible Action Concerning Water Main Extension Agreement for New Service Connection at 1170 Howells Street, Montara, APN 036-282-050.**

General Manager Clemens Heldmaier stated that this is a significant main line extension of 100 feet for 1170 Howells Street. This was already approved by the Board in the Consent Agenda in 2019. Because there is no Consent Agenda at this meeting, it is agendized as a regular agenda item. The applicant could not move forward with the main line extension in 2019, and the bid changed. There have also been some administrative changes to the agreement. He recommends approval of the resolution authorizing the agreement for construction and acquisition of the water main extension for the new water service connection project at 1170 Howells Street under the conditions set forth in the agreement prior to construction of the water main, approving plans and specifications and authorizing issuance of permit.

Gregg Dieguez said on behalf of the rate payers of MWSD, this appears to be representative of an endemic problem throughout the Country in other water and sewer agencies. He believes the applicant is being charged a one-time fee.

General Manager Clemens Heldmaier replied that the applicant is paying for the main line extension itself.

Gregg Dieguez said when an applicant puts a new asset into the District, they are not just donating an asset, they are creating a burden for the long term. At some point that pipe is going to need replacement. And if you have not been charging incrementally for that extra asset over time, when it comes time to replace it, you won't have the money, and the ratepayers will be subsidizing that asset. Proper financial management requires that MWSD add a little bit more to the operating and maintenance costs and a little bit more to the asset reliability charge (asset replenishment fee). The property owner is going to pay in perpetuity because that permanent asset has an infinite cost. One of the reasons the water reserves for MWSD are "under water" because you have a history of not doing this. He is bringing this up now, because when Cypress Point and Big Wave comes up, it is going to much bigger dollars and a much bigger problem and will add up faster. What is needed, in proper process, is a Fiscal Sustainability Analysis of this particular transaction, to see if it will cover all costs and hold harmless the rest of the ratepayers so they are not going to ever in the future subsidize this applicant. Every transaction should stand on its own, pay its own fair share of the foundation it is joining, and of the on-going asset burden it creates.

Director Slater-Carter asked District Counsel Christine Fitzgerald if there are any laws that addresses Mr. Dieguez's concerns. If this is a nationwide problem, then there should be something in the law.

District Counsel Christine Fitzgerald stated that once the District accepts this extension as part of their facilities, then the ratepayers do start maintaining and paying for it, including the applicant who paid for it to be installed. She doesn't think there is a law that specifically addresses this; she feels it is a fiscal policy decision of each district.

General Manager Clemens Heldmaier added that this is built into the District's water rates. They recently approved a Water System Reliability charge that is specifically for infrastructure replacement. The applicant will pay for the replacement of the water main through water rates and also for the operation of the water system.

Director Dekker commented that they look at the connection fees and review costs of the connection, and they will continue to do that in the future.

General Manager Clemens Heldmaier concurred that the connection fees are established with that in mind.

Director Boyd commented that the applicant has applied under the current ordinances and rate schedule. He understands that all requirements have been met and staff is recommending that they approve this. Now is not the time to second guess all of this and reject this one. He takes the point of fully funding depreciation and noted that this was brought up annually by former Board member Paul Perkovic. He is pleased to report that what they have done for the past few years that he believes is appropriate and incremental, is making sure the money comes in is accumulating at a rate that can supply the money that they can reasonably anticipate going out. They have an on-going assessment of their infrastructure done by staff and engineers that is worked into a prioritized plan and they need to make sure they have the funds to pay for those things in addition to unexpected repairs. That is where the water reserves come in. They work as a community system—it belongs to the community and the community works collectively to keep the whole thing organized and operating. When things wear out, they are ready to deal with it, and they have the money to deal with it. He disagrees with the approach with what Mr. Dieguez is recommending versus what they have done in practice and actively working on improving during the last couple of years.

Director Lohman made a motion to approve the resolution authorizing the Agreement for Construction and Acquisition of the Water Main Extension for the New Water Service Connection Project at 1170 Howells Street, Montara APN 036-282-050, under the conditions set forth in the agreement prior to construction of the water main, approving plans and specifications and authorizing issuance of permit. Director Slater-Carter seconded the motion. A roll call vote was taken and the motion passed unanimously 5-0.

## **2. Review and Consideration of District's Conflict of Interest Code.**

General Manager Clemens Heldmaier stated the Conflict-of-Interest Code is required to be reviewed biannually. The last update was made in 2014. This has been brought before the Board to confirm the existing Conflict of Interest Code, and will help the District to acquire the Transparency Certificate. He recommends that the Board approve and adopt the resolution confirming review and approving Renewal of Conflict-of-Interest Code of the Montara Water and Sanitary District.

Director Lohman asked if they also needed to sign a conflict-of-interest statement.

Director Boyd replied that they sign the form 700 Statement of Economic Interests.

District Counsel Christine Fitzgerald concurred.

Director Dekker made the motion to approve and adopt the resolution confirming review and approving renewal of Conflict-of-Interest Code of the Montara Water

and Sanitary District. The motion was seconded by Director Lohman. A roll call vote was taken, and the motion passed 4-0. Director Slater-Carter was absent due to internet problems.

## REPORTS

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

Director Lohman said there were two items on the agenda. RCD was not able to attend to do their First Rain report. The Regional Water Quality Control Board made a presentation indicating there was a lot of bacteria in the Harbor. SAM will be required to write a report on their process and procedure. This went on for some time, and the directors began asking why this is being requested when the sewer is not the cause of pollution in the Harbor. Director Slater-Carter suggested SAM and the Harbor District talk about it. Several board members said the big problem is the creeks, storm run-off, animals, etc. and the County should be involved. However, they insisted that SAM write the report to ensure they are not the cause of the bacteria in the Harbor. It was interesting that Surfers Beach, which is right next to the Harbor, was clean and the Harbor was dirty.

Director Slater-Carter added that the others responsible for cleaning this up is GCSD and Half Moon Bay. The Harbor nor the County are responsible. She suggested they do a fairly serious study and find out where the bacteria is coming from. She has been living on the Coast for 42 years, and the pollution inside the Harbor has been a problem. She feels that there are other factors and variables, and their only solution is to blame it on the sewer lines and the sewer line providers.

Director Boyd said it appears that they are premising this on the reading from Deer Creek at the Harbor.

Director Slater-Carter said RWQCB is not finding e-coli upstream, but downstream where the sewers are.

Director Boyd asked if they did any basic DNA studies.

Director Slater-Carter replied yes.

Director Boyd asked if the Deer Creek sample contained human DNA.

Director Slater-Carter replied yes.

Director Boyd commented that they are trying to create work for an agency that they regulate. If they have a finding of a violation, they need to find out where it is. If they can't produce the violation, they need to push back and ask why they have

reached those conclusions. They should be asking for their test results that they are basing their diagrams on.

Director Lohman said the SAM Board did push back.

Director Slater-Carter replied that Mr. Dieguez asked for that.

Gregg Dieguez commented that the best use of the directors' time is to allow him to report back. He is writing an email to the PhDs that did the study. The implications of what they are trying to do are sticky and significant over the long term. He asking for the test results, is questioning the methodology, as well as a bunch of other questions. He will report back to the Board as well as the MCC and copy SAM to what he learns. This runs counter to some of the County's objective for more housing because the pressure of the population increasing the pollution. There are going to want someone to clean this up.

Director Boyd commented that over the years they have seen studies on this time and time again, and each time it was proven to be a problem with storm water run-off not flowing cleanly or bovine DNA (which could be deer or cow). He doesn't recall at any time anyone has ever made a determination that it was human waste coming from the sewer system. If they are going to drop a new revelation on them, it needs to be backed by real data. If there is a problem, they want to fix it. How they did this isn't how they normally interact with the Regional Board. If there is human bacterial waste getting into the Harbor, this should be a call to the General Manager at SAM to fix it. They have mechanisms and communication pathways for this, and this is coming through a very strange direction.

Director Slater-Carter said one of the problems is the liveboards. She would like an independent engineer evaluate this. She would like to propose that the Princeton Pumpstation be turned into a tertiary treatment plant and send the brine down to SAM. Then the water can be pumped into the Harbor. They need an independent evaluation of all the perimeters surrounding this pollution.

Director Boyd said it is a start by gathering all the data they are using making all these broad claims. This should come from one of the agencies that makes this request, because this is their regulators and they need to have a conversation with them as they should.

Director Slater-Carter said it should come through SAM.

Director Boyd replied this was a good idea, as they have the permit.

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

Gregg Dieguez said they are going to be covering the lawsuit between SAM and the agencies at an MCC session on April 28<sup>th</sup>. Potential action items could be a



letter from the MCC in support of something. He requested that if anyone involved has any thoughts about this, he would like to hear it. Further, if he should invite someone to speak at the meeting, let him know. Coming out of last night's wildfire issues, the MCC will be requesting some wildfire spotting cameras to be installed on MWSD cell towers. The main topic was Quarry Park and wildfire related issues including up and down the Coastside and evacuations. He received an email that FEMA denied some of the work planned at Quarry Park. He has asked it to be investigated. This has implications for the Local Hazard Mitigation Plan. Most of the questions about wildfire went unanswered and there doesn't appear to be anyone in charge of wildfire, no plan, nor a plan to create a plan. There does seem to be an opportunity to make some changes jurisdictionally to try to get people, especially land owners, who are willing to do work to remove eucalyptus trees, and Don Horsley has agreed to consider funding some of that with Measure K funds, specifically the El Granada medians. He hopes this can also be applied to eucalyptus in the Caltrans-Right-of way, etc.

Director Boyd said when Mr. Dieguez references the lawsuit, it would be accurate to say, "Half Moon Bay is suing the Midcoast agencies." They initiated it against their neighbors. He does not think it wise to participate in the discussion at the MCC.

Director Lohman said he is hoping Mr. Dieguez would write something like a summary or the recent article in the paper about the 40-year history of the situation. In terms of wildfire, he described a program the County launched with RCD, in which they provided wood chip services to neighborhoods to help residents get rid of wood. He is hoping that it will be repeated.

Director Dekker commented on the financial damage caused due to high costs of legal services resulting from the lawsuit.

Director Slater-Carter added that at the Finance Committee meeting a document was produced from the agenda showing Half Moon Bay's flow on an annualized basis is up to 58.4% this last year. It has been going up every year. They are using the greatest percentage of flow at SAM.

Gregg Dieguez asked if they would like to see a draft of his materials to review.

Director Slater-Carter said to send it to her, Director Lohman, and General Manager Clemens Heldmaier.

Director Boyd cautioned that, as a matter of litigation, they all need to be careful so as not to "speak" through someone else on this. He appreciates Mr. Dieguez's efforts, but they are in the middle of a fight that they didn't start, and they need to do their part. They need to be very careful.

Director Slater-Carter replied that it is important that the interesting insights made by Half Moon Bay don't stand unchallenged. Anything in the public domain, they can help with.

3. **CSDA Report (Lohman) - none**
4. **LAFCo Report (Lohman) - none**
5. **Attorney's Report (Fitzgerald) – none**
6. **Directors' Report**

Director Slater-Carter commented that she would like to discuss a possible bond initiative to cover the high costs of the Caltrans Right of Way mitigation of wildfire risk.

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

General Manager Clemens Heldmaier said they are working on the Transparency certificate. There are few more policies that will be brought before the Board at subsequent meetings to complete the application. Also, MWSD is planning on flushing in certain areas in cooperation with the Fire District. This may temporarily impact residents in the area. They may experience discolored water for a few hours. He wants to start raising awareness of this.

Director Lohman asked if the Local Hazard Mitigation Plan will be agendaized.

General Manager Clemens Heldmaier replied that he will put it on the agenda for the next meeting.

### **FUTURE AGENDAS**

#### **CSDA Transparency Certificate**

**BRIEF RECESS at 8:25 pm**

**CONVENE IN CLOSED SESSION 8:30 pm**

#### **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**

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 at 9:45pm**

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 6th, May 2021.

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



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

**FINANCE COMMITTEE MEETING**  
**April 27, 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 2:02 p.m.**

Directors Present: Dekker; and Harvey (joined at 2:10pm)

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

Others Present: District Accountant, Peter Medina

**ORAL COMMENTS**

1. Review of Draft FY 2021-2022 Water and Sewer Budgets

District Accountant Peter Medina stated that he wanted to go over some of the things they discussed at their brainstorming session. The funds for one of the legal expenses have been updated and approximately \$20,000 dollars have shifted to

the sewer side. This change is on the live version of the budget they are seeing, but not their PDF versions. The CPI April-April is not ready. He expects it to be available in the next week or so. So, he is using the old CPI from Feb-Feb for the current model. They have added \$20,000 dollars to payroll for staff wages for the potential of a shift in position. Everything else reflects the comments made at the last brainstorming session. The Capital Improvement Program (CIP) is the major driver for both sewer and water expenditures. He asked General Manager Clemens Heldmaier if he had heard from the engineers.

General Manager Clemens Heldmaier replied that they should see the Capital Improvement programs soon.

District Accountant Peter Medina said for the CIP in this draft, they used last year's CIP 5-year plans and shifted it down one year. So, they are using 1.99 million dollars for sewer CIP and 2.56 million dollars for water. It is just a proforma of bringing the prior year forward, understanding they are placeholders for the draft.

District Accountant Peter Medina started with the live copy of the Sewer budget. The bottom line is that they are going into reserves close to a million dollars.

Director Dekker said they don't have the present update on the financials—how much they have in the bank. It would be helpful to know how this impacts the District's financial situation.

General Manager Clemens Heldmaier said the bottom number is unreliable due to the variables District Account Peter Medina just mentioned and they don't know what the sewer service charge income will be.

Director Dekker asked how much money they have in the bank as of 3-15-21.

District Accountant Peter Medina said as of 3-31-2021, 9.2 million dollars.

Director Dekker asked how much is in the LAIF account.

District Accountant Peter Medina replied 4.6 million dollars

Director Dekker asked if all the property taxes have come in.

District Accountant Peter Medina replied that this is as of March, and they are expecting more funds. He is also sending the balance sheet of the Board packet to the committee members and General Manager Clemens Heldmaier before it is put in the Consent Agenda.

General Manager Clemens Heldmaier added that the public may also request a copy via [info@mwsd.net](mailto:info@mwsd.net).

District Accountant Peter Medina stated that discussion of cash and reserves is at the end of the budget.

Director Dekker said it is important to know which starting point the District has versus the shortfalls occurring in cash flow for sewer and water.

District Accountant Peter Medina went over the Sewer Budget Cash Flow sheet. Sewer service increase (9%) has been added, but not the wet weather flow.

Director Dekker commented that he noticed all other accounts have increased dramatically from 71 to 142. What is the reason for that?

District Accountant Peter Medina said there is an increase for election expenses (\$75,000) and professional services (due to legal expenses). The major changes: revenue wise—cell tower lease has shifted to all water to sewer, fees no change, property tax at 1% increase as they are not capturing ERAF in full, waste collection has a small increase.

Director Dekker said the property taxes are very conservative. The actual income expenditures to date they have received \$473,519 versus \$275,000 budget.

District Accountant Peter Medina said from there, ERAF represents \$153,000 dollars for the sewer fund.

General Manager Clemens Heldmaier said the 1% share is the \$320,000 dollars and anything above that was ERAF. They can confirm the same number for the water side. The prior budgeting could be increased, because the 1% share has not changed, and they will probably get that money again.

District Accountant Peter Medina said this time last year, the District had collected \$290,000 dollars. So, this is a significant increase from last year. Of that, ERAF represented \$147,000 dollars.

General Manager Clemens Heldmaier asked what about the fiscal year end?

District Accountant Peter Medina replied as of 6-30-2020 they collected \$814,000 dollars water and sewer (\$407,337 per account), ERAF \$147,458, or \$259,000 per fund. He thinks that the funds this year were not booked properly and needs to be analyzed better. There has been a problem this fiscal year, with the County sending checks without the remittance advice for the funds, which details how the funds are apportioned. Compared to last year, it doesn't seem to be reasonable that it would have increased that much.

Director Dekker asked General Manager Clemens Heldmaier to contact the County to get clarity on the numbers so they have a realistic number for their budget.

District Accountant Peter Medina said they should not increase the amount budgeted for property taxes for next fiscal year without knowing whether the actual funds received should move. Compared to last year, it doesn't seem reasonable to have increased that much.

General Manager Clemens Heldmaier said that the uncertainty of the ERAF amount is also how much will be withheld for next year's property taxes.

Director Dekker said they are approaching this very conservatively, leaving out the ERAF.

District Accountant Peter Medina said that they are going from \$275,000 to \$277,000 dollars. Based on the uncertainty that the actual income was booked properly, it should not be increased. There is a worksheet he does on an annual basis for the audit, and he will try to sort through what they have for this purpose.

Director Dekker asked on the expense side, do they have a firm number from the Sewer Authority Midcoast (SAM) as to what they will be charged?

General Manager Clemens Heldmaier said the current SAM numbers are in the budget (page 4). However, the SAM Board did not approve the budget, so the numbers may change.

District Accountant Peter Medina said \$331,973 for Collections and \$1,532,608 for Operations. Monthly Collections are \$27,664 and O&M is \$127,717 proposed for next year.

Director Dekker replied that it dropped \$2,000 dollars for now, as it stands.

District Accountant Peter Medina said the other large component as it relates to SAM is the pass-through costs for collection and pumping system maintenance, \$110,000 dollars. Those costs are usually capitalized each year. Usually, they budget 2 million dollars for SAM.

Director Dekker said this year the CIP for SAM is 1.99 million.

District Accountant Peter Medina replied that this was discussed earlier, and the CIP numbers will be edited. On the sewer capital reserve account, they have 4 million dollars.

General Manager Clemens Heldmaier said that on their CIP number, they will develop a new CIP with a full 5-years, with year One that they would like to implement, and they may restructure some of those projects.

Director Harvey asked if the District's CIP has SAM's CIP built into it.

General Manager Clemens Heldmaier said that it is not included. SAM's CIP is part of the SAM General budget.

District Accountant Peter Medina continued with the Sewer budget. Interest revenue is not performing as well as in the past, so it has been reduced \$20,000 dollars. Connection fees are flat, debt is steady—they have IBank and half of PNC.

District Accountant Peter Medina continued with the Water Budget.

Director Dekker stated that at the last meeting, they were optimistic about increasing water sales, but noticed it is not reflected in the budget.

General Manager Clemens Heldmaier replied that the optimism is gone with the impending drought. The State may restrict water usage and people will certainly conserve water.

Director Harvey asked if the State will mandate a percentage reduction, or just conservation. The community conserves water already.

General Manager Clemens Heldmaier replied in the past it has been a percentage reduction. However, the water use restrictions are usually put in place for urban water systems and small water systems have a little more flexibility and aren't asked to conserve per say. There are a lot a politics involved right now. When the politics are gone, he expects to see a more uniform water use restriction throughout the state. Next year, a slight reduction is expected since everyone will be conserving.

District Accountant Peter Medina added that they should discuss a possible water rate increase.

General Manager Clemens Heldmaier stated that the water rates have not increased for three years. A new rate, the Water System Reliability charge, was implemented, and is significant. Staff is not recommending an increase at this time. Water rates can be adjusted anytime during the year, should the need arise—it will take about four months or so.

District Accountant Peter Medina stated that the income for Operations is expected to be 2.2 million. Property taxes may be higher, but they are losing cell tower funds (to the sewer side) and there is an increase in costs. The Water System Reliability charge is a placeholder. There is a negative deficit of 13 million dollars. They are



not keeping pace with the rates. If there were to be an operation increase for any reason, they would be exposed. The district has decided to focus on capital infrastructure as opposed to operations in terms of how they structure their rates. With three years of no rate increases for operations, there will come a point that you will need to implement a major rate increase down the road.

Director Harvey suggested a smaller rate increase now or soon, rather than putting it off.

Director Dekker suggested that they bring this up to the full Board at the next meeting.

General Manager Clemens Heldmaier agreed that this should be discussed with the full Board, and suggested that the water rate increase be done next year, so it staggers with the sewer rate increase. The Water Reliability charges can be used for capital improvements, which offsets the Operations budget for capital improvements. This should be enough to hold off one more year.

Director Harvey asked if they wait one more year, will the increase be reasonable?

General Manager Clemens Heldmaier replied that he feels they can catch up through a multi-year increase, below 10%. He hopes it will be around 5%.

Director Harvey said an increase of 5-6% is lower than other districts.

Director Dekker asked about the \$120,000 dollars projected for engineering costs, when the actual expenditures are more than double that.

District Accountant Peter Medina the majority of costs are coded for CIP projects. They are waiting for SRT's CIP numbers. When SRT sends a bill, a portion of it goes to Operations and a portion to CIP. The numbers vary every year.

General Manager Clemens Heldmaier said he feels the engineering costs are appropriate. With all CIP projects, it includes engineering costs and is usually reviewed by the Board with all supporting documentation.

District Accountant Peter Medina added they have reduced engineering by \$100,000 dollars because of what they are seeing.

General Manager Clemens Heldmaier said another factor is the regulators. This year they are hoping things will be easier. Also, there may be some water quality capital projects, such as upgrades to Pillar Ridge treatment plant. So, some of the projected costs under operations may shift to the capital improvement fund.

Director Dekker showed his spreadsheet, and asked about PARS and USBank Pars, and when he compares his numbers to the District's projected numbers, why is there is a difference in the amounts?

District Accountant Peter Medina stated that the PARS fees (\$735 & \$820) are based on the assets. The US Bank PARS comes from the payroll.

Director Dekker said the number from payroll are lower than his numbers.

District Accountant Peter Medina agreed it is low and did not account for the \$15,996. The bump in the PARS payment has a portion of the General Manager Clemens Heldmaier's bonus and retro pay and will not repeat.

General Manager Clemens Heldmaier said the employer contributions benefit the entire fund.

Director Dekker said he is concerned the PARS number in the budget is too low.

District Accountant Peter Medina said they budget the payroll with the best information they have. They have captured General Manager Clemens Heldmaier's new rate. CALPERS is based on the total wages, and PARS is based on regular earnings. It will change when the COLA numbers are incorporated.

General Manager Clemens Heldmaier added there is a limit for contributions. This bump will bring him closer to that limit, and when it is reached it no longer benefits the employee, but the total fund. They should get clarity on what can be done to stop an employer's contribution.

District Accountant Peter Medina stated that a portion of the PARS payroll is paid by the employees. Director Dekker's numbers reflect the total amounts. He doesn't think it particularly beneficial to factor in that one-time bump into it. If they compare the PARS expense from last year to this year, they are tracking well--it is in the ballpark.

Director Dekker asked about the extra costs for telephone and internet. Are they getting anything in return for these increases?

General Manager Clemens Heldmaier said that they just switched to a new plan, and is hoping that costs will go down. They have Coastside.net, Comcast, AT&T, A-B Communications, etc.

Director Dekker commented the General Obligation bonds is blank in the Details Sheets (account 7600).

District Accountant Peter Medina said it should be \$983,945.60. This represents the savings (to the ratepayers).

General Manager Clemens Heldmaier is going to focus on process. He can get the CIP numbers soon. The water sales number should be discussed with the Board. The sewer service charges will take time. He suggests bringing the draft Budget to the Board one more time before finalizing it. He suggested the second meeting in May.

Director Harvey suggested discussing water rate increases.

General Manager Clemens Heldmaier reiterated that he doesn't recommend implementing rate increase now. However, if the Board decides to go out for a rate increase, it could be done.

Director Harvey asked if it should be postponed one year.

General Manager Clemens Heldmaier stated it should be discussed by the full Board during the second May meeting.

District Accountant Peter Medina summarized action items: He will verify the numbers for property taxes, and water and sewer CIP, sewer service, COLA are open. He is not available for the second meeting on May 20<sup>th</sup>.

A discussion ensued about when to present the draft budget to the Board. It was decided to bring it back to the Board the first week of June.

**ADJOURNMENT at 3:45pm**

Respectfully Submitted,

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

Approved on the 6th, May 2021.

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



# Montara Water & Sanitary

## Budgeted Cash Flow - Sewer

### Fiscal year 2021-2022

#### 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
<b>Total operating income</b>	<b>\$ 3,592,087</b>	<b>\$ 3,926,741</b>		
<b>Operating expenses</b>				
Personnel	\$ (362,039)	\$ (361,421)	-0.17%	\$ (618)
Professional Services	\$ (189,700)	\$ (312,500)	64.73%	\$ 122,800
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)	\$ (1,974,581)	1.32%	\$ 25,791
All other Accounts	\$ (71,110)	\$ (142,060)	99.77%	\$ 70,950
<b>Total operating expenses</b>	<b>\$ (2,733,639)</b>	<b>\$ (2,913,162)</b>		
<b>Net Cash Flow Provided by Operations</b>	<b>\$ 858,448</b>	<b>\$ 1,013,579</b>		
<b>Investment cash flow</b>				
<b>Investment income</b>				
Interest Revenue	\$ 60,000	\$ 40,000	-33.33%	\$ (20,000)
<b>Total investment income</b>	<b>\$ 60,000</b>	<b>\$ 40,000</b>		
<b>Investment expenses</b>				
Capital Improvement Program	\$ (1,985,272)	\$ (1,993,275)	0.40%	\$ 8,003
<b>Total investment expenses</b>	<b>\$ (1,985,272)</b>	<b>\$ (1,993,275)</b>		
<b>Net Cash Flow Used by Investments</b>	<b>\$ (1,925,272)</b>	<b>\$ (1,953,275)</b>		
<b>Financing cash flow</b>				
<b>Financing income</b>				
Connection Fees	\$ 150,000	\$ 150,000	0.00%	\$ -
<b>Total financing income</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>		
<b>Financing expenses</b>				
Loan Interest Expense	\$ (35,116)	\$ (32,235)	-8.20%	\$ (2,880)
Loan Principal Payment	\$ (93,512)	\$ (100,153)	7.10%	\$ 6,641
<b>Total financing expenses</b>	<b>\$ (128,627)</b>	<b>\$ (132,388)</b>		
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$ 21,373</b>	<b>\$ 17,612</b>		
<b>Overall projected cash flow</b>	<b>\$ (1,045,451)</b>	<b>\$ (922,084)</b>		
<b>Transfer from Sewer Reserves</b>	<b>\$ 1,045,451</b>	<b>\$ 922,084 *</b>		
<b>Net cash flow</b>	<b>\$ -</b>	<b>\$ -</b>		

\* 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 2021-2022

#### 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%	\$ -
<b>Total operating income</b>	<b>\$</b>	<b>2,238,500</b>	<b>\$</b>	<b>2,205,750</b>		
<b>Operating expenses</b>						
Personnel	\$	(939,877)	\$	(998,344)	6.22%	\$ 58,466
Professional Services	\$	(206,500)	\$	(257,000)	24.46%	\$ 50,500
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)	\$	(202,300)	50.63%	\$ 68,000
<b>Total operating expenses</b>	<b>\$</b>	<b>(1,885,377)</b>	<b>\$</b>	<b>(1,970,344)</b>		
<b>Net Cash Flow Provided by Operations</b>	<b>\$</b>	<b>353,123</b>	<b>\$</b>	<b>235,406</b>		
<b>Investment cash flow</b>						
<b>Investment income</b>						
GO Bonds, Assessment Receipts	\$	1,150,436	\$	905,740	-21.27%	\$ (244,696)
Water System Reliability Charge	\$	1,000,000	\$	1,000,000	0.00%	\$ -
<b>Total investment income</b>	<b>\$</b>	<b>2,150,436</b>	<b>\$</b>	<b>1,905,740</b>		
<b>Investment expenses</b>						
Capital Improvement Program	\$	(1,108,750)	\$	(2,556,263)	130.55%	\$ 1,447,513
<b>Total investment expenses</b>	<b>\$</b>	<b>(1,108,750)</b>	<b>\$</b>	<b>(2,556,263)</b>		
<b>Net Cash Flow Used by Investments</b>	<b>\$</b>	<b>1,041,686</b>	<b>\$</b>	<b>(650,523)</b>		
<b>Financing cash flow</b>						
<b>Financing income</b>						
Connection Fees	\$	150,000	\$	150,000	0.00%	\$ -
<b>Total financing income</b>	<b>\$</b>	<b>150,000</b>	<b>\$</b>	<b>150,000</b>		
<b>Financing expenses</b>						
Long Term Debt - Interest Expense	\$	(292,561)	\$	(153,995)	-47.36%	\$ (138,566)
Long Term Debt - Principal Payment	\$	(1,175,875)	\$	(1,150,566)	-2.15%	\$ (25,309)
<b>Total financing expenses</b>	<b>\$</b>	<b>(1,468,436)</b>	<b>\$</b>	<b>(1,304,562)</b>		
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$</b>	<b>(1,318,436)</b>	<b>\$</b>	<b>(1,154,562)</b>		
<b>Overall projected cash flow</b>	<b>\$</b>	<b>76,372</b>	<b>\$</b>	<b>(1,569,678)</b>		
<b>Transfer to Water Reserves</b>	<b>\$</b>	<b>76,372</b>	<b>\$</b>	<b>(1,569,678) *</b>		
<b>Net cash flow</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>		

\* 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	2018-19	2019-20	Approved	Income/Expenditures		Projected as		Budgeted amounts	Increase/(Decrease)	Increase/(decrease)	
		Actual	Actual	Budget 2020-21	as of March 31, 2021	% To date	Projected	% of Budget	2021-22	from 2019-2020 \$	%	
Cell Tower Lease:	4220	36,752	42,687	37,500	27,439	73.17%	36,586	97.56%	77,220	39,720	105.92%	
Administrative Fees (New Construction):	4410	3,647	3,794	3,600	4,932	137.00%	6,576	182.67%	3,600	0	0.00%	
Administrative Fees (Remodel):	4420	0	542	1,000	548	54.80%	731	73.07%	1,000	0	0.00%	
Inspection Fees (New Construction):	4430	3,448	3,584	3,500	3,626	103.60%	4,835	138.13%	3,500	0	0.00%	
Inspection Fees (Remodel):	4440		512	1,000	518	51.80%	691	69.07%	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	7,416	185.40%	9,888	247.20%	4,000	0	0.00%	
Grants:	4510		112		136	100.00%	181	100.00%	0	0	#DIV/0!	
Property Tax Receipts:	4610	404,079	407,337	275,000	473,519	172.19%	631,359	229.59%	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%	(44,956)	1123.89%	(5,000)	(1,000)	25.00%	
Waste Collection Revenues:	4760	23,172	24,353	24,000	19,037	79.32%	25,382	105.76%	25,000	1,000	4.17%	
Other Revenue:	4990	2,825	2,018		7,542	100.00%	10,057	100.00%				
<b>Total Operating Revenue:</b>		<b>3,090,039</b>	<b>3,566,921</b>	<b>3,592,087</b>	<b>2,186,963</b>	<b>60.88%</b>	<b>3,927,816</b>	<b>109.35%</b>	<b>3,926,741</b>	<b>334,654</b>	<b>9.32%</b>	
<b>Operating Expenses</b>												
Bank Fees:	5190	6,875	6,592	6,750	6,809	100.88%	9,079	134.50%	7,000	250	3.70%	
Board Meetings:	5210	3,928	3,861	3,000	2,550	85.00%	3,400	113.33%	3,000	0	0.00%	
Director Fees:	5220	2,288	4,125	2,000	1,755	87.76%	2,340	117.01%	7,500	5,500	275.00%	
Election Expenses:	5230	4,265	0	5,000		0.00%	0	0.00%	75,000	70,000	1400.00%	
Conference Attendance:	5250	2,467	35	2,500		0.00%		0.00%	2,500	0	0.00%	
Information Systems:	5270	1,725	9,746	4,000	2,992	74.79%	3,989	99.72%	4,000	0	0.00%	
Fidelity Bond:	5310	438	0	500	438	87.50%	583	116.67%	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		0.00%	0	0.00%		0	#DIV/0!	
General Legal:	5430	183,515	89,445	100,000	28,831	28.83%	38,441	38.44%	200,000	100,000	100.00%	
Litigation:	5440		49,445		63,723	100.00%	84,964	100.00%				
Maintenance, Office:	5510	7,230	4,614	8,000	2,374	29.67%	3,165	39.57%	8,000	0	0.00%	
Meetings, Local:	5520	0				0.00%	0	0.00%		0		
Memberships:	5530		600			0.00%	0	0.00%				
Office Supplies:	5540	5,681	6,387	6,000	3,524	58.73%	4,698	78.31%	6,500	500	8.33%	
Postage:	5550	2,043	654	2,000	297	14.83%	395	19.77%	400	(1,600)	-80.00%	
Printing & Publishing:	5560	2,490	980	5,000	1,143	22.86%	1,524	30.49%	1,500	(3,500)	-70.00%	
Accounting:	5610	26,503	37,875	32,000	24,378	76.18%	32,503	101.57%	39,000	7,000	21.88%	
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	53,844	153.84%	71,792	205.12%	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	1,922	76.86%	2,562	102.48%	2,500	0	0.00%	
Payroll Services:	5660	949	967	1,000	742	74.17%	989	98.90%	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%	159	15.87%	200	(800)	-80.00%	
Telephone & Internet:	5720	25,300	31,129	20,000	23,779	118.89%	31,705	158.52%	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		(4,825)	100.00%	(6,433)	100.00%		0		
CalPERS 457 Deferred Plan:	5810	18,955	20,180	17,508	14,205	81.13%	18,940	108.18%	18,116	608	3.47%	
Employee Benefits:	5820	52,115	50,680	49,096	36,929	75.22%	49,239	100.29%	43,823	(5,273)	-10.74%	
Disability Insurance:	5830	1,360	1,709	1,876	1,304	69.53%	1,739	92.71%	1,915	39	2.09%	
Payroll Taxes:	5840	15,610	16,217	19,134	12,441	65.02%	16,589	86.70%	19,798	664	3.47%	
Worker's Compensation Insurance:	5960	2,622	2,837	3,688	1,283	34.80%	1,711	46.40%	2,324	(1,364)	-36.99%	
Management:	5910	112,113	114,041	116,211	100,476	86.46%	133,968	115.28%	118,537	2,326	2.00%	
Staff :	5920	125,760	132,421	133,905	98,933	73.88%	131,911	98.51%	137,117	3,213	2.40%	
Staff Certification:	5930	1,800	2,225	1,800	1,388	77.08%	1,850	102.78%	1,800	0	0.00%	

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

Operating Revenue	GL Codes	2018-19	2019-20	Approved	Income/Expenditures	% To date	Projected	Projected as	Budgeted amounts	Increase/(Decrease)	Increase/(decrease)
		Actual	Actual	Budget 2020-21	as of March 31, 2021			% of Budget	2021-22	from 2019-2020 \$	%
Staff Overtime:	5940	1,435	1,888	1,760	2,309	131.20%	3,079	174.94%	300	(1,460)	-82.95%
Staff Standby:	5950					0.00%	0	0.00%	0	0	
PARS:	5850	19,459	20,480	17,062	13,889	81.41%	18,519	108.54%	17,691	630	3.69%
Claims, Property Damage:	6170	20,514	632	20,000		0.00%	0	0.00%	20,000	0	0.00%
Education & Training:	6195	559	0	1,000		0.00%	0	0.00%	1,000	0	0.00%
Meeting Attendance, Engineering:	6210		0	0		0.00%	0	0.00%	0	0	#DIV/0!
General Engineering:	6220	33,584	35,060	60,000	18,239	30.40%	24,319	40.53%	30,000	(30,000)	-50.00%
Equipment & Tools, Expensed:	6320		0	1,000		0.00%	0	0.00%		(1,000)	-100.00%
Alarm Services:	6335	5,028	6,133	10,000	4,538	45.38%	6,051	60.51%	5,000	(5,000)	-50.00%
Landscaping:	6337	2,588	4,468	6,000	4,875	81.25%	6,500	108.33%	6,000	0	0.00%
Pumping Fuel & Electricity:	6410	44,881	39,587	45,000	37,814	84.03%	50,418	112.04%	45,000	0	0.00%
Uniforms:	6770	0	126	0		0.00%	0	0.00%	200	200	#DIV/0!
Maintenance, Collection System:	6660	550		10,000		0.00%	0	0.00%	10,000	0	0.00%
Fuel:	6810	1,021	848	1,000	436	43.61%	581	58.15%	1,000	0	0.00%
Truck Equipment, Expensed:	6820	27	439	160	31	19.09%	41	25.45%	160	0	0.00%
Truck Repairs:	6830	423	622	1,000	46	4.59%	61	6.12%	1,000	0	0.00%
Total Other Operations:	6890	0	(29,919)		270	100.00%	360	100.00%		0	
SAM Collections:	6910	329,965	341,549	254,153	190,615	75.00%	254,153	100.00%	331,973	77,820	30.62%
SAM Operations:	6920	1,316,715	1,529,139	1,584,637	1,188,478	75.00%	1,584,637	100.00%	1,532,608	(52,029)	-3.28%
Depreciation:	5260	408,078	474,270			0.00%	0	0.00%		0	
SAM Maintenance, Collection System:	6940	0	0	40,000	50,696	126.74%	67,595	168.99%	40,000	0	0.00%
SAM Maintenance, Pumping:	6950	82,999	0	70,000	52,277	74.68%	69,703	99.58%	70,000	0	0.00%
<b>Total Operations Expense:</b>		<b>2,932,411</b>	<b>3,084,978</b>	<b>2,733,639</b>	<b>2,077,713</b>	<b>76.01%</b>	<b>2,770,284</b>	<b>101.34%</b>	<b>2,913,162</b>	<b>179,523</b>	<b>6.57%</b>
<b>Net Change in position from Operations:</b>		<b>157,629</b>	<b>481,943</b>	<b>858,448</b>	<b>109,250</b>	<b>12.73%</b>	<b>1,157,531</b>	<b>134.84%</b>	<b>1,013,579</b>	<b>155,131</b>	<b>18.07%</b>



## 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 March 31,		Projected	Projected as % of Budget	Budgeted amounts 2021-22	Increase/(Decrease) from 2020-2021 \$	Increase/(decrease) %	
				2021	% To date						
<b>Non Operating Revenue</b>											
Connection Fees, Residential New Const:	7110	246,161	225,264	100,000	97,247	97.25%	129,663	129.66%	100,000	0	0.00%
Connection Fees, Residential Remodel:	7120	66,218	55,708	50,000	36,344	72.69%	48,459	96.92%	50,000	0	0.00%
LAIF, Interest:	7200	99,073	105,107	60,000	33,695	56.16%	44,926	74.88%	40,000	(20,000)	-33.33%
<b>Total Non Operating Revenue:</b>		<b>411,451</b>	<b>386,079</b>	<b>210,000</b>	<b>167,286</b>	<b>79.66%</b>	<b>223,048</b>	<b>106.21%</b>	<b>190,000</b>	<b>(20,000)</b>	<b>-9.52%</b>
<b>Non Operating Expense</b>											
PNC Equipment Lease:	9125	17,492	15,151	13,461	8,482	63.02%	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%
<b>Total Non Operating Expense:</b>		<b>39,874</b>		<b>35,116</b>	<b>20,918</b>	<b>59.57%</b>	<b>25,102</b>	<b>71.48%</b>	<b>32,235</b>	<b>(2,880)</b>	<b>-8.20%</b>
<b>Net Change in position from Non Operating activities:</b>		<b>371,577</b>	<b>386,079</b>	<b>174,884</b>	<b>146,368</b>		<b>197,946</b>		<b>157,765</b>	<b>(17,120)</b>	

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

Operating Revenue	GL Codes	2018-19	2019-20	Approved Budget	Income/Expenditures	% To date	Projected	Projected as %	Budgeted amounts	Increase/(Decrease)	Increase/(decrease)
		Actual	Actual	2020-21	as of March 31, 2021			of Budget	2021-22	from 2020-2021 \$	%
Cell Tower Lease:	4220	36,752	42,687	37,500	27,393	73.05%	36,524	97.40%	0	(37,500)	-100.00%
Administrative Fees (New Construction):	4410	3,126	4,336	5,000	4,932	98.64%	6,576	131.52%	5,000	0	0.00%
Administrative Fees (Remodel):	4420	0	1,084	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%	6,216	155.40%	4,000	0	0.00%
Inspection Fees (Remodel):	4440	0	1,536	1,000		0.00%	0	0.00%	1,000	0	0.00%
Mainline Extension Fees:	4450	3,119	0	3,000	85,905	2863.50%	114,540	3817.99%	3,000	0	
Grants:	4510		112		136	100.00%	181	100.00%	0	0	#DIV/0!
Remodel Fees:	4460	5,561	1,421	2,000		0.00%	0	0.00%	0		
Property Tax Receipts:	4610	404,079	407,337	275,000	473,519	172.19%	631,359	229.59%	277,750	2,750	1.00%
Testing, Backflow:	4740	18,420	25,761	18,000	12,828	71.27%	17,104	95.02%	18,000	0	0.00%
Water Sales:	4810	1,892,091	1,973,134	1,896,000	1,710,709	90.23%	2,280,945	120.30%	1,900,000	4,000	0.21%
Water Sales Refunds, Customer:	4850	(4,670)	(1,338)	(3,000)	(2,817)	93.90%	(3,756)	125.20%	(3,000)	0	0.00%
Other Revenue:	4990	3,936	60,825		1,359	100.00%	1,812	100.00%		0	
<b>Total Operating Revenue:</b>		<b>2,365,369</b>	<b>2,520,990</b>	<b>2,238,500</b>	<b>2,318,626</b>	<b>103.58%</b>	<b>3,091,501</b>	<b>138.11%</b>	<b>2,205,750</b>	<b>(30,750)</b>	<b>-1.37%</b>
<b>Operating Expenses</b>											
Bank Fees:	5190	3,495	1,434	1,500	1,537	102.49%	2,050	136.65%	1,500	0	0.00%
Board Meetings:	5210	3,928	3,861	3,000	2,550	85.00%	3,400	113.33%	3,000	0	0.00%
Director Fees:	5220	2,288	4,125	2,000	1,755	87.76%	2,340	117.01%	7,500	5,500	275.00%
Election Expenses:	5230	4,265		5,000		0.00%	0	0.00%	75,000	70,000	1400.00%
CDPH Fees:	5240	10,530	12,405	11,000	12,004	109.13%	16,006	145.51%	13,000	2,000	18.18%
Conference Attendance:	5250	2,467	243	3,000		0.00%	0	0.00%	3,000	0	0.00%
Information Systems:	5270	10,185	18,631	5,000	2,992	59.83%	3,989	79.77%	5,000	0	0.00%
Fidelity Bond:	5310	438	0	500	438	87.50%	583	116.67%	500	0	0.00%
Property & Liability Insurance:	5320	2,215	1,173	5,000		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%	1,632	100.00%		0	#DIV/0!
General Legal:	5430	24,250	123,406	100,000	102,980	102.98%	137,307	137.31%	140,000	40,000	40.00%
Maintenance, Office:	5510	11,015	6,414	8,000	4,924	61.55%	6,565	82.06%	8,000	0	0.00%
Meetings, Local:	5520	41	(142)			0.00%	0	0.00%		0	
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	3,528	58.80%	4,704	78.40%	6,500	500	8.33%
Postage:	5550	9,318	11,567	4,000	10,060	251.49%	13,413	335.32%	9,000	5,000	125.00%
Printing & Publishing:	5560	3,213	2,171	7,000	1,143	16.33%	1,524	21.78%	5,000	(2,000)	-28.57%
Accounting:	5610	26,503	37,875	32,000	24,378	76.18%	32,503	101.57%	39,000	7,000	21.88%
Audit:	5620	13,000	8,150	13,000	13,150	101.15%	17,533	134.87%	13,500	500	3.85%
Consulting:	5630	28,471	56,893	55,000	52,258	95.02%	69,677	126.69%	55,000	0	0.00%
Data Services:	5640		900	3,000	6,386	212.88%	6,386	212.87%	6,500	3,500	
Labor & HR Support:	5650	2,442	2,641	2,500	1,922	76.86%	2,562	102.48%	2,000	(500)	-20.00%
Payroll Services:	5660	949	967	1,000	742	74.17%	989	98.90%	1,000	0	0.00%
Other Professional Services:	5690	480				0.00%	0	0.00%		0	
San Mateo County Tax Roll Charges:	5710	119	119	3,000	119	3.97%	159	5.29%			
Telephone & Internet:	5720	31,642	36,093	20,000	29,691	148.46%	39,588	197.94%	25,000	5,000	25.00%
Mileage Reimbursement:	5730	2,188	623	2,000	36	1.80%	48	2.40%	1,500	(500)	-25.00%
Reference Materials:	5740	0	0	800		0.00%	0	0.00%	800	0	0.00%
Other Administrative:	5790	791	500	1,000	(4,252)	-425.16%	(5,669)	-566.88%	0	(1,000)	
CalPERS 457 Deferred Plan:	5810	38,266	42,604	44,948	34,455	76.66%	45,941	102.21%	47,118	2,170	4.83%
Employee Benefits:	5820	84,851	85,042	107,614	87,285	81.11%	116,380	108.15%	107,276	(337)	-0.31%
Disability Insurance:	5830	3,366	3,564	4,752	3,009	63.32%	4,012	84.43%	4,981	229	4.83%
Payroll Taxes:	5840	39,124	43,195	51,267	35,696	69.63%	47,594	92.84%	53,775	2,508	4.89%
Worker's Compensation Insurance:	5960	12,579	14,274	22,444	7,301	32.53%	9,734	43.37%	21,654	(789)	-3.52%
Management:	5910	112,113	114,042	116,211	100,476	86.46%	133,968	115.28%	118,537	2,326	2.00%
Staff :	5920	356,877	407,112	464,762	342,057	73.60%	456,075	98.13%	509,910	45,148	9.71%



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

Operating Revenue	GL Codes	2018-19	2019-20	Approved Budget	Income/Expenditures	% To date	Projected	Projected as %	Budgeted amounts	Increase/(Decrease)	Increase/(decrease)
		Actual	Actual	2020-21	as of March 31, 2021			of Budget	2021-22	from 2020-2021 \$	%
Staff Certification:	5930	9,275	10,625	11,400	8,188	71.82%	10,917	95.76%	11,400	0	0.00%
Staff Overtime:	5940	45,516	45,849	54,781	36,372	66.39%	48,496	88.53%	56,292	1,511	2.76%
Staff Standby:	5950	24,705	25,485	23,003	20,000	86.95%	26,667	115.93%	26,803	3,800	16.52%
PARS:	5850	37,916	42,031	38,695	30,352	78.44%	40,469	104.58%	40,597	1,901	4.91%
Backflow Prevention:	6160	764	326	1,000	1,318	131.82%	1,758	175.75%	1,000	0	0.00%
Claims, Property Damage:	6170	22	392	10,000		0.00%	0	0.00%	10,000	0	0.00%
SCADA Maintenance:	6185	12,061	2,468	13,000	4,816	37.04%	6,421	49.39%	13,000	0	0.00%
Education & Training:	6195	5,098	4,372	9,000	639	7.10%	852	9.47%	9,000	0	0.00%
General Engineering:	6220	1,467	12,390	20,000	600	3.00%	800	4.00%	20,000	0	0.00%
Water Quality Engineering:	6230	420,284	116,823	200,000	37,545	18.77%	50,060	25.03%	100,000	(100,000)	-50.00%
Equipment & Tools, Expensed:	6320	11,867	17,500	12,000	2,831	23.59%	3,775	31.46%	8,000	(4,000)	-33.33%
Alarm Services:	6335	718	1,040	5,000	1,012	20.24%	1,349	26.99%	2,000	(3,000)	-60.00%
Landscaping:	6337	5,811	6,950	15,000	10,982	73.21%	14,642	97.62%	15,000	0	0.00%
Lab Supplies & Equipment:	6370	2,251	9,432	4,000	31	0.77%	41	1.02%	4,000	0	0.00%
Meter Reading:	6380	0	10		121	100.00%	161	100.00%	500	500	
Pumping Fuel & Electricity:	6410	77,011	75,074	90,000	60,163	66.85%	80,217	89.13%	90,000	0	0.00%
Pumping Maintenance, Generators:	6420	21,339	20,908	15,000	5,422	36.15%	7,229	48.20%	10,000	(5,000)	-33.33%
Pumping Maintenance, General:	6430	3,448	17	5,000	38	0.76%	51	1.02%	5,000	0	
Pumping Equipment, Expensed:	6440	478	8,562	700	13	1.85%	17	2.47%	700	0	0.00%
Maintenance, Raw Water Mains:	6510	1,857	27	2,500		0.00%	0	0.00%	2,500	0	
Maintenance, Wells:	6520	8,635	13,281	5,000	7,578	151.56%	10,104	202.09%	15,000	10,000	200.00%
Water Purchases:	6530	26,826	33,976	30,000	14,586	48.62%	43,758	145.86%	35,000	5,000	16.67%
Hydrants:	6610	0	6,841	1,000	3,351	335.11%	4,468	446.82%	5,000	4,000	400.00%
Maintenance, Water Mains:	6620	46,952	40,201	50,000	19,896	39.79%	26,528	53.06%	50,000	0	0.00%
Maintenance, Water Service Lines:	6630	3,506	6,384	15,000	34,787	231.91%	46,383	309.22%	20,000	5,000	33.33%
Maintenance, Tanks:	6640	1,593	5,141	4,000	4,130	103.24%	5,506	137.65%	5,000	1,000	25.00%
Maintenance, Distribution General:	6650	7,341	10,890	8,000	3,429	42.86%	4,572	57.15%	10,000	2,000	25.00%
Maintenance, Collection System:	6660	414			830	100.00%	1,107	100.00%			
Meters:	6670	8,177	6,253	2,500	5,061	202.44%	6,748	269.92%	4,000	1,500	60.00%
Chemicals & Filtering:	6710	20,233	39,914	20,000	16,732	83.66%	22,309	111.54%	20,000	0	0.00%
Maintenance, Treatment Equipment:	6720	28,456	13,805	20,000	4,712	23.56%	6,282	31.41%	15,000	(5,000)	-25.00%
Treatment Analysis:	6730	45,055	18,718	45,000	25,520	56.71%	34,026	75.61%	30,000	(15,000)	-33.33%
Uniforms:	6770	11,459	3,702	2,000	1,192	59.60%	1,589	79.46%	2,000	0	0.00%
Fuel:	6810	6,541	6,237	10,000	4,755	47.55%	6,340	63.40%	7,000	(3,000)	-30.00%
Truck Equipment, Expensed:	6820	309	3,433	2,000	224	11.22%	299	14.96%	2,000	0	0.00%
Truck Repairs:	6830	2,411	3,694	5,000	500	10.01%	667	13.34%	5,000	0	0.00%
Other Operations:	6890		4,265	0	4,277	100.00%	5,703	100.00%		0	
<b>Total Operations Expense:</b>		<b>1,773,218</b>	<b>1,689,207</b>	<b>1,885,377</b>	<b>1,278,640</b>	<b>67.82%</b>	<b>1,718,102</b>	91.13%	<b>1,970,344</b>	<b>87,966</b>	4.67%
<b>Net Change in position from Operations:</b>		<b>592,152</b>	<b>831,784</b>	<b>353,123</b>	<b>1,039,986</b>	<b>294.51%</b>	<b>1,373,399</b>	388.93%	<b>235,406</b>	<b>(118,716)</b>	-33.62%

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

	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Approved Budget</u> <u>2020-21</u>	<u>Income/Expenditures</u> <u>as of March 31, 2021</u>	<u>% To date</u>	<u>Projected</u>	<u>Projected as %</u> <u>of Budget</u>	<u>Budgeted amounts</u> <u>2021-22</u>	<u>Increase/(Decrease)</u> <u>from 2020-21 \$</u>	<u>Increase/(decrease)</u> <u>%</u>
<b>Non Operating Revenue</b>											
Connection Fees, Residential New Const:	7110	151,098	223,718	100,000	71,067	71.07%	94,756	94.76%	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	143,818	287.64%	191,757	383.51%	50,000	0	0.00%
Connection Fees, Residential Remodel Fire:	7140	2,032			13,999	100.00%	18,666	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	615,473	53.50%		0.00%		(1,150,436)	-100.00%
Water System Reliability:	7650			1,000,000	516,272	51.63%	1,000,000		1,000,000	0	0.00%
<b>Total Non Operating Revenue:</b>		<b>1,500,125</b>	<b>1,500,867</b>	<b>1,300,436</b>	<b>1,360,630</b>	<b>104.63%</b>	<b>305,179</b>	<b>23.47%</b>	<b>150,000</b>	<b>(1,150,436)</b>	<b>-88.47%</b>
<b>Non Operating Expense</b>											
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	8,482	63.02%	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%
<b>Total Non Operating Expense:</b>		<b>383,970</b>	<b>311,216</b>	<b>293,688</b>	<b>118,703</b>	<b>40.42%</b>	<b>156,995</b>	<b>53.46%</b>	<b>153,995</b>	<b>(136,693)</b>	<b>-46.54%</b>
<b>Net Change in position from Non Operating activities:</b>		<b>1,116,155</b>	<b>1,189,651</b>	<b>1,006,748</b>	<b>1,241,926</b>		<b>148,183</b>		<b>(3,995)</b>	<b>(1,013,743)</b>	<b>-100.69%</b>

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**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
<b>Operations Manager</b>	\$156,544 \$125,349	\$125,349 \$60.26	\$128,483 \$61.77	\$131,695 \$63.31	\$134,987 \$64.90	\$138,362 \$66.52	\$141,821 \$68.18	\$145,366 \$69.89	\$149,001 \$71.63	\$152,726 \$73.43	\$156,544 \$75.26
<b>Superintendent</b>	\$146,709 \$117,474	\$117,474 \$56.48	\$120,411 \$57.89	\$123,421 \$59.34	\$126,507 \$60.82	\$129,669 \$62.34	\$132,911 \$63.90	\$136,234 \$65.50	\$139,640 \$67.13	\$143,131 \$68.81	\$146,709 \$70.53
<b>Water System Operator</b>	\$89,478 \$71,648	\$71,648 \$34.45	\$73,439 \$35.31	\$75,275 \$36.19	\$77,157 \$37.09	\$79,086 \$38.02	\$81,063 \$38.97	\$83,089 \$39.95	\$85,167 \$40.95	\$87,296 \$41.97	\$89,478 \$43.02
<b>Maintenance Worker I</b>	\$77,688 \$62,207	\$62,207 \$29.91	\$63,762 \$30.65	\$65,356 \$31.42	\$66,990 \$32.21	\$68,665 \$33.01	\$70,381 \$33.84	\$72,141 \$34.68	\$73,945 \$35.55	\$75,793 \$36.44	\$77,688 \$37.35
<b>Account Specialist</b>	\$74,277 \$59,476	\$59,476 \$28.59	\$60,963 \$29.31	\$62,487 \$30.04	\$64,049 \$30.79	\$65,650 \$31.56	\$67,291 \$32.35	\$68,974 \$33.16	\$70,698 \$33.99	\$72,465 \$34.84	\$74,277 \$35.71
<b>District Clerk</b>	\$74,277 \$59,476	\$59,476 \$28.59	\$60,963 \$29.31	\$62,487 \$30.04	\$64,049 \$30.79	\$65,650 \$31.56	\$67,291 \$32.35	\$68,974 \$33.16	\$70,698 \$33.99	\$72,465 \$34.84	\$74,277 \$35.71

**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 2.10%	1-Jul-21
Operations Manager	1.0379	<b>\$113,540</b>	1.0283	<b>\$121,178</b>	1.0401	<b>\$121,435</b>	1.011	<b>\$122,771</b>	1.0210	<b>\$125,349</b>
Superintendent	1.0379	<b>\$106,407</b>	1.0283	<b>\$113,565</b>	1.0401	<b>\$113,806</b>	1.011	<b>\$115,058</b>	1.0210	<b>\$117,474</b>
Water System Operator	1.0379	<b>\$64,898</b>	1.0283	<b>\$69,264</b>	1.0401	<b>\$69,410</b>	1.011	<b>\$70,174</b>	1.0210	<b>\$71,648</b>
Maintenance Worker	1.0379	<b>\$56,347</b>	1.0283	<b>\$60,137</b>	1.0401	<b>\$60,265</b>	1.011	<b>\$60,927</b>	1.0210	<b>\$62,207</b>
Account Specialist	1.0379	<b>\$53,873</b>	1.0283	<b>\$57,497</b>	1.0401	<b>\$57,619</b>	1.011	<b>\$58,252</b>	1.0210	<b>\$59,476</b>
District Clerk	1.0379	<b>\$53,873</b>	1.0283	<b>\$57,497</b>	1.0401	<b>\$57,619</b>	1.011	<b>\$58,252</b>	1.0210	<b>\$59,476</b>

**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	\$ 118,537.10					\$ 118,537.10	\$ 15,169.12	\$ 877.17	\$ 1,114.25	\$ 8,297.60	\$ 8,202.77	\$ 1,718.79	\$ 7,349.30	\$ 161,266.09
Superintendent	\$ 73,068.14	\$ 821.14	\$ 521.08		\$ 1,800.00	\$ 76,210.36	\$ 7,169.17	\$ 563.96	\$ 3,094.14	\$ 5,334.73	\$ 5,056.32	\$ 1,105.05	\$ 4,725.04	\$ 103,258.76
Account Specialist	\$ 67,028.80					\$ 67,028.80	\$ 30,338.24	\$ 496.01	\$ 516.12	\$ 4,692.02	\$ 4,638.39	\$ 971.92	\$ 4,155.79	\$ 112,837.29
Water Operator	\$ 93,641.05	\$ 9,209.35	\$ 9,041.46	\$ 6,107.38	\$ 2,400.00	\$ 120,399.24	\$ 11,038.35	\$ 890.95	\$ 4,888.21	\$ 8,427.95	\$ 6,479.96	\$ 1,745.79	\$ 7,464.75	\$ 161,335.20
Water Operator	\$ 89,128.90	\$ 6,218.67	\$ 7,898.76	\$ 5,519.99	\$ 2,400.00	\$ 111,166.33	\$ 11,038.35	\$ 822.63	\$ 4,513.35	\$ 7,781.64	\$ 6,167.72	\$ 1,611.91	\$ 6,892.31	\$ 149,994.24
Water Operator	\$ 68,396.90	\$ 4,517.32	\$ 6,006.65	\$ 3,911.12	\$ 2,400.00	\$ 85,231.99	\$ 11,038.35	\$ 630.72	\$ 3,460.42	\$ 5,966.24	\$ 4,733.07	\$ 1,235.86	\$ 5,284.38	\$ 117,581.03
Water Operator	\$ 76,855.57	\$ 5,159.12	\$ 5,911.97	\$ 4,212.28	\$ 2,400.00	\$ 94,538.93	\$ 21,484.77	\$ 699.59	\$ 3,838.28	\$ 6,617.73	\$ 5,318.41	\$ 1,370.81	\$ 5,861.41	\$ 139,729.93
Temp. Operator	\$ 20,000.00	\$ 922.33	\$ 64.16	\$ 7,052.39		\$ 28,038.88			\$ 215.90			\$ 406.56	\$ 1,738.41	\$ 30,399.76
Part Time Admin	\$ 1,790.75					\$ 1,790.75			\$ 13.79			\$ 25.97	\$ 111.03	\$ 1,941.53
<b>Totals</b>	<b>\$ 608,447.22</b>	<b>\$ 26,847.92</b>	<b>\$ 29,444.09</b>	<b>\$ 26,803.15</b>	<b>\$ 11,400.00</b>	<b>\$ 702,942.39</b>	<b>\$ 107,276.33</b>	<b>\$ 4,981.03</b>	<b>\$ 21,654.46</b>	<b>\$ 47,117.89</b>	<b>\$ 40,596.63</b>	<b>\$ 10,192.66</b>	<b>\$ 43,582.43</b>	<b>\$ 978,343.83</b>
Payroll	Sewer	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Sewer
GM	\$ 118,537.10					\$ 118,537.10	\$ 15,169.12	\$ 877.17	\$ 1,114.25	\$ 8,297.60	\$ 8,202.77	\$ 1,718.79	\$ 7,349.30	\$ 161,266.09
Superintendent	\$ 73,068.14	\$ 821.14	\$ 521.08		\$ 1,800.00	\$ 76,210.36	\$ 7,169.17	\$ 563.96	\$ 716.38	\$ 5,334.73	\$ 5,056.32	\$ 1,105.05	\$ 4,725.04	\$ 100,881.00
District Clerk	\$ 64,048.93					\$ 64,048.93	\$ 21,484.77	\$ 473.96	\$ 493.18	\$ 4,483.42	\$ 4,432.19	\$ 928.71	\$ 3,971.03	\$ 100,316.19
<b>Totals</b>	<b>\$ 255,654.17</b>	<b>\$ 821.14</b>	<b>\$ 521.08</b>	<b>\$ -</b>	<b>\$ 1,800.00</b>	<b>\$ 258,796.38</b>	<b>\$ 43,823.06</b>	<b>\$ 1,915.09</b>	<b>\$ 2,323.80</b>	<b>\$ 18,115.75</b>	<b>\$ 17,691.27</b>	<b>\$ 3,752.55</b>	<b>\$ 16,045.38</b>	<b>\$ 362,463.28</b>

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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
<b>MWSD CAPITAL PROJECTS</b>					
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	
<b>MWSD CAPITAL PROJECTS TOTAL:</b>	<b>\$ 1,277,775</b>	<b>\$ 1,828,235</b>	<b>\$ 1,893,950</b>	<b>1,813,875</b>	<b>0</b>
Alternative Budget Items					
Express Sewer					
Cabrillo Hwy Phase 1B		\$ 526,975	\$ 500,000	\$668,250	
Pump Station MCC and Coatings	\$ 715,500				
<b>TOTAL ANNUAL COST</b>	<b>1,993,275</b>	<b>2,355,210</b>	<b>2,393,950</b>	<b>2,482,125</b>	<b>0</b>

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**MWSD**  
**Five Year Capital Improvement Program**  
**WATER SYSTEM**

<b>Existing Customer CIP - WATER</b>						
	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>5-Year CIP Total</b>
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
<b>EXISTING CUSTOMER CIP TOTAL</b>	<b>\$ 909,013</b>	<b>\$ 1,570,418</b>	<b>\$ 582,328</b>	<b>\$ 550,783</b>	<b>\$ 552,040</b>	<b>\$ 4,164,582</b>
<b>New Customer CIP - WATER</b>						
	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>5-Year CIP Total</b>
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
<b>NEW CUSTOMER CIP TOTAL</b>	<b>\$ 1,647,250</b>	<b>\$ 1,796,668</b>	<b>\$ 2,347,568</b>	<b>\$ 2,450,322</b>	<b>\$ 1,493,832</b>	<b>\$ 9,735,639</b>
<b>Total Annual Capital Cost</b>	<b>\$ 2,556,263</b>	<b>\$ 3,367,086</b>	<b>\$ 2,929,896</b>	<b>\$ 3,001,105</b>	<b>\$ 2,045,872</b>	<b>\$ 13,900,220</b>
<b>CAPITAL FUND BALANCE</b>						
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Annual Capital Fund TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Less CIP</b>	<b>\$ (2,556,263)</b>	<b>\$ (3,367,086)</b>	<b>\$ (2,929,896)</b>	<b>\$ (3,001,105)</b>	<b>\$ (2,045,872)</b>	<b>\$ (13,900,220)</b>
<b>Total</b>	<b>\$ (2,556,263)</b>	<b>\$ (3,367,086)</b>	<b>\$ (2,929,896)</b>	<b>\$ (3,001,105)</b>	<b>\$ (2,045,872)</b>	<b>\$ (13,900,220)</b>
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
<b>Sewer</b>						
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>
<b>Water</b>						
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.

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# Fiscal year 2020-2021 Budget Impact Area

## Operating Reserves

### WATER

#### Water Operating Account as of April 30, 2021

Wells Fargo Checking: [REDACTED]

#### Current Operating Reserves as of April 30, 2021

Operating: [REDACTED]

#### Operating Reserve:

The District's Water Operating Reserve target is two months of operating expenses. Based on fiscal year 2020-21 budget the amount of operating reserves is as follows:

#### Target calculation

\$	1,970,344	Budgeted fiscal year 2021-22
	12	Months
<hr/>		
\$	164,195	Monthly budgeted operating expenses
	x 2	Two months expenditures
<hr/>		
\$	328,391	Target Reserve
<hr/>		

#### Conclusion:

Currently, the District has sufficient Operating Water Reserves for Fiscal Year 2021-2022

# Fiscal year 2020-2021 Budget Impact Area

## Operating Reserves

### SEWER

**Sewer Operating Account as of April 30, 2020**

Wells Fargo Checking           \$   2,720,144

**Current Reserves as of April 30, 2020**

Operating:                                 \$     406,882

**Operating Reserve:**

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

Based on fiscal year 2020-21 budget the amount of operating reserves is as follows:

**Minimum Target**

\$	2,913,162	Budgeted fiscal year 2020-21
	12	Months
<hr/>		
\$	242,764	Monthly budgeted operating expenses
	x 2	Monthly budgeted operating expenses
<hr/>		
\$	485,527	Minimum Target Reserve
<hr/> <hr/>		

**Maximum Target**

\$	2,913,162	Budgeted fiscal year 2020-21
	12	Months
<hr/>		
\$	242,764	Monthly budgeted operating expenses
	x 10	Monthly budgeted operating expenses
<hr/>		
\$	1,942,108	Maximum Target Reserve
<hr/> <hr/>		

**Conclusion:** Year

Currently, the District has insufficient dedicated operating Sewer Reserves for Fiscal Year 2020-21

Beginning in Fiscal Year 2020-21 the minimum target reserve amount will be set aside in the District's LAIF account and displayed on the balance sheet.

# Fiscal year 2020-2021 Budget Impact Area Capital and Connection Reserves

## CAPITAL RESERVE

### Capital Reserve:

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

### WATER

#### Current Capital Reserves as of April 30, 2021

Capital:

#### Minimum Target

\$ 2,556,263 Lowest year CIP existing customers (fiscal year 2021-22)

\$ 750,000 Engineer estimate

\$ 3,306,263 Minimum target

#### Maximum Target

\$ 3,367,086 Highest year CIP existing customers (fiscal year 2022-23)

Engineer estimate

\$ 3,367,086 Maximum target

#### Conclusion:

Based on the above, the District does not have sufficient reserves for the minimum target Capital reserve.

# Fiscal year 2020-2021 Budget Impact Area Capital and Connection Reserves

## SEWER

### Current Capital Reserves as of April 30, 2020

Capital: \$ 3,947,360

#### Minimum Target

\$ 1,993,275	Lowest year CIP existing customers (fiscal year 2020-21)
\$ 1,177,000	Engineer estimate
<u>\$ 3,170,275</u>	Minimum target

#### Maximum Target

\$ -	Highest year CIP existing customers (fiscal year 2024-25)
\$ 1,177,000	Engineer estimate
<u>\$ 1,177,000</u>	Maximum target

### Conclusion:

Based on the above, the District has sufficient reserves for Capital minimum & maximum target.

## CONNECTION FEE RESERVE

### Connection Fees:

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

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

## WATER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve.  
Fiscal year 2020-21 amount to be reserved is \$150,000.

## SEWER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve.  
Fiscal year 2020-21 amount to be reserved is \$150,000.

# Sewer

## **Personnel**

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

## **Professional Services**

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

## **Facilities & Administration**

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

## **Engineering**

Meeting Attendance, Engineering:	6210
General Engineering:	6220

## **Pumping**

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

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

## **All other Accounts**

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Conference Attendance:	5250
Information Systems:	5270
Fidelity Bond:	5310
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
San Mateo County Tax Roll Charges:	5710
Mileage Reimbursement:	5730
Reference Materials:	5740
Claims, Property Damage:	6170
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Pumping Fuel & Electricity:	6410
Maintenance, Collection System:	6660
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Total Other Operations:	6890

# Water

## **Personnel**

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

## **Professional Services**

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

## **Facilities & Administration**

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

## **Engineering**

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

## **Pumping**

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

## **Supply**

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

## **Collection/Transmission**

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

## **Treatment**

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

## **All other Accounts**

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
CDPH Fees:	5240
Conference Attendance:	5250
Information Systems:	5270
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Memberships:	5530
Mileage Reimbursement:	5730
Reference Materials:	5740
Backflow Prevention:	6160
Claims, Property Damage:	6170
SCADA Maintenance:	6185
Internet & Telephone, Communications:	6187
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Lab Supplies & Equipment:	6370
Meter Reading:	6380
Uniforms:	6770
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Other Operations:	6890



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

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## **Budget vs. Actual – Sewer July 2020 thru March 31, 2021 - Variances over \$2,000:**

- 4220 Cell Tower Lease, \$3,951 below Budget – Decrease due to application of additional revenue for FY 19/20.
- 4400 Fees, \$13,649 above budget – Mainline extension fee collected in October.
- 4610 Property Tax Receipts, \$267,269 above Budget – Received higher property tax apportionment than anticipated.
- 4710 Sewer Service Charges, \$758,899 below Budget – One apportionment received in December, additional to be caught up later in the year.
- 4720 Sewer Service Refunds, Customers, \$30,717 above budget - Sewer adjustment for outside Urban Boundaries occurred in previous months.
- **Overall Total Operating Income for the period ending March 31, 2021 was \$511,433 below budget. Total income received to date is \$2,182,632.**
- 5200 Board of Directors, \$3,195 below Budget – The Board has chosen to forego \$75 director fee per board meeting.
- 5300 Insurance, \$3,913 above Budget – Annual CSRMA renewal was paid in October. Variance will decrease as fiscal year moves forward.
- 5400 Legal, \$37,465 above Budget – Litigation expenses for March were \$18,375 which were related to HMB vs. GCSD, MWSD.
- 5510 Maintenance, Office, \$3,626 below Budget – Planned work on District offices has been delayed.
- 5560 Printing & Publishing, \$2,607 below Budget - Additional mailings expected to take place later in fiscal year.
- 5620 Audit, \$3,400 above Budget – Auditing services for the current FYE of 6/30/2020. Variance will decrease as the FY moves forward.
- 5630 Consulting, \$24,844 above Budget – Payments made to Kastama Strategic for public relations.
- 5720 Telephone & Internet, \$8,473 above Budget – Increased operational costs.
- 5800 Labor, \$8,083 above Budget – Increase in Management Wages.
- 6170 Claims, Property Damage, \$15,000 below Budget – No activity to date.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6200 Engineering, \$26,761 below Budget – Engineering costs capitalized in December due to continued project development.
- 6330 Facilities, \$2,587 below Budget – Alarm system fees lower than anticipated for the year.
- 6400 Pumping, \$4,064 above Budget – Large “catch-up” bill paid in March.
- 6600 Collection/transmission, \$7,500 below Budget - No activity in current fiscal year.
- 6940 SAM Maintenance, Collection Sys, \$20,696 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 March 31, 2021 were \$29,647 below Budget.**
- **Total overall Expenses for the period ending March 31, 2021 were \$45,712 above budget. For a net ordinary Income of -\$557,146 budget vs. actual. Actual net ordinary Income is \$86,690.**
- 7100 Connection Fees, \$12,479 below Budget – Sewer connection refund to Yoshiaki Noto.
- 7200 Interest Income, LAIF, \$11,305 below budget – Q2 allocation lower due to lower interest rates.
- 8000 CIP, \$1,401,907 below Budget – Major projects deferred to later in fiscal year.
- 9200 I-Bank Loan, \$9,219 below Budget - Due to timing.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **Budget vs. Actual – Water July 2020 Thru March 31, 2021 - Variances over \$2,000:**

- 4220 Cell Tower Lease, \$3,998 under Budget – Decrease due to application of additional revenue for FY 19/20.
- 4450 Mainline Extension Fees, \$83,655 above Budget – Large invoice (\$63K) to Marsha Moutrie for mainline extension in February, and mainline extension payment to Chez Santini (\$14K) in March.
- 4610 Property Tax Receipts, \$267,269 above Budget - Received higher property tax apportionment than anticipated.
- 4810 Water Sales, Domestic, \$253,649 above Budget – Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending March 31, 2021 was \$601,425 above budget. Total revenue received to date is \$2,280,300.**
- 5200 Board of Directors, \$3,195 below Budget – The Board has chosen to forego \$75 director fee per board meeting.
- 5240 CDPH Fees, \$3,754 above Budget – Annual fees paid in the amount of \$9,156. Variance to decrease as year moves forward.
- 5250 Conference Attendance, \$2,250 below Budget – No conferences to date, due to COVID.
- 5300 Insurance, \$3,688 below Budget – Premiums paid at beginning of calendar year.
- 5400 Legal, \$9,294 above Budget – Large legal bill received in January.
- 5530 Memberships, \$3,831 above Budget – Annual ACWA and CRWA dues were paid in November.
- 5550 Postage, \$7,060 above Budget – additional mailings going to rate payers, including prop. 218 notice.
- 5560 Printing & Publishing, \$4,107 below Budget – Additional mailings expected to take place later in fiscal year.
- 5620 Audit, \$3,400 above Budget – Auditing services for the current FYE of 6/30/2020. Variance will decrease as the FY moves forward.
- 5630 Consulting, \$8,258 above Budget – Payment for rate study and related public relations.
- 5640 Data Services, \$4,136 above Budget – Engineering data software received in August. Budget is divided evenly over 12 months.
- 5710 San Mateo Co. Tax Roll Charges, \$2,131 below Budget – Minimal charges paid to date.
- 5720 Telephone & Internet, \$14,385 above Budget – Increased operational costs.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5800 Labor, \$10,933 below Budget – Difference due to timing in payment of workers compensation premiums. The invoice is paid on a quarterly basis. In addition, merit increases will eventually get included and increase costs. Management wages increased in March.
- 6170 Claims, Property Damage \$7,500 below Budget – No claims have been paid in current fiscal year.
- 6180 Communications, \$4,429 below Budget – More charges expected later in the year.
- 6195 Education & Training, \$6,111 below Budget – One recertification in current fiscal year.
- 6200 Engineering, \$126,855 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, \$6,169 below Budget – Minimal needs thus far in the fiscal year.
- 6330 Facilities, \$3,856 below Budget - Alarm services have been reduced.
- 6370 Lab Supplies & Equipment, \$2,969 below Budget – Minimal expenses paid to date.
- 6400 Pumping, \$16,723 below Budget – Large PG&E “catch-up” bill expected later in fiscal year.
- 6500 Supply, \$5,961 below Budget – One payment for water purchases have been made in November.
- 6600 Collection/transmission, \$14,974 above Budget – Over \$20K paid in December for various water leaks.
- 6700 Treatment, \$16,787 below Budget – Minimal activity in the current fiscal year.
- 6800 Vehicles, \$7,271 below budget – Fuel expense has been kept under budget in current fiscal year.
- **Overall Total Operating Expenses for the period ending March 31, 2021 were \$184,999 below Budget.**
- **Total overall Expenses for the period ending March 31, 2021 were \$14,837 below budget. For a net ordinary income of \$616,262 budgeted vs. actual. Actual net ordinary income is \$881,105.**
- 7100 Connection Fees, \$81,686 above Budget – Three new construction connections sold in February.
- 7600 Bond Revenues, G.O. \$247,354 below Budget – Additional funds received as bond payment nears.
- 7650 Water System Reliability, \$233,728 below Budget – Additional funds expected later in the fiscal year.



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

**Prepared for the Meeting Of: May 6, 2021**

**TO: BOARD OF DIRECTORS**

**FROM: Clemens H. Heldmaier, General Manager**

- 8000 CIP, \$506,617 below Budget – Larger projects expected later in fiscal year.
- 9100 GO Bond interest expense \$133,738, below Budget - Difference 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 March 2021

	Sewer		
	Jul '20 - Mar 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	24,173.92	28,125.00	-3,951.08
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,932.00	2,700.00	2,232.00
4420 · Administrative Fee (Remodel)	0.00	749.97	-749.97
4430 · Inspection Fee (New Constr)	3,626.00	2,625.03	1,000.97
4440 · Inspection Fee (Remodel)	0.00	749.97	-749.97
4460 · Remodel Fees	7,416.00	2,999.97	4,416.03
4470 · Other Fees	7,500.00		
<b>Total 4400 · Fees</b>	<b>23,474.00</b>	<b>9,824.94</b>	<b>13,649.06</b>
4510 · Grants	136.00		
4610 · Property Tax Receipts	473,518.93	206,250.03	267,268.90
4710 · Sewer Service Charges	1,675,966.58	2,434,865.22	-758,898.64
4720 · Sewer Service Refunds, Customer	-33,716.81	-2,999.97	-30,716.84
4760 · Waste Collection Revenues	19,036.80	18,000.00	1,036.80
4990 · Other Revenue	42.39		
<b>Total Income</b>	<b>2,182,631.81</b>	<b>2,694,065.22</b>	<b>-511,433.41</b>
<b>Gross Profit</b>	<b>2,182,631.81</b>	<b>2,694,065.22</b>	<b>-511,433.41</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	6,809.11	5,062.50	1,746.61
5200 · Board of Directors			
5210 · Board Meetings	2,550.00	2,250.00	300.00
5220 · Director Fees	1,755.19	1,500.03	255.16
5230 · Election Expenses	0.00	3,750.03	-3,750.03
<b>Total 5200 · Board of Directors</b>	<b>4,305.19</b>	<b>7,500.06</b>	<b>-3,194.87</b>
5250 · Conference Attendance	0.00	1,874.97	-1,874.97
5270 · Information Systems	2,991.50	2,999.97	-8.47
5300 · Insurance			
5310 · Fidelity Bond	437.50	375.03	62.47
5320 · Property & Liability Insurance	9,851.00	6,000.03	3,850.97
<b>Total 5300 · Insurance</b>	<b>10,288.50</b>	<b>6,375.06</b>	<b>3,913.44</b>
5350 · LAFCO Assessment	2,460.00	1,874.97	585.03
5400 · Legal			
5430 · General Legal	32,390.75	74,999.97	-42,609.22
5440 · Litigation	80,074.14		
<b>Total 5400 · Legal</b>	<b>112,464.89</b>	<b>74,999.97</b>	<b>37,464.92</b>
5510 · Maintenance, Office	2,373.92	6,000.03	-3,626.11
5540 · Office Supplies	3,523.83	4,500.00	-976.17
5550 · Postage	296.53	1,500.03	-1,203.50
5560 · Printing & Publishing	1,143.18	3,750.03	-2,606.85
5600 · Professional Services			
5610 · Accounting	24,377.50	24,000.03	377.47
5620 · Audit	13,150.00	9,749.97	3,400.03
5630 · Consulting	51,093.89	26,250.03	24,843.86
5640 · Data Services	6,386.28	4,650.03	1,736.25
5650 · Labor & HR Support	1,921.50	1,874.97	46.53
5660 · Payroll Services	741.73	749.97	-8.24
<b>Total 5600 · Professional Services</b>	<b>97,670.90</b>	<b>67,275.00</b>	<b>30,395.90</b>
5710 · San Mateo Co. Tax Roll Charges	119.00	749.97	-630.97
5720 · Telephone & Internet	23,473.02	15,000.03	8,472.99
5730 · Mileage Reimbursement	0.00	1,125.00	-1,125.00
5740 · Reference Materials	0.00	150.03	-150.03
5790 · Other Administrative	94.45		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	14,204.79	13,131.00	1,073.79
5820 · Employee Benefits	33,383.58	36,821.97	-3,438.39
5830 · Disability Insurance	1,304.30	1,406.97	-102.67
5840 · Payroll Taxes	12,441.43	14,350.50	-1,909.07
5850 · PARS	13,889.23	12,796.47	1,092.76
5900 · Wages			
5910 · Management	100,476.18	87,158.25	13,317.93
5920 · Staff	98,933.45	100,428.75	-1,495.30
5930 · Staff Certification	1,387.50	1,350.00	37.50
5940 · Staff Overtime	2,309.45	1,320.03	989.42
<b>Total 5900 · Wages</b>	<b>203,106.58</b>	<b>190,257.03</b>	<b>12,849.55</b>
5960 · Worker's Comp Insurance	1,283.22	2,765.97	-1,482.75
<b>Total 5800 · Labor</b>	<b>279,613.13</b>	<b>271,529.91</b>	<b>8,083.22</b>
<b>Total 5000 · Administrative</b>	<b>547,627.15</b>	<b>472,267.53</b>	<b>75,359.62</b>
6000 · Operations			
6170 · Claims, Property Damage	0.00	15,000.03	-15,000.03
6195 · Education & Training	0.00	749.97	-749.97
6200 · Engineering			
6220 · General Engineering	18,239.25	45,000.00	-26,760.75
<b>Total 6200 · Engineering</b>	<b>18,239.25</b>	<b>45,000.00</b>	<b>-26,760.75</b>
6320 · Equipment & Tools, Expensed	0.00	749.97	-749.97
6330 · Facilities			
6335 · Alarm Services	4,538.21	7,499.97	-2,961.76
6337 · Landscaping	4,875.00	4,500.00	375.00
<b>Total 6330 · Facilities</b>	<b>9,413.21</b>	<b>11,999.97</b>	<b>-2,586.76</b>
6400 · Pumping			
6410 · Pumping Fuel & Electricity	37,813.73	33,750.00	4,063.73
<b>Total 6400 · Pumping</b>	<b>37,813.73</b>	<b>33,750.00</b>	<b>4,063.73</b>

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

July 2020 through March 2021

	Jul '20 - Mar 21	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	7,499.97	-7,499.97
<b>Total 6600 · Collection/Transmission</b>	<b>0.00</b>	<b>7,499.97</b>	<b>-7,499.97</b>
6800 · Vehicles			
6810 · Fuel	436.09	749.97	-313.88
6820 · Truck Equipment, Expensed	30.54	119.97	-89.43
6830 · Truck Repairs	45.88	749.97	-704.09
<b>Total 6800 · Vehicles</b>	<b>512.51</b>	<b>1,619.91</b>	<b>-1,107.40</b>
6890 · Other Operations	270.00		
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	190,614.78	190,614.78	0.00
6920 · SAM Operations	1,188,477.72	1,188,477.72	0.00
6940 · SAM Maintenance, Collection Sys	50,696.42	29,999.97	20,696.45
6950 · SAM Maintenance, Pumping	52,277.22	52,499.97	-222.75
<b>Total 6900 · Sewer Authority Midcoastside</b>	<b>1,482,066.14</b>	<b>1,461,592.44</b>	<b>20,473.70</b>
<b>Total 6000 · Operations</b>	<b>1,548,314.84</b>	<b>1,577,962.26</b>	<b>-29,647.42</b>
<b>Total Expense</b>	<b>2,095,941.99</b>	<b>2,050,229.79</b>	<b>45,712.20</b>
<b>Net Ordinary Income</b>	<b>86,689.82</b>	<b>643,835.43</b>	<b>-557,145.61</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	97,247.00	74,999.97	22,247.03
7120 · Connection Fees (Remodel)	36,344.36	37,500.03	-1,155.67
7100 · Connection Fees - Other	-33,570.00		
<b>Total 7100 · Connection Fees</b>	<b>100,021.36</b>	<b>112,500.00</b>	<b>-12,478.64</b>
7200 · Interest Income - LAIF	33,694.54	45,000.00	-11,305.46
<b>Total 7000 · Capital Account Revenues</b>	<b>133,715.90</b>	<b>157,500.00</b>	<b>-23,784.10</b>
<b>Total Other Income</b>	<b>133,715.90</b>	<b>157,500.00</b>	<b>-23,784.10</b>
<b>Other Expense</b>			
8000 · Capital Improvement Program			
8075 · Sewer	87,047.27	1,488,953.97	-1,401,906.70
<b>Total 8000 · Capital Improvement Program</b>	<b>87,047.27</b>	<b>1,488,953.97</b>	<b>-1,401,906.70</b>
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	8,482.27	10,095.75	-1,613.48
9200 · I-Bank Loan	12,436.06	21,655.00	-9,218.94
<b>Total 9000 · Capital Account Expenses</b>	<b>20,918.33</b>	<b>31,750.75</b>	<b>-10,832.42</b>
<b>Total Other Expense</b>	<b>107,965.60</b>	<b>1,520,704.72</b>	<b>-1,412,739.12</b>
<b>Net Other Income</b>	<b>25,750.30</b>	<b>-1,363,204.72</b>	<b>1,388,955.02</b>
<b>Net Income</b>	<b>112,440.12</b>	<b>-719,369.29</b>	<b>831,809.41</b>

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

July 2020 through March 2021

	TOTAL		
	Jul '20 - Mar 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	24,173.92	28,125.00	-3,951.08
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,932.00	2,700.00	2,232.00
4420 · Administrative Fee (Remodel)	0.00	749.97	-749.97
4430 · Inspection Fee (New Constr)	3,626.00	2,625.03	1,000.97
4440 · Inspection Fee (Remodel)	0.00	749.97	-749.97
4460 · Remodel Fees	7,416.00	2,999.97	4,416.03
4470 · Other Fees	7,500.00	0.00	7,500.00
<b>Total 4400 · Fees</b>	<b>23,474.00</b>	<b>9,824.94</b>	<b>13,649.06</b>
4510 · Grants	136.00	0.00	136.00
4610 · Property Tax Receipts	473,518.93	206,250.03	267,268.90
4710 · Sewer Service Charges	1,675,966.58	2,434,865.22	-758,898.64
4720 · Sewer Service Refunds, Customer	-33,716.81	-2,999.97	-30,716.84
4760 · Waste Collection Revenues	19,036.80	18,000.00	1,036.80
4990 · Other Revenue	42.39	0.00	42.39
<b>Total Income</b>	<b>2,182,631.81</b>	<b>2,694,065.22</b>	<b>-511,433.41</b>
<b>Gross Profit</b>	<b>2,182,631.81</b>	<b>2,694,065.22</b>	<b>-511,433.41</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	6,809.11	5,062.50	1,746.61
5200 · Board of Directors			
5210 · Board Meetings	2,550.00	2,250.00	300.00
5220 · Director Fees	1,755.19	1,500.03	255.16
5230 · Election Expenses	0.00	3,750.03	-3,750.03
<b>Total 5200 · Board of Directors</b>	<b>4,305.19</b>	<b>7,500.06</b>	<b>-3,194.87</b>
5250 · Conference Attendance	0.00	1,874.97	-1,874.97
5270 · Information Systems	2,991.50	2,999.97	-8.47
5300 · Insurance			
5310 · Fidelity Bond	437.50	375.03	62.47
5320 · Property & Liability Insurance	9,851.00	6,000.03	3,850.97
<b>Total 5300 · Insurance</b>	<b>10,288.50</b>	<b>6,375.06</b>	<b>3,913.44</b>
5350 · LAFCO Assessment	2,460.00	1,874.97	585.03
5400 · Legal			
5430 · General Legal	32,390.75	74,999.97	-42,609.22
5440 · Litigation	80,074.14	0.00	80,074.14
<b>Total 5400 · Legal</b>	<b>112,464.89</b>	<b>74,999.97</b>	<b>37,464.92</b>
5510 · Maintenance, Office	2,373.92	6,000.03	-3,626.11
5540 · Office Supplies	3,523.83	4,500.00	-976.17
5550 · Postage	296.53	1,500.03	-1,203.50
5560 · Printing & Publishing	1,143.18	3,750.03	-2,606.85
5600 · Professional Services			
5610 · Accounting	24,377.50	24,000.03	377.47
5620 · Audit	13,150.00	9,749.97	3,400.03
5630 · Consulting	51,093.89	26,250.03	24,843.86
5640 · Data Services	6,386.28	4,650.03	1,736.25
5650 · Labor & HR Support	1,921.50	1,874.97	46.53
5660 · Payroll Services	741.73	749.97	-8.24
<b>Total 5600 · Professional Services</b>	<b>97,670.90</b>	<b>67,275.00</b>	<b>30,395.90</b>
5710 · San Mateo Co. Tax Roll Charges	119.00	749.97	-630.97
5720 · Telephone & Internet	23,473.02	15,000.03	8,472.99
5730 · Mileage Reimbursement	0.00	1,125.00	-1,125.00
5740 · Reference Materials	0.00	150.03	-150.03
5790 · Other Administrative	94.45	0.00	94.45
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	14,204.79	13,131.00	1,073.79
5820 · Employee Benefits	33,383.58	36,821.97	-3,438.39
5830 · Disability Insurance	1,304.30	1,406.97	-102.67
5840 · Payroll Taxes	12,441.43	14,350.50	-1,909.07
5850 · PARS	13,889.23	12,796.47	1,092.76
5900 · Wages			
5910 · Management	100,476.18	87,158.25	13,317.93
5920 · Staff	98,933.45	100,428.75	-1,495.30
5930 · Staff Certification	1,387.50	1,350.00	37.50
5940 · Staff Overtime	2,309.45	1,320.03	989.42
<b>Total 5900 · Wages</b>	<b>203,106.58</b>	<b>190,257.03</b>	<b>12,849.55</b>
5960 · Worker's Comp Insurance	1,283.22	2,765.97	-1,482.75
<b>Total 5800 · Labor</b>	<b>279,613.13</b>	<b>271,529.91</b>	<b>8,083.22</b>
<b>Total 5000 · Administrative</b>	<b>547,627.15</b>	<b>472,267.53</b>	<b>75,359.62</b>
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	0.00	15,000.03	-15,000.03
6195 · Education & Training	0.00	749.97	-749.97
6200 · Engineering			
6220 · General Engineering	18,239.25	45,000.00	-26,760.75
<b>Total 6200 · Engineering</b>	<b>18,239.25</b>	<b>45,000.00</b>	<b>-26,760.75</b>
6320 · Equipment & Tools, Expensed	0.00	749.97	-749.97
6330 · Facilities			
6335 · Alarm Services	4,538.21	7,499.97	-2,961.76
6337 · Landscaping	4,875.00	4,500.00	375.00
<b>Total 6330 · Facilities</b>	<b>9,413.21</b>	<b>11,999.97</b>	<b>-2,586.76</b>
6400 · Pumping			
6410 · Pumping Fuel & Electricity	37,813.73	33,750.00	4,063.73
<b>Total 6400 · Pumping</b>	<b>37,813.73</b>	<b>33,750.00</b>	<b>4,063.73</b>

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

July 2020 through March 2021

	Jul '20 - Mar 21	TOTAL Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	7,499.97	-7,499.97
<b>Total 6600 · Collection/Transmission</b>	<b>0.00</b>	<b>7,499.97</b>	<b>-7,499.97</b>
6800 · Vehicles			
6810 · Fuel	436.09	749.97	-313.88
6820 · Truck Equipment, Expensed	30.54	119.97	-89.43
6830 · Truck Repairs	45.88	749.97	-704.09
<b>Total 6800 · Vehicles</b>	<b>512.51</b>	<b>1,619.91</b>	<b>-1,107.40</b>
6890 · Other Operations	270.00	0.00	270.00
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	190,614.78	190,614.78	0.00
6920 · SAM Operations	1,188,477.72	1,188,477.72	0.00
6940 · SAM Maintenance, Collection Sys	50,696.42	29,999.97	20,696.45
6950 · SAM Maintenance, Pumping	52,277.22	52,499.97	-222.75
<b>Total 6900 · Sewer Authority Midcoastside</b>	<b>1,482,066.14</b>	<b>1,461,592.44</b>	<b>20,473.70</b>
<b>Total 6000 · Operations</b>	<b>1,548,314.84</b>	<b>1,577,962.26</b>	<b>-29,647.42</b>
<b>Total Expense</b>	<b>2,095,941.99</b>	<b>2,050,229.79</b>	<b>45,712.20</b>
<b>Net Ordinary Income</b>	<b>86,689.82</b>	<b>643,835.43</b>	<b>-557,145.61</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	97,247.00	74,999.97	22,247.03
7120 · Connection Fees (Remodel)	36,344.36	37,500.03	-1,155.67
7100 · Connection Fees - Other	-33,570.00	0.00	-33,570.00
<b>Total 7100 · Connection Fees</b>	<b>100,021.36</b>	<b>112,500.00</b>	<b>-12,478.64</b>
7200 · Interest Income - LAIF	33,694.54	45,000.00	-11,305.46
<b>Total 7000 · Capital Account Revenues</b>	<b>133,715.90</b>	<b>157,500.00</b>	<b>-23,784.10</b>
<b>Total Other Income</b>	<b>133,715.90</b>	<b>157,500.00</b>	<b>-23,784.10</b>
<b>Other Expense</b>			
8000 · Capital Improvement Program			
8075 · Sewer	87,047.27	1,488,953.97	-1,401,906.70
<b>Total 8000 · Capital Improvement Program</b>	<b>87,047.27</b>	<b>1,488,953.97</b>	<b>-1,401,906.70</b>
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	8,482.27	10,095.75	-1,613.48
9200 · I-Bank Loan	12,436.06	21,655.00	-9,218.94
<b>Total 9000 · Capital Account Expenses</b>	<b>20,918.33</b>	<b>31,750.75</b>	<b>-10,832.42</b>
<b>Total Other Expense</b>	<b>107,965.60</b>	<b>1,520,704.72</b>	<b>-1,412,739.12</b>
<b>Net Other Income</b>	<b>25,750.30</b>	<b>-1,363,204.72</b>	<b>1,388,955.02</b>
<b>Net Income</b>	<b>112,440.12</b>	<b>-719,369.29</b>	<b>831,809.41</b>

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

July 2020 through March 2021

	Water		
	Jul '20 - Mar 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	24,127.46	28,125.00	-3,997.54
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,932.00	3,750.03	1,181.97
4430 · Inspection Fee (New Constr)	4,662.00	2,999.97	1,662.03
4440 · Inspection Fee (Remodel)	0.00	749.97	-749.97
4450 · Mainline Extension Fees	85,904.87	2,250.00	83,654.87
4460 · Remodel Fees	0.00	1,500.03	-1,500.03
4470 · Other Fees	488.81		
<b>Total 4400 · Fees</b>	<b>95,987.68</b>	<b>11,250.00</b>	<b>84,737.68</b>
4510 · Grants	136.00		
4610 · Property Tax Receipts	473,518.92	206,250.03	267,268.89
4740 · Testing, Backflow	12,828.00	13,500.00	-672.00
4810 · Water Sales, Domestic	1,675,648.89	1,422,000.00	253,648.89
4850 · Water Sales Refunds, Customer	-2,817.01	-2,250.00	-567.01
4990 · Other Revenue	870.52		
<b>Total Income</b>	<b>2,280,300.46</b>	<b>1,678,875.03</b>	<b>601,425.43</b>
<b>Gross Profit</b>	<b>2,280,300.46</b>	<b>1,678,875.03</b>	<b>601,425.43</b>
<b>Expense</b>			
5000 · Administrative			
5235 · Bond Issue Costs - Expense	66,381.00		
5190 · Bank Fees	1,567.32	1,125.00	442.32
5200 · Board of Directors			
5210 · Board Meetings	2,550.00	2,250.00	300.00
5220 · Director Fees	1,755.19	1,500.03	255.16
5230 · Election Expenses	0.00	3,750.03	-3,750.03
<b>Total 5200 · Board of Directors</b>	<b>4,305.19</b>	<b>7,500.06</b>	<b>-3,194.87</b>
5240 · CDPH Fees	12,004.40	8,250.03	3,754.37
5250 · Conference Attendance	0.00	2,250.00	-2,250.00
5265 · Amortization Expense	79,220.05		
5270 · Information Systems	2,991.50	3,750.03	-758.53
5300 · Insurance			
5310 · Fidelity Bond	437.50	375.03	62.47
5320 · Property & Liability Insurance	0.00	3,750.03	-3,750.03
<b>Total 5300 · Insurance</b>	<b>437.50</b>	<b>4,125.06</b>	<b>-3,687.56</b>
5350 · LAFCO Assessment	2,716.00	1,874.97	841.03
5400 · Legal			
5420 · Meeting Attendance, Legal	1,224.25		
5430 · General Legal	83,069.30	74,999.97	8,069.33
<b>Total 5400 · Legal</b>	<b>84,293.55</b>	<b>74,999.97</b>	<b>9,293.58</b>



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

July 2020 through March 2021

	Water		\$ Over Budget
	Jul '20 - Mar 21	Budget	
5510 · Maintenance, Office	4,923.69	6,000.03	-1,076.34
5530 · Memberships	24,081.00	20,250.00	3,831.00
5540 · Office Supplies	3,528.05	4,500.00	-971.95
5550 · Postage	10,059.54	2,999.97	7,059.57
5560 · Printing & Publishing	1,143.19	5,249.97	-4,106.78
5600 · Professional Services			
5610 · Accounting	24,377.50	24,000.03	377.47
5620 · Audit	13,150.00	9,749.97	3,400.03
5630 · Consulting	49,507.98	41,249.97	8,258.01
5640 · Data Services	6,386.27	2,250.00	4,136.27
5650 · Labor & HR Support	1,921.50	1,874.97	46.53
5660 · Payroll Services	741.73	749.97	-8.24
<b>Total 5600 · Professional Services</b>	<b>96,084.98</b>	<b>79,874.91</b>	<b>16,210.07</b>
5710 · San Mateo Co. Tax Roll Charges	119.00	2,250.00	-2,131.00
5720 · Telephone & Internet	29,385.43	15,000.03	14,385.40
5730 · Mileage Reimbursement	36.00	1,500.03	-1,464.03
5740 · Reference Materials	0.00	600.03	-600.03
5790 · Other Administrative	667.61	749.97	-82.36
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	34,455.47	33,711.03	744.44
5820 · Employee Benefits	76,069.85	80,710.47	-4,640.62
5830 · Disability Insurance	3,008.72	3,564.00	-555.28
5840 · Payroll Taxes	35,695.57	38,450.25	-2,754.68
5850 · PARS	30,351.75	29,021.22	1,330.53
5900 · Wages			
5910 · Management	100,476.36	87,158.25	13,318.11
5920 · Staff	342,056.51	348,571.53	-6,515.02
5930 · Staff Certification	8,187.50	8,550.00	-362.50
5940 · Staff Overtime	36,371.69	41,085.72	-4,714.03
5950 · Staff Standby	20,000.14	17,252.28	2,747.86
<b>Total 5900 · Wages</b>	<b>507,092.20</b>	<b>502,617.78</b>	<b>4,474.42</b>
5960 · Worker's Comp Insurance	7,300.80	16,832.97	-9,532.17
<b>Total 5800 · Labor</b>	<b>693,974.36</b>	<b>704,907.72</b>	<b>-10,933.36</b>
<b>Total 5000 · Administrative</b>	<b>1,117,919.36</b>	<b>947,757.78</b>	<b>170,161.58</b>
6000 · Operations			
6160 · Backflow Prevention	1,318.15	749.97	568.18
6170 · Claims, Property Damage	0.00	7,499.97	-7,499.97
6180 · Communications			
6185 · SCADA Maintenance	4,815.71	9,749.97	-4,934.26
6180 · Communications - Other	504.85		
<b>Total 6180 · Communications</b>	<b>5,320.56</b>	<b>9,749.97</b>	<b>-4,429.41</b>
6195 · Education & Training	639.27	6,750.00	-6,110.73

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

July 2020 through March 2021

	Water Jul '20 - Mar 21	Water Budget	\$ Over Budget
<b>6200 · Engineering</b>			
6220 · General Engineering	600.00	15,000.03	-14,400.03
6230 · Water Quality Engineering	37,545.00	150,000.03	-112,455.03
<b>Total 6200 · Engineering</b>	38,145.00	165,000.06	-126,855.06
<b>6320 · Equipment &amp; Tools, Expensed</b>	2,830.97	9,000.00	-6,169.03
<b>6330 · Facilities</b>			
6335 · Alarm Services	1,012.01	3,750.03	-2,738.02
6337 · Landscaping	10,131.72	11,250.00	-1,118.28
<b>Total 6330 · Facilities</b>	11,143.73	15,000.03	-3,856.30
<b>6370 · Lab Supplies &amp; Equipment</b>	30.59	2,999.97	-2,969.38
<b>6380 · Meter Reading</b>	120.94		
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	60,163.10	67,500.00	-7,336.90
6420 · Pumping Maintenance, Generators	5,421.92	11,250.00	-5,828.08
6430 · Pumping Maintenance, General	38.22	3,750.03	-3,711.81
6440 · Pumping Equipment, Expensed	12.94	524.97	-512.03
6400 · Pumping - Other	665.89		
<b>Total 6400 · Pumping</b>	66,302.07	83,025.00	-16,722.93
<b>6500 · Supply</b>			
6510 · Maintenance, Raw Water Mains	0.00	1,874.97	-1,874.97
6520 · Maintenance, Wells	7,578.22	3,750.03	3,828.19
6530 · Water Purchases	14,585.90	22,500.00	-7,914.10
<b>Total 6500 · Supply</b>	22,164.12	28,125.00	-5,960.88
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	3,351.11	749.97	2,601.14
6620 · Maintenance, Water Mains	19,896.05	37,500.03	-17,603.98
6630 · Maintenance, Water Svc Lines	34,787.00	11,250.00	23,537.00
6640 · Maintenance, Tanks	4,129.59	2,999.97	1,129.62
6650 · Maint., Distribution General	3,428.80	6,000.03	-2,571.23
6660 · Maintenance, Collection System	830.00		
6670 · Meters	5,060.95	1,874.97	3,185.98
6600 · Collection/Transmission - Other	3,865.87		
<b>Total 6600 · Collection/Transmission</b>	75,349.37	60,374.97	14,974.40
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	16,731.58	15,000.03	1,731.55
6720 · Maintenance, Treatment Equip.	4,711.64	15,000.03	-10,288.39
6730 · Treatment Analysis	25,519.80	33,750.00	-8,230.20
<b>Total 6700 · Treatment</b>	46,963.02	63,750.06	-16,787.04
<b>6770 · Uniforms</b>	1,191.96	1,500.03	-308.07

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

July 2020 through March 2021

	Water		\$ Over Budget
	Jul '20 - Mar 21	Budget	
<b>6800 · Vehicles</b>			
6810 · Fuel	4,754.76	7,499.97	-2,745.21
6820 · Truck Equipment, Expensed	224.40	1,500.03	-1,275.63
6830 · Truck Repairs	500.31	3,750.03	-3,249.72
<b>Total 6800 · Vehicles</b>	5,479.47	12,750.03	-7,270.56
<b>6890 · Other Operations</b>	4,277.26		
<b>Total 6000 · Operations</b>	281,276.48	466,275.06	-184,998.58
<b>Total Expense</b>	1,399,195.84	1,414,032.84	-14,837.00
<b>Net Ordinary Income</b>	881,104.62	264,842.19	616,262.43
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	71,067.00	74,999.97	-3,932.97
7130 · Conn. Fees, PFP (New Constr)	129,188.48	37,500.03	91,688.45
7140 · Conn. Fees, PFP (Remodel)	13,999.37		
7100 · Connection Fees - Other	-20,069.00		
<b>Total 7100 · Connection Fees</b>	194,185.85	112,500.00	81,685.85
<b>7600 · Bond Revenues, G.O.</b>	615,473.44	862,827.03	-247,353.59
<b>7650 · Water System Reliability</b>	516,272.24	749,999.97	-233,727.73
<b>Total 7000 · Capital Account Revenues</b>	1,325,931.53	1,725,327.00	-399,395.47
<b>Total Other Income</b>	1,325,931.53	1,725,327.00	-399,395.47
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
<b>8100 · Water</b>	324,945.75	831,562.47	-506,616.72
<b>Total 8000 · Capital Improvement Program</b>	324,945.75	831,562.47	-506,616.72
<b>9000 · Capital Account Expenses</b>			
9100 · Interest Expense - GO Bonds	93,457.35	208,611.00	-115,153.65
9125 · PNC Equipment Lease Interest	8,482.29	10,095.75	-1,613.46
9150 · SRF Loan	34,797.83	70,564.00	-35,766.17
9210 · Conservation Program/Rebates	550.00	2,250.00	-1,700.00
<b>Total 9000 · Capital Account Expenses</b>	137,287.47	291,520.75	-154,233.28
<b>Total Other Expense</b>	462,233.22	1,123,083.22	-660,850.00
<b>Net Other Income</b>	863,698.31	602,243.78	261,454.53
<b>Net Income</b>	1,744,802.93	867,085.97	877,716.96

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of March 31, 2021

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	3,014,999.59	0.00	3,014,999.59
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
<b>Total LAIF Investment Fund</b>	<b>4,605,429.81</b>	<b>0.00</b>	<b>4,605,429.81</b>
<b>Total Sewer - Bank Accounts</b>	<b>7,620,429.40</b>	<b>0.00</b>	<b>7,620,429.40</b>
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	848,122.46	848,122.46
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
<b>Restricted Cash</b>			
Connection Fees Reserve	0.00	253,020.00	253,020.00
GO Bonds Fund	0.00	4,003.92	4,003.92
<b>Total Restricted Cash</b>	<b>0.00</b>	<b>257,023.92</b>	<b>257,023.92</b>
<b>Total Water - Bank Accounts</b>	<b>0.00</b>	<b>1,597,626.38</b>	<b>1,597,626.38</b>
<b>Total Checking/Savings</b>	<b>7,620,429.40</b>	<b>1,597,626.38</b>	<b>9,218,055.78</b>
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	-1,925.84	0.00	-1,925.84
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
<b>Total Sewer - Accounts Receivable</b>	<b>-11,987.63</b>	<b>0.00</b>	<b>-11,987.63</b>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	8,228.60	8,228.60
Accounts Rec. - Backflow	0.00	19,436.11	19,436.11
Accounts Rec. - Water Residents	0.00	356,613.08	356,613.08
Unbilled Water Receivables	0.00	264,854.59	264,854.59
<b>Total Water - Accounts Receivable</b>	<b>0.00</b>	<b>649,132.38</b>	<b>649,132.38</b>
<b>Total Accounts Receivable</b>	<b>-11,987.63</b>	<b>649,132.38</b>	<b>637,144.75</b>
<b>Other Current Assets</b>			
Prepaid Expenses	6,060.00	6,060.00	12,120.00
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<b>6,292.31</b>	<b>49,098.63</b>	<b>55,390.94</b>
<b>Total Current Assets</b>	<b>7,614,734.08</b>	<b>2,295,857.39</b>	<b>9,910,591.47</b>
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	6,549,969.71	0.00	6,549,969.71
Land	5,000.00	0.00	5,000.00
<b>Other Capital Improv.</b>			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<b>3,250,409.57</b>	<b>0.00</b>	<b>3,250,409.57</b>
Seal Cove Collection System	995,505.00	0.00	995,505.00
<b>Sewage Collection Facility</b>			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
<b>Total Sewage Collection Facility</b>	<b>5,340,307.33</b>	<b>0.00</b>	<b>5,340,307.33</b>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,345,853.00	0.00	-9,345,853.00
<b>Total Sewer - Fixed Assets</b>	<b>7,039,878.45</b>	<b>0.00</b>	<b>7,039,878.45</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of March 31, 2021

4/27/21

Accrual Basis

<b>Water - Fixed Assets</b>			
General Plant	0.00	28,221,310.18	28,221,310.18
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-12,791,924.00	-12,791,924.00
<b>Total Water - Fixed Assets</b>	<u>0.00</u>	<u>17,571,042.96</u>	<u>17,571,042.96</u>
<b>Total Fixed Assets</b>	7,039,878.45	17,571,042.96	24,610,921.41
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Def'd Amts Related to Pensions	89,022.00	0.00	89,022.00
<b>Joint Power Authority</b>			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
<b>Total Sewer - Other Assets</b>	2,776,569.08	0.00	2,776,569.08
<b>Water - Other Assets</b>			
Def'd Amts Related to Pensions	0.00	172,205.00	172,205.00
Due from Sewer	0.00	283,585.00	283,585.00
<b>Total Water - Other Assets</b>	<u>0.00</u>	<u>455,790.00</u>	<u>455,790.00</u>
<b>Total Other Assets</b>	2,776,569.08	455,790.00	3,232,359.08
<b>TOTAL ASSETS</b>	<u><u>17,431,181.61</u></u>	<u><u>20,322,690.35</u></u>	<u><u>37,753,871.96</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable - Sewer	190,940.47	0.00	190,940.47
Accounts Payable - Water	0.00	71,216.93	71,216.93
<b>Total Accounts Payable</b>	190,940.47	71,216.93	262,157.40
<b>Other Current Liabilities</b>			
Water - Net Pension Liability	0.00	-53,067.00	-53,067.00
Sewer - Net Pension Liability	-28,484.00	0.00	-28,484.00
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	7,058.69	0.00	7,058.69
Deposits Payable	20,509.93	0.00	20,509.93
Interest Payable	-656.12	0.00	-656.12
PNC Equip. Loan - S/T	20,787.44	0.00	20,787.44
<b>Total Sewer - Current Liabilities</b>	47,699.94	0.00	47,699.94
<b>Water - Current Liabilities</b>			
Accrued Vacations	0.00	19,382.98	19,382.98
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-39,549.21	-39,549.21
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	20,787.42	20,787.42
SRF Loan Payable X109 - Current	0.00	86,736.93	86,736.93
Temporary Construction Meter	0.00	24,046.01	24,046.01
<b>Total Water - Current Liabilities</b>	0.00	115,474.29	115,474.29
<b>Payroll Liabilities</b>			
Employee Benefits Payable	-1,900.18	0.00	-1,900.18
<b>Total Payroll Liabilities</b>	-1,900.18	0.00	-1,900.18
<b>Total Other Current Liabilities</b>	<u>17,315.76</u>	<u>62,407.29</u>	<u>79,723.05</u>
<b>Total Current Liabilities</b>	208,256.23	133,624.22	341,880.45
<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Due to Water Fund	283,585.00	0.00	283,585.00
Accrued Vacations	16,419.93	0.00	16,419.93
I-Bank Loan	694,575.67	0.00	694,575.67
PNC Equip. Loan - L/T	422,013.42	0.00	422,013.42
<b>Total Sewer - Long Term Liabilities</b>	<u>1,416,594.02</u>	<u>0.00</u>	<u>1,416,594.02</u>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of March 31, 2021

4/27/21

Accrual Basis

<b>Water - Long Term Liabilities</b>			
2020 GO Bonds	0.00	7,050,811.48	7,050,811.48
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
	<u>0.00</u>	<u>10,218,817.25</u>	<u>10,218,817.25</u>
<b>Total Water - Long Term Liabilities</b>	0.00		10,218,817.25
<b>Deferred Inflows (Pensions)</b>			
Sewer	19,149.00	0.00	19,149.00
Water	0.00	35,547.00	35,547.00
	<u>19,149.00</u>	<u>35,547.00</u>	<u>54,696.00</u>
<b>Total Deferred Inflows (Pensions)</b>	19,149.00	35,547.00	54,696.00
<b>Total Long Term Liabilities</b>	<u>1,435,743.02</u>	<u>10,254,364.25</u>	<u>11,690,107.27</u>
<b>Total Liabilities</b>	1,643,999.25	10,387,988.47	12,031,987.72
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	1,033,248.31	0.00	1,033,248.31
	<u>13,087,793.38</u>	<u>0.00</u>	<u>13,087,793.38</u>
<b>Water - Equity Accounts</b>			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-1,033,248.31	-1,033,248.31
	<u>0.00</u>	<u>1,657,806.70</u>	<u>1,657,806.70</u>
<b>Total Water - Equity Accounts</b>	0.00	1,657,806.70	1,657,806.70
<b>Equity Adjustment Account</b>	2,586,948.86	6,532,092.25	9,119,041.11
<b>Net Income</b>	112,440.12	1,744,802.93	1,857,243.05
	<u>15,787,182.36</u>	<u>9,934,701.88</u>	<u>25,721,884.24</u>
<b>Total Equity</b>	15,787,182.36	9,934,701.88	25,721,884.24
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>17,431,181.61</u></u>	<u><u>20,322,690.35</u></u>	<u><u>37,753,871.96</u></u>

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

**Assets and Reserves Information**

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/(Under) Targets	% Over/Under Targets
<b>Sewer - Operations</b>															
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	3,014,999.59						
<b>Sewer - Reserve Accounts</b>															
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	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	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	406,882.00				455,607.00	(48,725.00)	89%
Sub-total	4,571,735.27	4,571,735.27	4,571,735.27	4,571,735.27	4,598,159.54	4,598,159.54	4,605,429.81	4,605,429.81	4,605,429.81	-	-	-			
<b>Water - Operations</b>															
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	848,122.46				314,230.00	409,201.14	230%
<b>Water - Reserve Accounts</b>															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	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	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				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	46,009.00						
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	-	-	-			
<b>Water - Restricted accounts</b>															
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	4,003.92						
Sub-total	1,476,753.57	913,486.11	920,220.52	920,220.52	4,123.92	4,093.92	4,063.92	495,806.58	4,003.92	-	-	-			
<b>Total Cash and equivalents</b>	<b>9,293,340.53</b>	<b>8,614,224.18</b>	<b>8,541,003.55</b>	<b>8,328,401.97</b>	<b>7,306,641.40</b>	<b>9,985,690.24</b>	<b>9,717,984.02</b>	<b>10,038,064.29</b>	<b>9,218,055.78</b>	-	-	-			

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

											TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
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	3,217.51	24,173.92	37,500.00	-13,326.08	64.46%
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	30.00	7,416.00	4,000.00	3,416.00	185.4%
4470 · Other Fees				7,500.00						7,500.00			
<b>Total 4400 · Fees</b>			1,614.00	9,498.00	4,380.00	2,636.00	504.00	4,812.00	30.00	23,474.00	13,100.00	10,374.00	179.19%
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	1,206.74	473,518.93	275,000.00	198,518.93	172.19%	
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	1,350.03	19,036.80	24,000.00	-4,963.20	79.32%
4990 · Other Revenue		9.51				28.80		4.08		42.39			
<b>Total Income</b>	-111.79	7,228.70	57,696.17	31,983.51	12,622.26	2,324,126.67	88,657.35	-345,375.34	5,804.28	2,182,631.81	3,592,087.00	-1,409,455.19	60.76%
<b>Gross Profit</b>	-111.79	7,228.70	57,696.17	31,983.51	12,622.26	2,324,126.67	88,657.35	-345,375.34	5,804.28	2,182,631.81	3,592,087.00	-1,409,455.19	60.76%
<b>Expense</b>													
5000 · Administrative													
5190 · Bank Fees	2,634.56	528.05	564.02	463.68	574.11	463.56	576.28	489.46	515.39	6,809.11	6,750.00	59.11	100.88%
5200 · Board of Directors													
5210 · Board Meetings		300.00	150.00	300.00	450.00	300.00	300.00	300.00	450.00	2,550.00	3,000.00	-450.00	85.0%
5220 · Director Fees							300.00		1,455.19	1,755.19	2,000.00	-244.81	87.76%
5230 · Election Expenses											5,000.00	-5,000.00	
<b>Total 5200 · Board of Directors</b>		300.00	150.00	300.00	450.00	300.00	600.00	300.00	1,905.19	4,305.19	10,000.00	-5,694.81	43.05%
5250 · Conference Attendance											2,500.00	-2,500.00	
5270 · Information Systems		50.00		300.00	2,016.50		300.00	262.50	62.50	2,991.50	4,000.00	-1,008.50	74.79%
5300 · Insurance													
5310 · Fidelity Bond									437.50	437.50	500.00	-62.50	87.5%
5320 · Property & Liability Insurance				9,851.00						9,851.00	8,000.00	1,851.00	123.14%
<b>Total 5300 · Insurance</b>				9,851.00					437.50	10,288.50	8,500.00	1,788.50	121.04%



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

											TOTAL			
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 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	3,559.75	4,878.25	7,549.75	32,390.75	100,000.00	-67,609.25	32.39%	
5440 · Litigation		6,000.00	495.00	2,055.00	4,755.00	2,430.00	16,350.90	23,657.92	24,330.32	80,074.14				
<b>Total 5400 · Legal</b>		<b>7,291.00</b>	<b>4,919.00</b>	<b>4,479.00</b>	<b>9,109.00</b>	<b>6,340.00</b>	<b>19,910.65</b>	<b>28,536.17</b>	<b>31,880.07</b>	<b>112,464.89</b>	<b>100,000.00</b>	<b>12,464.89</b>	<b>112.47%</b>	
5510 · Maintenance, Office		260.00	453.92	310.00	260.00	260.00	310.00	260.00	260.00	2,373.92	8,000.00	-5,626.08	29.67%	
5530 · Memberships														
5540 · Office Supplies	108.03	235.76	402.55	435.15	352.48	477.26	667.47	275.43	569.70	3,523.83	6,000.00	-2,476.17	58.73%	
5550 · Postage			78.03	19.80	78.03		42.64		78.03	296.53	2,000.00	-1,703.47	14.83%	
5560 · Printing & Publishing		233.80	202.50	492.70	24.36	19.24	135.33	15.35	19.90	1,143.18	5,000.00	-3,856.82	22.86%	
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	2,050.00	24,377.50	32,000.00	-7,622.50	76.18%	
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	4,563.42	51,093.89	35,000.00	16,093.89	145.98%	
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	213.50	1,921.50	2,500.00	-578.50	76.86%	
5660 · Payroll Services	72.32	74.13	75.94	75.94	75.94	75.94	139.64	75.94	75.94	741.73	1,000.00	-258.27	74.17%	
<b>Total 5600 · Professional Services</b>	<b>8,997.32</b>	<b>15,382.13</b>	<b>6,054.96</b>	<b>17,534.05</b>	<b>17,566.72</b>	<b>4,084.84</b>	<b>8,657.91</b>	<b>12,490.11</b>	<b>6,902.86</b>	<b>97,670.90</b>	<b>89,700.00</b>	<b>7,970.90</b>	<b>108.89%</b>	
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	5,100.39	23,473.02	20,000.00	3,473.02	117.37%	
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	2,832.18	14,204.79	17,508.00	-3,303.21	81.13%	
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	3,545.56	33,383.58	49,096.00	-15,712.42	68.0%	
5830 · Disability Insurance	144.61	144.61		289.22	144.61	144.61	144.61	144.61	147.42	1,304.30	1,876.00	-571.70	69.53%	
5840 · Payroll Taxes	1,481.29	972.22	1,039.98	1,019.87	976.89	852.70	1,532.80	1,468.97	3,096.71	12,441.43	19,134.00	-6,692.57	65.02%	
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	2,809.37	13,889.23	17,062.00	-3,172.77	81.4%	
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	28,478.40	100,476.18	116,211.00	-15,734.82	86.46%	
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	11,618.44	98,933.45	133,905.00	-34,971.55	73.88%	
5930 · Staff Certification	200.00	200.00	200.00	200.00	200.00	200.00	100.00		87.50	1,387.50	1,800.00	-412.50	77.08%	
5940 · Staff Overtime		213.69	575.31	312.31	254.78	230.12	328.75	98.62	295.87	2,309.45	1,760.00	549.45	131.22%	
<b>Total 5900 · Wages</b>	<b>20,751.20</b>	<b>20,001.73</b>	<b>20,887.62</b>	<b>20,624.62</b>	<b>20,062.81</b>	<b>21,059.22</b>	<b>20,036.79</b>	<b>19,202.38</b>	<b>40,480.21</b>	<b>203,106.58</b>	<b>253,676.00</b>	<b>-50,569.42</b>	<b>80.07%</b>	
5960 · Worker's Comp Insurance				640.89			642.33			1,283.22	3,688.00	-2,404.78	34.79%	
<b>Total 5800 · Labor</b>	<b>29,215.96</b>	<b>27,846.28</b>	<b>28,750.82</b>	<b>29,379.43</b>	<b>27,932.56</b>	<b>27,858.28</b>	<b>28,676.34</b>	<b>27,042.01</b>	<b>52,911.45</b>	<b>279,613.13</b>	<b>362,040.00</b>	<b>-82,426.87</b>	<b>77.23%</b>	

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

											TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Total 5000 · Administrative</b>	43,483.94	54,738.88	44,153.19	66,192.42	61,116.74	44,794.07	62,636.60	69,868.33	100,642.98	547,627.15	629,690.00	-82,062.85	86.97%
<b>6000 · Operations</b>													
6170 · Claims, Property Damage											20,000.00	-20,000.00	
6195 · Education & Training											1,000.00	-1,000.00	
<b>6200 · Engineering</b>													
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	2,973.25	18,239.25	60,000.00	-41,760.75	30.4%
<b>Total 6200 · Engineering</b>	3,705.00		2,470.00	1,330.00	2,185.00	3,866.00	760.00	950.00	2,973.25	18,239.25	60,000.00	-41,760.75	30.4%
6320 · Equipment & Tools, Expensed											1,000.00	-1,000.00	
<b>6330 · Facilities</b>													
6335 · Alarm Services	391.80	391.80	682.06	518.82	391.80	496.80	776.54	391.79	496.80	4,538.21	10,000.00	-5,461.79	45.38%
6337 · Landscaping		500.00	500.00		200.00			3,675.00		4,875.00	6,000.00	-1,125.00	81.25%
<b>Total 6330 · Facilities</b>	391.80	891.80	1,182.06	518.82	591.80	496.80	776.54	4,066.79	496.80	9,413.21	16,000.00	-6,586.79	58.83%
<b>6400 · Pumping</b>													
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	13.28	37,813.73	45,000.00	-7,186.27	84.03%
<b>Total 6400 · Pumping</b>	3,269.52	3,332.03	3,428.52	3,276.88	3,233.16	2,906.73	2,717.73	15,635.88	13.28	37,813.73	45,000.00	-7,186.27	84.03%
<b>6600 · Collection/Transmission</b>													
6660 · Maintenance, Collection System											10,000.00	-10,000.00	
<b>Total 6600 · Collection/Transmission</b>											10,000.00	-10,000.00	
<b>6800 · Vehicles</b>													
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%
<b>Total 6800 · Vehicles</b>						512.51				512.51	2,160.00	-1,647.49	23.73%
6890 · Other Operations								270.00		270.00			
<b>6900 · Sewer Authority Midcoastside</b>													
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	21,179.42	190,614.78	254,153.00	-63,538.22	75.0%
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	132,053.08	1,188,477.72	1,584,637.00	-396,159.28	75.0%
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		3,750.00	52,277.22	70,000.00	-17,722.78	74.68%
<b>Total 6900 · Sewer Authority Midcoastside</b>	155,404.42	153,232.50	172,340.77	153,232.50	163,112.37	161,738.83	212,789.75	153,232.50	156,982.50	1,482,066.14	1,948,790.00	-466,723.86	76.05%
<b>Total 6000 · Operations</b>	162,770.74	157,456.33	179,421.35	158,358.20	169,122.33	169,520.87	217,044.02	174,155.17	160,465.83	1,548,314.84	2,103,950.00	-555,635.16	73.59%
<b>Total Expense</b>	206,254.68	212,195.21	223,574.54	224,550.62	230,239.07	214,314.94	279,680.62	244,023.50	261,108.81	2,095,941.99	2,733,640.00	-637,698.01	76.67%

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

											TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Net Ordinary Income</b>	-206,366.47	-204,966.51	-165,878.37	-192,567.11	-217,616.81	2,109,811.73	-191,023.27	-589,398.84	-255,304.53	86,689.82	858,447.00	-771,757.18	10.1%
<b>Other Income/Expense</b>													
<b>Other Income</b>													
<b>7000 · Capital Account Revenues</b>													
<b>7100 · Connection Fees</b>													
<b>7110 · Connection Fees (New Constr)</b>		177.00			27,337.00	42,914.00		26,819.00		97,247.00	100,000.00	-2,753.00	97.25%
<b>7120 · Connection Fees (Remodel)</b>				22,518.36		12,753.00		1,073.00		36,344.36	50,000.00	-13,655.64	72.69%
<b>7100 · Connection Fees - Other</b>									-33,570.00	-33,570.00			
<b>Total 7100 · Connection Fees</b>		177.00		22,518.36	27,337.00	55,667.00		27,892.00	-33,570.00	100,021.36	150,000.00	-49,978.64	66.68%
<b>7200 · Interest Income - LAIF</b>	16,680.86			9,743.41			7,270.27			33,694.54	60,000.00	-26,305.46	56.16%
<b>Total 7000 · Capital Account Revenues</b>	16,680.86	177.00		32,261.77	27,337.00	55,667.00	7,270.27	27,892.00	-33,570.00	133,715.90	210,000.00	-76,284.10	63.67%
<b>Total Other Income</b>	16,680.86	177.00		32,261.77	27,337.00	55,667.00	7,270.27	27,892.00	-33,570.00	133,715.90	210,000.00	-76,284.10	63.67%
<b>Other Expense</b>													
<b>8000 · Capital Improvement Program</b>													
<b>8075 · Sewer</b>	6,393.00		26,516.55	12,670.00	8,250.50	6,041.50	201,461.75	-92,523.53	-81,762.50	87,047.27	1,985,272.00	-1,898,224.73	4.39%
<b>Total 8000 · Capital Improvement Program</b>	6,393.00		26,516.55	12,670.00	8,250.50	6,041.50	201,461.75	-92,523.53	-81,762.50	87,047.27	1,985,272.00	-1,898,224.73	4.39%
<b>9000 · Capital Account Expenses</b>													
<b>9125 · PNC Equipment Lease Interest</b>	583.84		1,166.88	1,154.09	1,141.26	1,128.41	1,115.52	1,102.61	1,089.66	8,482.27	13,461.00	-4,978.73	63.01%
<b>9200 · I-Bank Loan</b>	1,843.77						10,592.29			12,436.06	21,655.00	-9,218.94	57.43%
<b>Total 9000 · Capital Account Expenses</b>	2,427.61		1,166.88	1,154.09	1,141.26	1,128.41	11,707.81	1,102.61	1,089.66	20,918.33	35,116.00	-14,197.67	59.57%
<b>Total Other Expense</b>	8,820.61		27,683.43	13,824.09	9,391.76	7,169.91	213,169.56	-91,420.92	-80,672.84	107,965.60	2,020,388.00	-1,912,422.40	5.34%
<b>Net Other Income</b>	7,860.25	177.00	-27,683.43	18,437.68	17,945.24	48,497.09	-205,899.29	119,312.92	47,102.84	25,750.30	-1,810,388.00	1,836,138.30	-1.42%
<b>Net Income</b>	<b>-198,506.22</b>	<b>-204,789.51</b>	<b>-193,561.80</b>	<b>-174,129.43</b>	<b>-199,671.57</b>	<b>2,158,308.82</b>	<b>-396,922.56</b>	<b>-470,085.92</b>	<b>-208,201.69</b>	<b>112,440.12</b>	<b>-951,941.00</b>	<b>1,064,381.12</b>	<b>-11.81%</b>

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

											TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
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	3,217.50	24,127.46	37,500.00	-13,372.54	64.34%
<b>4400 · Fees</b>													
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%
4420 · Administrative Fee (Remodel)													
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	15,618.00	85,904.87	3,000.00	82,904.87	2,863.5%
4460 · Remodel Fees											2,000.00	-2,000.00	
4470 · Other Fees						488.81				488.81			
<b>Total 4400 · Fees</b>		1,614.00	1,066.00	1,066.00	3,198.00	2,620.81		70,804.87	15,618.00	95,987.68	15,000.00	80,987.68	639.92%
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	1,206.75	473,518.92	275,000.00	198,518.92	172.19%
4740 · Testing, Backflow	1,913.00	3,355.00	1,680.00	1,800.00	1,200.00	1,080.00			1,800.00	12,828.00	18,000.00	-5,172.00	71.27%
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	340,063.05	1,675,648.89	1,896,000.00	-220,351.11	88.38%
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			
<b>Total Income</b>	385,112.74	-21,102.41	444,515.13	10,360.36	389,493.76	93,249.31	425,235.78	191,530.49	361,905.30	2,280,300.46	2,238,500.00	41,800.46	101.87%
<b>Gross Profit</b>	385,112.74	-21,102.41	444,515.13	10,360.36	389,493.76	93,249.31	425,235.78	191,530.49	361,905.30	2,280,300.46	2,238,500.00	41,800.46	101.87%
<b>Expense</b>													
<b>5000 · Administrative</b>													
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	115.61	1,567.32	1,500.00	67.32	104.49%
<b>5200 · Board of Directors</b>													
5210 · Board Meetings		300.00	150.00	300.00	450.00	300.00	300.00	300.00	450.00	2,550.00	3,000.00	-450.00	85.0%
5220 · Director Fees							300.00		1,455.19	1,755.19	2,000.00	-244.81	87.76%
5230 · Election Expenses											5,000.00	-5,000.00	
<b>Total 5200 · Board of Directors</b>		300.00	150.00	300.00	450.00	300.00	600.00	300.00	1,905.19	4,305.19	10,000.00	-5,694.81	43.05%
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	62.50	2,991.50	5,000.00	-2,008.50	59.83%

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

											TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>5300 · Insurance</b>													
5310 · Fidelity Bond									437.50	437.50	500.00	-62.50	87.5%
5320 · Property & Liability Insurance											5,000.00	-5,000.00	
<b>Total 5300 · Insurance</b>									437.50	437.50	5,500.00	-5,062.50	7.96%
<b>5350 · LAFCO Assessment</b>						2,716.00				2,716.00	2,500.00	216.00	108.64%
<b>5400 · Legal</b>													
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	18,377.75	7,026.00	17,048.05	83,069.30	100,000.00	-16,930.70	83.07%
<b>Total 5400 · Legal</b>		8,059.00	4,679.00	12,051.00	7,531.00	8,297.50	18,377.75	8,250.25	17,048.05	84,293.55	100,000.00	-15,706.45	84.29%
<b>5510 · Maintenance, Office</b>		2,809.77	453.92	310.00	260.00	260.00	310.00	260.00	260.00	4,923.69	8,000.00	-3,076.31	61.55%
<b>5530 · Memberships</b>	445.00			7,253.00	15,701.00	682.00				24,081.00	27,000.00	-2,919.00	89.19%
<b>5540 · Office Supplies</b>	108.01	235.77	402.51	435.14	352.50	477.26	667.43	279.73	569.70	3,528.05	6,000.00	-2,471.95	58.8%
<b>5550 · Postage</b>	1,210.48	1,534.07	809.28	1,158.39	1,104.62	1,092.46	1,052.25	1,256.32	841.67	10,059.54	4,000.00	6,059.54	251.49%
<b>5560 · Printing &amp; Publishing</b>		233.81	202.50	492.71	24.36	19.24	135.32	15.35	19.90	1,143.19	7,000.00	-5,856.81	16.33%
<b>5600 · Professional Services</b>													
5610 · Accounting		2,500.00	5,250.00	2,050.00	2,100.00	3,350.00	4,127.50	2,950.00	2,050.00	24,377.50	32,000.00	-7,622.50	76.18%
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	4,563.43	49,507.98	55,000.00	-5,492.02	90.02%
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	213.50	1,921.50	2,500.00	-578.50	76.86%
5660 · Payroll Services	72.32	74.13	75.94	75.94	75.94	75.94	139.64	75.94	75.94	741.73	1,000.00	-258.27	74.17%
<b>Total 5600 · Professional Services</b>	7,411.43	15,382.11	6,054.97	17,534.05	17,566.71	4,084.84	8,657.91	12,490.09	6,902.87	96,084.98	106,500.00	-10,415.02	90.22%
<b>5710 · San Mateo Co. Tax Roll Charges</b>					119.00					119.00	3,000.00	-2,881.00	3.97%
<b>5720 · Telephone &amp; Internet</b>	3,204.25	2,729.67	3,036.27	3,391.29	2,827.15	3,151.46	4,657.18	526.68	5,861.48	29,385.43	20,000.00	9,385.43	146.93%
<b>5730 · Mileage Reimbursement</b>		6.00	6.00	6.00	6.00	6.00	6.00			36.00	2,000.00	-1,964.00	1.8%
<b>5740 · Reference Materials</b>											800.00	-800.00	
<b>5790 · Other Administrative</b>					-5.56	300.00		296.67	76.50	667.61	1,000.00	-332.39	66.76%
<b>5800 · Labor</b>													
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	5,151.65	34,455.47	44,948.00	-10,492.53	76.66%
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	8,679.31	76,069.85	107,614.00	-31,544.15	70.69%
5830 · Disability Insurance	333.08	333.08		666.16	333.08	333.08	333.08	333.08	344.08	3,008.72	4,752.00	-1,743.28	63.32%
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	5,743.22	35,695.57	51,267.00	-15,571.43	69.63%
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	4,773.30	30,351.75	38,695.00	-8,343.25	78.44%

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

											TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>5900 · Wages</b>													
<b>5910 · Management</b>	8,998.18	8,998.18	8,998.18	8,998.18	8,998.18	9,010.68	8,998.18	8,998.18	28,478.42	100,476.36	116,211.00	-15,734.64	86.46%
<b>5920 · Staff</b>	39,625.96	36,300.35	37,985.83	38,100.77	37,018.65	39,989.91	37,797.27	34,984.04	40,253.73	342,056.51	464,762.00	-122,705.49	73.6%
<b>5930 · Staff Certification</b>	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	987.50	8,187.50	11,400.00	-3,212.50	71.82%
<b>5940 · Staff Overtime</b>	3,789.68	4,208.91	4,956.95	4,838.34	3,464.77	3,788.85	4,879.26	3,281.22	3,163.71	36,371.69	54,781.00	-18,409.31	66.4%
<b>5950 · Staff Standby</b>	2,698.60	2,231.74	2,132.81	2,171.37	2,113.62	2,193.25	2,182.45	2,072.33	2,203.97	20,000.14	23,003.00	-3,002.86	86.95%
<b>Total 5900 · Wages</b>	56,012.42	52,639.18	54,973.77	55,008.66	52,495.22	55,882.69	54,757.16	50,235.77	75,087.33	507,092.20	670,157.00	-163,064.80	75.67%
<b>5960 · Worker's Comp Insurance</b>				3,648.01			3,652.79			7,300.80	22,444.00	-15,143.20	32.53%
<b>Total 5800 · Labor</b>	74,929.24	71,371.26	72,851.64	77,187.67	71,911.93	77,935.62	78,469.31	69,538.80	99,778.89	693,974.36	939,877.00	-245,902.64	73.84%
<b>Total 5000 · Administrative</b>	87,454.42	102,834.71	88,823.63	120,590.70	122,918.51	205,161.23	113,553.05	142,703.25	133,879.86	1,117,919.36	1,263,677.00	-145,757.64	88.47%
<b>6000 · Operations</b>													
<b>6160 · Backflow Prevention</b>						573.51		744.64		1,318.15	1,000.00	318.15	131.82%
<b>6170 · Claims, Property Damage</b>											10,000.00	-10,000.00	
<b>6180 · Communications</b>													
<b>6185 · SCADA Maintenance</b>		196.26				4,619.45				4,815.71	13,000.00	-8,184.29	37.04%
<b>6180 · Communications - Other</b>							504.85			504.85			
<b>Total 6180 · Communications</b>		196.26				4,619.45	504.85			5,320.56	13,000.00	-7,679.44	40.93%
<b>6195 · Education &amp; Training</b>			65.35			185.77	235.00	153.15		639.27	9,000.00	-8,360.73	7.1%
<b>6200 · Engineering</b>													
<b>6210 · Meeting Attendance, Engineering</b>													
<b>6220 · General Engineering</b>				600.00						600.00	20,000.00	-19,400.00	3.0%
<b>6230 · Water Quality Engineering</b>		3,442.50	3,060.00	7,095.00	4,716.25	2,040.00		1,302.50	15,888.75	37,545.00	200,000.00	-162,455.00	18.77%
<b>Total 6200 · Engineering</b>		3,442.50	3,060.00	7,695.00	4,716.25	2,040.00		1,302.50	15,888.75	38,145.00	220,000.00	-181,855.00	17.34%
<b>6320 · Equipment &amp; Tools, Expensed</b>	52.52	236.94	204.25	667.03	377.93	77.86	817.22	309.89	87.33	2,830.97	12,000.00	-9,169.03	23.59%
<b>6330 · Facilities</b>													
<b>6335 · Alarm Services</b>			290.26	127.02		105.00	384.73		105.00	1,012.01	5,000.00	-3,987.99	20.24%
<b>6337 · Landscaping</b>		350.00	550.00	850.00	850.00	850.00	1,050.00	4,581.72	1,050.00	10,131.72	15,000.00	-4,868.28	67.55%
<b>Total 6330 · Facilities</b>		350.00	840.26	977.02	850.00	955.00	1,434.73	4,581.72	1,155.00	11,143.73	20,000.00	-8,856.27	55.72%
<b>6370 · Lab Supplies &amp; Equipment</b>		30.59								30.59	4,000.00	-3,969.41	0.77%
<b>6380 · Meter Reading</b>	22.94	63.00	35.00							120.94			
<b>6400 · Pumping</b>													
<b>6410 · Pumping Fuel &amp; Electricity</b>	4,652.82	6,356.95	5,064.76	7,524.55	5,493.10	5,062.25	5,086.12	17,021.31	3,901.24	60,163.10	90,000.00	-29,836.90	66.85%
<b>6420 · Pumping Maintenance, Generators</b>					2,888.00	1,690.00		843.92		5,421.92	15,000.00	-9,578.08	36.15%
<b>6430 · Pumping Maintenance, General</b>						38.22				38.22	5,000.00	-4,961.78	0.76%

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

											TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	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			
<b>Total 6400 · Pumping</b>	4,652.82	6,356.95	5,730.65	7,524.55	8,381.10	6,803.41	5,086.12	17,865.23	3,901.24	66,302.07	110,700.00	-44,397.93	59.89%
<b>6500 · Supply</b>													
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%
<b>Total 6500 · Supply</b>	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%
<b>6600 · Collection/Transmission</b>													
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		900.00	4,129.59	4,000.00	129.59	103.24%
6650 · Maint., Distribution General			37.10		28.36	3,240.00			123.34	3,428.80	8,000.00	-4,571.20	42.86%
6660 · Maintenance, Collection System										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			
<b>Total 6600 · Collection/Transmission</b>	2,722.18		8,156.32	13,499.71	4,909.95	35,701.07	4,639.24	4,697.56	1,023.34	75,349.37	80,500.00	-5,150.63	93.6%
<b>6700 · Treatment</b>													
6710 · Chemicals & Filtering	817.82	7.16	905.36	2,503.00	8,309.88	311.19	357.99	3,116.59	402.59	16,731.58	20,000.00	-3,268.42	83.66%
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	2,394.87	25,519.80	45,000.00	-19,480.20	56.71%
<b>Total 6700 · Treatment</b>	5,706.82	1,940.40	6,211.36	7,078.02	11,136.05	6,684.24	1,468.20	3,940.47	2,797.46	46,963.02	85,000.00	-38,036.98	55.25%
<b>6770 · Uniforms</b>			800.00	214.05		177.91				1,191.96	2,000.00	-808.04	59.6%
<b>6800 · Vehicles</b>													
6810 · Fuel	484.10	630.00	417.01	704.22	671.92	175.18	521.84	575.93	574.56	4,754.76	10,000.00	-5,245.24	47.55%
6820 · Truck Equipment, Expensed		181.91		10.80		-19.64			51.33	224.40	2,000.00	-1,775.60	11.22%
6830 · Truck Repairs		66.26			239.58	-45.88	73.28	58.96	108.11	500.31	5,000.00	-4,499.69	10.01%
<b>Total 6800 · Vehicles</b>	484.10	878.17	417.01	715.02	911.50	109.66	595.12	634.89	734.00	5,479.47	17,000.00	-11,520.53	32.23%
<b>6890 · Other Operations</b>						35.23		4,167.03	75.00	4,277.26			
<b>Total 6000 · Operations</b>	13,896.54	13,494.81	25,790.20	38,553.89	38,052.08	64,832.68	14,780.48	46,213.68	25,662.12	281,276.48	621,700.00	-340,423.52	45.24%
<b>Total Expense</b>	101,350.96	116,329.52	114,613.83	159,144.59	160,970.59	269,993.91	128,333.53	188,916.93	159,541.98	1,399,195.84	1,885,377.00	-486,181.16	74.21%
<b>Net Ordinary Income</b>	283,761.78	-137,431.93	329,901.30	-148,784.23	228,523.17	-176,744.60	296,902.25	2,613.56	202,363.32	881,104.62	353,123.00	527,981.62	249.52%

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

											TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Other Income/Expense</b>													
<b>Other Income</b>													
<b>7000 · Capital Account Revenues</b>													
<b>7100 · Connection Fees</b>													
<b>7110 · Connection Fees (New Constr)</b>					18,407.00	42,337.00		25,769.00	-15,446.00	71,067.00	100,000.00	-28,933.00	71.07%
<b>7130 · Conn. Fees, PFP (New Constr)</b>		40,727.18	11,659.02	19,209.24	21,018.85	9,831.20	290.36	25,968.63	484.00	129,188.48	50,000.00	79,188.48	258.38%
<b>7140 · Conn. Fees, PFP (Remodel)</b>	13,999.37									13,999.37			
<b>7100 · Connection Fees - Other</b>									-20,069.00	-20,069.00			
<b>Total 7100 · Connection Fees</b>	13,999.37	40,727.18	11,659.02	19,209.24	39,425.85	52,168.20	290.36	51,737.63	-35,031.00	194,185.85	150,000.00	44,185.85	129.46%
<b>7600 · Bond Revenues, G.O.</b>			6,734.41	7,120.97	18,776.69	553,113.38		24,809.78	4,918.21	615,473.44	1,150,436.00	-534,962.56	53.5%
<b>7650 · Water System Reliability</b>								516,272.24		516,272.24	1,000,000.00	-483,727.76	51.63%
<b>Total 7000 · Capital Account Revenues</b>	13,999.37	40,727.18	18,393.43	26,330.21	58,202.54	605,281.58	290.36	592,819.65	-30,112.79	1,325,931.53	2,300,436.00	-974,504.47	57.64%
<b>Total Other Income</b>	13,999.37	40,727.18	18,393.43	26,330.21	58,202.54	605,281.58	290.36	592,819.65	-30,112.79	1,325,931.53	2,300,436.00	-974,504.47	57.64%
<b>Other Expense</b>													
<b>8000 · Capital Improvement Program</b>													
<b>8100 · Water</b>	14,307.00	4,686.25	19,151.17	52,593.10	37,111.01	58,525.33	8,365.92	37,152.78	93,053.19	324,945.75	1,108,750.00	-783,804.25	29.31%
<b>Total 8000 · Capital Improvement Program</b>	14,307.00	4,686.25	19,151.17	52,593.10	37,111.01	58,525.33	8,365.92	37,152.78	93,053.19	324,945.75	1,108,750.00	-783,804.25	29.31%
<b>9000 · Capital Account Expenses</b>													
<b>9100 · Interest Expense - GO Bonds</b>		17,765.69				57,107.38		18,584.28		93,457.35	208,611.00	-115,153.65	44.8%
<b>9125 · PNC Equipment Lease Interest</b>	583.84		1,166.88	1,154.09	1,141.27	1,128.41	1,115.53	1,102.61	1,089.66	8,482.29	13,461.00	-4,978.71	63.01%
<b>9150 · SRF Loan</b>						35,246.85	-449.02			34,797.83	70,564.00	-35,766.17	49.31%
<b>9210 · Conservation Program/Rebates</b>		150.00			100.00	300.00				550.00	3,000.00	-2,450.00	18.33%
<b>Total 9000 · Capital Account Expenses</b>	583.84	17,915.69	1,166.88	1,154.09	1,241.27	93,782.64	666.51	19,686.89	1,089.66	137,287.47	295,636.00	-158,348.53	46.44%
<b>Total Other Expense</b>	14,890.84	22,601.94	20,318.05	53,747.19	38,352.28	152,307.97	9,032.43	56,839.67	94,142.85	462,233.22	1,404,386.00	-942,152.78	32.91%
<b>Net Other Income</b>	-891.47	18,125.24	-1,924.62	-27,416.98	19,850.26	452,973.61	-8,742.07	535,979.98	-124,255.64	863,698.31	896,050.00	-32,351.69	96.39%
<b>Net Income</b>	<b>282,870.31</b>	<b>-119,306.69</b>	<b>327,976.68</b>	<b>-176,201.21</b>	<b>248,373.43</b>	<b>276,229.01</b>	<b>288,160.18</b>	<b>538,593.54</b>	<b>78,107.68</b>	<b>1,744,802.93</b>	<b>1,249,173.00</b>	<b>495,629.93</b>	<b>139.68%</b>



## Montara Water & Sanitary District

### Check Detail

April 26 - 30, 2021

Date	Num	Name	Paid Amount	
<b>SPLIT</b>				
04/05/2021	12186	ACWA/JPIA	-14,760.41	PAID
04/14/2021	12193	ACWA/JPIA	-4,468.79	PAID
04/05/2021	12192	AT&T	-254.40	PAID
04/05/2021	12187	Aztec Gardens	-850.00	PAID
03/30/2021	12176	CalPERS 457 Plan	-9,522.80	PAID
04/05/2021	12188	CoastsideNet, Inc.	-81.33	PAID
04/05/2021	12189	Comcast	-275.37	PAID
04/14/2021	12195	Fitzgerald Law Offices	-41,466.02	PAID
04/05/2021	12190	Huntington National Bank	-12,740.00	PAID
04/14/2021	12199	IEDA	-427.00	PAID
03/30/2021	12177	Jim Harvey	-375.00	PAID
03/30/2021	12178	Kathryn Slater-Carter	-210.38	PAID
03/30/2021	12179	KBA Document Solutions	-39.80	PAID
04/14/2021	12201	Maze & Associates	-5,900.00	PAID
04/14/2021	12204	Office Depot	-139.26	PAID
04/05/2021	12191	OpenGov, Inc.	-5,500.00	PAID
04/14/2021	12206	PARS	-819.55	PAID
03/30/2021	12180	Peter Dekker	-375.00	PAID
04/14/2021	12208	Rauch Communication Consultants, Inc.	-678.75	PAID
03/30/2021	12181	Ric Lohman	-375.00	PAID
03/30/2021	12182	Scott Boyd	-375.00	PAID
03/30/2021	12184	Standard Insurance Co.	-491.50	PAID
04/14/2021	12209	Tech Solutions	-1,248.50	PAID
03/30/2021	12185	U.S. Bank PARS	-15,965.83	PAID
04/14/2021	12210	White Glove Housekeeping	-520.00	PAID
04/30/2021	12212	A-B Communications	-176.61	
04/30/2021	12256	AT&T	-475.27	
04/30/2021	12214	AT&T	-380.26	
04/30/2021	12215	AT&T	-185.69	
04/30/2021	12216	AT&T	-489.18	
04/30/2021	12217	AT&T	-3,564.62	
04/30/2021	12219	Aztec Gardens	-1,050.00	
04/30/2021	12220	Bay Alarm Company	-254.04	
04/30/2021	12224	CalPERS 457 Plan	-7,100.54	
04/30/2021	12225	Comcast	-276.43	
04/30/2021	12228	Jim Harvey	-225.00	
04/30/2021	12229	Kastama Strategic Consulting	-6,221.25	
04/30/2021	12230	Kathryn Slater-Carter	-150.00	
04/30/2021	12231	KBA Document Solutions	-55.45	
04/30/2021	12235	Office Depot	-192.52	
04/30/2021	12236	Pacific Gas & Electric	-4,957.20	
04/30/2021	12238	Peter Dekker	-225.00	
04/30/2021	12240	Pitney Bowes Purchase Power	-100.00	
04/30/2021	12241	Ric Lohman	-150.00	

## Montara Water & Sanitary District

### Check Detail

April 26 - 30, 2021

Date	Num	Name	Paid Amount
04/30/2021	12257	Rauch	-247.50
04/30/2021	12248	Scott Boyd	-150.00
04/30/2021	12252	Standard Insurance Co.	-491.50
04/30/2021	12253	U.S. Bank PARS	-9,939.76
04/30/2021	12255	White Glove Housekeeping	-620.00

WATER				
04/14/2021	12194	Andreini Brothers, Inc.	-4,385.26	PAID
04/16/2021	12211	Chase Bank	-10.00	PAID
04/14/2021	12196	Hach Company	-690.67	PAID
04/14/2021	12197	Hassette Ace Hardware	-1,646.95	PAID
04/14/2021	12200	Maggiore Bros. Drilling, Inc.	-10,232.72	PAID
04/14/2021	12202	Mossa Excavation	-3,750.36	PAID
04/14/2021	12205	Pacific Gas & Electric	-1,635.71	PAID
04/14/2021	12207	R & B Company	-964.68	PAID
03/30/2021	12183	SRT Consultants	-23,963.75	PAID
04/30/2021	12213	Andreini Brothers, Inc.	-9,420.00	
04/30/2021	12218	AT&T Mobility	-657.47	
04/30/2021	12221	Bay Area Air Quality Management District	-2,592.00	
04/30/2021	12222	BSK Lab	-436.40	
04/30/2021	12223	Calcon Systems, Inc.	-2,461.08	
04/30/2021	12226	Esbro Chemical	-666.78	
04/30/2021	12227	Evoqua Water Technologies	-2,503.00	
04/30/2021	12232	Montara Water and Sanitary District GO BOND	-87,238.24	
04/30/2021	12233	North Coast County Water District	-555.00	
04/30/2021	12237	Pacific Gas & Electric	-871.11	
04/30/2021	12239	Phil's Tire Pros & auto Care	-40.00	
04/30/2021	12242	Sabre Backflow, LLC	-196.83	
04/30/2021	12245	San Mateo County Environmental Health	-361.00	
04/30/2021	12246	San Mateo County Environmental Health	-361.00	
04/30/2021	12247	San Mateo County Environmental Health	-361.00	
04/30/2021	12254	Wells Fargo Remittance Center	-2,181.94	

**Montara Water & Sanitary District**  
**Check Detail**  
April 26 - 30, 2021

Date	Num	Name	Paid Amount	
<b>SEWER</b>				
04/14/2021	12198	Hue & Cry Security Systems, Inc.	-391.80	PAID
04/14/2021	12203	National Stewardship Action Council	-600.00	PAID
04/30/2021	12234	Nute Engineering	-14,683.00	
04/30/2021	12243	San Mateo County Environmental Health	-361.00	
04/30/2021	12244	San Mateo County Environmental Health	-361.00	
04/30/2021	12249	Sewer Authority Mid-Coastside	-132,053.08	
04/30/2021	12250	Sewer Authority Mid-Coastside	-21,179.42	
04/30/2021	12251	Sewer Authority Mid-Coastside	-10,530.75	



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: SAM Flow Report for March 2021**

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

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

The Average Daily Flow for Montara was 0.284 MGD in March 2021. There was one reportable overflow in March in the Montara System. SAM indicates there were 1.66 inches of rain in March 2021.

RECOMMENDATION:

Review and file.

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2021

March 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	1	0	0	1	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
				<b>100%</b>	

### 12 Month Moving Total

	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	1	0
<b>Total</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>
		<b>20%</b>	<b>40%</b>	<b>40%</b>	<b>0%</b>

### Reportable SSOs

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

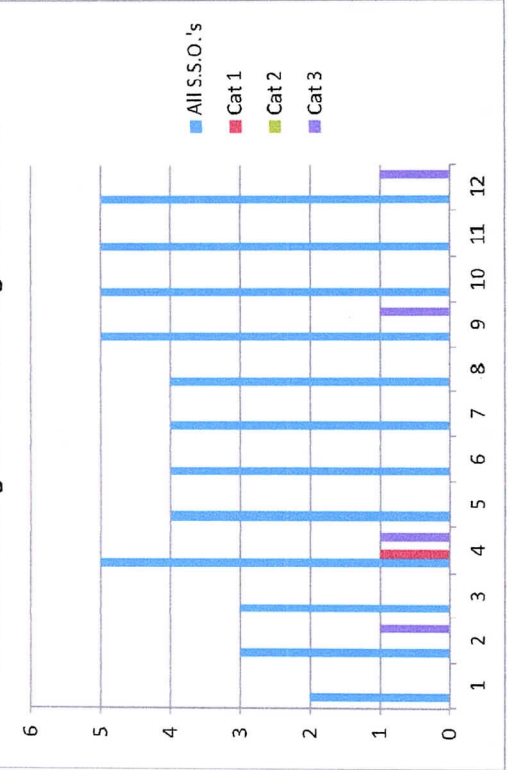
### SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
March 2021	1.0	0.0	0.0	3.7	0.0
12 Month Moving Total	4.8	2.7	6.0	7.4	0.0
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	7.4	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		<b>35.4%</b>	<b>31.8%</b>	<b>25.8%</b>	<b>7.0%</b>

### 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
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
Mar - 21	12,401	11,943	4,691	29,035	5.5
<b>Annual ft</b>	<b>147,037</b>	<b>184,248</b>	<b>89,507</b>	<b>420,792</b>	
<b>Annual Mi.</b>	<b>27.8</b>	<b>34.9</b>	<b>17.0</b>		<b>79.7</b>

12 Month Moving SSO Totals Through March 2021



# Attachment A

## Flow Distribution Report Summary for March 2021

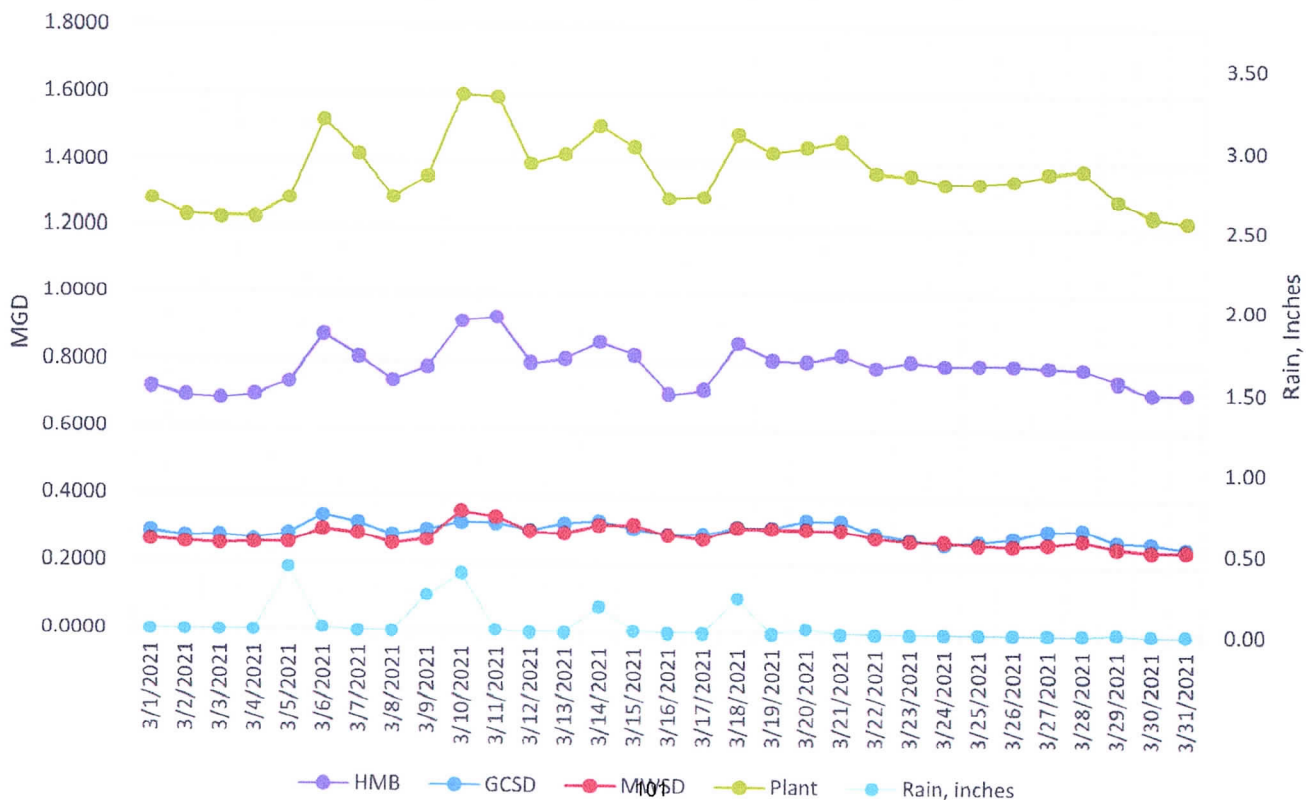
The daily flow report figures for the month of March 2021 have been converted to an Average

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	0.788	57.46%
Granada Community Services District	0.299	21.82%
Montara Water and Sanitary District	<u>0.284</u>	<u>20.72%</u>
Total	1.371	100.0%

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



# Sewer Authority Mid-Coastside

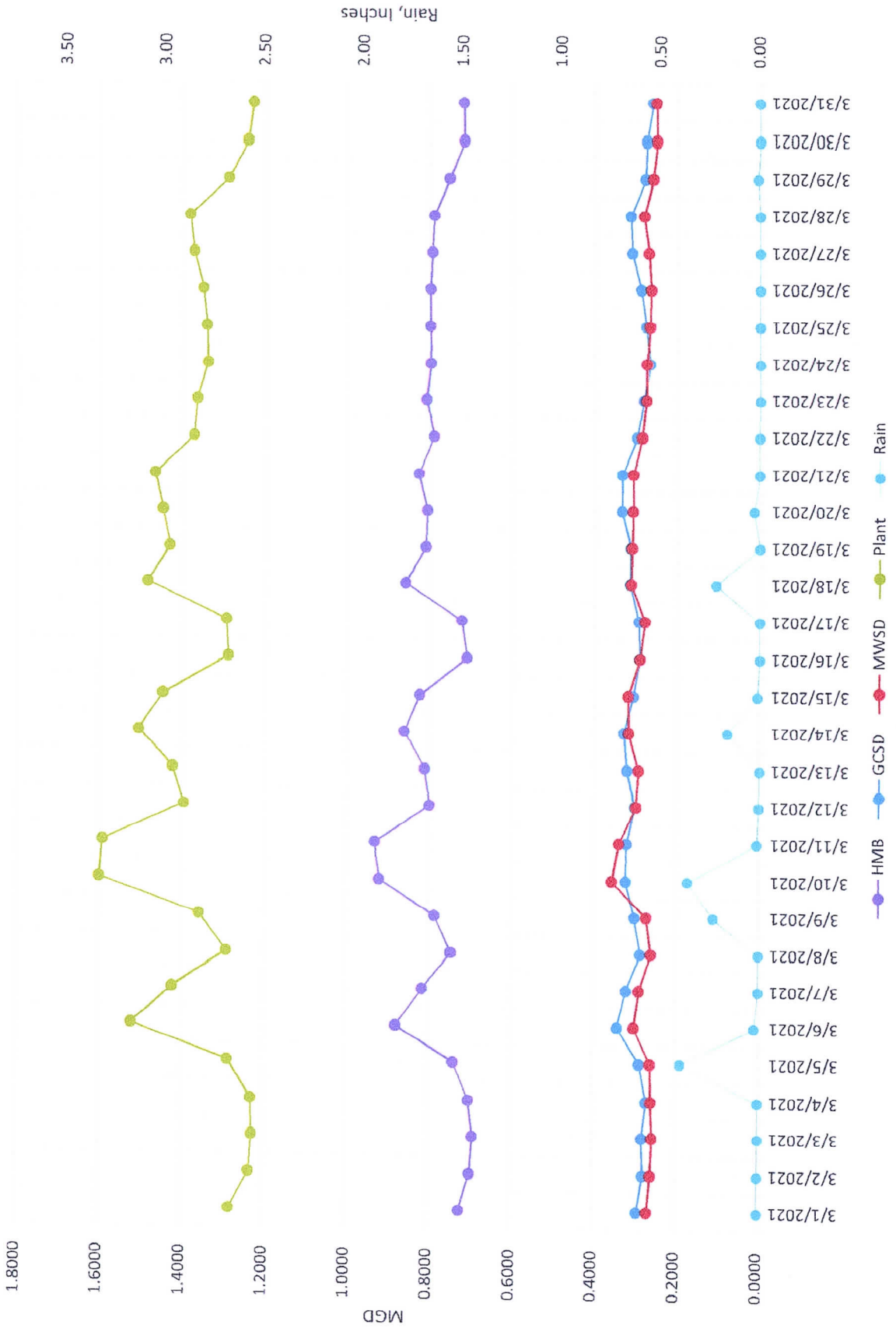
## Monthly Flow Distribution Report for March 2021

<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>
3/1/2021	0.7234	0.292	0.266	1.281	0.00	0.00	0.00
3/2/2021	0.6978	0.277	0.258	1.233	0.00	0.00	0.00
3/3/2021	0.6913	0.280	0.255	1.227	0.00	0.00	0.00
3/4/2021	0.7013	0.270	0.258	1.229	0.00	0.00	0.00
3/5/2021	0.7393	0.287	0.260	1.286	0.39	0.32	0.35
3/6/2021	0.8786	0.341	0.300	1.520	0.02	0.02	0.02
3/7/2021	0.8135	0.320	0.288	1.422	0.00	0.00	0.00
3/8/2021	0.7454	0.286	0.259	1.290	0.00	0.00	0.00
3/9/2021	0.7850	0.301	0.271	1.357	0.23	0.11	0.12
3/10/2021	0.9202	0.323	0.356	1.599	0.36	0.46	0.57
3/11/2021	0.9313	0.320	0.339	1.591	0.01	0.01	0.02
3/12/2021	0.7977	0.300	0.297	1.395	0.00	0.00	0.00
3/13/2021	0.8110	0.321	0.292	1.424	0.00	0.00	0.00
3/14/2021	0.8602	0.328	0.316	1.505	0.16	0.16	0.17
3/15/2021	0.8229	0.306	0.318	1.447	0.01	0.00	0.00
3/16/2021	0.7095	0.290	0.289	1.289	0.00	0.00	0.00
3/17/2021	0.7227	0.292	0.278	1.293	0.00	0.00	0.00
3/18/2021	0.8582	0.314	0.311	1.483	0.22	0.33	0.33
3/19/2021	0.8099	0.312	0.309	1.431	0.00	0.07	0.02
3/20/2021	0.8061	0.335	0.307	1.448	0.03	0.03	0.06
3/21/2021	0.8262	0.333	0.306	1.465	0.00	0.00	0.00
3/22/2021	0.7898	0.297	0.285	1.372	0.00	0.00	0.00
3/23/2021	0.8079	0.281	0.275	1.364	0.00	0.00	0.00
3/24/2021	0.7975	0.267	0.274	1.338	0.00	0.00	0.00
3/25/2021	0.7992	0.276	0.266	1.341	0.00	0.00	0.00
3/26/2021	0.7985	0.288	0.263	1.349	0.00	0.00	0.00
3/27/2021	0.7936	0.310	0.269	1.372	0.00	0.00	0.00
3/28/2021	0.7889	0.313	0.280	1.382	0.00	0.00	0.00
3/29/2021	0.7522	0.277	0.258	1.288	0.01	0.00	0.00
3/30/2021	0.7177	0.274	0.249	1.241	0.00	0.00	0.00
3/31/2021	0.7188	0.259	0.250	1.228	0.00	0.00	0.00
<b>Totals</b>	<b>24.415</b>	<b>9.270</b>	<b>8.802</b>	<b>42.488</b>	<b>1.44</b>	<b>1.51</b>	<b>1.66</b>

### Summary

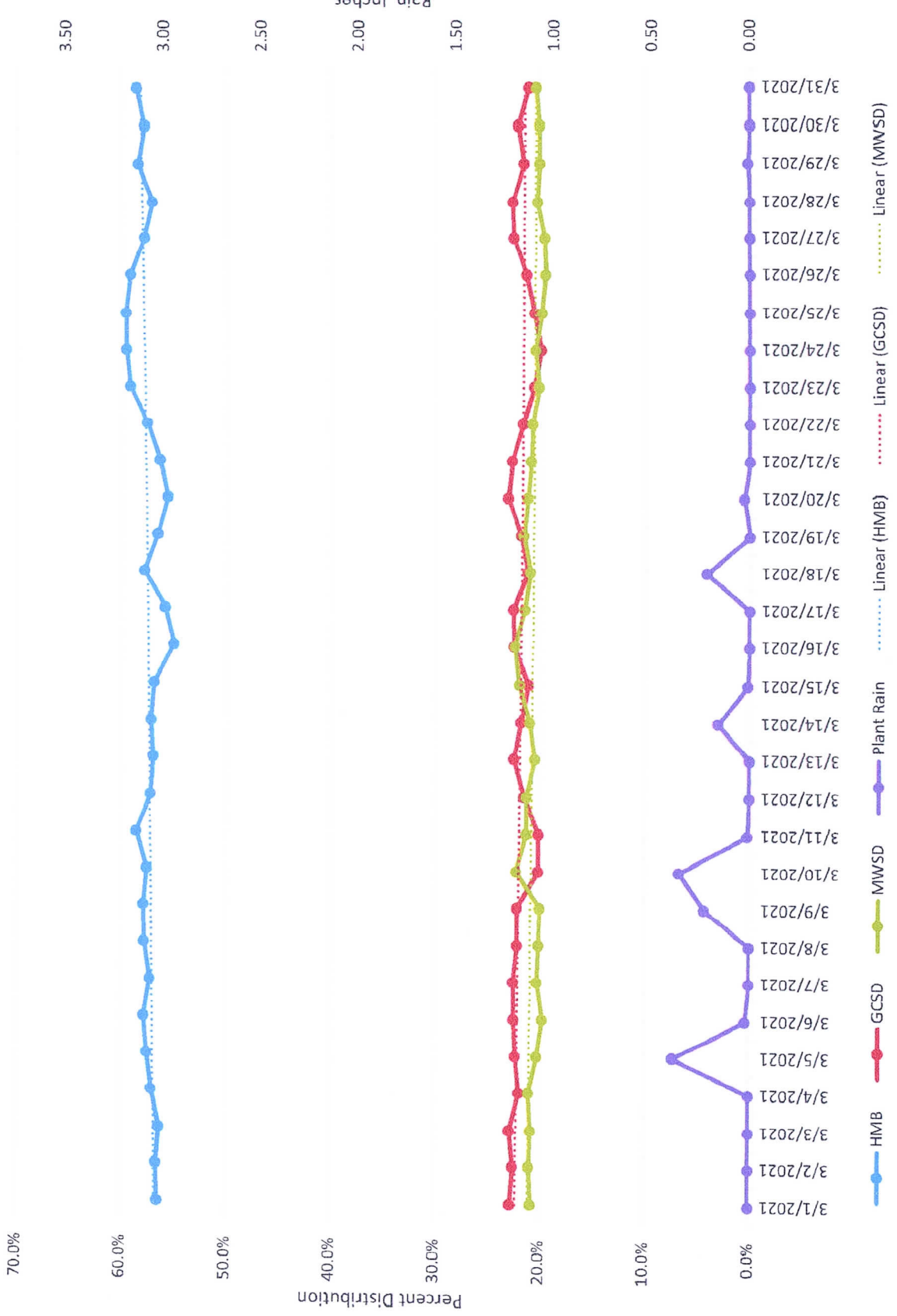
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.691	0.259	0.249	1.227
<b>Average</b>	<b>0.788</b>	<b>0.299</b>	<b>0.284</b>	<b>1.371</b>
Maximum	0.931	0.341	0.356	1.599
<b>Distribution</b>	<b>57.5%</b>	<b>21.8%</b>	<b>20.7%</b>	<b>100.0%</b>

## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, March 2021



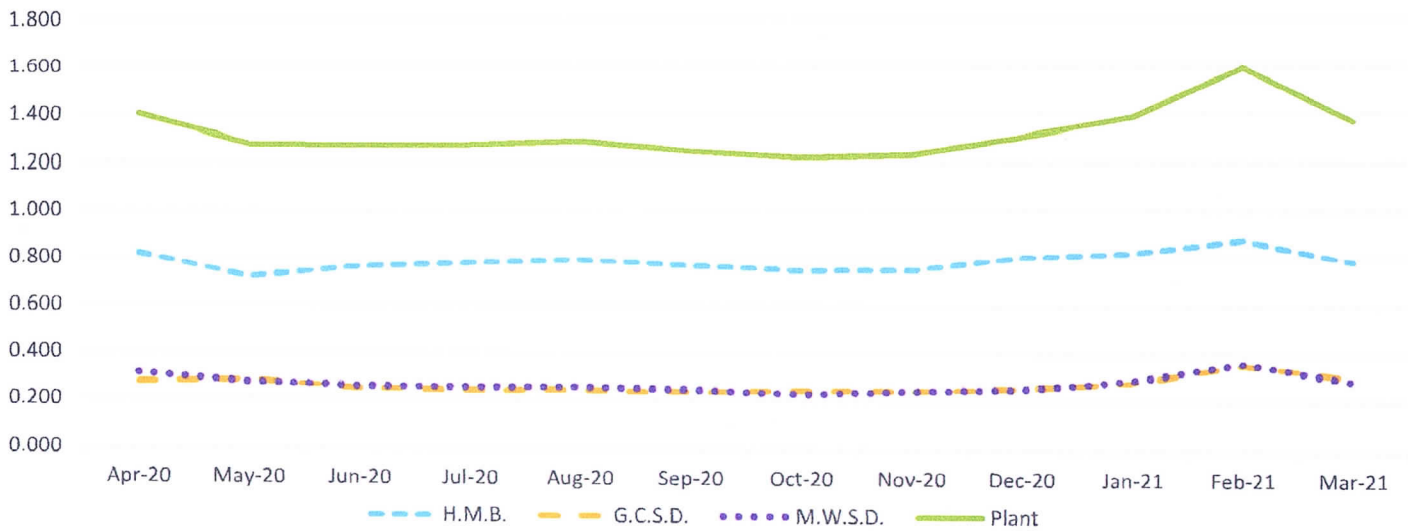


### Percent Distribution March 2021

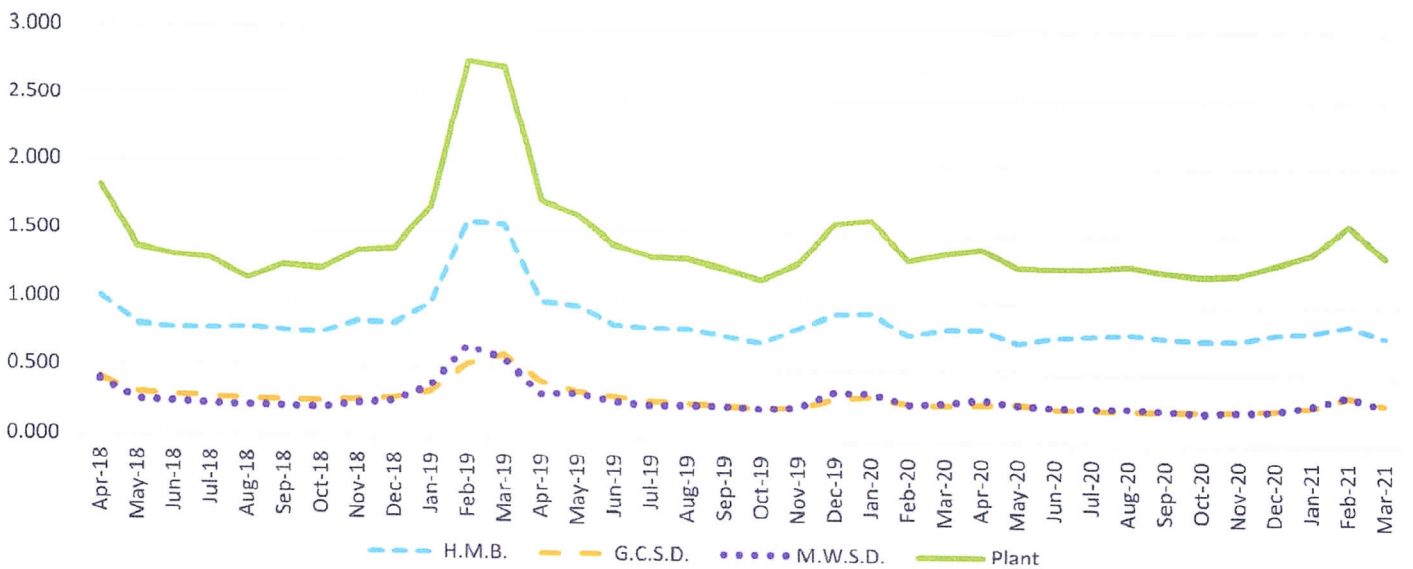


Most recent flow calibration March 2021 PS, March 2021 Plant

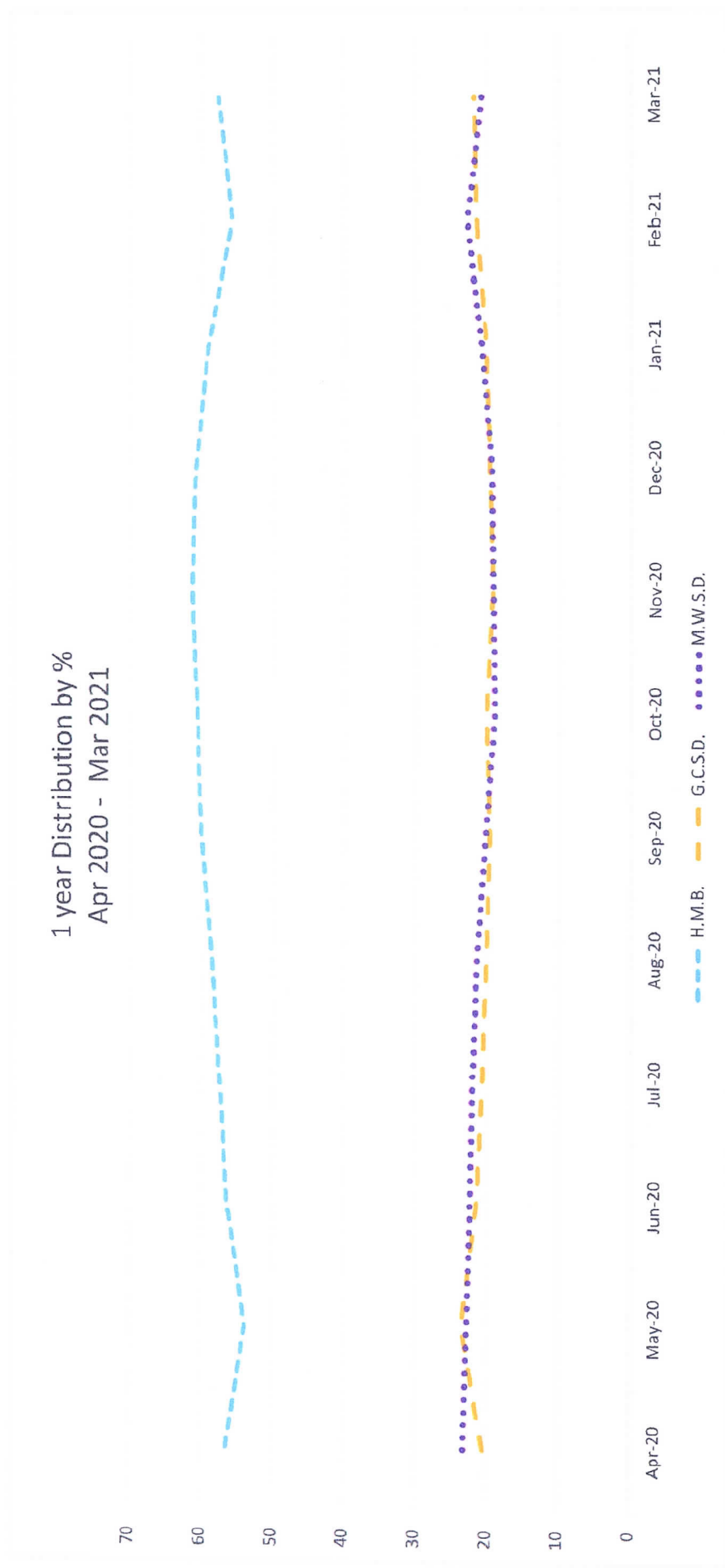
One Year Flow Chgart  
April 2019 - March 2021



Three Year Flow Chart  
April 2017 - March 2021



# Flow based percent distribution based for past year





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 6, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of Current Investment Portfolio**

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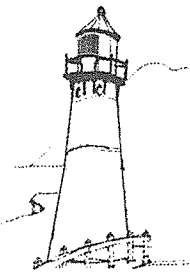
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The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for March 2021 was 0.357%.
- 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: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Connection Permit Applications Received**

As of May 6, 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 May 6, 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
04-13-21	David Morris	1490 Cypress, Montara	SFD
04-02-21	Ned Brasher	50 Hermosa, Montara	SFD
04-01-21	Tim Parsey	2006 Vallemar, Moss Beach	SFD

As of May 6, 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: May 6th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Water Production Report**

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

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

## RECOMMENDATION:

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

Attachments: 2



# TOTAL PRODUCTION 2021 (GALLONS)

GALLONS

8,094,541

7,063,743

	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	8,094,541	7,063,743										

MONTH





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: May 6th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Rain Report**

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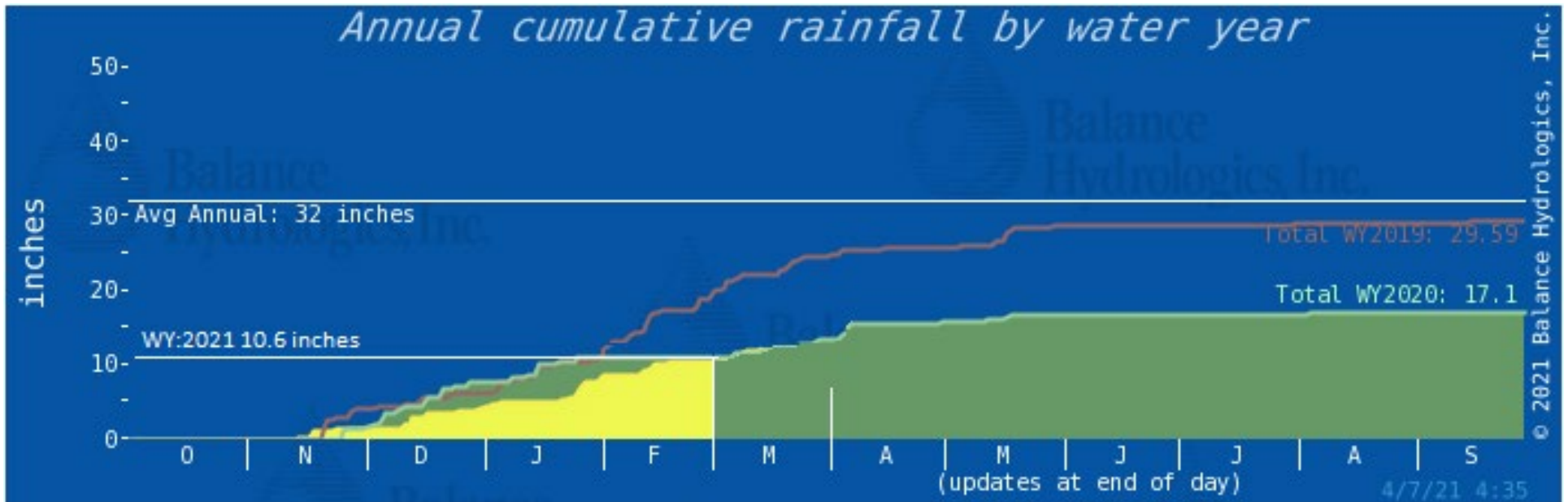
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

## RECOMMENDATION:

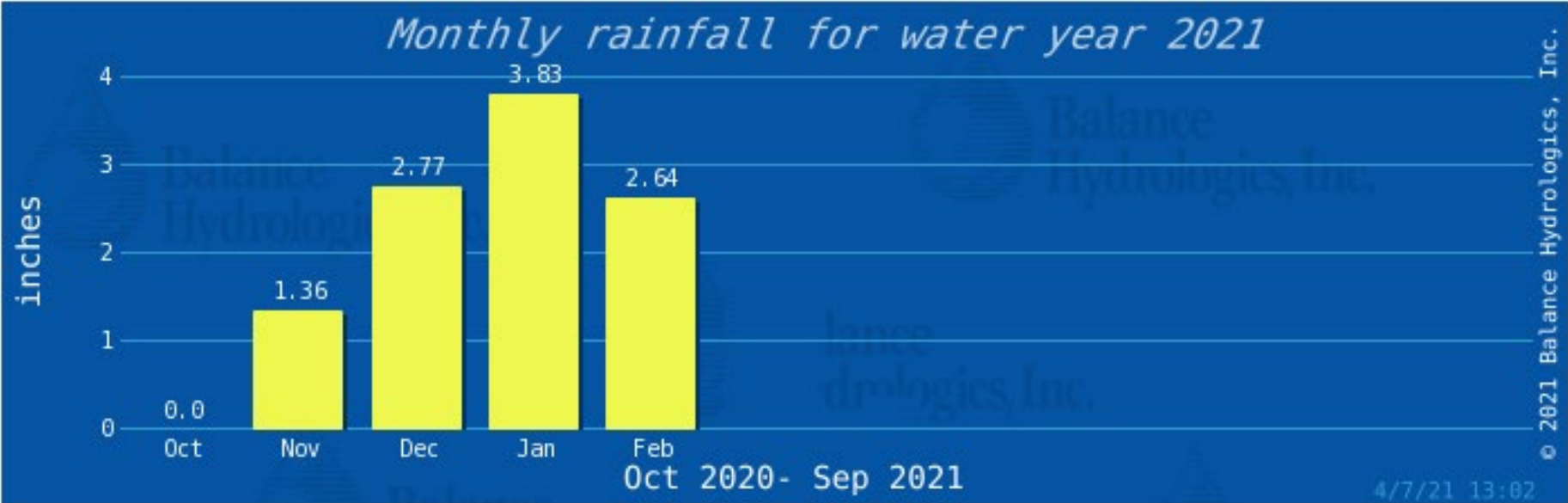
No action is required. These reports are provided for the Board's information only.

Attachments: 2

# Annual Cumulative Rainfall



# Monthly Cumulative Rainfall





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 6th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Solar Energy Report**

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The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 46,108 kWh and saved 78,363 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

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

Attachments: 1





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

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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  
2/1/2021 to 2/28/2021**

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 2/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 2/28/2021
Contributions	\$1,065,408.83	\$9,532.66	\$24,368.87	\$498.79	\$1,106.32	\$0.00	\$1,097,705.25
<b>TOTAL</b>	<b>\$1,065,408.83</b>	<b>\$9,532.66</b>	<b>\$24,368.87</b>	<b>\$498.79</b>	<b>\$1,106.32</b>	<b>\$0.00</b>	<b>\$1,097,705.25</b>

**Investment Selection**

**PARS Capital Appreciation INDEX PLUS**

**Investment Objective**

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

**Investment Return**

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	2.29%	5.87%	22.54%	9.86%	10.81%	-	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.

**February 2021 PARS Statement  
Detail Information**

PARS Beginning Balance as of February 1, 2021      \$ 1,065,408.83

**Contributions:**

January 15, 2021 Calculation

Wages	\$	33,401.45	
Employer - 6.92%	\$	2,341.44	
Employee - 7.75%	\$	2,588.61	
Contributions Subtotal			\$ 4,930.05

January 31, 2021 Calculation

Wages	\$	31,182.99	
Employer - 6.92%	\$	2,185.93	
Employee - 7.75%	\$	2,416.68	
Contributions Subtotal			\$ 4,602.61

Rounding

			-
Total Contributions thru January	\$	9,532.66	
Rounding			-
	\$	9,532.66	

Earnings      \$24,368.87

Expenses      \$ (498.79)

Distributions      \$ (1,106.32)

PARS Ending Balance as of February 2021      \$ 1,097,705.25

Fund Impact - PARS Wages		
Sewer	Water	Total
\$ 10,046.17	\$ 23,355.29	\$ 33,401.45
\$ 704.24	\$ 1,637.21	\$ 2,341.44





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2021-2022 Collections Budget.**

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At the SAM Board of Directors meeting on April 26, 2021, the SAM Board approved the SAM Collections Budget for Fiscal Year 2021/22 to be sent to the member agencies for consideration and approval.

The SAM board failed to approve sending the SAM General Budget for member agency consideration and approval. The City of HMB's SAM representatives stated that the city requests that the infrastructure portion be removed from the general SAM budget and voted subsequently against the general budget. SAM's legal counsel commented that the current Joint Powers Agency agreement requires the inclusion of infrastructure portion in the general budget.

The overall Collections Budget is suggested to increase by \$201,240, or 30% over the prior Fiscal Year, mainly due to the planned purchase of a flusher truck. The 2021/22 assessment for MWSD for the Collections Contract Services would increase by \$73,613, or 28%.

The SAM General Manager will be available to present the Collections Budget.

## RECOMMENDATION:

Adopt Resolution, No.\_\_\_\_, Resolution of the Montara Water and Sanitary District Approving and Adopting Fiscal Year 2021 – 2022 Sewer Authority Mid-Coastside Wastewater Collection System Contract Services Budget.

Attachments

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

## RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND ADOPTING FISCAL YEAR 2021 – 2022 SEWER AUTHORITY MID-COASTSIDE WASTEWATER COLLECTION SYSTEM CONTRACT SERVICES BUDGET

**WHEREAS**, pursuant to Section V of that certain Agreement entitled, "Agreement for Maintenance and Operation Services Between the Montara Sanitary District and Sewer Authority Mid-Coastside," [said District subsequently renamed] dated April 7, 1988, for wastewater collection system maintenance and operation services, the Authority has submitted its Fiscal Year July 1, 2021 – June 30, 2022 budget for such services; and

**WHEREAS**, this Board has reviewed the budget and desires to signify its approval thereof;

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

1. That certain budget entitled, "Contract Collection Services Budget – Fiscal Year 2021/22," for collection system maintenance and operation services to be provided by Sewer Authority Mid-Coastside to the Montara Water and Sanitary District for said fiscal year, a copy of which is on file in the District Administrative Offices to which reference is hereby made for the particulars thereof, is hereby approved.

2. The District Secretary is hereby authorized and directed to transmit a certified copy of this resolution to Sewer Authority Mid-Coastside.

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President, Montara Water and Sanitary District

COUNTERSIGNED:

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Secretary, Montara Water and Sanitary District

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
APPROVING AND ADOPTING FISCAL YEAR 2021 – 2022 SEWER  
AUTHORITY MID-COASTSIDE WASTEWATER COLLECTION SYSTEM  
CONTRACT SERVICES BUDGET**

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_  
was duly and regularly adopted and passed by the Board of the Montara Water  
and Sanitary District, San Mateo County, California, at a Regular Meeting thereof  
held on the 6th day of May, 2021, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**SUBJECT:** **Discuss Proposed Contract Collection Services Budget for FY 2021/22 and Authorize the General Manager to Submit it to the Participating Agencies for Approval**

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#### **Executive Summary**

The purpose of the report is to discuss the contract collection services budget for FY 2021/22 and authorize the General Manager to submit it to the participating agencies for approval.

#### **Fiscal Impact**

This contract is separate from the SAM Operating Budget, since it is a contract for SAM to provide maintenance services for the three Member Agencies' wastewater systems. The total cost to provide the Member Agency requested services for Fiscal Year 2021/22 is \$873,613. This amount is payable to SAM as contract service fees from the served Member Agencies, allocated by the percentage of work required for each agency. This is an overall increase in fees of \$201,240 for the collection systems work. The following table shows the history of fees for each agency for the past three years, the current year, and the upcoming year.

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<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

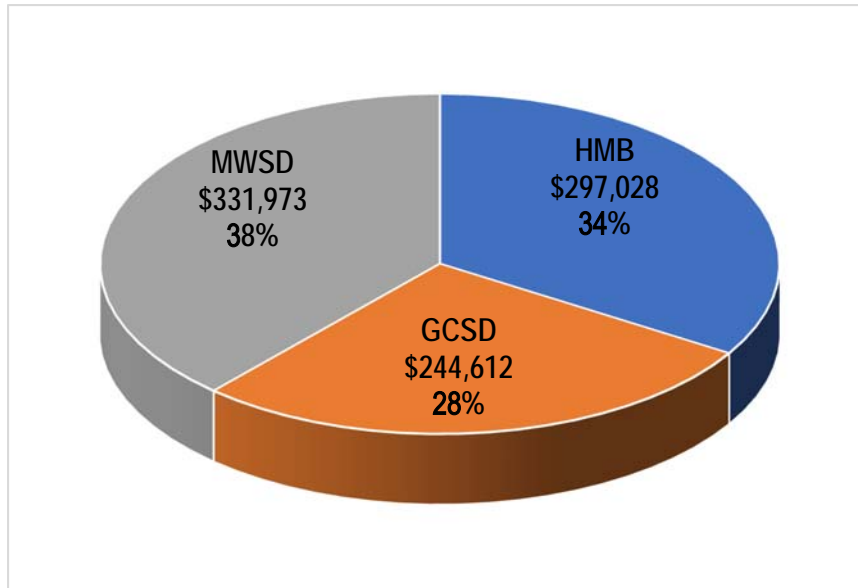
**Contract Fees for Each Contracting Agency**

	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	\$	%
	Actual	Actual	Actual	Adopted	Proposed	Change	Change
Half Moon Bay	\$274,596	\$271,906	\$188,540	\$227,439	\$297,028	\$69,589	31%
Granada CSD	\$239,954	\$290,128	\$300,614	\$186,574	\$244,612	\$58,037	31%
Montara WSD	\$279,411	\$415,376	\$455,159	\$258,360	\$331,973	\$73,613	28%
	<b>\$793,961</b>	<b>\$977,410</b>	<b>\$944,313</b>	<b>\$672,373</b>	<b>\$873,613</b>	<b>\$201,240</b>	<b>30%</b>

The proposed budget is impacted mostly by the decision to add \$175,000 for a new truck and funding maintenance costs for the existing trucks. There is a decreased cost to the proposed budget of approximately \$107,000 due mostly to the decision to remove insurance premium and equipment rental expenses from the collections budget.

The removal of the overhead charges plus the added cost of the new truck and required maintenance for the existing trucks results in a net increase of \$201,240 compared to last year's approved budget for collections system maintenance services.

*The pie-chart below details the allocation of the proposed budget for each Member Agency*




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<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

**Strategic Plan Compliance**

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 5.6: *“SAM is committed to providing quality collection system maintenance service for the Coastside. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”*

**Background and Discussion/Report**

The Proposed Contract Collections Services Budget has been discussed by the member agency managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Board for comment. Approval of the proposed budget will take place later.

SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. The cost allocation methodology has evolved over the years as well. Beginning last year, the Member Agency Managers, the SAM Manager, and consultants have worked in concert to develop a method of allocation based on the needed services of each agency. We are confident that the cost allocation presented reflects more accurately that method and those needs.

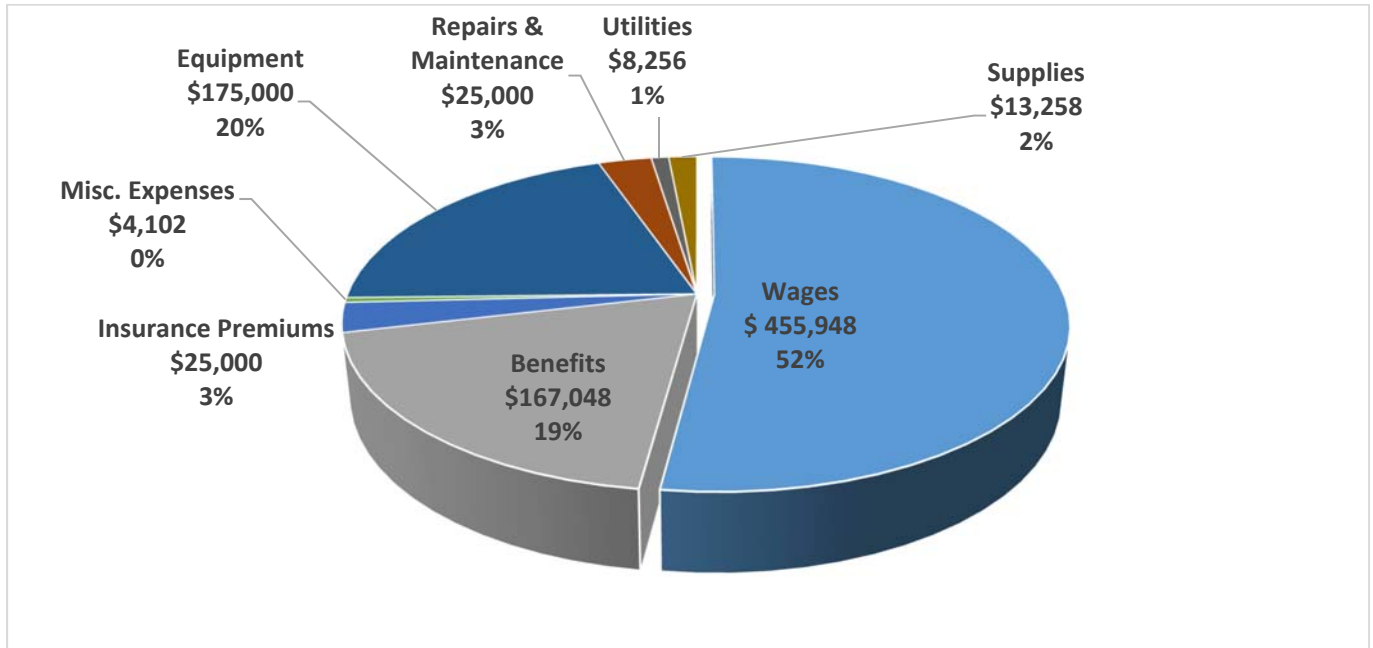
Beginning July 1, 2020 the minimum service level provided by SAM entailed cleaning at least fifty percent (50%) of the collection system’s pipelines, cleaning of designated Hot Spots per an agreed upon schedule, providing lift station services as defined, providing emergency response throughout the year, and planning, managing and reporting as needed to ensure all needs of each Member Agency’s service area collection system are met.

The proposed budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts. It also includes utilities, fuel, and other expenses needed to perform all the contracted services.

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BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

The pie chart below details budget expenditures.



The performance of collection system maintenance is a very staff-intensive activity and as a result most costs (71%) as shown above are wages and benefits for personnel to perform the work. Other significant costs are insurance coverage for collection vehicles estimated at \$25,000 and related maintenance expenses estimated at \$25,000. All other costs combined are less than 5% of the total overall budget.

**Additional Changes to the Budget:**

1. Increased Premium pay by \$56,496 based on the steep increase in overtime last year. This was due to additional maintenance requirements.
2. Reduced Professional Fees by \$4,499 since there was no amount spent for this category.
3. Reduced Insurance Premiums by \$32,499 as that cost has been moved to the general budget. Only the direct insurance costs related to Collections Vehicles is being included in Collections Budget and the rest of the insurance is in the General Budget.
4. Reduced Equipment Rental by \$75,000 as it has been moved to general budget. This is again a result of including only direct costs in the Collections Budget. A review of the history revealed no recent direct rental expense for Collections.

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BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

5. Added \$175,000 towards purchase of a new jetting truck.

Presently SAM has 3 trucks for Collections:

Truck 1 (SAM10) purchased in 2015: Condition is fine, but this truck cannot handle all the maintenance requirements. It is also too large to be used for some needs. The budget includes \$25,000 for ongoing maintenance of this vehicle.

Truck 2 (SAM8) purchased in 2005: Condition –Non-functional as it keeps losing pressure while flushing and therefore cannot be used.

Truck 3 (SAM4) bought in 2002: Condition Very poor. Approximately \$20,000 is being spent every year for repairs. Last year a brake failure occurred on this truck while cleaning GCSD and resulted in the crew requiring a miraculous escape. So therefore it is a safety issue and replacing the vehicle is a fiscally sound option compared to investing in further repairs.

**Staff Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2021/22 to the participating agencies for approval.

**Supporting Documents**

Attachment A: Contract Collection Services Budget for FY 2021/22

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BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	



# CONTRACT COLLECTION SERVICES BUDGET

## Consolidated (Half Moon Bay, GCSD, MWSD)

	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
<b>EXPENDITURES</b>							
<b>Personnel</b>							
1 Wages	173,534	186,592	356,029	329,782	359,008	2,979	1%
2 Premium Pay	55,314	63,229	2,139	58,589	58,635	56,496	2641%
3 Health Benefits	55,271	52,929	97,914	97,951	101,422	3,508	4%
4 Retirement Cont.	29,710	28,515	30,683	26,824	28,596	(2,087)	-7%
5 Retiree Med/OPEB	3,371	2,253	4,584	5,904	6,320	1,736	38%
6 Misc. Benefits	13,354	19,595	24,486	23,094	30,710	6,224	25%
7 Admin Allocation - 5%	-	-	-	-	38,305	38,305	100%
8 Subtotal	330,554	353,113	515,835	542,144	622,996	107,161	21%
<b>Non-Personnel</b>							
9 Legal Services	-	-	-	-	-	-	-
10 Engineering Services	-	-	-	-	-	-	-
11 Professional Services	48,269	-	4,499	-	-	(4,499)	-100%
12 Prof. Memberships	-	-	-	-	-	-	-
13 Insurance Premiums	43,960	-	57,499	-	25,000	(32,499)	-57%
14 Misc. Expenses	186,865	355,724	-	3,983	4,102	4,102	-
15 Utilities	9,642	6,792	7,440	8,016	8,256	816	11%
16 Travel & Training	921	150	-	-	-	-	-
17 Equipment Rental	150,373	-	75,000	-	-	(75,000)	-100%
18 Bldg & Maint Services	97,042	120,200	-	105,525	-	-	-
19 Chemicals	1,855	-	-	-	-	-	-
20 Permits & Licenses	-	-	-	-	-	-	-
21 Supplies	21,178	-	12,100	12,872	13,258	1,158	10%
22 Equipment	-	-	-	-	175,000	175,000	100%
23 Infrastructure	-	-	-	-	-	-	-
24 Claims/Penalties	1,419	-	-	-	-	-	-
25 Repairs & Maintenance	-	-	-	-	25,000	25,000	100%
26 Subtotal	561,524	482,865	156,538	130,395	250,616	94,078	60%
25 TOTAL	892,078	835,978	672,373	672,540	873,613	201,240	30%

	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
<b>REVENUE</b>							
<b>By Type:</b>							
26 JPA Assessments	-	-	-	-	-	-	-
27 Contract Services	977,409	944,313	672,373	672,373	873,613	201,240	30%
28 NDWSCP Fees	11,571	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-	-
32 From/(To) Reserves	-	-	-	-	-	-	-
33 TOTAL	988,980	944,313	672,373	672,373	873,613	201,240	30%
<b>By Agency:</b>							
34 Half Moon Bay	271,906	188,540	227,439	227,439	297,028	69,589	31%
35 Granada CSD	290,128	300,614	186,574	186,574	244,612	58,037	31%
36 Montara WSD	415,376	455,159	258,360	258,360	331,973	73,613	28%
37 TOTAL	977,410	944,313	672,373	672,373	873,613	201,240	30%

# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning SAN  
MATEO COUNTY HMP ANNEX**

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The District is participating in the San Mateo County's 2021 Multijurisdictional Hazard Mitigation Plan (HMP) Update through an Annex to the County's HMP. The work started in February 2021 and is now in its second phase.

The annexes for the *2021 Multijurisdictional Hazard Mitigation Plan* update are being completed in three phases.

The target timeline for completion is as follows:

- **Phase 1**—Profile, Trends, Previous Plan Status, and Information Sources – *completed*
- **Phase 2**—Capability Assessment and Information Sources – under development; due by May 21, 2021
- **Phase 3**—Risk Ranking, Action Plan, and Information Sources- follows Phase 2, due by July 30, 2021

MWSD develops plans and programs and implement rules and regulations to protect and serve its community. When effectively prepared and administered, these plans, programs and regulations can support the implementation of mitigation actions. There are several indicators that are being considered under Phase 2, as follows:

- Fiscal capability is an indicator of a jurisdiction's ability to fulfill the financial needs associated with hazard mitigation projects.
- Administrative and technical capabilities represent a jurisdiction's staffing resources for carrying out the mitigation strategy.
- Outreach and education capabilities identify the connection between government and community members, which opens a dialogue needed for a more resilient community.
- Given the uncertainties associated with how hazard risk may change with a changing climate, a jurisdiction's ability to track such changes and adapt as needed is an important component of the mitigation strategy.
- For hazard mitigation planning, "integration" means that hazard mitigation information is used in other relevant planning mechanisms, such as capital facilities planning, and that relevant information from those sources is used in hazard mitigation.

The Hazard Mitigation Plan will be sent to Cal OES & FEMA for approval on August 31, 2021. The District's Board of Directors will have an opportunity to review the MWSD Annex prior to it being sent for approval. The Board of Directors will have an opportunity to adopt the plan after it is approved by Cal OES and FEMA.

**RECOMMENDATION:**

This item is for the Board information only.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, District General Manager

**SUBJECT: Review and Consideration of Various District Policies in Connection with the District's Application for Transparency Certificate of Excellence**

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In connection with the District's application for a Transparency Certificate of Excellence with the Special District Leadership Foundation, staff recommends that the District adopt the following policies that are required for issuance of the certificate:

1. Procedures for California Public Records Act requests for documents; and,
2. Code of Ethics and Conduct for all District Board members, officers and staff; and,
3. Expense Reimbursement Policy (Gov't. Code § 53232.2); and,
4. Annual Disclosure of Expense Reimbursements (Gov't. Code § 53065.5).

The above policies are attached in the same numerical order to the proposed Resolution submitted concurrently with this staff report.

The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. The SDLF and its activities are supported by the California Special Districts Association and the Special District Risk Management Authority.

The *District Transparency Certificate of Excellence* is a program created to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency. There are no fees for this certificate and it is valid for three years. Three main subject areas are covered under the program: Basic Transparency Requirements; Website Requirements; and Outreach Requirements. The above policies are needed to complete the transparency certificate application.

## RECOMMENDATION

Move adoption of RESOLUTION ESTABLISHING AND ADOPTING POLICIES OF THE MONTARA WATER AND SANITARY DISTRICT RELATED TO THE CALIFORINA PUBLIC RECORDS ACT, DISTRICT CODE OF ETHICS AND CONDUCT AND REIMBURSEMENT OF EXPENSES



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **April 15, 2021**

TO: BOARD OF DIRECTORS  
FROM: Clemens Heldmaier, General Manager

Attachments.

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

**RESOLUTION ESTABLISHING AND ADOPTING POLICIES OF  
THE MONTARA WATER AND SANITARY DISTRICT RELATED  
TO THE CALIFORNIA PUBLIC RECORDS ACT, DISTRICT CODE  
OF ETHICS AND CONDUCT AND REIMBURSEMENT OF  
EXPENSES**

**WHEREAS**, the Montara Water and Sanitary District (“District”) is a Sanitary District duly organized under the Sanitary District Act of 1923 (Health & Safety Code §§ 6400 – 6830) and a public agency formed as a special district and authorized under California law, by a special election of August 11, 1992 and District Resolution No. 978; and

**WHEREAS**, the District Board has been presented with and has reviewed the certain following policies, namely: 1) California Public Records Act Procedures for the Montara Water and Sanitary District, 2) Code of Ethics and Conduct for the Montara Water and Sanitary District, 3) Expense Reimbursement Policy for the Montara Water and Sanitary District, and 4) Annual Disclosure of Expense Reimbursement Policy for the Montara Water and Sanitary District, and desires to establish, approve and adopt said polices.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT**, a public agency in the County of San Mateo, California, as follows:

1. Exhibit “1,” entitled, *California Public Records Act Procedures for the Montara Water and Sanitary District* attached hereto, is hereby adopted and by this reference constitutes said policy of the Montara Water and Sanitary District.

2. Exhibit “2,” entitled, *Code of Ethics and Conduct for the Montara Water and Sanitary District* attached hereto, is hereby adopted and by this reference constitutes said policy of the Montara Water and Sanitary District.

3. Exhibit “3,” entitled, *Expense Reimbursement Policy for the Montara Water and Sanitary District* attached hereto, is hereby adopted and by this reference constitutes said policy of the Montara Water and Sanitary District.

4. Exhibit “4,” entitled, *Annual Disclosure of Expense Reimbursement Policy for the Montara Water and Sanitary District* attached hereto, is hereby

adopted and by this reference constitutes said policy of the Montara Water and Sanitary District.

5. The General Manager is hereby authorized and directed to administer and implement the aforesaid policies.

6. This Resolution and said policies shall become effective upon the date of adoption.

---

President, Montara Water and Sanitary District

COUNTERSIGNED:

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Secretary, Montara Water and Sanitary District

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of the Montara Water and Sanitary District, a public agency in the County of San Mateo, California, at a regular meeting thereof held on the 6<sup>th</sup> day of May 2021, by the following vote:

Ayes, Directors:

Noes, Directors:

Absent, Directors:

---

Secretary, Montara Water and Sanitary District

## CALIFORNIA PUBLIC RECORDS ACT PROCEDURES FOR THE MONTARA WATER AND SANITARY DISTRICT

Adopted on May 6, 2021 by the Board of Directors of the Montara Water and Sanitary District, Resolution No. \_\_\_\_

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The California Public Records Act (Government Code, section 6250 et seq.; the "Act") grants California residents important rights to obtain access to records held by public agencies. The Montara Water and Sanitary District ("District") adopts this policy to clarify how it will respond to requests for records under the Public Records Act.

1. All requests for public records shall be in writing on the attached form approved by the Board of Directors, which is also available on the District's website, unless the request is to review an agenda, agenda reports, or minutes of the Board or ordinances or resolutions of the Board or any of its committees, which are available in the District office and on the District's website.
2. Staff will respond to all requests as soon as possible after they are received, but not later than the 10-day period, or extensions thereof, provided by Government Code section 6253.
  - a) Staff shall review each request and determine whether it seeks identifiable records and, if not, staff shall help the requestor identify records responsive to the request.
  - b) Staff shall request all Directors who may have the records requested to search their files and report whether they have the records and, if so, when the records can be made available to the requestor.
  - c) Staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Act. As the Act requires, to the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.
  - d) If a request is made for copies of records, staff shall also advise the requestor of the estimated copying cost.
  - e) The person requesting the copies shall pay the charges for the requested copies established by the Board. At present those are: \$1.00 for the first page, \$.05 each additional page, \$.10 per page for Political Reform Act materials, CD's-\$5.00, DVD's \$10.00. Staff shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid.
3. In accordance with the Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.
4. Administrative staff will respond to requests for public records in accordance with the Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Act.

**MONTARA WATER AND SANITARY PUBLIC RECORDS REQUEST FORM**

**ATTENTION:** To fulfill your request for inspection of records please complete this form and identify specifically the record(s) you wish to inspect. Requests must reasonably describe identifiable records prepared, owned, used, or retained by the District. Please note that copies are subject to payment of a fee.

**REQUESTOR INFORMATION**

Name:

Date:

Company:

Mailing Address:

City:

State:

Zip:

Phone Number:

Fax Number (optional):

Email Address (recommended):

**REQUESTED RECORDS**

Please clearly describe each requested record or document (use additional copies of this form, as necessary)\*

[Empty box for describing requested records]

Time Period of Document Requested From: To

[Empty box for describing requested records]

Time Period of Document Requested From: To

\* Requests that are not specific and focused will be returned for more information. If requested, District staff will assist you in making focused and effective requests for identifiable records. The District will not create new documents or records in response to a request.

Signature of Requestor

Office Use Only

Date request received:
Date initial response issued:
Date response was closed:

Submit requests by mail, email or fax to:
(clerk.mwsd@coastside.net)
Montara Water and Sanitary District
8888 Cabrillo Hwy., Montara, CA 94037

Regular Office Hours: 8AM – 5PM
(650) 728-3545 Fax: (650) 728-8556



## CODE OF ETHICS AND CONDUCT FOR THE MONTARA WATER AND SANITARY DISTRICT

Adopted on May 6, 2021 by the Board of Directors of the Montara Water and Sanitary District, Resolution No. \_\_\_\_

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1. Background information:

The Montara Water and Sanitary District ("District") designed its Code of Ethics & Values (the "Code") to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today's complex and diverse society.

2. Goals of the code of ethics & values:

- a) To make the Montara Water and Sanitary District a better District built on mutual respect and trust.
- b) To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District's Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called "Officials" for the purposes of this policy.
- c) The Code is a touchstone for members of District Board and staff in fulfilling their roles and responsibilities.

3. Preamble:

- a) The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The Montara Water and Sanitary District has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District's government.
- b) All Officials, and others, who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

4. Applicability:

This Code shall apply to all District Officials as defined in 2.b. of this Code.

5. Core Value:

As participatory Officials in the District's government, we subscribe to the following Core Values:

6. As a representative of the Montara Water and Sanitary District, I will be ethical. In practice, this value looks like:
  - a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.
  - b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
  - c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.

# CODE OF ETHICS AND CONDUCT FOR THE MONTARA WATER AND SANITARY DISTRICT

Adopted on May 6, 2021 by the Board of Directors of the Montara Water and Sanitary District, Resolution No. \_\_\_\_

- d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
  - e) I show respect for persons, confidences, and information designated as "confidential."
  - f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
  - g) I will avoid actions that might cause the public or others to question my independent judgment. I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.
7. As a representative of the Montara Water and Sanitary District, I will be professional. In practice, this value looks like:
- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent and productive manner.
  - b) I approach my job and work-related relationships with a positive, collaborative attitude.
  - c) I keep my professional education, knowledge, and skills current and growing.
8. As a Representative of the Montara Water and Sanitary District, I will be service-oriented. In practice, this value looks like:
- a) I provide friendly, receptive, courteous service to everyone.
  - b) I attune to and care about the needs and issues of citizens, public Officials and District workers.
  - c) In my interactions with constituents, I am interested, engaged and responsive.
9. As a representative of the Montara Water and Sanitary District, I will be fiscally responsible. In practice, this value looks like:
- a) I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
  - b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
  - c) I make good financial decisions that seek to preserve programs and services for District residents.
  - d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.
10. As a representative of the Montara Water and Sanitary District, I will be organized. In practice, this value looks like:
- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
  - b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
  - c) I am respectful of established District processes and guidelines.
11. As a representative of the Montara Water and Sanitary District, I will be communicative. In practice, this value looks like:

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- a) I positively convey the District's care for and commitment to its citizens.
  - b) I communicate in various ways, that I am approachable, open-minded, and willing to participate in dialog.
  - c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.
12. As a representative of the Montara Water and Sanitary District, I will be collaborative. In practice, this value looks like:
- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
  - b) I work towards consensus building and gain value from diverse opinions.
  - c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
  - d) I consider the broader regional and state-wide implications of the District's decisions and issues.
13. As a representative of the Montara Water and Sanitary District, I will be progressive. In practice, this value looks like:
- a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
  - b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.
  - c) I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.
14. Enforcement:  
Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the General Manager or by an authorized designee.

## EXPENSE REIMBURSEMENT POLICY FOR THE MONTARA WATER AND SANITARY DISTRICT

Adopted on May 6, 2021 by the Board of Directors of the Montara Water and Sanitary  
District, Resolution No. \_\_\_\_

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I. Purpose:

A. To establish the Montara Water and Sanitary District ("District") policy on reimbursement for actual and necessary expenses related to travel and other expenditures in the performance of official duties.

II. Scope:

A. This Policy applies to all District Board members, officers, personnel and any person being sponsored by the District in the performance of official or work-related duties. This Policy is further intended to comply with Government Code Section 53232.2

III. Policy:

A. The District recognizes the necessity for the members of its legislative body or employees to travel to conduct business, educational training activities, conferences or attend meetings. This Policy establishes the District's responsibility and guidelines regarding reimbursement of expenditures for conducting District business.

1. The District's General Manager or his/her designee shall pre-approve any traveling or travelling connected expense or other expenditure related to the performance of official and work related duties, whenever possible.
2. The request should be made in writing, dated and signed by the person making the request. The General Manager shall prepare an expense report in the manner set forth on the attached approved form titled "Montara Water and Sanitary District Expense Report" ("Report").
3. Under normal conditions reimbursable expenses should be budgeted to the designated program necessary for incurring such expenses.
4. For non-budgeted travel or other items, the General Manager or his/her designee shall have the authority to approve or deny any request made.
5. Requests should include cost of transportation, hotel, meals, vehicle rental, parking and incidentals, if applicable.
6. Travel by non-District owned personal vehicles must receive pre-approval by the General Manager and reimbursement will be at the standard IRS mileage rate, as it may be amended from time to time.
7. If the distance travel is greater than 700 miles round trip, the Manager may approve travel by air.
8. Reimbursement shall be made for actual expenditures based on receipts and/or actual mileage as set forth in the Report.

## MONTARA WATER AND SANITARY DISTRICT EXPENSE REPORT

NAME:

### MILEAGE

Date	Miles	Purpose
<b>Total Miles:</b>		<b>\$0.585mile = \$</b>

### MISCELLANEOUS

Date	Amount	Purpose/Type of Expense
<b>Total Miscellaneous:</b>		
		<b>Total Expenses:</b>

**ANNUAL DISCLOSURE OF EXPENSE REIMBURSEMENT POLICY FOR  
THE MONTARA WATER AND SANITARY DISTRICT**

**Adopted on May 6, 2021 by the Board of Directors of the Montara Water and Sanitary  
District, Resolution No. \_\_\_\_**

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**Background:** In accordance with **Government Code 53065.5:**

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Each year, the District's Manager shall review the Accounts Payable records and determine the following charges which are subject to disclosure:

INDIVIDUAL	DESCRIPTION	AMOUNT PAID



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS Type text here

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: General Manager's Report**

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## Operations:

### 811 Dig Alerts

- 3/25/2021-21220 Vallemar St. PG&E repair gas leak on riser.
  - 235 Weinke Way. PG&E repair riser.
- 3/26/2021-101 Beach St. PG&E repair gas leak.
- 3/29/2021- 550 Terrace Ave. Planting trees/building fence.
- 3/30/2021-1148 Birch St. Repair leaking water main.
- 3/31/2021-1141 Date St. Installing retaining wall footings/landscaping.
  - 325 Virginia Ave. Backhoe excavate to install PG&E conduit
- 4/1/2021-Cabrillo Hwy X/St: Virginia Ave. Directional boring under Hwy. 1 for melectrical conduit.
- 4/6/2021-Cabrilloa Hwy X/St: Etheldore St. Trench to expose sewer pipe.
- 4/7/2021-1200 Sunshine Valley Rd. Fence installation
  - 1015 Pearl Ave. Sewer lateral replacement.
- 4/8/2021- Juliana Ave. and Vallemar St. Trench to install utilites.
- 4/9/2021-147 Arbor Ln. Cable drop line replacement.
  - 670 Stetson St. repair curb and gutter and install driveway.
- 4/10/2021-686 Kellmore St. Stump grinding tree removal.

### Work Orders

- 3/24/2021-531 Kelmore St. Water quality complaint (cloudy water). Customer found one faucet that needed repair.
  - 1171 Date St. Water quality complaint (cloudy water). Customer notified of issue and resolved.
  - 834 Stetson St. Water quality complaint (cloudy water). Customer notified of issue and resolved.
  - 1395 Audubon Ave. Water quality complaint (cloudy water). Customer notified of issue and resolved.
- 3/25/2021-831 Stetson St. Customer needed help locating meter box, operator located and noted meter location.
- 3/29/2021- 403 5<sup>th</sup> St. Profile requested. Profile taken, small leak found, customer had made repairs and verified on profile. Customer notified of findings. New meter box installed.
  - 403 5<sup>th</sup> St. Landscaper damaged meter wiring. Meter wiring repairs and function verified. New meter box installed.
  - 680 Vermont Ave. Manual read



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 3/30/2021- 1148 Birch St. Wet spot reported. Leak identified in PFP line, USA marked and repair scheduled. No meter or backflow device for this customer.
  - 1420 Hill St. Customer needed meter location. Operator located and customer informed.
- 3/31/2021- 11 Juliana Ave. Move out, final read, water shut off, door tag.
  - 1208 Date St. Customer needed meter location. Operator located and customer informed.
- 4/1/2021- 1441 Alamo St. Final read, water on, no door tag.
  - 1441 Sunshine Valley Rd. Final read, water on, no door tag.
  - 367 11<sup>th</sup> St. Picked up no usage, meter function verified.
  - 528 6<sup>th</sup> St. No usage, meter function verified.
  - 360 6<sup>th</sup> St. No usage, meter function verified.
  - 1280 Le Conte Ave. No usage, meter function verified.
  - 1241 Main St. . No usage, meter function verified.
  - 146 1<sup>st</sup> St. . No usage, meter function verified.
- 4/2/2021-357 6<sup>th</sup> St. Move out, final read.
- 4/7/2021-1240 Birch St. Profile requested, profile taked. Meter box location requested and found. Customer notified.
- 4/8/2021- 11 Juliana Ave. Water turned on.
  - 1141 Cedar St. Meter box location requested, meter found. Customer notified.
- 4/9/2021-1201 Cedar St. Meter read requested.
  - 1240 Le Conte Ave. Water turned off.
- 4/12/2021-1201 Cedar St. Final read, water on.
  - 331 8<sup>th</sup> St. Customer needed meter location. Operator located and customer informed.
  - 403 5<sup>th</sup> St. Profile requested, profile taken, customer notified.
- 4/14/2021-2000 Vallemar St. Final read, water on, no door tag.

## After Hours Call Outs

- 3/27/2021- Cl2 high alarm @ PRTP
- 3/28/2021- trespassers crashed vehicle near Alta Vista Well, Fish and Game Warden requested assistance.
- 4/3/2021-Water on request.
- 4/10/2021-AVTP Low Raw Water Alarm.
- 4/11/2021- AVTP Low Raw Water Alarm.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

## Repairs and Leaks

- Leak at end of Cedar St. - placed clamp over 3" pipe.

## Misc. Field Work

- Metal recycle at yard. Large old vessel removed from MWSD yard and recycled. Truck became stuck in mud so we all helped to get him out.
- Photo organization in commons.
- Leak log updated.
- Backflows X 8
- Bact's
- Special Bact for Vermont leak.
- Monthly Samples.
- Deliver Monthly Samples to BSK, Manteca.
- 2<sup>nd</sup> Quarter Samples.
- Monthly report.
- P-Cards.
- Drake well shutdown and diagnosis.
- Daily checks for air bubbles in distribution system(Drake Well pump issues)
- Staff operations meeting. (Drake and SCADA issues)
- Drake Well Level transducer issues.
- Agenda reports.
- Fixture unit count X 2
- Assist Calcon with AVTP Altitude Valve operation.
- 2008-2020 Rain totals researched and turned in.
- PRTP chlorine monitor issues.
- Make April Rounds Book.
- Coding
- 1148 Birch St. Research files on no Backflow Device, forwarded information to Clemens.
  - Research 3" backflow parts cost.
- Dose and fill Portola Tank.
- Culebra filter cleaning and some plumbing replacement.
- Paint exposed portion of main on Cedar St.
- Montara Meter Reads, Billing.
- Moss Beach Leak Reads.
- Debris Box for MWSD yard.
- Repair plumbing leaks at PRTP.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- RAA CI2, 1<sup>st</sup> quarter 2021.
- Generator exercises.
- Received rebuilt CI2 pumps from BB
- State Report.
- Clean up trash around School House Tanks.
- APN Vessel Exchange.
- Sounding for water levels at all well sites.
- Bay Alarm Fire Detection/Alarm project research.
- Sewer Adjustment, 366 5<sup>th</sup> St.
- Reinstall fence at Drake Well.
- Manual Backwash at AVTP.
- Relay information about abandoned car at AVTP Gate.
- Post Agendas.
- Remove old drop pipe from Drake Well and bring to MWSD yard.
- Clean out and reorganize pipe rack.
- Tarp replacement for pipe rack.

**Projects:** This year's Sewer Improvement Project is scheduled to commence soon. The implementation is on hold due to SMC and Caltrans permit delays.

**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.

RECOMMENDATION:

This is for Board information only.