



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

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

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

AGENDA

District Board of Directors

June 17, 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/87325589657?pwd=WGpKSjUwbmpqaGg4N3NsU0hNQVM1UT09>

MEETING ID: 873 2558 9657

Password: 292737

CALL IN PHONE NUMBER: +1 669 900 9128

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

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

Public Comment

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

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

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

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

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

1. [Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.](#)
2. [Review and Possible Action Confirming Reports on Sewer Service Charges and Water System Reliability Charges for FY 2021-2022, and Delinquent Refuse Collection Charges and Water Service Charges for FY 2020-2021.](#)

OLD BUSINESS

1. [Review and Possible Action Concerning Approval of 2021/2022 Water and Sewer Budget and Capital Improvement Programs.](#)

NEW BUSINESS

1. [Elected Community Service Academy](#)

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 Superior Court No. 17CV316927)

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION Significant Exposure to Litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code § 54956.9 (2 potential cases)

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

Case Name: *Montara Water and Sanitary District v. The Dow Chemical Company, et al.* (San Bernardino County Superior Court No. CGC-05-438267)

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 AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 17, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

Every year the Board adopts a Master Fee Schedule which contains updates to most charges and fees including the Water and Sewer connection charges. Staff has updated the connection charges and service fees based on the cost of construction and the consumer price index.

The new Sewer Service Charges approved through last year's Prop 218 process are also included in the proposed Master Fee Schedule. There are no water rate increases included in this year's annual fee adjustments.

The following are the major changes from the prior year:

- The Sewer Service Charge rate is suggested to be set at tonight's meeting to increase from \$22.97 to \$25.04. The increase is necessary to fund increased SAM assessments and capital improvement expenses.
- Connection Charges and other construction related fees have been increased by 2.80% in accordance with the California Construction Cost Index. The Application Fees and other Miscellaneous Fees that depend on District staff for review have been increased by 3.81% in accordance with the U.S. Bureau of Labor's Consumer Price Index (All Urban Consumers – SF-Bay).

RECOMMENDATION:

Open the public hearing, consider relevant public testimony, close the public hearing, and adopt *Ordinance No. _____*. *Ordinance of the Montara Water and Sanitary District Restating and Amending Master Fee Schedule.*

Attachments

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

WHEREAS, the Montara Water and Sanitary District Code (“Code”) includes regulations governing connections to and use of the District’s water and sewerage facilities, the construction, operation and maintenance thereof and for the establishment and collection of all fees and charges pertaining thereto; and

WHEREAS, the Code further provides for the establishment and collection of monthly rates to be charged for the collection, removal, and disposal of refuse and for recycling services performed by the District’s franchisee under agreement with the District; and

WHEREAS, the Code provides that such fees and charges may be set forth in a Master Fee Schedule; and

WHEREAS, periodically such fees and charges are reviewed and adjusted and/or added to conform to the costs corresponding to the services, commodities and facilities to which they pertain; and

WHEREAS, the fees and charges pertaining to water and sewer services and facilities set forth herein and for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District do not exceed the corresponding maximum amounts heretofore approved in accordance with the requirements of law including, to the extent applicable, the provisions of Section 6 of Article XIII D of the California Constitution (enacted by Proposition 218, November 6, 1996 Statewide election); and

WHEREAS, the fees and charges pertaining to water and sewer services and facilities set forth herein are hereby restated or amended, having heretofore been established by ordinance duly adopted; and

WHEREAS, the fees and charges pertaining to the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services are hereby restated, having heretofore been established by ordinance duly adopted; and

WHEREAS, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of a public hearing to take place on June 17, 2021 to consider adoption of additional and revised fees for water and sewer services and facilities effective July 1, 2021; and

WHEREAS, all persons present at the aforesaid hearing interested in the adoption of the added and/or revised fees or charges herein set forth were heard or given the opportunity to be heard on the matter of said adoption and this Board considered all statements so made or documents pertaining thereto presented at the hearing.

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

NOW, THEREFORE, THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT, A PUBLIC AGENCY IN THE COUNTY OF SAN MATEO, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The following provisions of the Master Fee Schedule are hereby amended to read as follows:

SEWER SERVICE CHARGE RATES

The annual sewer service charge for the property occupancy classifications specified hereinafter is hereby established as an amount equal to the applicable rate hereinafter specified times the cubic feet of water consumption attributable to such property per annum divided by one hundred (MWSD Code §4-2.100).

<u>Classification</u>	<u>Rate/HCF*</u>	<u>Minimum Charge</u>
Residential	\$25.04	\$1,201.79
Restaurants	\$43.43	\$2,084.73
Motels	\$26.36	\$1,265.10
Offices	\$22.55	\$1,082.50
General Commercial	\$24.15	\$1,159.41
Schools	\$22.91	\$1,099.77
Hospitals	\$24.96	\$1,198.13

*Hundred cubic feet

Upon a new connection to the District's sewerage system, the applicant shall pay the pro-rated amount of sewer service charges for the remainder of the fiscal year in which connection is made based upon the average annual sewer service charge of all users within the applicant's user classification.
(MWSD Code §4-2.100(f))

SECTION 2. The following provisions of the Master Fee Schedule are hereby amended to read as follows:

<u>Description of Fee*</u>	<u>Fee</u>
----------------------------	------------

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Sewer Connection Permit (MWSD Code §3-9.500)	\$26,922.00
Fixture Unit Charge (MWSD Code §3-9.500)	\$1,077.00
Fixture Unit Charge for additional Fixture Units within an existing building, structure, or portion thereof (MWSD Code §3-9.500)	\$538.50
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$17,514.00
Fixture Unit Charge – Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$701.00
Fixture Unit Charge for Accessory Dwelling Units (MWSD Code §3-10.200)	\$701.00
Connection Permit Administrative Fee (MWSD Code §3-9.600)	Actual Cost (\$569.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600)	Actual Cost (\$538.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$399.00 minimum)
Minor Remodel Inspection Fee, No additional fixture units (MWSD Code §3-9.500)	\$125.00
Private Sewer System Permit (MWSD Code §3-4.200)	Actual Cost (\$184.00 minimum)
Private Sewer System Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$3,120.00 minimum)

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600)	Actual Cost (\$569.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$538.00 minimum)
Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$569.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$569.00 minimum)
Connection Fee to Connect to Interceptor (MWSD Code §3-9.500)	Prorata share of current value of interceptor
Miscellaneous Inspection Fee (MWSD Code §3-9.500)	Actual Cost (\$538.00 minimum)
Accessory Dwelling Unit contained within the existing space of a single-family residence or accessory structure – no connection fee	n.c.
Accessory Dwelling Unit not within the existing space of a single-family residence or accessory structure – Detached Studio Unit (10 fixture units) connection fee: (MWSD Code §3-10.200)	\$10,770.00
Accessory Dwelling Unit not within the existing space of a single-family residence or accessory structure – Detached One Bedroom Unit (11 fixture units): (MWSD Code §3-10.200)	\$11,847.00
Accessory Dwelling Unit	\$1,077.00

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Additional Fixture Units:
(MWSD Code §3-10.200)

Accessory Dwelling Unit Permit Application Fee (MWSD Code §3-10.400)	Actual Cost (\$569.00 minimum)
Developer Service Fee for processing application: (MWSD Code §§5-3.102, 5-3.210)	Actual Cost (\$3,084.00 minimum)
Administrative Charge for Processing Collection of Delinquent Refuse and Water Charges on Tax Roll (MWSD Code §1-5.200)	\$49.00 per account
Charge to Photocopy Documents	\$1.64 per page for first four pages; \$0.42 for each page over four.
Charge for Failure to Obtain Permit (MWSD Code §1-5.200)	Double amount of Permit Fee or actual collection cost, whichever is greater

SPECIAL PROVISIONS
(MWSD Code §4-2.800)

Financial hardship discount rate (PGE CARE PROGRAM)	\$ <u>200</u> per annum
--	-------------------------

*Where minimums or deposits are specified, no District services will be provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded.

SECTION 3. The following provisions of the Master Fee Schedule are hereby amended or restated to read as follows:

(a) WATER QUANTITY AND METER SERVICE CHARGES
(MWSD Code §§ 5-5.102, 103)

Rate Components	Rate**
-----------------	--------

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Tier 1 0 to 6 HCF*	\$8.36 per HCF
Tier 2 7 – 13 HCF	\$11.17 per HCF
Tier 3 14 – 27 HCF	\$13.94 per HCF
Tier 4 over 27 HCF	\$19.53 per HCF
Meter Service Charge-5/8” (standard residential size)	\$28.80 per month
Meter Service Charge-3/4”	\$31.68 per month
Meter Service Charge-1”	\$40.32 per month
Meter Service Charge-1 ½”	\$51.84 per month
Meter Service Charge-2”	\$83.52 per month
Meter Service Charge-3”	\$316.82 per month
Meter Service Charge-4”	\$403.22 per month

*HCF=Hundred Cubic Feet (1 cubic foot ≈ 7.4805 gal.; 1 HCF = 748 gal.)

(b) FIRE PROTECTION WATER SYSTEM CHARGES

Private Fire Protection Service Per Meter Per Month:
(MWSD Code §5-5.106)

4-inch connection or smaller:	\$17.38
6-inch connection:	\$24.65
8-inch connection:	\$32.84
10-inch connection:	\$69.20
12-inch connection:	\$96.57

Private Fire Protection Administrative Fee:*	\$548.00 minimum
--	------------------

(MWSD Code §5-3.208)

Installation of Private Fire Protection Cost invoiced to District by

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Service from Meter to District Main:* contractor; estimated cost
(MWSD Code §5-5.204) to be deposited

Private Fire Protection Connection Charge:

3/4" to 5/8" meter:	\$5,650.00
1" meter:	\$9,437.00
1½ " meter:	\$18,814.00
2" meter:	\$30,116.00
3" meter:	\$56,501.00
4" meter:	\$94,193.00
6" meter:	\$157,010.00
8" meter:	\$261,737.00
10" meter :	\$436,315.00

(MWSD Code §5-3.208)

Private Fire Protection Inspection Fee* \$538.00
(MWSD Code §5-3.210)

(c) WATER SYSTEM CONNECTION METER CHARGES
(MWSD Code §§5-3.204, 5-3.205)

Charge determined by District's cost of purchase corresponding to meter size.

(d) WATER SYSTEM CONNECTION CAPACITY CHARGES
(MWSD Code §5-3.312)

5/8 x 3/4 inch meter	\$18,922.00
3/4 inch meter	\$20,815.00
1 inch meter	\$26,491.00
1-1/2 inch meter	\$34,064.00
2 inch meter	\$54,875.00
3 inch meter	\$208,145.00
4 inch meter	\$264,911.00

Above 4 inch meter: Charge determined by
General Manager based on
estimated water usage

(e) WATER SYSTEM RELIABILITY CHARGE
(MWSD Code §5-3.313)

Water Service Accounts

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Meter Size:	
5/8 x 3/4 inch meter	\$558.66
3/4 inch meter	\$837.99
1 inch meter	\$1,396.65
1-1/2 inch meter	\$2,793.30
2 inch meter	\$4,469.28
3 inch meter	\$8,379.90
4 inch meter	\$13,966.50

Accounts with Private Fire Service Only

Connection:	
Up to 4-inch	\$279.33
6-inch	\$558.66
8-inch	\$893.86
10-inch	\$1,340.78
12-inch	\$1,899.44

(f) MISCELLANEOUS WATER SYSTEM SERVICE FEES:*

Check not honored by bank: (MWSD Code §§1-5.200, 5-5.122)	\$32.00
Poor credit history deposit: (MWSD Code §§1-5.200, 5-3.210)	Twice estimated first payment
Reconnection Charge due to Non-Payment: (MWSD Code §§5-3.210, 5-5.120)	\$79.00
Developer Service Fee against which all District costs to process application are charged (MWSD Code §§5-3.102, 5-3.210)	\$3,084.00 minimum deposit
Hydrant Meter Deposit against which water use is charged: (MWSD Code §5-4.227)	\$1,394.00 deposit
Hydrant Test Fee (MWSD Code §§5-3.208, 5-5.202)	\$623.00
Connection Administrative Fee (minimum deposit applied to actual hourly costs to process application) (MWSD Code §§5-3.202, 5-3.203)	\$569.00 minimum deposit

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

Connection Inspection Fee (MWSD Code §5-3.210)	\$538.00
Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203)	\$3,084.00 deposit
Service Charge for Posting Door Tag for Delinquent Account (MWSD Code §§1-5.200, 5-3.210)	<u>\$35.00</u> per customer per incident
Credit for Customer paying bill using ACH: (MWSD Code §5-3.200)	\$3.61 per bill
Service Charge for Unauthorized Use of Fire Hydrant (Total charge includes Service Charge plus water usage plus damages). (MWSD Code §5-5.202)	\$165.00 per incident plus actual water usage & damages
Service Charge for Cross Connection Control Device Test: (MWSD Code §5-6.400)	\$125.00 per tested device
(g) SPECIAL PROVISIONS (MWSD Code §5-3.217)	
Financial hardship discount rate (PGE CARE PROGRAM)	<u>\$200</u> per annum; <u>\$33.33</u> discount applied to each bi-monthly bill

*Where minimums or deposits are specified, no District services will be provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded.

SECTION 4. The following provisions of the Master Fee Schedule are hereby restated:

The monthly rates to be charged by the District's Franchisee for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District commencing on January 1, 2021 and until thereafter revised are:
(MWSD Code §2-7.100)

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
 - a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$27.07
 - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$33.17
 - c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$108.98

2. Special Services (charges added to above, basic changes):
 - a. Container placed at side or rear of dwelling - per container \$8.29
 - b. Container not placed at specified collection point and return call required- per container \$17.31
 - c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag \$8.94
 - d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc. estimate

3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only incl.
w/service

4. Weekly commingled recyclable materials collection (64 gallon wheeled cart) incl.
w/service

5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers incl.
w/service

6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags incl.
w/service

7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, incl.
w/service
large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses,

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

large amounts of recyclable materials

- | | |
|---|----------------------|
| 8. Christmas trees free of charge through January 31st of each year | incl. |
| a. After January 31st charge is \$20 per tree for removal | w/service
\$20.00 |

MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

- | | | |
|---|-------------------|--------------------|
| 1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage-container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs | | |
| a. Regular collections: | | |
| 1-64 gallon collection once per week | \$130.86 | |
| 1-96 gallon collection once per week | \$214.14 | |
| b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups | Will vary by size | |
| 2. Commercial Container Rental: | | |
| a. 1 cubic yard box - per mo. | \$59.54 | |
| b. 2 cubic yard box - per mo. | \$77.18 | |
| 3. Commercial Container Collections: | | |
| a. 1 cubic yard box - per collection | \$50.31 | |
| b. 2 cubic yard box - per collection | \$100.10 | |
| 4. Compacted Commercial Container Service: | | |
| a. 1 cubic yard box - per collection | \$98.20 | |
| b. 2 cubic yard box - per collection | \$198.36 | |
| 5. Recyclable material collection up to five times a week | | incl.
w/service |

DEBRIS BOX SERVICE

- | | |
|---|---------------|
| 1. 7, 14, 20 and 30 yard size containers: | \$395.48 |
| a. Container rental, delivery and pickup charge | Tonnage based |
| b. \$93.73 per ton confirmed by disposal site weight slip | |

SPECIAL PROVISIONS

1. Financial hardship rate for weekly collection for single container placed in front of

ORDINANCE NO. ____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM)

- a. 15% reduction 20-gallon can \$23.01
- b. 15% reduction 32-gallon can \$27.29

SECTION 5. All ordinances or portions thereof in conflict herewith shall be, and hereby are, repealed to the extent of such conflict.

SECTION 6. Upon adoption, this ordinance shall be entered in the minutes of the Board and posted in three (3) places in the District and shall become effective immediately upon the expiration of one week following said posting.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * *

I HEREBY CERTIFY that the foregoing Ordinance 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 21st day of June 2021 by the following vote:

AYES, Directors

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

MASTER FEE SCHEDULE

Fee	Current Fee	Construction Cost Increase	CPI	Adjusted Fee
Sewer Connection Permit	\$ 14,032.00	1.0116		\$ 14,194.77
Fixture Unit Charge				\$ 567.79
Sewer Connection Permit--Paid Sewer Svc Chg	\$ 8,903.00	1.0116		\$ 9,006.27
Fixture Unit Charge--Sewer Service Paid				\$ 360.25
Connection Permit Administrative Fee	\$ 130.00		1.0115	\$ 131.50
Connection Permit Inspection Fee	\$ 298.00		1.0115	\$ 301.43
Remodel Permit Fee	\$ 220.00		1.0115	\$ 222.53
Second Unit Connection Fee--Studio	\$ 3,560.00	1.0116		\$ 3,601.30
Second Unit Connection Fee--One Bedroom	\$ 3,916.00	1.0116		\$ 3,961.43
Second Unit Permit Application	\$ 130.00		1.0115	\$ 131.50
Private Sewer System Permit	\$ 102.00		1.0115	\$ 103.17
Administrative Charge for Processing Del. Trash	\$ 25.00	\$ 1.07915		\$ 26.98
Charge for copying documents -FirstFour Pages	\$ 1.00	\$ 1.07915		\$ 1.08
Additional Pages	\$ 0.25	\$ 1.07915		\$ 0.27

MWSD Master Fee Schedule
Cost Increases
June 2021

Fee	2020 Adjusted Fee	2021 CCI	2021 CPI	2021 Adjusted Fee
Sewer Connection Permit	\$26,189	1.028		\$26,922
Fixture Unit Charge	\$1,055			\$1,077
Sewer Connection Permit--Paid Sewer Svc Chg	\$17,037	1.028		\$17,514
Fixture Unit Charge--Sewer Service Paid	\$670			\$701
Connection Permit Administrative Fee	\$548		1.0381	\$569
Connection Permit Inspection Fee	\$518		1.0381	\$538
Remodel Permit Fee	\$384		1.0381	\$399
Second Unit Permit Application	\$227		1.0381	\$236
Private Sewer System Permit	\$177		1.0381	\$184
Private Sewer Hydrologic Investigation	\$3,035	1.028		\$3,120
Administrative Charge for Processing Del. Trash	\$48		1.0381	\$50
Charge for copying documents -FirstFour Pages	\$1.58		1.0381	\$1.64
Additional Pages	\$0.40		1.0381	\$0.42
Customer Credit for ACH	\$3.48		1.0381	\$3.61
WATER CHARGES				
Miscellaneous Service Fees:				
Check Not Honored by Bank	\$31		1.0381	\$32
Reconnection Fee due to non-payment	\$76		1.0381	\$79
Engineering Review Fee	\$2,971		1.0381	\$3,084
Hydrant Meter Deposit	\$1,343		1.0381	\$1,394
Service Charge for Posting Door Tag for Delinq. Acct	\$34		1.0381	\$35
Service Charge for Unauthorized Use of Fire Hydrant	\$159		1.0381	\$165
Cross Connection Control Device Test	\$120		1.0381	\$125
Fixture Unit Count	\$120		1.0381	\$125
Hydrant Test Fee	\$600		1.0381	\$623
Private Fire Protection Connection Charge:				
3/4" to 5/8" meter:	\$5,496	1.028		\$5,650
1" meter	\$9,180	1.028		\$9,437
1 1/2" meter	\$18,302	1.028		\$18,814
2" meter	\$29,296	1.028		\$30,116
3" meter	\$54,962	1.028		\$56,501
4" meter	\$91,627	1.028		\$94,193
6" meter	\$152,733	1.028		\$157,010
8" meter	\$254,608	1.028		\$261,737
10" meter	\$424,431	1.028		\$436,315
Water System Connection Capacity Charge:				
5/8" x 3/4" meter	\$18,407	1.028		\$18,922
3/4" meter	\$20,248	1.028		\$20,815
1" meter	\$25,769	1.028		\$26,491
1-1/2" meter	\$33,136	1.028		\$34,064
2" meter	\$53,380	1.028		\$54,875
3" meter	\$202,476	1.028		\$208,145
4" meter	\$257,696	1.028		\$264,911
California Cost of Construction Increase				
	Apr-20	6955		
	Apr-21	7150	3.81%	
US Bur. Of Labor All Urban Consumers-SF Bay				
	Apr-20	298.074		
	Apr-21	309.419	3.81%	

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District proposes to adopt an ordinance revising the Master Fee Schedule. This document contains most of the fees levied by the District including Sewer Service Charges and a new Water System Reliability Charge. The District proposes to update these fees in accordance with increases occurring since the last update. The Board shall consider adoption of this ordinance at a meeting of the Board as follows:

DATE: June 17, 2021

TIME: 7:30 p.m., or as soon thereafter as the matter may be considered

PLACE: District Board Chambers
8888 Cabrillo Highway
Montara, CA 94037

Due to COVID-19, remote and telephonic attendance will additionally be permitted by visiting www.mwsd.montara.com for access information.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 17, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Review and Possible Action Confirming Reports on Sewer Service Charges and Water System Reliability Charges for FY 2021-2022, and Delinquent Refuse Collection Charges and Water Service Charges for FY 2020-2021.

The Health and Safety Code requires that in order for sewer service charges and water system reliability charges to be placed on the property tax roll, a public hearing must be held. The Code also provides for collection of delinquent water service and refuse collection charges under the tax roll. The District has previously adopted ordinances enabling collection of the sewer service and delinquent water and refuse collection charges under the property tax roll.

The attached notices regarding collection of the foregoing charges and delinquent charges were published in the HMB Review in accordance with the Code. The Board must now hold a public hearing at which time everyone is given the opportunity to speak regarding their proposed charges. Once the public hearing is held, the Board may then adopt the attached resolution that confirms the final charges, including any Board-directed changes, for the coming fiscal year.

RECOMMENDATION:

Open the public hearing, allow pertinent public testimony, close the public hearing, and adopt RESOLUTION NO. _____, *Resolution of the Montara Water and Sanitary District Overruling Protests and Confirming Reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year 2021-2022 and Delinquent Refuse Collection and Water Service Charges for Fiscal Year 2020-2021, Certifying List of Lots or Parcels of Land and Corresponding Charges Against Said Lots or Parcels and Directing Transmittal of Said Certified List and Charges to County Controller for Entry on the Current Assessment Roll.*

Attachments

RESOLUTION NO. ____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE
CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL
YEAR 2021-2022 AND DELINQUENT REFUSE COLLECTION AND WATER
SERVICE CHARGES FOR FISCAL YEAR 2020-2021, CERTIFYING LIST OF
LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST
SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID
CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY
ON THE CURRENT ASSESSMENT ROLL**

WHEREAS, a written Report containing a description of each parcel of real property that shall receive sewerage services and facilities from the District and the amount of the service charge for each such parcel for Fiscal Year 2021-2022 was prepared and filed with the Secretary of the District; and

WHEREAS, a written Report containing a description of each parcel of real property that shall receive water services and facilities from the District and the amount of the Water System Reliability Charge for each such parcel for Fiscal Year 2021-2022 was prepared and filed with the Secretary of the District; and

WHEREAS, a written Report containing a description of each parcel of real property receiving refuse collection and recycling services from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2020-2021 was prepared and filed with the District Secretary; and

WHEREAS, a written Report containing a description of each parcel of real property receiving water services and facilities from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2020-2021 was prepared and filed with the Secretary of the District; and

WHEREAS, hearing was set for consideration of the Reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year July 1, 2021 - June 30, 2022, Delinquent Refuse Collection Charges and Delinquent Water Service Charges for Fiscal Year July 1, 2020 - June 30, 2021 for the purpose of collecting said charges on the assessment roll of the County of San Mateo pursuant to Sections 5470 through 5473.11 of the California Health and Safety Code; and

WHEREAS, notice was given of the date, time and place of the above-mentioned hearing in accordance with the provisions of said Code; and

WHEREAS, said matter came on regularly for hearing as so noticed; and

RESOLUTION NO. ____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE
CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL
YEAR 2021-2022 AND DELINQUENT REFUSE COLLECTION AND WATER
SERVICE CHARGES FOR FISCAL YEAR 2020-2021, CERTIFYING LIST OF
LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST
SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID
CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY
ON THE CURRENT ASSESSMENT ROLL**

WHEREAS, such written protests or other written communications objecting to the aforesaid Reports, or any of them, or any matter therein contained, that were submitted were considered by this Board at said hearing and all persons present and desiring to be heard were given the opportunity to be heard.

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. Objections to, and protests against, the above-described Reports of Sewer Service Charges and Water System Reliability Charges for Fiscal Year 2021-2022 and Delinquent Refuse Collection Charges and Delinquent Water Service Charges, respectively, for fiscal year 2020-2021 proposed for collection on the assessment roll of the County of San Mateo were not made by owners of a majority of the separate parcels of property described in each of said Reports against which such charges for the corresponding services and facilities provided by the District were fixed.

2. Any and all objections to, and protests against, said Reports of Sewer Service Charges, Water System Reliability Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges have been heard and considered by this Board and said objections and protests shall be, and each of them is, hereby overruled.

3. Said Reports of Sewer Service Charges, Water System Reliability Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges are hereby adopted in full without revision, change, reduction, or modification of any charge specified therein for entry of said charges on the assessment roll, and the list of the lots or parcels of land as they appear on the current assessment roll subject to such charges and the amounts of the installments of such charges and the interest to be entered against such lots or parcels on the assessment roll are hereby certified.

4. The Secretary of the District is hereby authorized and directed to file with the County Controller of the County of San Mateo, on or before the 30th day

RESOLUTION NO. ____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL YEAR 2021-2022 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2020-2021, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL

of July 2021, copies of the above-described Reports, or a document combining said Reports, upon each of which, or upon the combined Report, shall be endorsed over his or her signature a statement that each such Report had been finally adopted by the Board of the Montara Water and Sanitary District.

5. The County Controller of the County of San Mateo shall, upon receipt of said Reports or the document combining said Reports, enter the amounts of the charges therein described against the corresponding lots or parcels of real property therein described, as said lots or parcels appear on the current assessment roll, and the County Treasurer/Tax Collector shall include the amounts of the installments of such charges and the interest on bills for taxes levied against the said respective lots and parcels of land.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. ____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE
CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL
YEAR 2021-2022 AND DELINQUENT REFUSE COLLECTION AND WATER
SERVICE CHARGES FOR FISCAL YEAR 2020-2021, CERTIFYING LIST OF
LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST
SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID
CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY
ON THE CURRENT ASSESSMENT ROLL**

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 17th day of June 2021, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

NOTICE OF FILING REPORT ON COLLECTION OF SEWER SERVICE CHARGES, DELINQUENT SEWER, WATER AND REFUSE COLLECTION SERVICE CHARGES AND WATER SYSTEM RELIABILITY CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2021-2022 AND OF PUBLIC HEARING THEREON

(MONTARA WATER AND SANITARY DISTRICT)

NOTICE IS HEREBY GIVEN that the General Manager of the Montara Water and Sanitary District, a public entity in the County of San Mateo, California, has filed with the District Secretary the Report On the Collection of Sewer Service Charges, Delinquent Water, Sewer Service and Refuse Collection Charges and Water System Reliability Charges for Fiscal Year July 1, 2021 – June 30, 2022 required under California Health and Safety Code Sections 5470 and 5473 for the collection of such charges on the tax roll. The Report contains a description of each parcel of real property receiving water, sewer and refuse collection services and facilities from or through the District and the amount of the delinquent and other charges pertaining thereto. The Report is on file at the District Administrative Offices at the address appearing below.

NOTICE IS HEREBY FURTHER GIVEN that the District Board will hold a public hearing on the question of approval of the Report and the charges therein specified on and at the following date, time and place:

Date: June 17, 2021

Time: 7:30 p.m., or as soon thereafter as the matter may be heard

Place: Boardroom

District Administrative Offices

Montara Water and Sanitary District

8888 Cabrillo Highway (State Route 1)

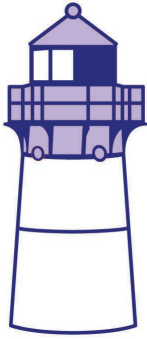
Montara, California

Due to COVID-19, remote and telephonic attendance will additionally be permitted by visiting www.mwsd.montara.com for access information.

Upon the conclusion of the hearing the District Board may adopt, revise, change, reduce or modify any charge or overrule any or all objections and shall make its determination upon each charge or delinquent charge as described in the Report, which determination shall be final.

/s/

General Manager



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 17, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning
Approval of 2021/2022 Water and Sewer Budget
and Capital Improvement Programs.**

The Board reviewed a draft version of next fiscal year's budget in April this year. A Draft Water and Sewer Budget was further presented at the May 7 and May 21 meetings for Board Review. The Finance Committee provided input throughout the process and met on May 13 to review the Draft Budget and suggest changes. The budget was presented in final form at the June 3 meeting by Peter Medina, the District's accountant. The Finance Committee recommends approval of the Budget at this time.

The Budget contains a sewer service charge increase of 9%, as suggested in the Sewer Service Study and Prop 218 notice.

A 3.80% Cost of Living increase for all non-exempt employees is also included in the Budget. The Salary Range lists a Senior (Lead) Operator Position designed to close the Salary Range between Water System Operator and Superintendent to allow for long term employee retention. A job description for the new position will be provided at a subsequent meeting. The number of Full Time Position at MWSD will remain at 8, no new hires are planned at this time.

MWSD expects a total combined cash flow income of \$8,324,032 and combined expenses of \$9,438,344, dipping into reserves in the amount of \$1,114,312 to balance the budget.

Infrastructure improvement costs total \$3,105,085. Sewer Authority Mid-Coastside assessment for the next FY will be \$1,974,581. Loan and other financing expenses amount to \$1,436,950. Of the overall expenses \$1,372,568, are expected personnel costs.

RECOMMENDATION:

Authorize a 3.80% Cost of Living increase for all non-exempt employees, and adopt Resolution No. _____, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING BUDGET FOR THE FISCAL YEAR 2021-2022.

Attachments

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND
SANITARY DISTRICT APPROVING BUDGET FOR THE
FISCAL YEAR 2021-2022**

RESOLVED, by the Board of the Montara Water and Sanitary District, San Mateo County, California, as follows:

1. That the balances on hand as of June 30, 2021, in each of funds of the District shall be reserved for use by the District during the Fiscal Year 2021-2022.
2. That the budget for said District for the Fiscal Year 2021-2022 heretofore presented to this Board and a copy of which is hereto attached and the same is hereby approved.
3. That the Secretary of this District be, and hereby is, authorized and directed to file a certified copy of this resolution with the budget of this District thereto attached, with the County Controller of San Mateo County.

COUNTERSIGNED:

President, Montara Water and Sanitary District

Secretary, Montara Water and Sanitary District

* * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting held on the 17th day of June 2021, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



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	\$ 3,479,472	7.31%	\$ 236,985
Cell Tower Lease	\$ 37,500	\$ 77,220	105.92%	\$ 39,720
Fees & Other	\$ 13,100	\$ 13,100	0.00%	\$ -
Property Tax	\$ 275,000	\$ 277,750	1.00%	\$ 2,750
Waste Collection Revenues	\$ 24,000	\$ 25,000	4.17%	\$ 1,000
Total operating income	\$ 3,592,087	\$ 3,872,542		
Operating expenses				
Personnel	\$ (362,039)	\$ (365,798)	1.04%	\$ 3,759
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
Total operating expenses	\$ (2,733,639)	\$ (2,917,539)		
Net Cash Flow Provided by Operations	\$ 858,448	\$ 955,003		
Investment cash flow				
Investment income				
Interest Revenue	\$ 60,000	\$ 40,000	-33.33%	\$ (20,000)
Total investment income	\$ 60,000	\$ 40,000		
Investment expenses				
Capital Improvement Program	\$ (1,985,272)	\$ (1,906,335)	-3.98%	\$ (78,937)
Total investment expenses	\$ (1,985,272)	\$ (1,906,335)		
Net Cash Flow Used by Investments	\$ (1,925,272)	\$ (1,866,335)		
Financing cash flow				
Financing income				
Connection Fees	\$ 150,000	\$ 150,000	0.00%	\$ -
Total financing income	\$ 150,000	\$ 150,000		
Financing expenses				
Loan Interest Expense	\$ (35,116)	\$ (32,235)	-8.20%	\$ (2,880)
Loan Principal Payment	\$ (93,512)	\$ (100,153)	7.10%	\$ 6,641
Total financing expenses	\$ (128,627)	\$ (132,388)		
Net Cash Flow Provided by Financing Activities	\$ 21,373	\$ 17,612		
Overall projected cash flow	\$ (1,045,451)	\$ (893,720)		
Transfer from Sewer Reserves	\$ 1,045,451	\$ 893,720 *		
Net cash flow	\$ -	\$ -		

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



Montara Water & Sanitary

Budgeted Cash Flow - Water

Fiscal year 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%	\$ -
Total operating income	\$	2,238,500	\$	2,205,750		
Operating expenses						
Personnel	\$	(939,877)	\$	(1,006,770)	7.12%	\$ 66,893
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
Total operating expenses	\$	(1,885,377)	\$	(1,978,770)		
Net Cash Flow Provided by Operations	\$	353,123	\$	226,980		
Investment cash flow						
Investment income						
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%	\$ -
Total investment income	\$	2,150,436	\$	1,905,740		
Investment expenses						
Capital Improvement Program	\$	(1,108,750)	\$	(1,198,750)	8.12%	\$ 90,000
Total investment expenses	\$	(1,108,750)	\$	(1,198,750)		
Net Cash Flow Used by Investments	\$	1,041,686	\$	706,990		
Financing cash flow						
Financing income						
Connection Fees	\$	150,000	\$	150,000	0.00%	\$ -
Total financing income	\$	150,000	\$	150,000		
Financing expenses						
Long Term Debt - Interest Expense	\$	(292,561)	\$	(155,987)	-46.68%	\$ (136,574)
Long Term Debt - Principal Payment	\$	(1,175,875)	\$	(1,148,574)	-2.32%	\$ (27,301)
Total financing expenses	\$	(1,468,436)	\$	(1,304,562)		
Net Cash Flow Provided by Financing Activities	\$	(1,318,436)	\$	(1,154,562)		
Overall projected cash flow	\$	76,372	\$	(220,592)		
Transfer to Water Reserves	\$	76,372	\$	(220,592)		*
Net cash flow	\$	-	\$	-		

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

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

Operating Revenue	GL Codes	2018-19	2019-20	Approved	Income/Expenditures		Projected as	Budgeted amounts	Increase/(Decrease)	Increase/(decrease)		
		Actual	Actual	Budget 2020-21	as of April 30, 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%	32,927	87.81%	77,220	39,720	105.92%	
Administrative Fees (New Construction):	4410	3,647	3,794	3,600	4,932	137.00%	5,918	164.40%	3,600	0	0.00%	
Administrative Fees (Remodel):	4420	0	542	1,000	548	54.80%	658	65.76%	1,000	0	0.00%	
Inspection Fees (New Construction):	4430	3,448	3,584	3,500	3,626	103.60%	4,351	124.32%	3,500	0	0.00%	
Inspection Fees (Remodel):	4440		512	1,000	518	51.80%	622	62.16%	1,000	0	0.00%	
Mainline Extension Fees:	4450					0.00%	0	0.00%	0	0	0.00%	
Remodel Fees:	4460	5,376	2,999	4,000	9,145	228.63%	10,974	274.35%	4,000	0	0.00%	
Grants:	4510		112		136	100.00%	163	100.00%	0	0	0.00%	
Property Tax Receipts:	4610	404,079	407,337	275,000	423,532	154.01%	508,239	184.81%	277,750	2,750	1.00%	
Sewer Service Charges:	4710	2,610,244	3,086,734	3,246,487	2,497,373	76.93%	3,246,487	100.00%	3,484,472	237,985	7.33%	
Sewer Service Refunds, Customer:	4720	496	(7,751)	(4,000)	(33,717)	842.92%	(40,460)	1011.50%	(5,000)	(1,000)	25.00%	
Waste Collection Revenues:	4760	23,172	24,353	24,000	22,780	94.92%	27,336	113.90%	25,000	1,000	4.17%	
Other Revenue:	4990	2,825	2,018		12,462	100.00%	14,954	100.00%				
Total Operating Revenue:		3,090,039	3,566,921	3,592,087	2,968,775	82.65%	3,812,169	106.13%	3,872,542	280,455	7.81%	
Operating Expenses												
Bank Fees:	5190	6,875	6,592	6,750	7,280	107.86%	8,736	129.43%	7,000	250	3.70%	
Board Meetings:	5210	3,928	3,861	3,000	2,550	85.00%	3,060	102.00%	3,000	0	0.00%	
Director Fees:	5220	2,288	4,125	2,000	2,513	125.63%	3,015	150.75%	7,500	5,500	275.00%	
Election Expenses:	5230	4,265	0	5,000	0	0.00%	0	0.00%	75,000	70,000	1400.00%	
Conference Attendance:	5250	2,467	35	2,500	0	0.00%	0	0.00%	2,500	0	0.00%	
Information Systems:	5270	1,725	9,746	4,000	3,616	90.39%	4,339	108.47%	4,000	0	0.00%	
Fidelity Bond:	5310	438	0	500	438	87.50%	525	105.00%	500	0	0.00%	
Property & Liability Insurance:	5320	7,737	1,394	8,000	9,851	123.14%	9,851	123.14%	5,000	(3,000)	-37.50%	
LAFCO Assessment:	5350	1,794	2,060	2,500	2,460	98.40%	2,460	98.40%	2,500	0	0.00%	
Meeting Attendance, Legal:	5420	14	0	0	0	0.00%	0	0.00%	0	0	0.00%	
General Legal:	5430	183,515	89,445	100,000	43,486	43.49%	52,184	52.18%	200,000	100,000	100.00%	
Litigation:	5440		49,445		99,349	100.00%	119,219	100.00%				
Maintenance, Office:	5510	7,230	4,614	8,000	2,944	36.80%	3,533	44.16%	8,000	0	0.00%	
Meetings, Local:	5520	0				0.00%	0	0.00%		0		
Memberships:	5530		600		600	100.00%	720	100.00%		0		
Office Supplies:	5540	5,681	6,387	6,000	3,690	61.50%	4,428	73.80%	6,500	500	8.33%	
Postage:	5550	2,043	654	2,000	347	17.33%	416	20.79%	400	(1,600)	-80.00%	
Printing & Publishing:	5560	2,490	980	5,000	1,171	23.42%	1,405	28.10%	1,500	(3,500)	-70.00%	
Accounting:	5610	26,503	37,875	32,000	27,328	85.40%	32,793	102.48%	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	57,827	165.22%	69,393	198.27%	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	2,135	85.40%	2,562	102.48%	2,500	0	0.00%	
Payroll Services:	5660	949	967	1,000	818	81.77%	981	98.12%	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%	143	14.28%	200	(800)	-80.00%	
Telephone & Internet:	5720	25,300	31,129	20,000		0.00%	0	0.00%	20,000	0	0.00%	
Mileage Reimbursement:	5730	1,570	327	1,500	26,553	1770.17%	31,863	2124.21%	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		94	100.00%	113	100.00%		0		
CalPERS 457 Deferred Plan:	5810	18,955	20,180	17,508	15,646	89.37%	18,776	107.24%	18,363	854	4.88%	
Employee Benefits:	5820	52,115	50,680	49,096	36,929	75.22%	44,315	90.26%	43,823	(5,273)	-10.74%	
Disability Insurance:	5830	1,360	1,709	1,876	1,452	77.39%	1,742	92.87%	1,941	65	3.48%	
Payroll Taxes:	5840	15,610	16,217	19,134	14,018	73.27%	16,822	87.92%	20,068	934	4.88%	
Worker's Compensation Insurance:	5960	2,622	2,837	3,688	2,054	55.71%	2,465	66.85%	2,355	(1,333)	-36.14%	
Management:	5910	112,113	114,041	116,211	109,654	94.36%	131,585	113.23%	118,537	2,326	2.00%	
Staff :	5920	125,760	132,421	133,905	110,048	82.18%	132,057	98.62%	140,637	6,732	5.03%	
Staff Certification:	5930	1,800	2,225	1,800	1,563	86.81%	1,875	104.17%	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 April 30, 2021			% of Budget	2021-22	from 2019-2020 \$	%
Staff Overtime:	5940	1,435	1,888	1,760	2,457	139.61%	2,949	167.53%	339	(1,421)	-80.71%
Staff Standby:	5950					0.00%	0	0.00%	0	0	
PARS:	5850	19,459	20,480	17,062	15,310	89.74%	18,372	107.68%	17,935	873	5.12%
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	0.00%
General Engineering:	6220	33,584	35,060	60,000	21,754	36.26%	26,105	43.51%	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	5,057	50.57%	6,068	60.68%	5,000	(5,000)	-50.00%
Landscaping:	6337	2,588	4,468	6,000	4,875	81.25%	5,850	97.50%	6,000	0	0.00%
Pumping Fuel & Electricity:	6410	44,881	39,587	45,000	40,292	89.54%	48,351	107.45%	45,000	0	0.00%
Uniforms:	6770	0	126	0		0.00%	0	0.00%	200	200	0.00%
Maintenance, Collection System:	6660	550		10,000		0.00%	0	0.00%	10,000	0	0.00%
Fuel:	6810	1,021	848	1,000	687	68.69%	824	82.43%	1,000	0	0.00%
Truck Equipment, Expensed:	6820	27	439	160	38	23.90%	46	28.68%	160	0	0.00%
Truck Repairs:	6830	423	622	1,000	88	8.79%	106	10.55%	1,000	0	0.00%
Total Other Operations:	6890	0	(29,919)		270	100.00%	324	100.00%		0	
SAM Collections:	6910	329,965	341,549	254,153	211,794	83.33%	254,153	100.00%	331,973	77,820	30.62%
SAM Operations:	6920	1,316,715	1,529,139	1,584,637	1,320,531	83.33%	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%	60,836	152.09%	40,000	0	0.00%
SAM Maintenance, Pumping:	6950	82,999	0	70,000	62,808	89.73%	75,370	107.67%	70,000	0	0.00%
Total Operations Expense:		2,932,411	3,084,978	2,733,639	2,342,727	85.70%	2,811,272	102.84%	2,917,539	183,900	6.73%
Net Change in position from Operations:		157,629	481,943	858,448	626,048	72.93%	1,000,896	116.59%	955,003	96,555	11.25%



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 April 30, 2021	% To date	Projected	Projected as % of Budget	Budgeted amounts 2021-22	Increase/(Decrease) from 2020-2021 \$	Increase/(decrease) %
Non Operating Revenue											
Connection Fees, Residential New Const:	7110	246,161	225,264	100,000	97,247	97.25%	116,696	116.70%	100,000	0	0.00%
Connection Fees, Residential Remodel:	7120	66,218	55,708	50,000	36,344	72.69%	43,613	87.23%	50,000	0	0.00%
LAIF, Interest:	7200	99,073	105,107	60,000	38,726	64.54%	46,471	77.45%	40,000	(20,000)	-33.33%
Total Non Operating Revenue:		411,451	386,079	210,000	172,317	82.06%	206,781	98.47%	190,000	(20,000)	-9.52%
Non Operating Expense											
PNC Equipment Lease:	9125	17,492	15,151	13,461	9,559	71.01%	11,535	85.69%	11,535	(1,925)	-14.30%
Capital Assessment, SAM:	9175	0				0.00%	0	0.00%		0	0.00%
I-Bank Loan:	9200	22,382	23,801	21,655	12,436	57.43%	20,700	95.59%	20,700	(955)	-4.41%
Total Non Operating Expense:		39,874		35,116	21,995	62.64%	26,394	75.16%	32,235	(2,880)	-8.20%
Net Change in position from Non Operating activities:		371,577	386,079	174,884	150,322		180,387		157,765	(17,120)	

DRAFT
 05/28/2021

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 April 30, 2021			of Budget	2021-22	from 2020-2021 \$	%	
Cell Tower Lease:	4220	36,752	42,687	37,500	27,393	73.05%	32,871	87.66%	0	(37,500)	-100.00%	
Administrative Fees (New Construction):	4410	3,126	4,336	5,000	5,480	109.60%	6,576	131.52%	5,000	0	0.00%	
Administrative Fees (Remodel):	4420	0	1,084	0	548	100.00%	658	100.00%	0	0	0.00%	
Inspection Fees (New Construction):	4430	2,956	4,096	4,000	5,180	129.50%	6,216	155.40%	4,000	0	0.00%	
Inspection Fees (Remodel):	4440	0	1,536	1,000	518	51.80%	622	62.16%	1,000	0	0.00%	
Mainline Extension Fees:	4450	3,119	0	3,000	85,905	2863.50%	103,086	3436.20%	3,000	0	0.00%	
Grants:	4510		112		136	100.00%	163	100.00%	0	0	0.00%	
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	423,532	154.01%	508,239	184.81%	277,750	2,750	1.00%	
Testing, Backflow:	4740	18,420	25,761	18,000	15,228	84.60%	18,274	101.52%	18,000	0	0.00%	
Water Sales:	4810	1,892,091	1,973,134	1,896,000	1,649,491	87.00%	1,979,389	104.40%	1,900,000	4,000	0.21%	
Water Sales Refunds, Customer:	4850	(4,670)	(1,338)	(3,000)	(2,817)	93.90%	(3,380)	112.68%	(3,000)	0	0.00%	
Other Revenue:	4990	3,936	60,825		6,879	100.00%	8,254	100.00%	0	0	0.00%	
Total Operating Revenue:		2,365,369	2,520,990	2,238,500	2,217,473	99.06%	2,660,967	118.87%	2,205,750	(30,750)	-1.37%	
Operating Expenses												
Bank Fees:	5190	3,495	1,434	1,500	1,627	108.46%	1,952	130.15%	1,500	0	0.00%	
Board Meetings:	5210	3,928	3,861	3,000	2,550	85.00%	3,060	102.00%	3,000	0	0.00%	
Director Fees:	5220	2,288	4,125	2,000	2,513	125.63%	3,015	150.75%	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%	14,405	130.96%	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	3,616	72.32%	4,339	86.78%	5,000	0	0.00%	
Fidelity Bond:	5310	438	0	500	438	87.50%	525	105.00%	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	12,320	100.00%	14,784	100.00%	0	0	0.00%	
General Legal:	5430	24,250	123,406	100,000	83,069	83.07%	99,683	99.68%	140,000	40,000	40.00%	
Maintenance, Office:	5510	11,015	6,414	8,000	5,494	68.67%	6,592	82.41%	8,000	0	0.00%	
Meetings, Local:	5520	41	(142)			0.00%	0	0.00%	0	0	0.00%	
Memberships:	5530	22,236	23,026	27,000	24,081	89.19%	24,081	89.19%	27,000	0	0.00%	
Office Supplies:	5540	7,244	6,525	6,000	5,876	97.93%	7,051	117.52%	6,500	500	8.33%	
Postage:	5550	9,318	11,567	4,000	10,110	252.74%	12,131	303.29%	9,000	5,000	125.00%	
Printing & Publishing:	5560	3,213	2,171	7,000	1,171	16.73%	1,405	20.07%	5,000	(2,000)	-28.57%	
Accounting:	5610	26,503	37,875	32,000	27,328	85.40%	32,793	102.48%	39,000	7,000	21.88%	
Audit:	5620	13,000	8,150	13,000	13,150	101.15%	15,780	121.39%	13,500	500	3.85%	
Consulting:	5630	28,471	56,893	55,000	56,242	102.26%	67,490	122.71%	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	2,135	85.40%	2,562	102.48%	2,000	(500)	-20.00%	
Payroll Services:	5660	949	967	1,000	818	81.77%	981	98.12%	1,000	0	0.00%	
Other Professional Services:	5690	480				0.00%	0	0.00%	0	0	0.00%	
San Mateo County Tax Roll Charges:	5710	119	119	3,000	119	3.97%	143	4.76%				
Telephone & Internet:	5720	31,642	36,093	20,000	33,122	165.61%	39,747	198.74%	25,000	5,000	25.00%	
Mileage Reimbursement:	5730	2,188	623	2,000	36	1.80%	43	2.16%	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	668	66.76%	801	80.11%	0	(1,000)		
CalPERS 457 Deferred Plan:	5810	38,266	42,604	44,948	38,149	84.87%	45,778	101.85%	44,056	(892)	-1.98%	
Employee Benefits:	5820	84,851	85,042	107,614	87,285	81.11%	104,742	97.33%	107,276	(337)	-0.31%	
Disability Insurance:	5830	3,366	3,564	4,752	3,353	70.56%	4,023	84.67%	4,657	(94)	-1.98%	
Payroll Taxes:	5840	39,124	43,195	51,267	39,847	77.73%	47,817	93.27%	50,446	(821)	-1.60%	
Worker's Compensation Insurance:	5960	12,579	14,274	22,444	10,998	49.00%	13,198	58.81%	19,806	(2,637)	-11.75%	
Management:	5910	112,113	114,042	116,211	109,655	94.36%	131,586	113.23%	118,537	2,326	2.00%	
Staff :	5920	356,877	407,112	464,762	380,563	81.88%	456,675	98.26%	526,838	62,077	13.36%	
Staff Certification:	5930	9,275	10,625	11,400	9,263	81.25%	11,115	97.50%	11,400	0	0.00%	

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 April 30, 2021			of Budget	2021-22	from 2020-2021 \$	%
Staff Overtime:	5940	45,516	45,849	54,781	39,695	72.46%	47,634	86.95%	57,656	2,875	5.25%
Staff Standby:	5950	24,705	25,485	23,003	22,190	96.47%	26,628	115.76%	27,719	4,715	20.50%
PARS:	5850	37,916	42,031	38,695	33,651	86.97%	40,382	104.36%	38,377	(318)	-0.82%
Backflow Prevention:	6160	764	326	1,000	1,515	151.50%	1,818	181.80%	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%	5,779	44.45%	13,000	0	0.00%
Education & Training:	6195	5,098	4,372	9,000	639	7.10%	767	8.52%	9,000	0	0.00%
General Engineering:	6220	1,467	12,390	20,000	1,325	6.63%	1,590	7.95%	20,000	0	0.00%
Water Quality Engineering:	6230	420,284	116,823	200,000	55,541	27.77%	66,649	33.32%	100,000	(100,000)	-50.00%
Equipment & Tools, Expensed:	6320	11,867	17,500	12,000	4,475	37.30%	5,371	44.76%	8,000	(4,000)	-33.33%
Alarm Services:	6335	718	1,040	5,000	1,139	22.78%	1,367	27.34%	2,000	(3,000)	-60.00%
Landscaping:	6337	5,811	6,950	15,000	12,032	80.21%	14,438	96.25%	15,000	0	0.00%
Lab Supplies & Equipment:	6370	2,251	9,432	4,000	721	18.03%	866	21.64%	4,000	0	0.00%
Meter Reading:	6380	0	10		121	100.00%	145	100.00%	500	500	
Pumping Fuel & Electricity:	6410	77,011	75,074	90,000	65,149	72.39%	78,178	86.87%	90,000	0	0.00%
Pumping Maintenance, Generators:	6420	21,339	20,908	15,000	8,014	53.43%	9,617	64.11%	10,000	(5,000)	-33.33%
Pumping Maintenance, General:	6430	3,448	17	5,000	38	0.76%	46	0.92%	5,000	0	0.00%
Pumping Equipment, Expensed:	6440	478	8,562	700	13	1.85%	16	2.22%	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	8,241	164.81%	9,889	197.78%	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%	4,021	402.13%	5,000	4,000	400.00%
Maintenance, Water Mains:	6620	46,952	40,201	50,000	25,246	50.49%	30,295	60.59%	50,000	0	0.00%
Maintenance, Water Service Lines:	6630	3,506	6,384	15,000	34,787	231.91%	41,744	278.30%	20,000	5,000	33.33%
Maintenance, Tanks:	6640	1,593	5,141	4,000	4,130	103.24%	4,956	123.89%	5,000	1,000	25.00%
Maintenance, Distribution General:	6650	7,341	10,890	8,000	3,429	42.86%	4,115	51.43%	10,000	2,000	25.00%
Maintenance, Collection System:	6660	414			830	100.00%	996	100.00%			
Meters:	6670	8,177	6,253	2,500	5,061	202.44%	6,073	242.93%	4,000	1,500	60.00%
Chemicals & Filtering:	6710	20,233	39,914	20,000	19,901	99.51%	23,882	119.41%	20,000	0	0.00%
Maintenance, Treatment Equipment:	6720	28,456	13,805	20,000	4,712	23.56%	5,654	28.27%	15,000	(5,000)	-25.00%
Treatment Analysis:	6730	45,055	18,718	45,000	26,511	58.91%	31,813	70.70%	30,000	(15,000)	-33.33%
Uniforms:	6770	11,459	3,702	2,000		0.00%	0	0.00%	2,000	0	0.00%
Fuel:	6810	6,541	6,237	10,000	4,504	45.04%	5,405	54.05%	7,000	(3,000)	-30.00%
Truck Equipment, Expensed:	6820	309	3,433	2,000	217	10.84%	260	13.00%	2,000	0	0.00%
Truck Repairs:	6830	2,411	3,694	5,000	498	9.97%	598	11.96%	5,000	0	0.00%
Other Operations:	6890		4,265	0	4,277	100.00%	5,133	100.00%		0	
Total Operations Expense:		1,773,218	1,689,207	1,885,377	1,398,052	74.15%	1,697,281	90.02%	1,978,770	96,393	5.11%
Net Change in position from Operations:		592,152	831,784	353,123	819,420	232.05%	963,686	272.90%	226,980	(127,143)	-36.01%

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 April 30, 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>
Non Operating Revenue											
Connection Fees, Residential New Const:	7110	151,098	223,718	100,000	71,067	71.07%	85,280	85.28%	100,000	0	0.00%
Connection Fees, Residential Remodel:	7120					0.00%	0	0.00%		0	0.00%
Connection Fees, Residential Fire:	7130	164,056	85,517	50,000	143,818	287.64%	172,581	345.16%	50,000	0	0.00%
Connection Fees, Residential Remodel Fire:	7140	2,032			16,131	100.00%	19,357	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	653,579	56.81%		0.00%	983,546	(166,890)	-14.51%
Water System Reliability:	7650			1,000,000	1,443,736	144.37%	1,000,000	100.00%	1,000,000	0	0.00%
Total Non Operating Revenue:		1,500,125	1,500,867	1,300,436	2,328,330	179.04%	277,218	21.32%	1,133,546	(166,890)	-12.83%
Non Operating Expense											
General Obligation Bonds:	9100	242,762	221,777	208,611	93,457	44.80%	77,805	37.30%	77,805	(130,806)	-62.70%
PNC Equipment Lease:	9125	17,492	15,151	13,461	9,559	71.01%	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%	66,647	97.13%	66,647	(1,970)	-2.87%
Water Rebates :	9210	1,500	1,350	3,000	550	18.33%	3,000	100.00%		(3,000)	-100.00%
Total Non Operating Expense:		383,970	311,216	293,688	138,364	47.11%	158,987	54.14%	155,987	(134,701)	-45.87%
Net Change in position from Non Operating activities:		1,116,155	1,189,651	1,006,748	2,189,966		118,231		977,559	(32,189)	-3.20%

DRAFT
05/28/2021

SALARY RANGE
MONTARA WATER AND SANITARY DISTRICT
July 1, 2020

Position	Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Operations Manager	\$159,150										
	\$127,436	\$127,436 \$61.27	\$130,622 \$62.80	\$133,888 \$64.37	\$137,235 \$65.98	\$140,666 \$67.63	\$144,182 \$69.32	\$147,787 \$71.05	\$151,481 \$72.83	\$155,268 \$74.65	\$159,150 \$76.51
Superintendent	\$149,152										
	\$119,430	\$119,430 \$57.42	\$122,416 \$58.85	\$125,476 \$60.33	\$128,613 \$61.83	\$131,828 \$63.38	\$135,124 \$64.96	\$138,502 \$66.59	\$141,965 \$68.25	\$145,514 \$69.96	\$149,152 \$71.71
Lead Operator	\$116,447										
	\$93,242	\$93,242 \$44.83	\$95,573 \$45.95	\$97,963 \$47.10	\$100,412 \$48.27	\$102,922 \$49.48	\$105,495 \$50.72	\$108,132 \$51.99	\$110,836 \$53.29	\$113,606 \$54.62	\$116,447 \$55.98
Water System Operator	\$90,968										
	\$72,841	\$72,841 \$35.02	\$74,662 \$35.90	\$76,528 \$36.79	\$78,441 \$37.71	\$80,402 \$38.65	\$82,412 \$39.62	\$84,473 \$40.61	\$86,585 \$41.63	\$88,749 \$42.67	\$90,968 \$43.73
Maintenance Worker I	\$78,982										
	\$63,243	\$63,243 \$30.41	\$64,824 \$31.17	\$66,444 \$31.94	\$68,106 \$32.74	\$69,808 \$33.56	\$71,553 \$34.40	\$73,342 \$35.26	\$75,176 \$36.14	\$77,055 \$37.05	\$78,982 \$37.97
Account Specialist	\$75,514										
	\$60,466	\$60,466 \$29.07	\$61,978 \$29.80	\$63,527 \$30.54	\$65,115 \$31.31	\$66,743 \$32.09	\$68,412 \$32.89	\$70,122 \$33.71	\$71,875 \$34.56	\$73,672 \$35.42	\$75,514 \$36.30
District Clerk	\$75,514										
	\$60,466	\$60,466 \$29.07	\$61,978 \$29.80	\$63,527 \$30.54	\$65,115 \$31.31	\$66,743 \$32.09	\$68,412 \$32.89	\$70,122 \$33.71	\$71,875 \$34.56	\$73,672 \$35.42	\$75,514 \$36.30

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 3.80%	1-Jul-21
Operations Manager	1.0379	\$113,540	1.0283	\$121,178	1.0401	\$121,435	1.011	\$122,771	1.0380	\$127,436
Superintendent	1.0379	\$106,407	1.0283	\$113,565	1.0401	\$113,806	1.011	\$115,058	1.0380	\$119,430
Lead Operator	-	-	-	-	-	-	-	-	-	\$93,242
Water System Operator	1.0379	\$64,898	1.0283	\$69,264	1.0401	\$69,410	1.011	\$70,174	1.0380	\$72,841
Maintenance Worker	1.0379	\$56,347	1.0283	\$60,137	1.0401	\$60,265	1.011	\$60,927	1.0380	\$63,243
Account Specialist	1.0379	\$53,873	1.0283	\$57,497	1.0401	\$57,619	1.011	\$58,252	1.0380	\$60,466
District Clerk	1.0379	\$53,873	1.0283	\$57,497	1.0401	\$57,619	1.011	\$58,252	1.0380	\$60,466

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
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	\$ 75,521.62	\$ 844.17	\$ 504.69		\$ 1,800.00	\$ 78,670.48	\$ 7,169.17	\$ 582.16	\$ 3,194.02	\$ 5,506.93	\$ 5,226.10	\$ 1,140.72	\$ 4,877.57	\$ 106,367.15
Account Specialist	\$ 69,279.49					\$ 69,279.49	\$ 30,338.24	\$ 512.67	\$ 533.45	\$ 4,849.56	\$ 4,794.14	\$ 1,004.55	\$ 4,295.33	\$ 115,607.44
Lead Operator	\$ 49,602.48	\$ 4,615.32	\$ 4,585.90	\$ 3,096.89	\$ 1,200.00	\$ 63,100.59	\$ 5,519.17	\$ 233.47	\$ 1,280.94	\$ 2,208.52	\$ 1,716.25	\$ 457.48	\$ 1,956.12	\$ 76,472.54
Water Operator	\$ 48,392.66	\$ 4,790.70	\$ 4,760.16	\$ 3,214.58	\$ 1,200.00	\$ 62,358.10	\$ 5,519.17	\$ 230.72	\$ 1,265.87	\$ 2,182.53	\$ 1,674.39	\$ 452.10	\$ 1,933.10	\$ 75,615.98
Water Operator	\$ 92,121.66	\$ 6,457.37	\$ 8,144.80	\$ 5,786.13	\$ 2,400.00	\$ 114,909.96	\$ 11,038.35	\$ 850.33	\$ 4,665.34	\$ 8,043.70	\$ 6,374.82	\$ 1,666.19	\$ 7,124.42	\$ 154,673.11
Water Operator	\$ 70,693.53	\$ 4,621.42	\$ 6,151.70	\$ 3,990.79	\$ 2,400.00	\$ 87,857.43	\$ 11,038.35	\$ 650.14	\$ 3,567.01	\$ 6,150.02	\$ 4,891.99	\$ 1,273.93	\$ 5,447.16	\$ 120,876.04
Water Operator	\$ 79,436.22	\$ 5,089.84	\$ 6,110.48	\$ 4,353.72	\$ 2,400.00	\$ 97,390.26	\$ 21,484.77	\$ 720.69	\$ 3,954.04	\$ 6,817.32	\$ 5,496.99	\$ 1,412.16	\$ 6,038.20	\$ 143,314.42
				\$ -										
Temp. Operator	\$ 20,000.00	\$ 920.14	\$ 59.68	\$ 7,276.59		\$ 28,256.42			\$ 217.57			\$ 409.72	\$ 1,751.90	\$ 30,635.61
Part Time Admin	\$ 1,790.75					\$ 1,790.75			\$ 13.79			\$ 25.97	\$ 111.03	\$ 1,941.53
Totals	\$ 625,375.51	\$ 27,338.96	\$ 30,317.40	\$ 27,718.69	\$ 11,400.00	\$ 722,150.57	\$ 107,276.33	\$ 4,657.37	\$ 19,806.30	\$ 44,056.18	\$ 38,377.43	\$ 9,561.61	\$ 40,884.12	\$ 986,769.91
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	\$ 75,521.62	\$ 844.17	\$ 504.69		\$ 1,800.00	\$ 78,670.48	\$ 7,169.17	\$ 582.16	\$ 739.50	\$ 5,506.93	\$ 5,226.10	\$ 1,140.72	\$ 4,877.57	\$ 103,912.63
District Clerk	\$ 65,115.36					\$ 65,115.36	\$ 21,484.77	\$ 481.85	\$ 501.39	\$ 4,558.08	\$ 4,505.98	\$ 944.17	\$ 4,037.15	\$ 101,628.76
Totals	\$ 259,174.08	\$ 844.17	\$ 504.69	\$ -	\$ 1,800.00	\$ 262,322.94	\$ 43,823.06	\$ 1,941.19	\$ 2,355.14	\$ 18,362.61	\$ 17,934.85	\$ 3,803.68	\$ 16,264.02	\$ 366,807.49

DRAFT
 05/28/2020

MWSD SEWER Capital Improvement Program
2021-22
SEWER SYSTEM

PROJECT	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26
MWSD CAPITAL PROJECTS					
Mechanical System Repairs & Replacements	\$ 75,000	\$ 50,000	\$ 50,000	\$ 974,500	\$ 810,000
Inflow & Infiltration Testing / Televising	\$ 25,000	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000
Seal Cove Area Repair and Maint. Project	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Replace Pump Station Pumps	\$ 20,000	\$ 5,000	\$ 50,000	\$ 20,000	\$ 20,000
Replace Medium High Priority Sewer Mains	\$ 633,250	\$ 1,169,350	\$ 1,211,150	\$ 681,875	\$ 681,875
Spot Repairs Program	\$ 35,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Replace Distillery Pump Station	\$ 5,000	\$ 15,000	\$ 10,000	\$ 80,000	\$ 80,000
Cabrillo Hwy Express Sewer	\$ 1,092,960				
Pump Station Communication Upgrades	\$ 5,125	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
MWSD CAPITAL PROJECTS TOTAL:	\$ 1,906,335	\$ 1,311,850	\$ 1,378,650	1,813,875	1,649,375
Alternative Budget Items					
Express Sewer					
Cabrillo Hwy Phase 1B	\$ -	\$ 526,975	\$ 1,015,300	\$ 668,250	\$ 668,250
Pump Station MCC and Coatings					\$ 675,000
TOTAL ANNUAL COST	1,906,335	1,838,825	2,393,950	2,482,125	2,992,625

DRAFT
05/28/2021

MWSD
Five Year Capital Improvement Program
WATER SYSTEM

Existing Customer CIP - WATER		FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	5-Year CIP Total
Distribution System Renewal and Replacement Program (1)	\$	195,000	\$ 198,900	\$ 202,878	\$ 206,936	\$ 211,074	\$ 1,014,788
Water Conservation Program	\$	8,750	\$ 9,013	\$ 9,018	\$ 9,288	\$ 9,567	\$ 45,636
Storage Tank Rehabilitation Program (2)			\$ 350,000	\$ 1,000,000			\$ 1,350,000
Pillar Ridge Water Treatment Plan Rehabilitation	\$	350,000	\$ 150,000				\$ 500,000
Emergency Generator Replacement Program	\$	45,000	\$ 45,900	\$ 46,818	\$ 47,754	\$ 48,709	\$ 234,181
Vehicle Replacement Fund			\$ 40,000	\$ 41,200	\$ 42,436		\$ 123,636
EXISTING CUSTOMER CIP TOTAL	\$	598,750	\$ 793,813	\$ 1,299,914	\$ 306,414	\$ 269,350	\$ 3,268,241
New Customer CIP - WATER		FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	5-Year CIP Total
Water Main Upgrade Program (1)	\$	525,000	\$ 1,000,000	\$ 1,030,000	\$ 1,060,900	\$ 1,092,727	\$ 4,708,627
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	\$ 1,045,907
Emergency Generator Upgrade Program	\$	75,000	\$ 77,250	\$ 79,568	\$ 81,955	\$ 84,414	\$ 398,187
Portola Tank Telemetry Upgrade					\$ 250,000		\$ 250,000
Develop Additional Supply Reliability				\$ 100,000	\$ 350,000	\$ 1,000,000	\$ 1,450,000
NEW CUSTOMER CIP TOTAL	\$	600,000	\$ 1,647,250	\$ 1,796,668	\$ 2,347,568	\$ 2,450,323	\$ 8,841,809
Total Annual Capital Cost	\$	1,198,750	\$ 2,441,063	\$ 3,096,582	\$ 2,653,982	\$ 2,719,673	\$ 12,110,050
CAPITAL FUND BALANCE							
Beginning Balance	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
Connection Fees	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Capital Fund TOTAL:	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
Less CIP	\$	(1,198,750)	\$ (2,441,063)	\$ (3,096,582)	\$ (2,653,982)	\$ (2,719,673)	\$ (12,110,050)
Total	\$	(1,198,750)	\$ (2,441,063)	\$ (3,096,582)	\$ (2,653,982)	\$ (2,719,673)	\$ (12,110,050)
Notes:							
(1) These programs include a project to merge the Alta Vista and Portola Zones to improve system reliability and to provide service to new customers. Proposed split is 50/50							
Additionally, in the following years of the CIP, these programs include a replacement of a failed main under and along Hwy 1							
(2) This project includes urgent repairs needed to the Portola Tank and is coupled with the above project (1) for cost efficiency							
(3) This project is for the Pillar Ridge wells' rehabilitation and upgrades							
(4) This project would add new PRV stations, sampling stations, valves, and upgrade existing							

Fiscal year 2021-2022

Budget Debt Service

	Original Issue Amount	Balance June 30, 2021	Additions	Retirements	Balance June 30, 2022	Interest Expense
Sewer						
CIEDB Loan (I Bank)	\$ 1,010,000	\$ 694,586		\$ 31,783	\$ 662,803	\$ 20,700
PNCEF Lease Obligation	\$ 927,222	\$ 422,014		\$ 68,370	\$ 353,644	\$ 11,535
Subtotal - Sewer		<u>\$ 1,116,600</u>	<u>\$ -</u>	<u>\$ 100,153</u>	<u>\$ 1,016,447</u>	<u>\$ 32,235</u>
Water						
General Obligation Bonds - 2020 Series	\$ 7,524,000	\$ 7,050,811		\$ 905,740	\$ 6,145,071	\$ 77,805
PNCEF Lease Obligation	\$ 927,222	\$ 422,014		\$ 68,370	\$ 353,644	\$ 11,535
SRF Loan	\$ 4,248,354	\$ 2,875,132		\$ 174,464	\$ 2,700,668	\$ 66,647
Subtotal - Water		<u>11,140,552</u>	<u>-</u>	<u>1,148,574</u>	<u>9,199,383</u>	<u>155,987</u>
Total Debt Service		<u>\$ 12,257,152</u>	<u>\$ -</u>	<u>\$ 1,248,727</u>	<u>\$ 10,215,830</u>	<u>\$ 188,223</u>

PNCEF lease obligation is split evenly between Sewer and Water.

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

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

DRAFT
05/28/2021

Fiscal year 2020-2021 Budget Impact Area Operating Reserves

WATER

Water Operating Account as of April 30, 2021

Wells Fargo Checking: \$ 861,909

Current Operating Reserves as of April 30, 2021

Operating: \$ 46,009

Operating Reserve:

The District's Water Operating Reserve target is two months of operating expenses.
Based on fiscal year 2021-22 budget the amount of operating reserves is as follows:

Target calculation

\$	1,978,770	Budgeted fiscal year 2021-22
	<u>12</u>	Months
\$	164,897	Monthly budgeted operating expenses
	<u>x 2</u>	Two months expenditures
<u>\$</u>	<u>329,795</u>	Target Reserve

Conclusion:

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

DRAFT
05/28/2021

Fiscal year 2020-2021 Budget Impact Area Operating Reserves

SEWER

Sewer Operating Account as of April 30, 2020

Wells Fargo Checking \$ 4,788,940

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 2021-22 budget the amount of operating reserves is as follows:

Minimum Target		
\$	2,917,539	Budgeted fiscal year 2020-21
	12	Months
<hr/>		
\$	243,128	Monthly budgeted operating expenses
	x 2	Monthly budgeted operating expenses
<hr/>		
\$	486,257	Minimum Target Reserve

Maximum Target		
\$	2,917,539	Budgeted fiscal year 2020-21
	12	Months
<hr/>		
\$	243,128	Monthly budgeted operating expenses
	x 10	Monthly budgeted operating expenses
<hr/>		
\$	1,945,026	Maximum Target Reserve

Conclusion: Year

Currently, the District has insufficient dedicated operating Sewer Reserves for Fiscal Year 2021-22

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: \$ 398,249

Minimum Target

\$ 1,198,750	Lowest year CIP existing customers (fiscal year 2021-22)
\$ 750,000	Engineer estimate
<u>\$ 1,948,750</u>	Minimum target

Maximum Target

\$ 3,096,582	Highest year CIP existing customers (fiscal year 2023-24)
\$ 750,000	Engineer estimate
<u>\$ 3,846,582</u>	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: \$ 4,008,979

Minimum Target

\$ 1,838,825 Lowest year CIP existing customers (fiscal year 2022-23)

\$ 1,177,000 Engineer estimate

\$ 3,015,825 Minimum target

Maximum Target

\$ 2,992,625 Highest year CIP existing customers (fiscal year 2025-26)

\$ 1,177,000 Engineer estimate

\$ 4,169,625 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 2021-22 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 2021-22 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
-----------------------------	------

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

For Meeting Of: **June 17, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Elected Community Service Academy

To continue its long-standing commitment to community engagement and education, Montara Water and Sanitary District (MWSD) will launch an Elected Community Service Academy in Fiscal Year 2021-2022.

This academy aims to engage community members, with a committed focus towards any underrepresented population, within the MWSD boundary in a series of outreach meetings and communications. The academy seeks to improve understanding of the roles and responsibilities of Directors elected to the MWSD Board of Directors, as well as the candidacy, campaign, and election process to secure election to any open seat. This academy aims to promote broad understanding and interest by all voters in elected leadership positions with MWSD, or other local elected bodies.

The academy is timed to engage and educate the public prior to 2022 Board elections and candidacy filing deadlines. The academy will also serve to prepare qualified candidate prospects should vacancies occur and require appointments to the Board.

Designed as a three-session series, the Academy will review:

- Roles and Responsibilities of Elected Leaders
- Candidate Filing and Campaign Requirements
- The Election Calendar

Academy Session #1 is scheduled for July 28, 2021 6:30-8:00PM and will focus on roles and responsibilities of elected officers.

Registration can be completed online at: MWSD.MONTARA.ORG

RECOMMENDATION:

This item is informational only.