



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

P.O. Box 370131
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Montara, CA 94037-0131
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To sensitively manage the natural resources entrusted to our care, to provide the people of Montara - Moss Beach with reliable, high – quality water, wastewater, and trash disposal at an equitable price, and to ensure the fiscal and environmental vitality of the district for future generations. Be open to providing other services desired by our community.

AGENDA

District Board of Directors

August 19, 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/88130593913?pwd=NTFIYnZFOEF5NVh0ZUVYRXFBbkNUUT09>

MEETING ID: 881 3059 3913

Password: 711229

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

CONSENT AGENDA

1. [Approve Minutes for Regular Scheduled Board Meeting May 20, June 3, July 1, July 17, and Special Meeting July 28, 2021.](#)
2. [Approve Financial Statements for June 2021.](#)
3. [Approve Warrants for August 19, 2021.](#)
4. [SAM Flow Report for June 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 May 2021.](#)

OLD BUSINESS (none)

NEW BUSINESS

1. [Review and Possible Action Concerning California Asset Management Program \(CAMP\) Additional Investment Option and Revisions to District Investment and Reserve Policies Allowing CAMP as Investment Option.](#)

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 (1 potential case)

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 INVOLVING A JOINT POWERS AGENCY – SEWER AUTHORITY MID-COASTSIDE (Government Code Section 54956.96): **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** Significant Exposure to Litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code § 54956.9 (1 potential case) MWSD representatives on SAM joint powers agency board: Kathryn-Slater Carter, Director; Ric Lohman, Director

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

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



MONTARA WATER & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
May 20, 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 7:33 p.m.
CALL TO ORDER
ROLL CALL

Directors Present: Boyd, Dekker, Harvey, & Lohman;
Slater-Carter (joined at 7:37pm)

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

Others Present: District Counsel, Christine Fitzgerald
District Water Engineer, Tanya Yurovski
Sewer Authority Mid-Coastside, General Manager Kishen
Prathivadi

PRESIDENT'S STATEMENT

Director Boyd encouraged everyone to conserve water, and recommendations will be coming that they will be asking the community to take into account. There are

many communities surrounding them that will be hit hard by the drought. It is good to be mindful and adopt practices that will be good now and in the long run.

ORAL COMMENTS

Director Lohman announced next Wednesday at 4:11am the biggest moon of the year will be in full lunar eclipse, also called the blood red moon. It will be spectacular if you can get up early that day and there is no fog.

Director Slater-Carter said that General Manager Clemens Heldmaier sent her an article from the Marin IJ, about water agencies considering implementing moratoriums on water connections due to the lack of water. Senate Bill 6 is allowing for new housing in different zoning districts, to make it easier to subdivide or add housing units and ADUs. Please write your local legislature to oppose this bill, as we are in the second year of a drought. There is a clear disconnect between the water providers and the legislators who keep pushing affordable housing.

PUBLIC HEARING - none

CONSENT AGENDA - none

OLD BUSINESS - none

NEW BUSINESS

1. Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2021-2022 General Budget

General Manager Clemens Heldmaier stated that at the last meeting it was reported that the General Budget did not get approved, as Half Moon Bay's Sewer Authority Mid-Coastside (SAM) representative requested the Infrastructure portion of the General Budget be removed. SAM's legal Counsel commented that the current Joint Powers Agreement requires the inclusion of the Infrastructure portion of the General Budget. Thus, at the last SAM meeting, the budget was approved in its original form presented on April 26th. The overall General Budget will decrease by \$43,000 or 1% over the prior fiscal year. The assessment for the Montara Water and Sanitary District (MWSD) is 1.532 million dollars, a decrease of \$52,000 or 3%. SAM's General Manager, Kishen Prathivadi, will be presenting the budget. Staff recommendation is to adopt the resolution of the Montara Water and Sanitary District consenting to approval by Sewer Authority Mid-Coastside of its General Budget for Fiscal Year 2021-2022.

SAM General Manager Kishen Prathivadi stated this presentation is for the General Budget with the Infrastructure included. It is the same one presented

on April 26th at the SAM Board meeting. He went over the budget points: all authorized staff positions are included, with applicable merit step increases, vacant position budgeted at mid-step, decrease in health benefits (re-allocated to Collections), retirement contributions decreased (overestimated last year), 3% CPI applied to all non-personnel costs. Total budget is \$7.4 million, Wages and Benefits 28% or \$2,099,482, Legal and Professional Services \$955,566 or 19%, Infrastructure \$2,478,320 or 33%, and other expenses \$1,865,178 or 38%. The Infrastructure budget was approved in February and it has been carried forward in the General Budget. The Operating Budget (without Infrastructure) is a total of \$4.92 million. Wages and benefits 43%, legal and professional services 19%, and all other expenses 38%. There are 11 employees, with one vacancy, for a total of 12. The changes from fiscal year 2020-2021 are: wages and benefits 6% decrease, legal and professional services 29% decrease, other expenses 1% decrease, for a total operating decrease of 10%. Infrastructure increases 25% (due to equipment repairs), and the total general budget decreases by 1%. Operating budget key changes are: personnel costs net decrease due to retirement contribution and wages, legal services increase due to legal cases, engineering services have decreased because it has been combined with the infrastructure budget, professional services decreased due to less reliance on consultants, insurance premium increased, building and maintenance services decreased because they have been moved to the infrastructure budget, repair and maintenance increase due to reclassified plant equipment from professional services, and all other expenses increased due to CIP and adjustments to operating expenses. For CALPERs there are some employees who are classic members and PEPRAs (after 2013). The employer rate has gone down slightly for classic members, while the employee rate has gone up slightly. The unfunded liability has gone up. There will be a Finance Committee for those who want more information about the unfunded liability next Thursday. It is also on the website. The assessment for MWSD is \$1,532,608 dollars or 21.1% of the entire budget, based primarily on last calendar year's flow. This is a 3% decrease from last year. Division budgets: Administration decreased by 7%, Treatment decreased by 12%, Lab fees increased 27%, and Infrastructure increased by 24%.

Director Dekker said that on the staff report it shows 7.263546 million that is proposed to be assessed to the member agencies total. However, your PowerPoint shows 7.4 million. Where is the difference? Is that Infrastructure project expenses?

SAM General Manager Kishen Prathivadi replied that they have revenues from other things that are taken into account and deducted from the expenditures.

Director Dekker said for 2020-2021 MWSD used 2% CPI and asked if they expect the CPI for 2021-2022 to be higher, taking 3%?

SAM General Manager Kishen Prathivadi replied that they raised it slightly to 3%.

Director Dekker asked if SAM used the actual CPI from January to January.

SAM General Manager Kishen Prathivadi replied yes.

Director Dekker asked about the legal expenses for the Half Moon Bay lawsuit.

SAM General Manager Kishen Prathivadi said some extras are added in the legal fees. There is not a separate line item for the lawsuit.

Director Dekker asked if SAM General Manager Kishen Prathivadi felt confident about the \$25,000 increase.

SAM General Manager Kishen Prathivadi replied yes.

Director Dekker said that SAM specified that they want 1.25 million for the emergency reserve. How much do you need for the operating reserve? Last year it was 1.376 million and there was a shortfall of \$846,000 dollars. What is the situation today in terms of the emergency and operating reserves? How much is in LAIF and in the bank?

SAM General Manager Kishen Prathivadi replied that he does not have the specific numbers, but thinks it is 1.4-1.5 million. It is better than last year.

Director Dekker said he noticed in the Treatment division, there is one employee less this year.

SAM General Manager Kishen Prathivadi said the one Treatment position (Engineering Construction Contracts Manager) was defunded 2019-2020.

Director Slater-Carter asked if they have a priority list and a way to economize for the projects they are going to be doing, and how do they plan to handle the increasing expenses over the next year?

SAM General Manager Kishen Prathivadi replied that they will try to do projects as early as possible, buy some office supplies in advance or in bulk, and is considering annual maintenance contracts. He is also thinking of possibly including a clause in long-term construction projects to provide an incentive for early completion.

Director Slater-Carter commented that those are great ideas. However, the costs of their recent project went up significantly because one member agency decided they didn't like it. Is there a way they can get a sign-on from the member agencies for this long-term planning, or have a 2–3-year budget that would include the long-term contracts, so they are predictable?

SAM General Manager Kishen Prathivadi said that was a good idea to have a multi-year budget. He will discuss this further with the other managers at the Managers meeting, and bring it to the SAM Board in the future.

Director Slater-Carter requested that he convey to the other managers to have it agendaized so they can get a commitment from the Board as well. One of the problems seem to be that the general managers get over-written from the managers meeting.

Director Dekker made a motion to adopt the resolution of the Montara Water and Sanitary District consenting to approval by Sewer Authority Mid-Coastside of its General Budget for Fiscal Year 2021-2022. Director Slater-Carter seconded the motion, and the motion passed unanimously 5-0.

2. Review of Drought Contingency Plan

General Manager Clemens Heldmaier stated that they are all aware of the drought in California. However, he believes the numbers indicate that the drought is worse than reported. MWSD is in good shape, and they will survive this year. However, they do not know long this will continue. He thought it a good idea to review the Drought Contingency Plan, and use it to point out to customers in the newsletter the situation. Customers will be asked to conserve water, as they are always in Stage One of the Contingency Plan. The voluntary reductions being implemented now by water agencies utilizing Hetch Hetchy water, are a step towards mandatory reductions.

Gregg Dieguez, Montara resident, said he was given guidelines on calculating cut-backs, if anyone is interested. Each agency will need to calculate its own numbers because of the different water rights and sources. He asked how this drought will affect large pending developments? He pointed out that in the 2017 plan the Alta Vista well had 100 gallon/minute flow, but the hydrologists report 75-80 gallons/minutes in two separate reports. He asked MWSD to consider if they have enough drought reserves that make sense, and what they will likely experience as they are forced to conserve water in the main aquifer. He would like to know what the implications are. He is not suggesting a connection moratorium, but with a new development planned, maybe it is time to think about it more closely.

Director Slater-Carter commented that as part of their drought planning, they need to look at the loss of their gross receipts. With people conserving, water sales will decrease. In the newsletter perhaps they can include an article about MWSD costs, rate structures, and the difficulty of balancing the budget.

Director Lohman proposed that they mention SB 6 in the newsletter which is adding more housing and encourage people to write their legislature. What good is it to reduce water usage by 10%, then add 10% more people? A formal lawsuit has been filed against the Coastal Commission for approving the big development in Moss Beach with an inadequate EIR. The trend seems to be adding more housing, which means less water for everyone, and that can't keep going on.

Michelle Dragony, Coastside Buzz, added that she will be happy to promote that.

3. Review and Possible Action Regarding PFAS (perfluoroalkyl substances and polyfluoroalkyl substances) Regulations

General Manager Clemens Heldmaier thanked Director Dekker for following the changes happening with the regulations in reference to PFAS and PFOS. PFAS and PFOS are used in Teflon and firefighting foam. While they have been aware that these substances are harmful for a long time, it is the way they are regulated that more people are looking at them. This will all help improve water quality.

District Water Engineer Tanya Yurovsky stated that the water system is regulated by the California Safe Water Act, and under this Act they require monitoring for the contaminants and notification of the water quality to the public. They publish the Consumer Confidence Report every year and all the other monitoring that the District conducts. These compounds have been prevalent for many years, and now there is a keen awareness of its potential impact to the water supply and the State is looking very closely at this. The initiation of their regulation came from the EPA. The State followed suit authorizing the State Water Board with California AB 756 was promulgated in 2019 to monitor for these substances. If the substances are detected, systems are required to report to the State and the public. It is not yet established as a maximum contaminate level and the regulatory controls are still evolving. In September 2020, the Division of Drinking Water set another round of orders to the water systems requiring monitoring. Then in February 2021, they issued a general order asking water systems deemed at risk for cross contamination, those that detected these substances, or are close to those that have confirmed detections of the substances, to monitor and report. The good news is none of MWSD water sources were listed to sample for PFAS. None of the water sources in the County are listed. It is an

emerging contaminate, and they have no concerns at this point that there is any exposure to MWSD sources.

Director Harvey asked what or where are the districts being looked at.

District Water Engineer Tanya Yurovsky replied that there is a private water company in Santa Clara County.

Director Dekker added there is an article in Consumer Reports May issue about PFAS.

Director Slater-Carter commented there was also a discussion about PFAS at the SAM Board meeting under Attorneys Reports. Perhaps a link to it can be put on the website.

Director Boyd said that people interested can go the SAMcleanswater.org and find the video there.

Michelle Dragony, Coastside Buzz, said she did a post on this. Please go to Coastsidebuzz.com and type in PFAS in the search.

REPORTS

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

Director Lohman stated that the General Budget was approved.

SAM General Manager Kishen Prathivadi said they talked about the First Flush report by RCD, and the Hazard Mitigation Plan.

Director Lohman said that RCD stated that the Harbor was polluted. They have some solutions that they will try to offer in the next couple of months. For the Multi-jurisdictional Local Hazard Mitigation Plan, they are talking whether they can start discussing potential projects for that to possibly get some funding.

Director Boyd said he appreciated that SAM General Manager Kishen Prathivadi got a formal opinion from the SAM attorney in reference to the question of allocation (General Budget).

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

Gregg Dieguez said they are trying to get Caltrans to remove and revegetate eucalyptus on evacuation routes and the Highway Bypass property. They are having trouble finding contacts at Caltrans to work with. If anyone has any contact information they can approach to participate in the local Hazard Mitigation Plan and in more specific immediate actions please let him know.

Director Slater-Carter asked what was on the agenda.

Gregg Dieguez said they have repeated Wildfire Risk and Hazard Mitigation Plan tasks that they published at the last meeting and the meeting before, and there will be updates at every meeting. The SAM Half Moon Bay lawsuit will be covered at the next meeting. They have consulted with County Counsel, and they are allowed to cover it with specific guidelines. He requested the PowerPoint slides from MWSD. In June, they are going to discuss Wildfire items. It is striking to him that there is no specific governance for their area. One of the things they might have to do is establish a governance body to receive funds. That and some other consulting work will be discussed on Wednesday and going forward you will see more.

Director Dekker said he received an email from Kevin Mullin requesting them to participate in a virtual Wildfire Preparedness Event on Wednesday, May 26th at 5:00pm. He will probably be participating.

Gregg Dieguez said he will look at the agenda and think about it.

3. CSDA Report (Lohman)

Director Lohman said there was a meeting, but nothing to report.

4. LAFCo Report (Lohman) – none

Director Lohman reported that the big item was the situation with the East Palo Alto Sanitation District (EPASD). The City and a major developer have proposed a dozen major projects in the area. The sanitation district said a 7-million-dollar upgrade is needed, and the developer said to have the customers pay for it. They also said that the sanitation district should have listened at the meetings and pre-build the infrastructure. However, special districts can't put in more infrastructure because they feel like it. It is called growth inducement. This time the LAFCo commissioners asked that California law and special district law be added in the study. He understands special district can't do that because it is a gift of public funds. There aren't any agencies that have picked up the costs for the developers. The developer has also paid for the Municipal Service Review (MSR) for this agency. It is interesting that the agency hired by the developer will be doing the MSR with the intent to dissolve the special district.¹

Director Slater-Carter asked if this has been discussed at CSDA. This goes against the intent of the reviews.

¹ Executive Director Martha Poyatos of San Mateo County LAFCo requested the following statement be added for clarification: "In the current issue between EPASD and the City of East Palo Alto, the developers pays for the MSR, but SMC LAFCo selects the consultant."

Director Lohman said it will take a long time to do the study. It would be interesting if CSDA sends a letter. It is a bit sticky, because the developers are paying the money to do the study.

Director Slater-Carter said it is a conflict of interest.

Director Lohman reported that SB 403 was discussed which is moving along and will probably pass. He calls it the “forced merger of water districts bill.” It is intended to address districts that are performing poorly, and can’t provide potable water. There is another bill addressing stormwater making it easier for agencies to work with the County or storm water agencies in stormwater control.

Director Slater-Carter commented that they need to follow the issue with the East Palo Alto MSR. The conflict of interest is horrendous.

Director Lohman replied that in this case the consultant was chosen by LAFCO. He was encouraged by the fact that many of the other commissioners were adding questions to the MSR indicating that there is more concern about it than the first time it came around.

Director Slater-Carter suggested they call CSDA tomorrow.

5. Attorney’s Report (Fitzgerald) - none

6. Directors’ Report

Director Slater-Carter said she may have been incorrect in stating SB 6—it may be SB 9. She will have to do some research. However, SB-6 is something to pay attention to as well.

Gregg Dieguez said it is SB 9 and SB 10. He wrote an article about it today, and sent her the link.

7. General Manager’s Report (Heldmaier)

General Manager Clemens Heldmaier reported that he had to authorize an emergency repair on Portola Well 3, and it will be expensive.

MWSD is reviewing a project in the Bay View region off Grant Road, Mr. Brasher. This project was in front of the Board over a decade ago in a somewhat different form, and it can be handled administratively. He wanted the Board to be aware that this was a bigger issue at the time.

Director Lohman commented that Mr. Brasher contacted him and requested to talk to him with the realtor tomorrow. He will let him General Manager Clemens Heldmaier know what happens.

FUTURE AGENDAS

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

BRIEF RECESS at 9:05pm

CONVENE IN CLOSED SESSION 9:10pm

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

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code §54956.8)

Property: 771 Rivera Rd. in Montara, CA

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

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

Under Negotiation: Price and Terms of Payment

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT at 10:45pm

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 19th, August.

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
June 3, 2021

MINUTES

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

REGULAR SESSION BEGAN AT 7:36 p.m.
CALL TO ORDER
ROLL CALL

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

Staff Present: Clemens Heldmaier, General Manager (joined at 7:57pm)
District Clerk, Tracy Beardsley

Others Present: District Counsel, Christine Fitzgerald
District Water Engineer, Tanya Yurovsky
District Sewer Engineer, Pippin Cavagnaro
District Accountant, Peter Medina (joined at 8:08pm)
Kastama Consulting, Alison Kastama

PRESIDENT'S STATEMENT –

Director Boyd said it was that time of year in which everyone is talking about the drought. The Montara Water and Sanitary District (MWSD) conservation has

shown to be very effective over the years and is in decent shape. Conservation is something that can be practiced all the time and it really helps.

ORAL COMMENTS

Director Slater-Carter said many in the community have commented about a moratorium on new water connections. She would like the opportunity to discuss this further and would like to know what the legal aspects of a moratorium are. She requested District Attorney Christine Fitzgerald report on this at the next meeting.

Director Boyd pointed out that the Board has not discussed a possible moratorium at all. However, when questions are raised in the community, it is good to share information on the things that can happen and the things that go into that so there is a shared understanding of how it works. He understands Director Slater-Carter would like an information item for the next meeting mostly from the attorney about how do such things work, so the community will be better informed.

Ned Brasher, Montara Resident, read a prepared statement (attached) requesting the Board to support and approve his permit expeditiously.

Director Slater-Carter suggested it be agendaized so they can discuss this further.

Director Boyd replied if that is needed it be done at the next meeting so there is a properly done staff report.

District Water Engineer Tanya Yurovski stated this is very complex and difficult to understand without Mr. Schricker, and this has been going on since 2007. They are almost finished researching Mr. Brasher's project and plan to respond to Mr. Brasher shortly.

Director Boyd suggested that they plan on hearing from staff at the next meeting as a follow-up on the status of this.

PUBLIC HEARING - none

CONSENT AGENDA

- 1. Approve Minutes for Regular Scheduled Board Meetings May 6, and May 20, 2021.**
- 2. Approve Financial Statements for April 2021**
- 3. Approve Warrants for June 1, 2021**
- 4. SAM Flow Report for April 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 March 2021

Director Lohman requested the May 20th minutes be pulled for correction in reference to his report on the East Palo Alto issue.¹

Director Boyd withdrew the May 20th minutes from the Consent Agenda and a discussion ensued. He suggested an erratum to the minutes.

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

OLD BUSINESS - none

NEW BUSINESS

1. Review and Possible Action Concerning Fiscal Year 2021-2022 Draft Water and Sewer Budget and CIP.

Director Dekker thanked Peter Medina for his assistance in preparing the budget. There are some items that are higher this year, and some figures that are not yet confirmed. The Master Fee Schedule and the tax roll are not done. A new position in staff is pending. The difference between budget and actual are minimal, and the numbers for this fiscal year will be similar with a few exceptions. The Sewer Budgeted Cash Flow indicates a transfer from the sewer reserves. There is a substantial increase in professional services due to legal and election expenses. Accounting and Consulting have increased slightly, and engineering has been reduced about \$30,000 dollars. These are the major changes from last year's budget. Sewer is better than water financially, and they should think about a possible rate increase down the road to make up for the shortfall in Water. Basically, the budget as it stands, is the right budget. The largest expense is CIP, and Pippin and Clemens will give an explanation.

General Manager Clemens Heldmaier said the sewer service charges and CIP number are plugged in, and the budget is in its final form. However, some accompanying documentations are missing. Additionally, less money was spent for CIP projects this year and last year, so they are not worried about the overall projected cash flow. MWSD started the sewer CIP project recently. They hope to complete it this fiscal year, but it may go into the next fiscal year, resulting in elevated CIP numbers. The biggest driver is the sewer service increase of 9%.

¹ Executive Director Martha Poyatos of SMC LAFCo requested a statement be added to the minutes of 5/20/2021 for clarification. It has been added as a footnote.

District Accountant Peter Medina stated that the biggest drivers are CIP, personnel, and for sewer, the Sewer Authority Mid-Coastside (SAM). Expenditures are also going up. Item "all other accounts" include the election expenses (\$140,000) expected next year.

Director Slater-Carter stated that this is due to mandated re-districting.

District Accountant Peter Medina said that the CIP expenditures haven't been spent yet, so there is money in the reserves. They are planning another CIP year (sewer) of 2 million dollars.

Director Slater-Carter added that there are legal costs from the lawsuit from Half Moon Bay.

District Accountant Peter Medina commented that the increase in professional service is \$122,000 dollars, the majority due to legal fees. The Cash Flow sheets are a snapshot of everything going out, including loan principle and the CIP program. Overall, there is a 1.3% increase.

Director Dekker cited an administrative mistake in the Sewer Details Sheet. He asked if it would be appropriate to apply any overage of funds received after their reserve goal amounts to be applied to a LAIF account.

District Accountant Peter Medina replied that yes this is something that has been discussed earlier. MWSD can only have one LAIF account. He will do some research into a CAMP account for Water. The Water Reliability Charge funds are for CIP, and he suggested a free-flowing operations fund, that would be used for the ongoing capital needs of the district.

Director Dekker suggested they discuss cash management further in a Finance Committee meeting.

District Accountant Peter Medina concurred and reiterated the priority of safeguarding assets; LAIF and CAMP should be okay. It would be nice to have interest income on the water fund.

Director Slater-Carter asked for the overall total percentage of the budget of legal bills, without specifics.

General Manager Clemens Heldmaier said he would get that to her shortly.

Director Boyd pointed out that the budget will be up for approval at the meeting held on June 17, 2021.

General Manager Clemens Heldmaier stated a public hearing will be held on June 17th, and they plan to open the Master Fee Schedule, set the sewer

service charges, the tax roll, etc. The budget is being reviewed tonight, because District Accountant Peter Medina will not be available at the next meeting for any questions.

District Accountant Peter Medina stated on the water side, water sales are flat, and they are expecting use to go down. There is no rate increase, and the number may be lower. The big change is in personnel. A new position, the lead operator, has been created (page 8) which is expected to be effective 01/01/2022. This new position fills the gap between the Water Operator and the Superintendent wages.

Director Dekker commented on the performance of the water side and the shortfall.

General Manager Clemens Heldmaier said they have not increased the water rates in quite some time. They approved a significant Water Reliability Charge last year. They can initiate a water rate increase discussion at any time if the need arises.

Director Slater-Carter commented that the Water Reliability Charge is just for infrastructure, and there are other costs that need to be met. The way the budget has been structured has been to pay for most of it through rates as opposed to their meter charge. They need to explain to people how the other operations costs have been going up and why.

General Manager Clemens Heldmaier said they can agendize the possibility of a water rate study in the future.

District Accountant Peter Medina added they are covering Operations but they have not addressed long term debt. Operational costs are going up, and the water reliability charge is for capital improvement.

General Manager Clemens Heldmaier confirmed that they will consider an agenda item for a potential water rate study.

District Sewer Engineer Pippin Cavagnaro went over the highlights of the sewer CIP. They carry forward the various needs for the district. There are repairs to pumpstations (sometimes pass-through costs to SAM), prevention of rain inflow and infiltration from groundwater, and the biggest item is the Highway One project. The medium and high priority sewer is an annual project to upgrade the sewer lines in neighborhoods and reduce hot spots. The spot repair program is for things as needed. The big one is from a carryover from a few years ago to put in a new sewer pipe under Highway One. To complete that renovation, the Highway has been widened slightly, so the sewer is in the traveled way, and they want to move it over. They are working on getting a permit from Caltrans.

The current project has started late, but it is moving along. Some of the payments for last year's project may run into next fiscal year which may affect the budget.

Director Slater-Carter requested that the MWSD signs be put up around the sewer improvement project.

District Sewer Engineer Pippin Cavagnaro said he has to find them. Pacific Trenchless is the company doing the project, and includes three main work areas: the Date Harte pumpstation along Harte up Cedar Street, Stetson and Admiral, and Virginia Street (west of the Taquira). They have also included replacement of private sewer laterals in those areas.

District Water Engineer Tanya Yurovski went over the water CIP highlights. They will continue the Renewal and Replacement program for the distribution system, which is consistent for the slight increases every year. The Emergency Generator Replacement program is continuing—replacing one generator each year. The big project is the Pillar Ridge Water Treatment Rehabilitation Plan, and they will be asking the Divisional Drinking Water for a waiver for the volatile organic compounds (VOC) treatment (because the district has not experienced any in the water) and will be introducing proper treatment for iron and manganese. The improvements proposed will be brought to the Board next year for approval and will probably last two fiscal years. The new customer CIP, funded by water connection charges, includes the Water Main Upgrade program and additional Generator Upgrade program. This part of the program is based on the availability of funds. The total proposed is 1.2 million dollars, and 12 million dollars in 5 years.

Director Slater-Carter asked why the district has to get a waiver. Was that a problem with the water before?

District Water Engineer Tanya Yurovski replied there was a problem in the past with the previous ownership. The plume with those compounds has gone through, and they have not seen them in the raw water.

General Manager Clemens Heldmaier added that the current method to extract the potential volatile organic compounds is done through an air stripping tower designed to take the VOCs out. There hasn't been VOCs in a very long time. However, there are some manganese and iron in the water which are not health concerns but aesthetic concerns and are removed by the stripping towers. However, the towers are not designed to do this and it requires a lot of maintenance. So, they will be removing one technology and replacing it with another technology to treat the water properly.

REPORTS

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

Director Slater-Carter said there is a special meeting tomorrow for closed items.

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

Director Lohman said the MCC issued a letter in response to the lawsuit, which is on-line.

Director Slater-Carter added that no one from the district participated in the meeting. People in general, were in support of the Mid-Coast districts and seem to understand what is going on.

3. CSDA Report (Lohman) – none

4. Local Agency Formation Commission (LAFCo) Report (Lohman) – none

5. Attorney’s Report (Fitzgerald) - none

6. Directors’ Report

Director Lohman said that Half Moon Bay claims that they are protecting their rate payers, but every district does that. Half Moon Bay has had a lot of financial issues, and now wants to pass on the costs to its neighbors.

Director Slater-Carter said that they should pay for what they use. Due to poor financial management, they are now passing on its costs to Granada and MWSD, and its own citizens, and it is unfair.

7. General Manager’s Report (Heldmaier)

General Manager Clemens Heldmaier stated the Consumer Confidence Report (CCR) has just been published and the link is included in the current newsletter. This link is also on the website. He will be on vacation next week.

Director Boyd added that the Community Services Academy is on July 28th. Please attend and find out what is entailed in being a director.

General Manager Clemens Heldmaier added this will be agendized at the next meeting and postcards will be sent to all customers for this event.

FUTURE AGENDAS

District Counsel Christine Fitzgerald stated that Director Lohman will be recusing himself from the item in Closed Session agenda pertaining to real property

negotiations due to a conflict of interest under Government code section §87100. His video and audio will be turned off. He will not be in the meeting during this time.

BRIEF RECESS at 9:04 pm

CONVENE IN CLOSED SESSION 9:09 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)
- Initiation of Litigation pursuant to paragraph (4) of subdivision (d) of Government Code §54956.9(d)(4) (1 potential case)

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code §54956.8)

Property: 771 Rivera Rd. in Montara, CA

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

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

Under Negotiation: Price and Terms of Payment

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT at 10:00 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 19th, August.

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
July 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, and Slater-Carter

Directors Absent: Lohman

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

Others Present: District Counsel, Christine Fitzgerald
District Sewer Engineer, Pippin Cavagnaro
General Manager of Sewer Authority Mid-Coastside, Kishen Prathivadi
Supervisor of Treatment/Field Operations Sewer Authority Mid-Coastside, Tim Costello
SRT, Tim Monahan
Kastama Consulting, Alison Kastama

PRESIDENT'S STATEMENT –

Director Boyd thanked the community for being water conscious, as there is a drought in the West. Although they are in better shape than other districts, they do well to conserve and develop the habits that do what it takes to protect the water supply. There is a public meeting, *Elected Community Service Academy*, on July 28th at 6:30pm. If anyone is interested in stepping up to serve, or know someone that might, please attend.

ORAL COMMENTS - none

PUBLIC HEARING - none

CONSENT AGENDA

- 1. Approve Minutes for Regular Scheduled Board Meeting June 17, 2021.**
- 2. Approve Financial Statements for May 2021**
- 3. Approve Warrants for July 1, 2021**
- 4. SAM Flow Report for May 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 April 2021**

Director Dekker made a motion to approve the Consent Agenda, and Director Slater-Carter seconded the motion. A roll-call vote was taken, and the motion passed 4-0.

OLD BUSINESS - none

NEW BUSINESS

- 1. Discussion of Effects of Drought on Sewer Operation, Treatment and Collection System Management Challenges.**

General Manager Clemens Heldmaier stated this item was requested by Director Slater-Carter. When there is a drought, people focus on water, but it impacts sewer as well. Our sewer engineer, Pippin Cavagnaro will be presenting this information and General Manager of the Sewer Authority Mid-Coastside (SAM), Kishen Prathivadi is available for questions.

District Sewer Engineer Pippin Cavagnaro stated that the sewer system works on hydraulics. Water is used to wash and dilute waste and carry it away. Usually, 100-

250 gallons per household is used per day, and everything is optimized to operate with that type of hydraulics. Several things happen when the flows are lowered in the system. With the usage of low flow products, a fraction of the water is used. And if there is not enough water moving through the system, the water spreads out, leaving the solids. Some solids, like wipes and grease, are particularly difficult because they do not dissolve in the water. When there is not enough water to keep it moving, they collect together, pile up, and get all twisted and tangled. Additionally, the slower flow, with less mixing of organic solids, leads to a concentration of the biochemical oxygen demand. This has repercussions in the pipe system, the pump system and the treatment plant. In the pipe system, as the sewage flows slower, it begins to decompose in the sewer system, and becomes septic, forming sulfuric acid (rotten egg smell) and bacteria corrodes the pumps and pipes. Then as it gets to the treatment plant, it gets more concentrated and really affects the processes at the treatment plant. Additionally, with less rain, vegetation roots will move towards the sewer, and root penetration becomes more of an issue during drought times. Drought has implications that makes it more difficult to transport, process, and treat the sewage. It also negatively impacts our budget –more labor time, longer times for cleaning, and equipment, etc. wear out faster.

General Manager Clemens Heldmaier added that MWSD's sewer service charge is based on the flows. With less flow, there is less revenue.

Director Slater-Carter commented that this helps explain why sewer rates also need to compensate for drought because costs go up. She asked if the California Association of Sewer Agencies (CASA) has any recommendations for individuals or districts?

District Sewer Engineer Pippin Cavagnaro replied people are requested not to put the following down the sewer: food waste and grease, sanitary and baby wipes, and anything else that is absolutely not necessary to flush. The district has been proactive in repairing or replacing portions of the private laterals during capital projects. They need to reconsider designs for steeper grades to move solids better.

Director Slater-Carter said they need to rethink the 1/4" to the foot minimum slope on flat lots for new construction.

District Sewer Engineer Pippin Cavagnaro replied they are already requiring a steeper slope on sewer laterals on those designs. In the streets, there are bigger pipes, and they are evaluated on a case-by-case basis.

Director Slater-Carter commented that the newsletter can remind people not to flush wipes and use green waste for kitchen waste. She inquired about increased pipe cleaning for older pipes. She suggested including some contingency cleaning in their contract with SAM.

Gregg Dieguez, Montara resident, asked if Pippin has notes that can be forwarded, and offered to create a slide presentation. He said this is important information that should be in a newsletter.

District Sewer Engineer Pippin Cavagnaro replied that the summary is in the Staff Report, and he would be happy to provide more specifics and turn it into slides. SAM has been very good this year pointing out concerns, and scheduling at the the district's request to use PSI for larger pipelines. They have also been using the district capital improvement contractor to clean some of the lines as well.

Gregg Dieguez, Montara resident, stated that the sewer charges should be asset-based/infrastructure based, rather than a volumetric charge. The infrastructure is fixed regardless of the amount of usage, and he hopes this will be considered for their next sewer rate study.

SAM General Manager Kishen Prathivadi said that the Collections Contract with all the agencies include 50% of the lines and balance of time based upon the agency's needs or special requirements. They have that time set aside and will take care of it. There have been several problems with low flow and wipes, septic issues and odors. Also, the treatment plant has been experiencing process upsets since last October, due to BOD or septic loading, low nutrient loading, and filament growth in the aeration basins. SAM has experienced all that District Sewer Engineer Pippin Cavagnaro had mentioned, and they are taking appropriate steps to take care of it.

General Manager Clemens Heldmaier asked if the bacterial filaments are affected by temperature.

Supervisor of Treatment/Field Operations at SAM Tim Costello replied that the current filament found is probably due to the septicity from the Collection system, and by the time it gets to the treatment facility it is difficult to treat. It also causes corrosion and shortens the life of the equipment.

General Manager Clemens Heldmaier added the longer the pipe, the longer the detention time.

Director Slater-Carter said that people have suggested using grey water to irrigate their gardens. It is a conundrum how to handle taking care of the garden and at the same time having to figure out how to keep the plant at optimal operations.

Director Boyd commented that they are using an old system and outdated thinking to manage sewage. As water becomes more precious, it becomes more and more odd to be using potable water to manage waste. It is an interesting situation they find themselves in, where they may need to change some of their assumptions,

and change the way they approach the problem. In the meantime, they need to make sure things are working and paid for.

2. Review and Possible Action Concerning Adoption of Appropriations Limit for FY 2021-2022.

General Manager Clemens Heldmaier stated that this is an annual item. The Gann Appropriations Limit places limits on revenue from taxes that can be appropriated and spent. The Gann Appropriations Limit last year was 2.4 million dollars, factoring in change in population and personal income per capita. This fiscal year, it is 2.6 million dollars. This is the maximum amount of tax proceeds the district is able to spend. The attached worksheet indicates that funds spent were 1.2 million below this Gann limit. Staff recommends adoption of the Montara Water and Sanitary District determining the 2021-2022 appropriations limit.

Director Slater-Carter made a motion to adopt the resolution of the Montara Water and Sanitary District determining the 2021-2022 appropriations limit. Director Harvey seconded the motion. A roll-call vote was taken, and the motion passed 4-0.

REPORTS

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

SAM General Manager Kishen Prathivadi made a presentation that was made at the SAM meeting Monday night in reference to the Wet Weather Facility Expansion project. Phase One of this project was constructed in 2012, and Phase Two was completed in June 2021. Both have a capacity of 200,000 gallons. Primarily, these are concrete chambers on the Burnham Strip. Phase Two was an enhanced compliance action requirement by the Regional Water Quality Control Board. SAM was required to complete this project by June 30, 2021, and submit a report, which was done. The purpose of the storage facility is to reduce potential sewer overflow due to capacity exceedances at Portola pumpstation, provide more time to perform maintenance on equipment, ability to hold a portion of flows during peak times and release flow back to the collection system later (equalization) providing a steady flow which benefits the biological treatment process. During storm events, and the flow exceeds the capacity at the Portola pumpstation, it will back up into the local sewer system and fill both facilities concurrently. The Portola charges, flow backs into the sewer sanitary system and eventually reaches the inlets to the wet weather chambers at manholes G and F. As the flow keeps coming, the water levels of the Portola wet well and sewer manholes and pipes rise. Eventually, the flow will be over the inlet pipes and start filling up the chambers simultaneously. Once the incoming flow slows down and the pumps can catch up with the flow rate, the water level will drop; and as the pump keeps

pumping, both wet weather facilities drain by gravity. Eventually both facilities and pipes will be drained and the pump will resume normal operation.

Pictures of the construction process were presented. Phase One costs in 2012 were \$601,377 dollars, and Phase Two in 2021 were \$1,350,650 dollars (construction costs only), with soft costs of \$95,000 dollars. The project was completed within budget and timelines.

General Manager Clemens Heldmaier recalls that in 2012 the size of the wet weather project was originally for 400,000 gallons at the time. However, because Half Moon Bay would not contribute towards this project, it had to be downsized, and was paid fully by Granada Community Services District (GCSD) and Montara Water and Sanitary District (MWSD). How much would it have cost, if the original project of 400,000 tank was constructed in 2012?

SRT engineering consultant Tim Monahan said that with the time value of money, it would have cost less to build the entire 400,000-gallon facility. He estimated approximately \$800,000-\$900,000 dollars to build it.

Gregg Dieguez, Montara resident, said that these operational benefits is another argument of the benefit of the IPS to Half Moon Bay. It is something that he expects to writing up. Half Moon Bay sent a response to the Mid-Coast Council (MCC) letter, which he feels is not factual, and should be replied to. With permission, he might interview Kishen to transcribe the operational benefits completely in a subsequent article.

Director Boyd commented since the first retention basin in Montara, SAM crew has had the benefit of additional operating capabilities with the intention of give the crew more to work with to protect the environment and operate the system well.

Director Boyd commented that in 2012 it was not their intention to do it in phases, but altogether and do what was recommended in a peer review. Doing retention basins was the primary way of doing efficacious things for the least amount of money. This is where the Walker tank and Burnham Strip came from. It was disappointing that Half Moon Bay opted out. Because then they could have done everything a long time ago, giving the crew a better safety operating margin and saving a lot of money. He is grateful that it was completed.

Director Slater-Carter added that having the Walker tank, added in 2002 as a holding tank was important to the operational efficiency of the SAM plant. MWSD allowed SAM to use the Walker tank and El Granada acquired the Burnham strip for the tanks and a park to be built on top. It was designed so that it is not a visual intrusion to the coastal views. Is that a way to keep the larger pipes from the Burnham strip to the plant flushed out, so that there isn't as many problems during the drought?

Supervisor of Treatment/Field Operations at SAM Tim Costello said the tanks are intended for wet weather flow storage. It adds to the septicity of the wastewater that is already there. If there was a way to add aeration to the water, it would be handy.

District Sewer Engineer Pippin Cavagnaro added that the flow equalization is helpful in that you give the plant an even amount of water, in concept, if all three agencies had good equalization. But what happens is you have to take an already long retention time and hold it several more hours due to diurnal flow. Mechanical aeration and chemical additions are ideas that SAM may need to look at in the future. However, they are significantly more expensive.

Director Slater-Carter said that the initial peer review study recommended 600,000 gallons not 400,000 gallons. If flows can be controlled from Half Moon Bay, it seems that it would improve operational efficiencies. Perhaps it would make sense for Half Moon Bay to have a wet weather facility that manages the flow in Half Moon Bay. And with increased populations, there are less times when flow is slow. The plant may need to be moved and updated with new technology.

General Manager of SAM Kishen Prathivadi said that 44% of the flow is coming from the North, and the balance coming from Half Moon Bay. There is no means of holding those flows. It is necessary to have some sort of wet weather expansion.

SRT engineering consultant Tim Monahan stated that he wanted to comment about the impact of drought and how the deposition of solids is greater with less water to transport the material down the pipeline. When using the wet weather storage facility, the pumps with shut off. When the pump resumes pumping the velocity of the water will resuspend the material and send it to the plant. He doesn't see any undue consequences from using the wet weather facility to manage flow more proactively going to the plant.

Director Harvey thanked District Sewer Engineer Pippin Cavagnaro and SAM General Manager Kishen Prathivadi for their informative presentations and commented that it is important to note the North is managing the flows.

Director Slater-Carter stated that at the last meeting the Collections Contract with Half Moon Bay was approved. This is different than the contracts with MWSD and GCSD. Also, Half Moon Bay's flows are now reaching almost 60% capacity of dry weather capacity. She wants to know why this is happening.

Director Boyd asked the SAM members to see if there is some information (or an informed theory) where this growth in flow is coming from. If, for example, it was discovered that this is a mistake that has been corrected, then it may affect the portions they all pay to fund the operation of SAM. If this is about growth, it would be good to get a projection time/rate. The flows have been relatively stable for a

long time, and this rate of change is noticeable and unusual, and something they may want to understand.

Gregg Dieguez, Montara resident, added that it may be that Montara/Moss Beach are shrinking and Half Moon Bay is not shrinking.

Director Boyd asked the SAM reps to think about how SAM might approach this from a policy level, working with staff, making inquiries at Half Moon Bay. Perhaps working together, they can avoid some surprises later.

Director Slater-Carter suggested this be discussed at the manager's meeting.

General Manager Clemens Heldmaier replied that he will bring this up at the next meeting.

Director Slater-Carter said the SAM attorney commented that in his opinion there may be changes to the Brown Act forthcoming due to the convenience and accuracy of recording of zoom meetings, and it was not necessary for SAM to agendaize it in the future as a hot item.

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

Gregg Dieguez stated that with the Brown Act beginning September 30th, and not allowing zoom meetings, this has caused some concern and they will be writing letters to Senator Becker and Assemblyman Berman to allow zoom meetings to continue. He spoke at the Board of Supervisors meeting on Tuesday and asked for a moratorium on all water connections. There will be some issues that come out of this about reserved water, "how much has to be reserved and does reserved water have to be on the same per capita basis as the people conserving or the old approach?" On the wildfire issue, they did get a change to the County's tree permit process allowing removal of Eucalyptus, Bay, Tanoak and possibly Monterey pine. RCD is working with the Coastal Commission for a "public works" approach to accelerate coastal development permits or CDXs emergency coastal development permits for wildfire control fuel reduction works. He found a letter about watershed pollution from wildfires, and Ann Ludwig of the Local Hazzard Mitigation plan may consider the trees on the Caltrans property. He is hoping to get some funding. The MCC received a response from Half Moon Bay to their letter in reference to the lawsuit, and the Council will be authorizing a follow-up letter.

Director Boyd asked if the tree removal requires replacement?

Gregg Dieguez replied that he doesn't think so, but will find out. The feeling is that leaving the chips suppresses the growth and allow the natural vegetation to regrow. Funds for the removal of the eucalyptus trees in El Granada in the medians has tentatively been approved for half a million dollars. They are

discussing the extreme cost of tree removal and finding ways to save costs. One of the ways is to leave the chips down and not replant. That discussion is ongoing.

Director Boyd said that he is concerned about carbon capture, water retention and habitat. Replacement is usually a good idea.

Gregg Dieguez said the argument has been made that the chips help maintain moisture in the soil.

Director Boyd said the chips are acidic and will change the vegetation environment.

Gregg Dieguez asked if Director Boyd is advocating for replanting.

Director Boyd said he is advocating for a holistic environmental approach. The ecosystems are very complex and the environment can be affected adversely.

Director Slater-Carter added that the eucalyptus trees are a habitat of the Monarch butterflies.

Gregg Dieguez replied that they are a habitat of opportunity, not a natural habitat. If the removal is done over a period of time the species will relocate. Eucalyptus trees are not native vegetation.

Director Boyd said that once a species depends on it, whether it is native or not does not matter to the butterflies. Tread lightly.

District Sewer Engineer Pippin Cavagnaro added that eucalyptus has a resale value as it is used for paper and furniture.

Director Boyd suggested keeping an eye on the budget for this cutting activity and find out what the downstream money flow looks like.

3. CSDA Report (Lohman) – none

4. Local Agency Formation Commission (LAFCo) Report (Lohman) – none

5. Attorney's Report (Fitzgerald) - none

6. Directors' Report

Director Boyd has an urgent issue to add to the closed session agenda in the category of potential litigation for the purpose of the Brown Act. It came to his attention after the agenda was posted, and on the advice of Counsel it needs to be discussed. Director Boyd made a motion to do this, and Director Slater-Carter seconded it. A roll call vote was taken and the motion passed 4-0.

7. General Manager's Report (Heldmaier)

General Manager Clemens Heldmaier said they are doing some work on the Portola well, and it is taking longer than anticipated and he is hoping to have it back in service next week.

FUTURE AGENDAS

BRIEF RECESS at 9:09 pm

CONVENE IN CLOSED SESSION 9:15 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)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Government Code § 54956.9(d)(1))

Case Names *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. in Montara, CA

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

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

Under Negotiation: Price and Terms of Payment

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT at 11:00 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 19th, August.

Signed _____
President



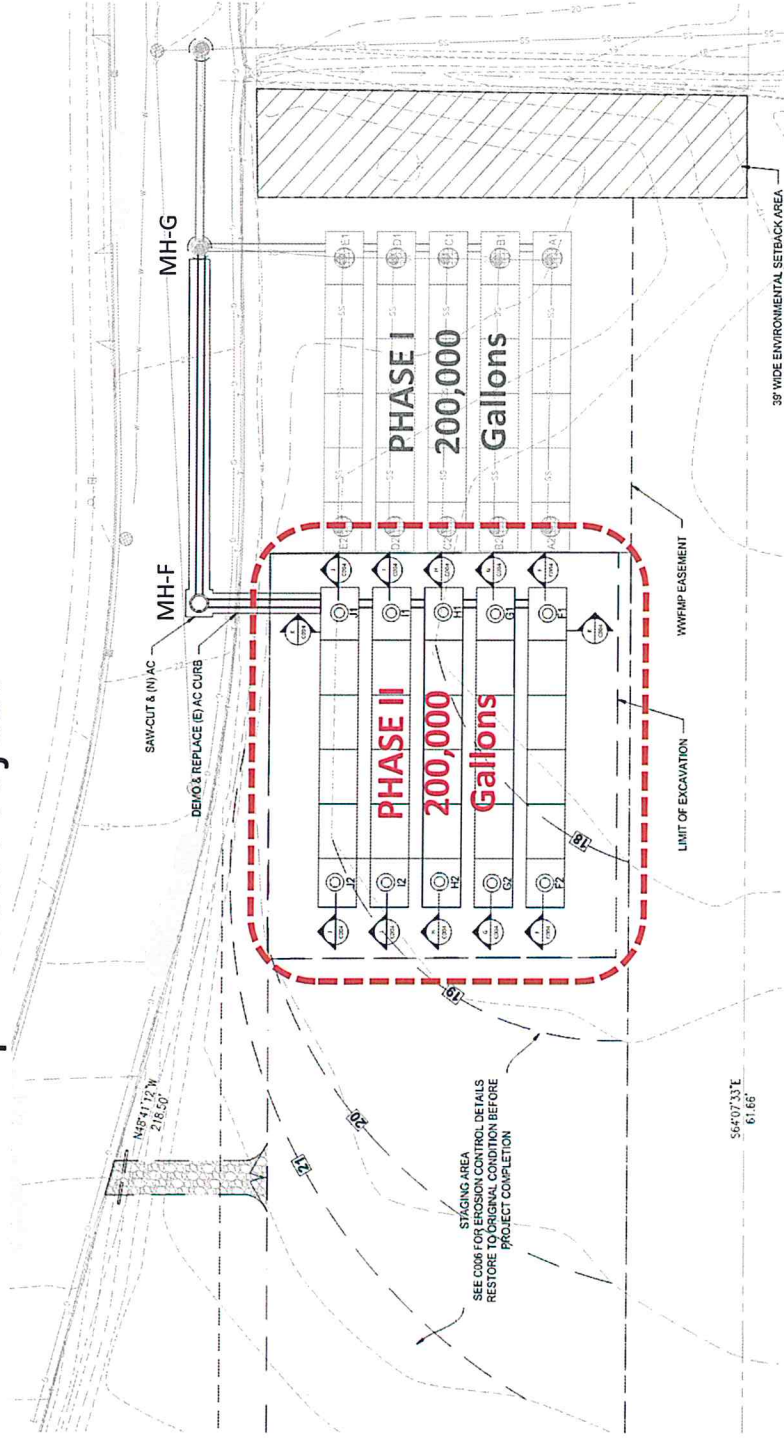
Wet Weather Facility Expansion Project

SEWER AUTHORITY MID-COASTSIDE

June 2021

Project Background

- Wet Weather Expansion Project



Wet Weather Storage Facility Team

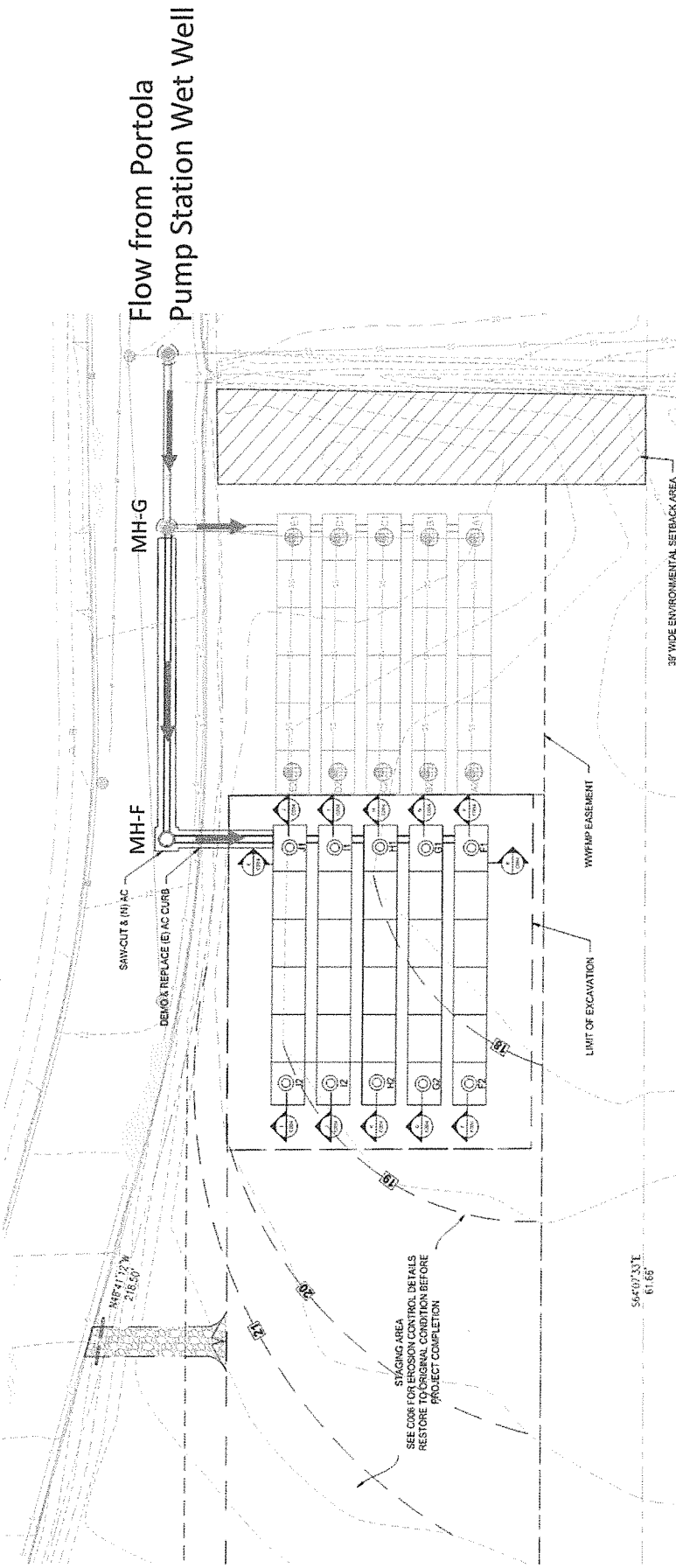
- Land Surveyor – Quiet River
- Environmental Consultant-WRA Inc.
- Geo Technical- BAGG Engineers
- Construction and Project Management- Tanner Pacific
- Design and Engineering- SRT Consultants
- General Contractor- Bay Pacific
and
- SAM Staff- Admin/Finance/Collections/Maintenance/Operations

Purpose of the Wet Weather Storage Facility

- To reduce potential for wet weather sanitary sewer overflows (SSO's) due to capacity exceedances at Portola PS
- More time to perform preventive maintenance on pumps, air release valves, surge tank etc
- Ability to hold a portion of the peak daily flow and release it back to collection system when plant influent flows are low
- Steady flow to the plant will benefit the biological treatment process since the bacteria will not be starved at night.

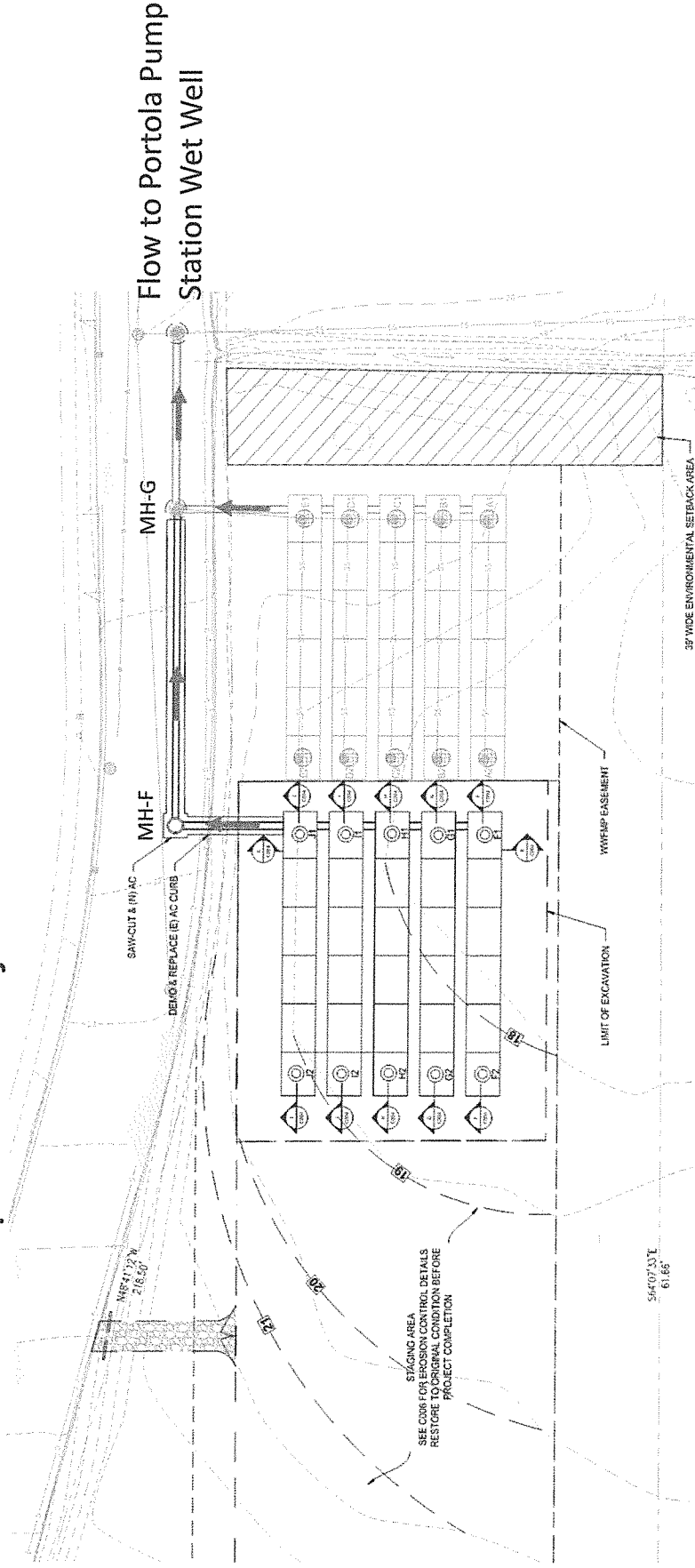
Project Background

- Wet Weather Expansion Project



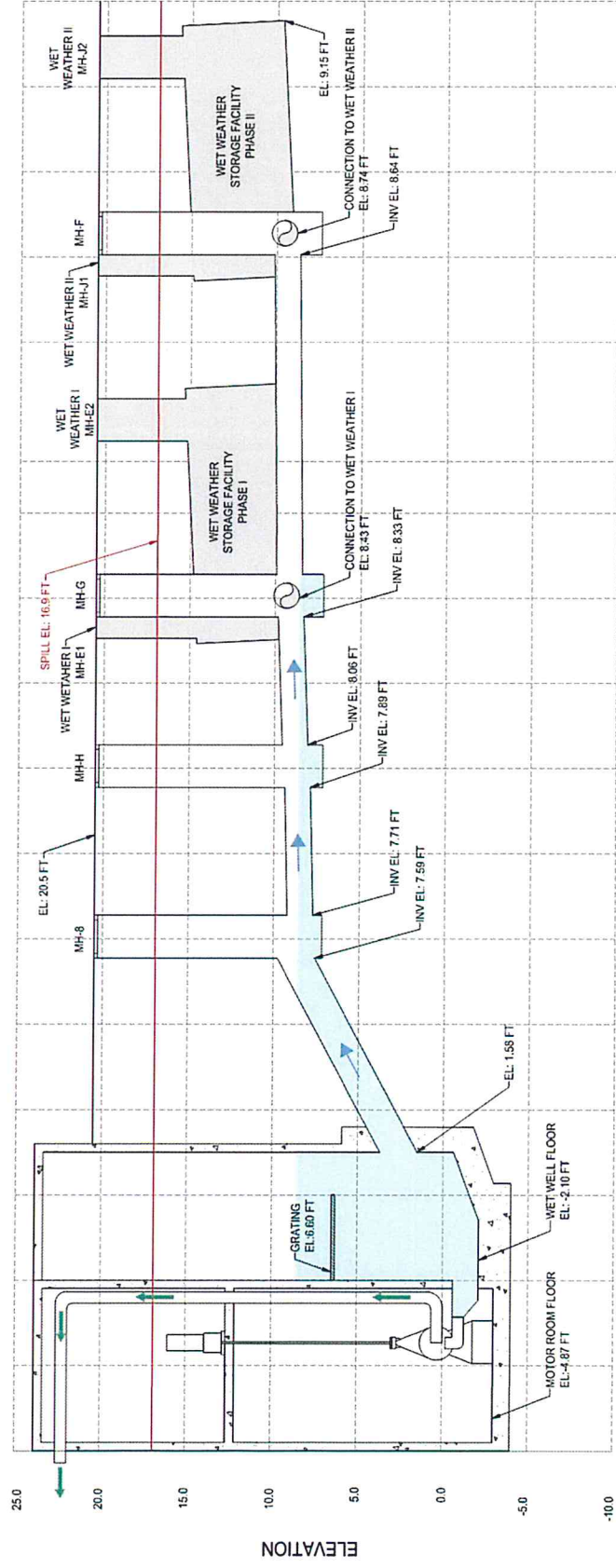
Project Background

• Wet Weather Expansion Project



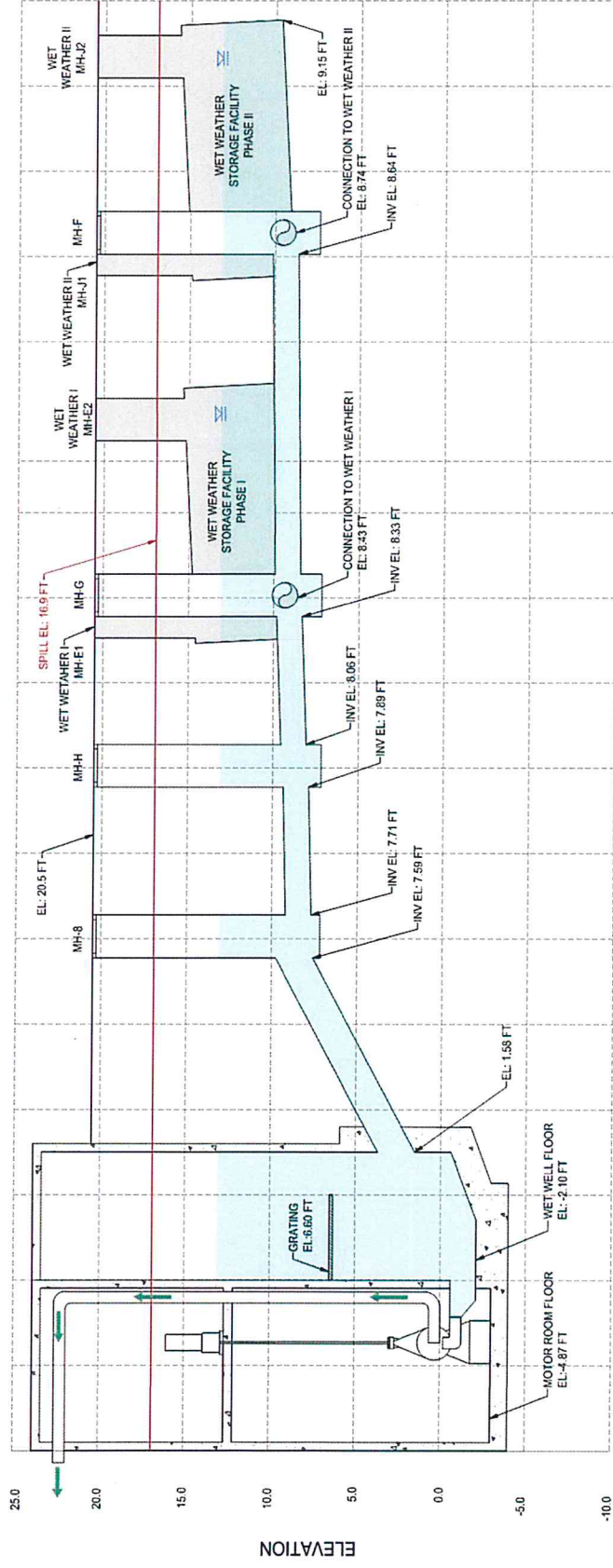
Project Background

- How wet weather facility works



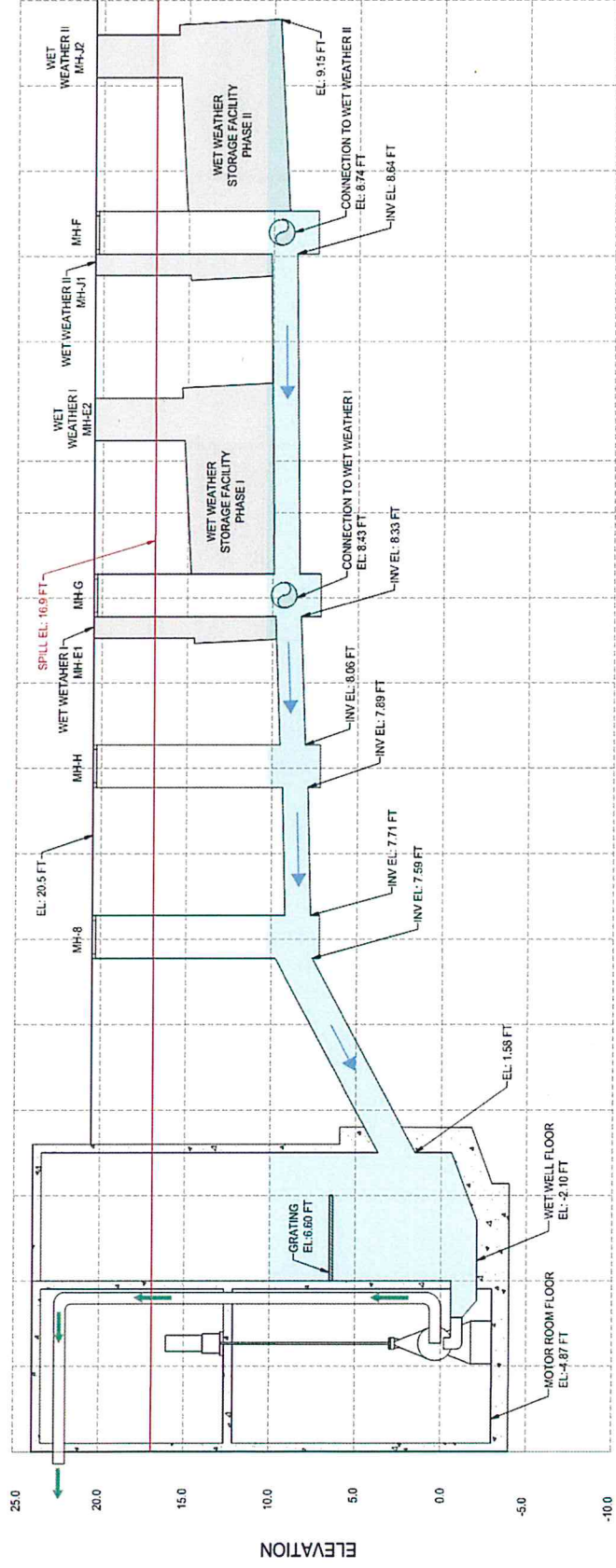
Project Background

- How wet weather facility works



Project Background

- How wet weather facility works



Construction Process

Site Preparation



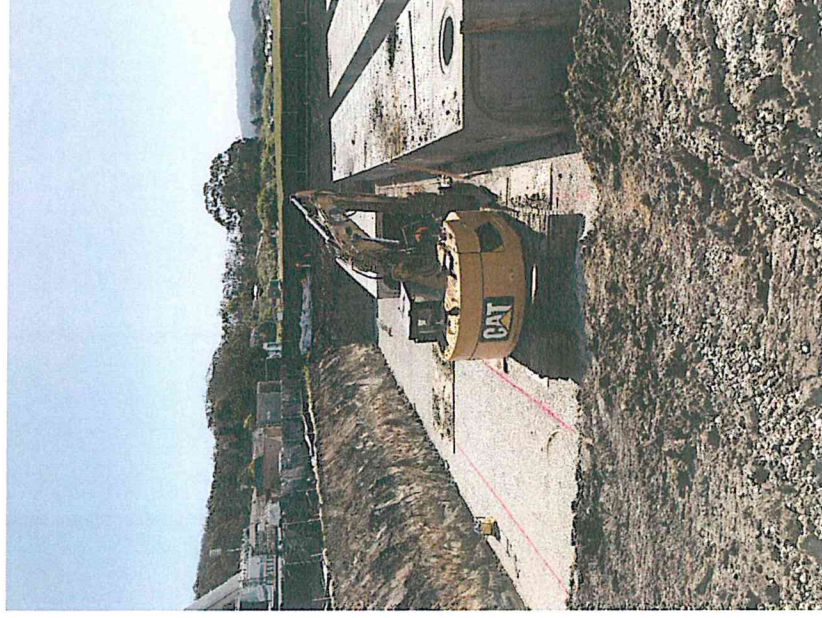
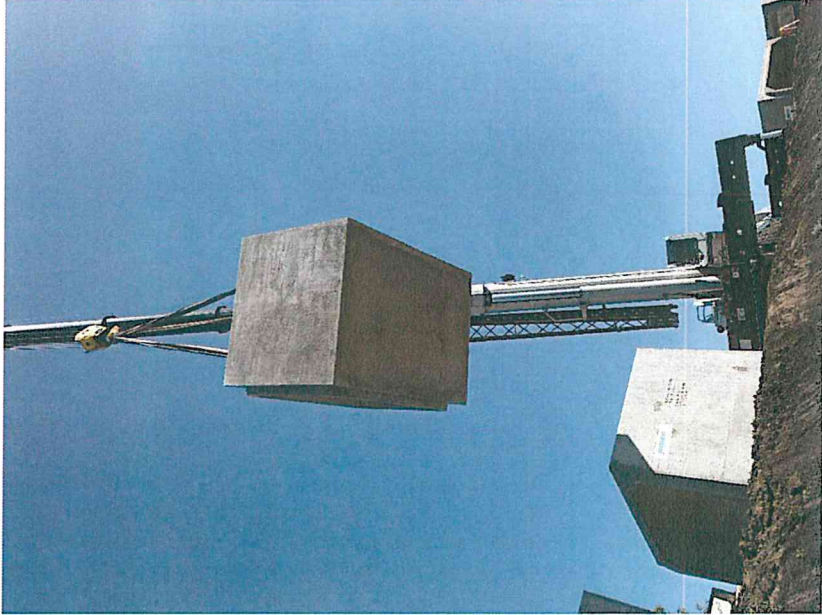
January – February 2021

Chamber Assembling



February – March 2021

Construction Process



Construction Process



Construction Process

Chamber Assembly Completed



April 2021

Hydrostatic Testing of Chambers



April 2021

Construction Progress

Begin Backfilling of Chambers



May 2021



May 2021

Construction Process

Installation of (N) 24" Sewer Pipe



May 2021

Installation of (N) Manhole



May 2021

Construction Process

BACKFILL AND COMPACTION TESTING



May 2021

Construction Process

SURFACE RESTORATION ON OBSIPO ROAD



May – June 2021



Construction Process

HYDROSEEDING AND PROJECT COMPLETION



June 2021

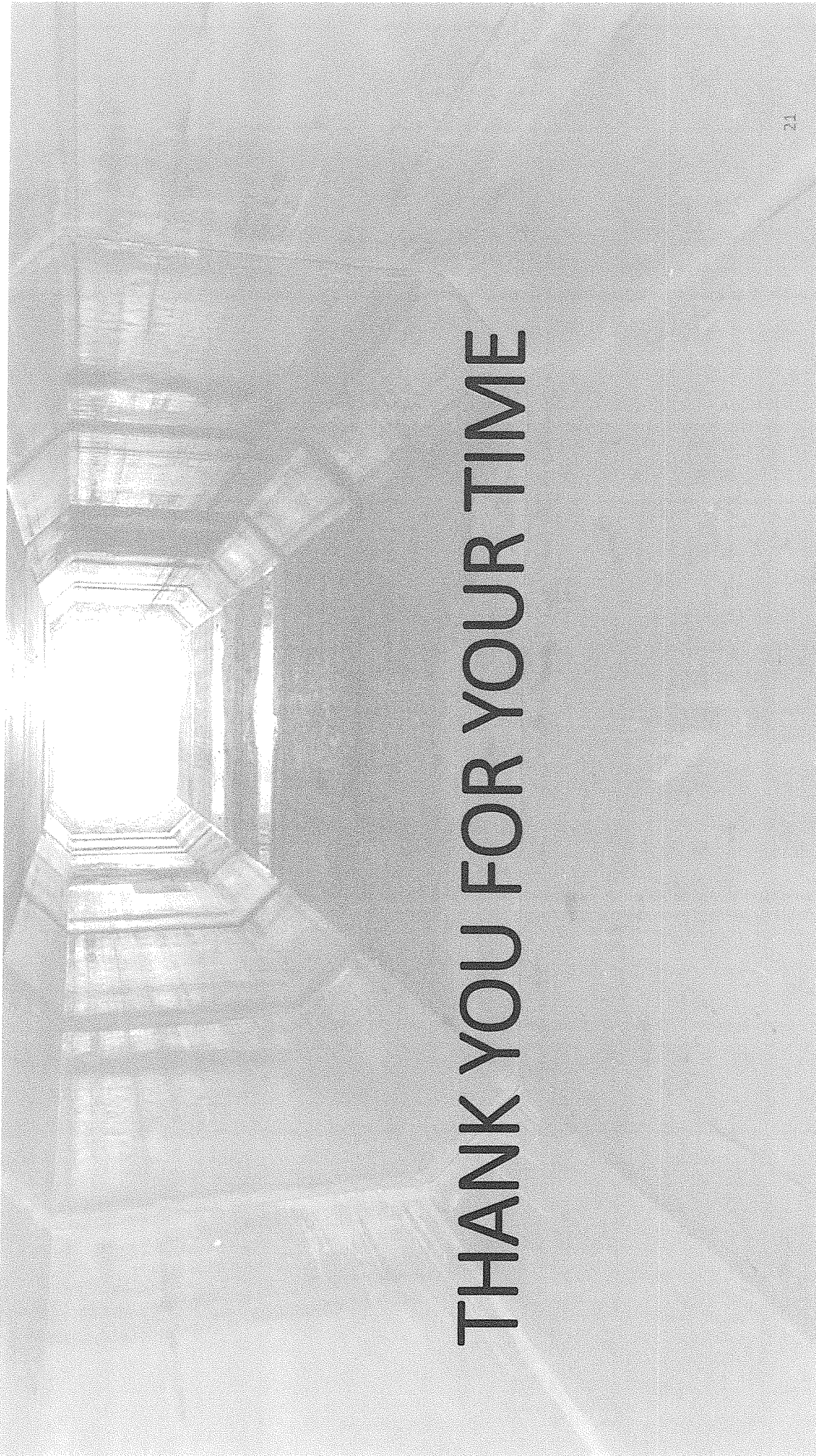
Construction and Engineering Costs

Wet Weather Phase I

- Construction in 2012 - \$601,377
- Approximately \$3.00/gallon

Wet Weather Phase II

- Construction in 2021 - \$1,350,650
- Approximately \$6.75/gallon
- Soft Costs- \$95,000



THANK YOU FOR YOUR TIME



MONTARA WATER & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
July 15, 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, and Slater-Carter; Director Lohman (joined at 7:39pm)

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 asked General Manager Clemens Heldmaier to remind everyone about the upcoming special workshop, *Elected Official Academy*. General Manager Clemens Heldmaier stated that the *Elected Community Service Academy* is on July 28, 2021, at 6:30pm. This will be the first of three special

meetings, and will be about the roles and responsibilities of elected leaders. The second and third meetings will be about the steps to get to a public position.

Director Boyd stated that it is not required but requested that people please RSVP at MWSD.montara.org/. People who have any interest in how the district works in this governance and perhaps has an interest in getting involved is encouraged to take advantage of this opportunity.

ORAL COMMENTS - none
PUBLIC HEARING - none
CONSENT AGENDA - none
OLD BUSINESS - none

NEW BUSINESS

1. Review and Possible Action Concerning Revised Policy Regarding Acquisition of Electronic Readers.

General Manager Clemens Heldmaier stated that this policy was introduced in 2016, giving the Board members and the General Manager an allowance to purchase a tablet or laptop for District use, along with a service plan for \$1,500 dollars. This was introduced five years ago, and some of the Board members are thinking about upgrading. However, it has been difficult to find a device with a service agreement within the allowance amount. The revised policy increases the allowance from \$1,500 to \$2,500. There are also some small changes to the policy, including prohibiting directors from using the device to communicate with each other during the meeting, which is a violation of the Brown Act. Staff recommends to adopt the resolution of the Montara Water and Sanitary District approving and adopting the revised policy regarding acquisition and use of electronic readers.

Bob Ptacek, Montara resident, asked what are the legal ramifications to having a public records request made for the content of these devices?

General Manager Clemens Heldmaier stated there is a clear separation of private use and district use of a device.

District Legal Counsel Christine Fitzgerald said that this does add another device that would need to be searched under a Public Records request.

Director Slater-Carter commented that the devices are a great paperless way to keep the agendas, and everything together.

Director Dekker made a motion to adopt the resolution of the Montara Water and Sanitary District approving and adopting the revised policy regarding acquisition

and use of electronic readers. Director Slater-Carter seconded the motion. A roll-call vote was taken and the motion passed 5-0.

REPORTS

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

Director Slater-Carter said SAM has been having some processing issues with filaments, and may face violations from the regulators. SAM staff have been working hard to get the bacteria under control. They have had to introduce new bacteria, look at processes and do a lot of sampling. Kishen sent an article about San Luis Obispo having the same problem at their plant, and they think it may have to do with the use of sanitizers, killing the biologicals, and disrupting the biological process. The plant is a very complex and delicately balanced biological system. She would be happy to forward the article to anyone interested.

Director Boyd requested the article be sent to General Manager Clemens Heldmaier, who will then distribute it accordingly.

Director Harvey said that he attended the meeting for Director Lohman. The SAM Board voted to continue with Brown and Caldwell in continuing their investigation of the septic problem causing the imbalance of good and bad bacteria. They have put in packets of seed bacteria and special fertilizer to help the good bacteria grow. The problem is the introduction of septic anaerobic type conditions that cause these bacteria to grow. Director Slater-Carter had some good suggestions as to which direction to look. One bacterium found that forms these long filaments is a bacteria called Nocardia, which attacks compromised systems. It is coming into the plant, and a hard bacterium to kill. It is not dangerous. It is ubiquitous throughout the environment and harmless, but can affect those immune compromised. SAM is also adding polymers in the plant that will help the solids settle down. At the next meeting, they will be giving a further report of what they found.

Director Slater-Carter said the Board voted to also pay for the additions to Brown and Caldwell's contract to solve this problem, and were very complimentary of the work done so far.

Director Dekker asked about any immediate financial impact from the regulators.

Director Slater-Carter said there may be potential fines.

Director Dekker asked how close are they to potential fines.

Director Slater-Carter replied that it will be negotiated. There have been exceedances.

Director Harvey said SAM staff is working to mitigate the situation before fines are issued.

Director Boyd added that the regulators are probably looking to see if SAM is being responsive or not. It is pretty clear that they are being responsive.

Director Slater-Carter thanked the crew for their hard work and dedication in handling these problems.

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

Director Slater-Carter said they are working a whole lot on fire danger and working to get that done.

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) - none

FUTURE AGENDAS

Request to start a Water Rate study

BRIEF RECESS at 7:55 pm

CONVENE IN CLOSED SESSION 8:00pm

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 (2 potential case)

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT at 9:55 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 19th, August.

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

SPECIAL BOARD OF DIRECTORS MEETING
July 28, 2021

MINUTES

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

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

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

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 thanked everyone involved in this presentation, including former Board members, and everyone participating and sharing thoughts.

ORAL COMMENTS - no comments
PUBLIC HEARING (none)
CONSENT AGENDA (none)
OLD BUSINESS (none)
NEW BUSINESS

1. Elected Community Service Academy Session 1 – Board Roles and Responsibilities

General Manager Clemens Heldmaier gave an overview of the Montara Water and Sanitary District's (MWSD) operation and history. He encouraged the public to go to the website (mwsd.montara.org) to view past presentations of the MWSD's *Water: Supply & Watershed Protection* and *Sewer: Treatment & Environmental Protection* for more information about the district.

Alison Kastama stated the mission of these sessions is to promote a culture of community service and build understanding about elected leadership roles and securing elected office.

Alison Kastama gave a summary of the current local and state offices. These are your local representatives and are vital to the community in having a voice in the decisions made for services in the community.

Board member duties include:

- Ensure community member interests are represented
 - Attend meetings and discuss, direct, and vote on decisions, policies and actions.
 - Provide information to the community on actions, policies, and decisions.
- Setting policy and direction
- Budget
 - Setting budget, paying bills, and oversight of expenditures
- Setting rates
 - Rates are the foundation of district financing
 - Affects consumer behavior
- Approving contracts
- Legal discussion and decisions
- Representing the district on other boards and/or committees
- Supporting the workforce and work

Alison Kastama stated that the next Academy session will be in the Fall and will focus on the election process, followed by the last session in the Spring 2022 with a recap and possibly a mock Board meeting with some of the students in the area.

Director Harvey said he moved to Montara 1985, and noticed the current water company is owned by an out of state entity. He worked with Peter Dekker and Gary on the Water Improvement Association to keep Citizens Utilities under

control, and see how they can help the community. A couple of years later, while attending one of the MWSD meetings, Director Slater-Carter asked him if he would like to fill a vacancy on the Board. He was appointed, then a year later elected. It is important to not let people do things to you, but get things done yourself. He encouraged anyone interested to get involved in serving the community.

Former Director Bill Huber said his campaign involved knocking on doors, walking up and down streets, and displaying one poster on his truck that he moved around. Most people will only participate in politics if something really important to them is at stake. Otherwise, they are too busy to pay attention to who their officials and representatives are, and even less inclined to get involved in governance. You can't create a culture of community service as long as there is an entrenched incumbency. Many of the current Board members have been in service far too long, and all live in Montara, and none in Moss Beach or Pillar Ridge. Our community needs new directors that can examine issues with new eyes. To get more people to run for MWSD office you need to institute term limits, and go to district elections.

Director Dekker said he was appointed, then elected unchallenged. He is enjoying his role on the Board. It was an intellectual challenge initially getting to know the way the district runs, and the other members and manager. With a background in international trading and finance, he was interested in the district's finances. As Director Harvey stated, he was also a part of the Water Improvement Association to get the water right under control. It is not good enough to just perform a function without ever doing the improvements or thinking about the future, which was the case with Citizens. That has changed. All the Board members are very serious about serving the community and from the number of years they have lived in the community they are fighting for the community, and he will do the same.

Former Director Bob Ptacek said he spent his time on the Board focusing on the budget. Like a household, finances have to be controlled. When money is spent or needed, people may not like the decision; the Board must explain the reason for it. The Board doesn't always agree. The Board has to focus on public interests, make smart decisions, and inform the public about those decisions. Board decisions are based on benefits, costs, and impacts to the whole community. It should never be to support a personal agenda or desire. The Board is there to serve the entire community—even the ones that don't like you.

Director Slater-Carter stated local government is important, because the farther you get from it the less impact and influence you have. She has always made a point to get the community's perspective, to ensure community needs are represented. The Board is here to ensure that their community is fairly represented by the larger ones. They are the only group that speaks only for the Montara and Moss Beach citizens. Important things to remember are following the Brown Act, being transparent, fostering trust. They are the only district on the Peninsula that has its own water supply, and not dependent on Hetch Hetchy. They have been

able to keep rates down and service local, with great quality water. Elections are one of the most important parts of the district, as that is where the potential of the district is worked out in public and voted on. It is also important that the candidate be honest and not change positions once elected.

Alison Kastama said there was a question from the public: What are the legal and financial liability for a director?

District Counsel Christine Fitzgerald replied generally there is no personal liability, and they are protected under governmental immunity, although there are certain exceptions (depending on the situation).

Director Slater-Carter added that they are indemnified as long as they are working within the framework of the law.

Director Lohman said he started off in Granada. He became aware of two rulings within a block of his house and went to the Supervisors intending to fix the issue. They did not recognize him or his problem. He then joined the Mid Coast Council, and they did a lot of great things, including transportation and community standards. Then later, he joined the Granada Sewer District Board and worked hard to get them parks powers. That was the first time in San Mateo County any special district added new powers. One benefit of long-term members is that it helps to acquire positions in state or county office. He is on LAFCo as a result of his efforts and many years of experience. One obstacle of non-participation is that many people say that they don't know anything about water and/or sewer. MWSD has great staff, consultants, and the other Board members that are happy to educate, inform and support new members. As Director Slater-Carter mentioned, MWSD is independent because they bought it. Many big agencies and folks in the community are trying to merge MWSD into Half Moon Bay. From his conversations with people, they want to remain independent. One of the Board's responsibilities is to protect MWSD's independence. People also need to follow and learn about this. This is a political community, and there are a lot of pressures all the time. To become a Board member, you have to love your community. If you love your community and want to defend it, being on the Board and serving the community is one of the best things you can do. He also mentioned the Board's contribution to have the peak of Montara Mountain restored after it was altered by the San Francisco Public Utility.

General Manager Clemens Heldmaier said his role as general manager is to oversee day-to-day operations and serve as the hub between the Board and staff. The Board sets policies, and he ensures that those policies are implemented by staff. The process of discussion and making decisions is interesting and not always easy—it is democracy in action. He has enjoyed seeing the district evolve particularly on the water side, taking over the water system, improving it, and making it a state-of-the-art system for the community. He added that the Code of

Ethics resolution will be put on the website. This will help those interested to learn what is expected of Board members.

Former Director Dwight Wilson stated that Board members are challenged by the difference between management and governance. How do you separate the day-to-day operations and how do you separate governance? As Director Lohman stated, you don't have to know everything. The governance model is to take advantage of the expertise of those that work for the agency and look at the governance-- goals, responsibilities, and directives going forward. One of the key responsibilities of the Board is to make sure the staff members feel like they are supported and that their needs are being met within the limits of the capacity of the agency. He feels there is some strength from the longevity of the Board in this District. One of the challenges for this district is bringing people in that feel comfortable with other people that have been on the Board a long time. It is doable by what the district is doing now, and creating a climate so that when people are interested in the Board, they can be mentored by long time Board members. And the long-term Board members can feel comfortable about bringing new ideas and thoughts to the Board. To be a Board member, you don't have to be a content expert, you need to make sure your goals are in alignment with the community, and you don't lose sight that the people for the Board and staff providing the service are supported by what Board members do.

Director Scott Boyd moved to Montara in 1994, then got involved in the Tunnel campaign, and met people that loved the Coast. Then later one of the directors of Montara Sanitary District asked if he would do some volunteer work, getting the agency on the world wide web. He got to know the other Board members, and learned a lot along the way. Later, he was appointed in 1998, and over the years he has been privileged to work with great staff and Board members. They have overcome some important things, like acquisition of the water system. The Board members don't always agree, and there is discussion and debate. One of the duties of the Board is to consider succession planning. And as has been pointed out, some of the members have served for a while. They welcome interest in participation, whether volunteer, or stepping up to run for office. They are very eager to meet anyone interested, work with him or her, and see where this community takes this agency.

Director Slater-Carter gave a special thanks to former Board member Lou Wall who has been a valuable participant in the meetings bringing historical and common-sense perspective to the Board over the years. He was a Board member during very sensitive times, and when Board members did not know about the history, he was always willing to bring them up to speed of what the history of the Board is. He has faithfully attended the meetings for many years and is still here. The Board considers him a great asset to the district and appreciates him greatly.

Alison Kastama said that they will address public questions and reminded everyone that the website has videos of the virtual tour of the district, and the

operations and future planning of water and sewer. What is the situation with water supply in Montara, and efforts to engage folks on conservation considering the drought?

General Manager Clemens Heldmaier stated MWSD has their own water sources and long-term plans for drought. MWSD will not run out of water, and they work with planning agencies to ensure that what is done in the community does not exceed what they can provide. With the appeal of the moratorium, they had to set aside 50% of what is called the "available water supply," which is an estimate, for drought contingencies. They have been in process of looking for new water sources. They have done some exploratory work for possible well sites on the Caltrans properties and are looking into acquiring certain properties. They are continuing to look for more sources and prepare for whatever comes.

Alison Kastama asked a participant question: Does MWSD have enough water to assist CALFIRE if a horrendous fire hits Montara given the large number of eucalyptus trees and drought?

General Manager Clemens Heldmaier stated water systems are not designed to fight wildfires. CALFIRE does not use city water systems to fight wildfires. CALFIRE has access to use the ocean and the local lakes to fight wildfires. The local water system is used to fight house/large structure fires, and MWSD has enough water for that purpose.

Bill Softkey asked what opening are available and what are the timelines involved?

Alison Kastama replied that the next session will focus on timelines and the election process and calendar.

General Manager Clemens Heldmaier said three seats will be open in the election next year.

Alison Kastama said to please email any questions to info@mwsd.net at <http://mwsd.montara.org/>

REPORTS (none)
FUTURE AGENDAS (none)
CLOSED SESSION (none)

Director Boyd closed the meeting.

ADJOURNMENT at 7:55 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 19th, August.


Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: August 19, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

Budget vs. Actual – Sewer July 2020 thru June 30, 2021 - Variances over \$2,000:

- 4220 Cell Tower Lease, \$3,468 below Budget – Decrease due to application of additional revenue for FY 19/20.
- 4400 Fees, \$14,625 above budget – Mainline extension fee collected in October.
- 4610 Property Tax Receipts, \$175,701 above Budget – Received higher property tax apportionment than anticipated.
- 4710 Sewer Service Charges, \$403,717 below Budget – Additional check expected to be received after FYE and accrued back to FY 2021.
- 4720 Sewer Service Refunds, Customers, \$38,650 above budget - Sewer adjustment for outside Urban Boundaries occurred in previous months.
- 4760 Waste Collection Revenues, \$3,202 above Budget – Slightly bit higher Franchise Fee paid in June.
- 4990 Other Revenue, \$4,964 above Budget – ACWA Rate Stabilization refund in the amount of \$4,919.21.
- **Overall Total Operating Income for the period ending June 30, 2021 was \$247,206 below budget. Total income received to date is \$3,344,881.**
- 5200 Board of Directors, \$3,100 below Budget – No election expenses paid to date.
- 5250 Conference Attendance, \$2,500 below Budget – No conferences to date, due to COVID.
- 5270 Information Systems, \$2,343 above Budget – Large bill paid to Tech Solutions for Ransomware Grand Jury/computer help for \$2,301 in May.
- 5350 LAFCO Assessment, \$2,818 above Budget – Additional expenses incurred.
- 5400 Legal, \$122,490 above Budget – Additional litigation expenses occurred during June for \$40,731 which were related to HMB vs. GCSD, MWSD.
- 5510 Maintenance, Office, \$4,424 below Budget – Planned work on District offices has been delayed.
- 5540 Office Supplies, \$2,154 below Budget – Less supplies used during the FY than anticipated.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: August 19, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5560 Printing & Publishing, \$3,758 below Budget – Minimal activity in June.
- 5630 Consulting, \$29,708 above Budget – Payments made to Kastama Strategic for public relations.
- 5720 Telephone & Internet, \$12,472 above Budget – Increased operational costs.
- 5800 Labor, \$4,647 above Budget – Increase in Management Wages.
- 6170 Claims, Property Damage, \$20,000 below Budget – No activity to date.
- 6200 Engineering, \$35,111 below Budget – Engineering costs capitalized in December due to continued project development.
- 6330 Facilities, \$5,174 below Budget – Alarm system fees lower than anticipated for the year.
- 6600 Collection/transmission, \$10,000 below Budget - No activity in current fiscal year.
- 6940 SAM Maintenance, Collection Sys, \$20,343 above Budget – Bill in the amount of \$9,646.42 received in May.
- 6950 SAM Maintenance, Pumping, \$12,559 above Budget – Larger May bill in the amount of \$19,752 paid in June.
- **Overall Total Operating Expenses for the period ending June 30, 2021 were \$39,681 below Budget.**
- **Total overall Expenses for the period ending June 30, 2021 were \$118,064 above budget. For a net ordinary Income of -\$365,270 budget vs. actual. Actual net ordinary Income is \$493,177.**
- 7100 Connection Fees, \$36,648 above Budget – One new connection sold in May.
- 7200 Interest Income, LAIF, \$21,274 below budget – Q3 allocation lower due to lower interest rates.
- 8000 CIP, \$1,881,789 below Budget – Major projects deferred during the fiscal year.
- 9200 I-Bank Loan, \$9,219 below Budget - Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: August 19, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 2020 Thru June 30, 2021 - Variances over \$2,000:

- 4220 Cell Tower Lease, \$3,515 under Budget – Decrease due to application of additional revenue for FY 19/20.
- 4450 Mainline Extension Fees, \$84,186 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, \$175,701 above Budget - Received higher property tax apportionment than anticipated.
- 4740 Testing, Backflow, \$2,172 below Budget – Less expenses paid during the fiscal year.
- 4810 Water Sales, Domestic, \$72,758 above Budget – Difference mainly due to timing of collections.
- 4990 Other Revenue, \$6,393 above Budget - ACWA Rate Stabilization refund in the amount of \$4,919.21.
- **Overall Total Operating Income for the period ending June 30, 2021 was \$333,669 above budget. Total revenue received to date is \$2,572,169.**
- 5200 Board of Directors, \$3,100 below Budget – No election expenses paid to date.
- 5250 Conference Attendance, \$3,000 below Budget – No conferences to date, due to COVID.
- 5300 Insurance, \$5,063 below Budget – No premiums paid to date for the Property & Liability Insurance Policy.
- 5350 LAFCO Assessment, \$3,372 above Budget – Additional expenses incurred.
- 5400 Legal, \$8,228 above Budget – Legal bills paid related to Meeting Attendance is larger than expected.
- 5530 Memberships, \$2,460 below Budget – More expenses budgeted than needed.
- 5550 Postage, \$8,149 above Budget – additional mailings going to rate payers, including prop. 218 notice.
- 5560 Printing & Publishing, \$5,758 below Budget – Minimal activity in June.
- 5630 Consulting, \$8,122 above Budget – Due to timing.
- 5640 Data Services, \$3,386 above Budget – Engineering data software received in August.
- 5710 San Mateo Co. Tax Roll Charges, \$2,881 below Budget – Minimal charges paid to date.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: August 19, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5720 Telephone & Internet, \$20,473 above Budget – Increased operational costs.
- 5800 Labor, \$25,740 below Budget – Difference due to timing in payment of workers compensation premiums which are paid on a quarterly basis. Staff wages and staff overtime costs lower than budgeted.
- 6170 Claims, Property Damage \$10,000 below Budget – No claims have been paid in current fiscal year.
- 6180 Communications, \$7,413 below Budget – Minimal activity during the FY.
- 6195 Education & Training, \$8,361 below Budget – One recertification in current fiscal year.
- 6200 Engineering, \$149,655 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, \$6,002 below Budget – Minimal needs thus far in the fiscal year.
- 6330 Facilities, \$5,869 below Budget - Alarm services have been reduced.
- 6370 Lab Supplies & Equipment, \$3,279 below Budget – Minimal expenses paid to date.
- 6400 Pumping, \$26,797 below Budget – Minimal activity in June.
- 6500 Supply, \$7,535 below Budget – One payment for water purchases have been made in May.
- 6600 Collection/Transmission, \$33,699 above Budget – Expenses for water service lines and meters higher than expected.
- 6700 Treatment, \$17,491 below Budget – Minimal activity in the current fiscal year.
- 6800 Vehicles, \$10,330 below budget – Fuel expense has been kept under budget in current fiscal year.
- **Overall Total Operating Expenses for the period ending June 30, 2021 were \$214,872 below Budget.**
- **Total overall Expenses for the period ending June 30, 2021 were \$67,301 below budget. For a net ordinary income of \$400,970 budgeted vs. actual. Actual net ordinary income is \$754,093.**
- 7100 Connection Fees, \$99,207 above Budget – Three new construction connections sold in June.
- 7600 Bond Revenues, G.O. \$19,583 above Budget – Additional funds received.
- 7650 Water System Reliability, \$443,736 above Budget – Large funds received for \$309K in April.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: August 19, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 8000 CIP, \$708,722 below Budget – Larger projects expected later in fiscal year.
- 9100 GO Bond interest expense \$115,154, below Budget - Difference due to timing.
- 9210 Conservation Program/Rebates, \$2,150 below Budget – Less home improvements completed than anticipated.

RECOMMENDATION:

This is for Board information only

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

	Jul '20 - Jun 21	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	34,031.74	37,500.00	-3,468.26
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,932.00	3,600.00	1,332.00
4420 · Administrative Fee (Remodel)	548.00	1,000.00	-452.00
4430 · Inspection Fee (New Constr)	3,626.00	3,500.00	126.00
4440 · Inspection Fee (Remodel)	518.00	1,000.00	-482.00
4460 · Remodel Fees	10,601.00	4,000.00	6,601.00
4470 · Other Fees	7,500.00		
Total 4400 · Fees	27,725.00	13,100.00	14,625.00
4510 · Grants	136.00		
4610 · Property Tax Receipts	450,700.69	275,000.00	175,700.69
4710 · Sewer Service Charges	2,842,770.33	3,246,487.00	-403,716.67
4720 · Sewer Service Refunds, Customer	-42,649.52	-4,000.00	-38,649.52
4760 · Waste Collection Revenues	27,202.21	24,000.00	3,202.21
4990 · Other Revenue	4,964.42		
Total Income	3,344,880.87	3,592,087.00	-247,206.13
Gross Profit	3,344,880.87	3,592,087.00	-247,206.13
Expense			
5000 · Administrative			
5190 · Bank Fees	8,517.11	6,750.00	1,767.11
5200 · Board of Directors			
5210 · Board Meetings	3,750.00	3,000.00	750.00
5220 · Director Fees	3,150.00	2,000.00	1,150.00
5230 · Election Expenses	0.00	5,000.00	-5,000.00
Total 5200 · Board of Directors	6,900.00	10,000.00	-3,100.00
5250 · Conference Attendance	0.00	2,500.00	-2,500.00
5270 · Information Systems	6,343.25	4,000.00	2,343.25
5300 · Insurance			
5310 · Fidelity Bond	437.50	500.00	-62.50
5320 · Property & Liability Insurance	9,851.00	8,000.00	1,851.00
Total 5300 · Insurance	10,288.50	8,500.00	1,788.50
5350 · LAFCO Assessment	5,318.00	2,500.00	2,818.00
5400 · Legal			
5430 · General Legal	53,694.75	100,000.00	-46,305.25
5440 · Litigation	168,795.65		
Total 5400 · Legal	222,490.40	100,000.00	122,490.40
5510 · Maintenance, Office	3,575.74	8,000.00	-4,424.26
5530 · Memberships	600.00		
5540 · Office Supplies	4,093.58	6,000.00	-1,906.42
5550 · Postage	384.53	2,000.00	-1,615.47
5560 · Printing & Publishing	1,242.16	5,000.00	-3,757.84

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

July 2020 through June 2021

	Jul '20 - Jun 21	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	30,727.50	32,000.00	-1,272.50
5620 · Audit	13,150.00	13,000.00	150.00
5630 · Consulting	64,707.72	35,000.00	29,707.72
5640 · Data Services	6,386.28	6,200.00	186.28
5650 · Labor & HR Support	2,562.00	2,500.00	62.00
5660 · Payroll Services	968.32	1,000.00	-31.68
Total 5600 · Professional Services	118,501.82	89,700.00	28,801.82
5710 · San Mateo Co. Tax Roll Charges	119.00	1,000.00	-881.00
5720 · Telephone & Internet	32,546.10	20,000.00	12,546.10
5730 · Mileage Reimbursement	0.00	1,500.00	-1,500.00
5740 · Reference Materials	54.57	200.00	-145.43
5790 · Other Administrative	94.45		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	18,545.04	17,508.00	1,037.04
5820 · Employee Benefits	44,020.26	49,096.00	-5,075.74
5830 · Disability Insurance	1,746.56	1,876.00	-129.44
5840 · Payroll Taxes	17,027.54	19,134.00	-2,106.46
5850 · PARS	18,121.81	17,062.00	1,059.81
5900 · Wages			
5910 · Management	128,010.90	116,211.00	11,799.90
5920 · Staff	131,837.63	133,905.00	-2,067.37
5930 · Staff Certification	1,912.50	1,800.00	112.50
5940 · Staff Overtime	3,410.75	1,760.00	1,650.75
Total 5900 · Wages	265,171.78	253,676.00	11,495.78
5960 · Worker's Comp Insurance	2,054.46	3,688.00	-1,633.54
Total 5800 · Labor	366,687.45	362,040.00	4,647.45
Total 5000 · Administrative	787,756.66	629,690.00	158,066.66
6000 · Operations			
6170 · Claims, Property Damage	0.00	20,000.00	-20,000.00
6195 · Education & Training	0.00	1,000.00	-1,000.00
6200 · Engineering			
6220 · General Engineering	24,889.25	60,000.00	-35,110.75
Total 6200 · Engineering	24,889.25	60,000.00	-35,110.75
6320 · Equipment & Tools, Expensed	0.00	1,000.00	-1,000.00
6330 · Facilities			
6335 · Alarm Services	5,950.88	10,000.00	-4,049.12
6337 · Landscaping	4,875.00	6,000.00	-1,125.00
Total 6330 · Facilities	10,825.88	16,000.00	-5,174.12
6400 · Pumping			
6410 · Pumping Fuel & Electricity	45,778.42	45,000.00	778.42
Total 6400 · Pumping	45,778.42	45,000.00	778.42

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

July 2020 through June 2021

	Jul '20 - Jun 21	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	10,000.00	-10,000.00
Total 6600 · Collection/Transmission	0.00	10,000.00	-10,000.00
6800 · Vehicles			
6810 · Fuel	686.94	1,000.00	-313.06
6820 · Truck Equipment, Expensed	38.24	160.00	-121.76
6830 · Truck Repairs	87.93	1,000.00	-912.07
Total 6800 · Vehicles	813.11	2,160.00	-1,346.89
6890 · Other Operations	270.00		
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	254,153.04	254,153.00	0.04
6920 · SAM Operations	1,584,636.96	1,584,637.00	-0.04
6940 · SAM Maintenance, Collection Sys	60,342.84	40,000.00	20,342.84
6950 · SAM Maintenance, Pumping	82,559.23	70,000.00	12,559.23
Total 6900 · Sewer Authority Midcoastside	1,981,692.07	1,948,790.00	32,902.07
Total 6000 · Operations	2,064,268.73	2,103,950.00	-39,681.27
Total Expense	2,852,025.39	2,733,640.00	118,385.39
Net Ordinary Income	492,855.48	858,447.00	-365,591.52
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	183,873.45	100,000.00	83,873.45
7120 · Connection Fees (Remodel)	36,344.36	50,000.00	-13,655.64
7100 · Connection Fees - Other	-33,570.00		
Total 7100 · Connection Fees	186,647.81	150,000.00	36,647.81
7200 · Interest Income - LAIF	38,725.92	60,000.00	-21,274.08
Total 7000 · Capital Account Revenues	225,373.73	210,000.00	15,373.73
Total Other Income	225,373.73	210,000.00	15,373.73
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	103,483.27	1,985,272.00	-1,881,788.73
Total 8000 · Capital Improvement Program	103,483.27	1,985,272.00	-1,881,788.73

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

	Jul '20 - Jun 21	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	11,673.23	13,461.00	-1,787.77
9200 · I-Bank Loan	12,436.06	21,655.00	-9,218.94
Total 9000 · Capital Account Expenses	24,109.29	35,116.00	-11,006.71
Total Other Expense	127,592.56	2,020,388.00	-1,892,795.44
Net Other Income	97,781.17	-1,810,388.00	1,908,169.17
Net Income	590,636.65	-951,941.00	1,542,577.65

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

July 2020 through June 2021

	Jul '20 - Jun 21	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	33,985.28	37,500.00	-3,514.72
4400 · Fees			
4410 · Administrative Fee (New Constr)	6,028.00	5,000.00	1,028.00
4420 · Administrative Fee (Remodel)	548.00		
4430 · Inspection Fee (New Constr)	5,698.00	4,000.00	1,698.00
4440 · Inspection Fee (Remodel)	518.00	1,000.00	-482.00
4450 · Mainline Extension Fees	85,904.87	3,000.00	82,904.87
4460 · Remodel Fees	0.00	2,000.00	-2,000.00
4470 · Other Fees	488.81		
Total 4400 · Fees	99,185.68	15,000.00	84,185.68
4510 · Grants	136.00		
4610 · Property Tax Receipts	450,700.65	275,000.00	175,700.65
4740 · Testing, Backflow	15,828.00	18,000.00	-2,172.00
4810 · Water Sales, Domestic	1,968,757.74	1,896,000.00	72,757.74
4850 · Water Sales Refunds, Customer	-2,817.01	-3,000.00	182.99
4990 · Other Revenue	6,392.54		
Total Income	2,572,168.88	2,238,500.00	333,668.88
Gross Profit	2,572,168.88	2,238,500.00	333,668.88
Expense			
5000 · Administrative			
5235 · Bond Issue Costs - Expense	66,381.00		
5190 · Bank Fees	1,777.49	1,500.00	277.49
5200 · Board of Directors			
5210 · Board Meetings	3,750.00	3,000.00	750.00
5220 · Director Fees	3,150.00	2,000.00	1,150.00
5230 · Election Expenses	0.00	5,000.00	-5,000.00
Total 5200 · Board of Directors	6,900.00	10,000.00	-3,100.00
5240 · CDPH Fees	12,004.40	11,000.00	1,004.40
5250 · Conference Attendance	0.00	3,000.00	-3,000.00
5265 · Amortization Expense	79,220.05		
5270 · Information Systems	6,343.25	5,000.00	1,343.25
5300 · Insurance			
5310 · Fidelity Bond	437.50	500.00	-62.50
5320 · Property & Liability Insurance	0.00	5,000.00	-5,000.00
Total 5300 · Insurance	437.50	5,500.00	-5,062.50
5350 · LAFCO Assessment	5,872.00	2,500.00	3,372.00
5400 · Legal			
5420 · Meeting Attendance, Legal	12,319.75		
5430 · General Legal	95,908.20	100,000.00	-4,091.80
Total 5400 · Legal	108,227.95	100,000.00	8,227.95

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

July 2020 through June 2021

	Water		
	Jul '20 - Jun 21	Budget	\$ Over Budget
5510 · Maintenance, Office	6,125.50	8,000.00	-1,874.50
5530 · Memberships	24,540.00	27,000.00	-2,460.00
5540 · Office Supplies	4,097.75	6,000.00	-1,902.25
5550 · Postage	13,373.09	4,000.00	9,373.09
5560 · Printing & Publishing	1,242.16	7,000.00	-5,757.84
5600 · Professional Services			
5610 · Accounting	30,727.50	32,000.00	-1,272.50
5620 · Audit	13,150.00	13,000.00	150.00
5630 · Consulting	63,121.80	55,000.00	8,121.80
5640 · Data Services	6,386.27	3,000.00	3,386.27
5650 · Labor & HR Support	2,562.00	2,500.00	62.00
5660 · Payroll Services	968.33	1,000.00	-31.67
Total 5600 · Professional Services	116,915.90	106,500.00	10,415.90
5710 · San Mateo Co. Tax Roll Charges	119.00	3,000.00	-2,881.00
5720 · Telephone & Internet	40,647.07	20,000.00	20,647.07
5730 · Mileage Reimbursement	75.30	2,000.00	-1,924.70
5740 · Reference Materials	54.57	800.00	-745.43
5790 · Other Administrative	667.61	1,000.00	-332.39
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	44,923.38	44,948.00	-24.62
5820 · Employee Benefits	106,333.68	107,614.00	-1,280.32
5830 · Disability Insurance	4,040.96	4,752.00	-711.04
5840 · Payroll Taxes	47,305.57	51,267.00	-3,961.43
5850 · PARS	39,500.78	38,695.00	805.78
5900 · Wages			
5910 · Management	128,011.14	116,211.00	11,800.14
5920 · Staff	446,736.78	464,762.00	-18,025.22
5930 · Staff Certification	11,274.35	11,400.00	-125.65
5940 · Staff Overtime	48,497.62	54,781.00	-6,283.38
5950 · Staff Standby	26,514.26	23,003.00	3,511.26
Total 5900 · Wages	661,034.15	670,157.00	-9,122.85
5960 · Worker's Comp Insurance	10,998.35	22,444.00	-11,445.65
Total 5800 · Labor	914,136.87	939,877.00	-25,740.13
Total 5000 · Administrative	1,409,158.46	1,263,677.00	145,481.46
6000 · Operations			
6160 · Backflow Prevention	1,527.98	1,000.00	527.98
6170 · Claims, Property Damage	0.00	10,000.00	-10,000.00
6180 · Communications			
6185 · SCADA Maintenance	4,815.71	13,000.00	-8,184.29
6180 · Communications - Other	770.93		
Total 6180 · Communications	5,586.64	13,000.00	-7,413.36
6195 · Education & Training	639.27	9,000.00	-8,360.73

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

July 2020 through June 2021

	Jul '20 - Jun 21	Water Budget	\$ Over Budget
6200 · Engineering			
6220 · General Engineering	1,351.88	20,000.00	-18,648.12
6230 · Water Quality Engineering	68,993.13	200,000.00	-131,006.87
Total 6200 · Engineering	70,345.01	220,000.00	-149,654.99
6320 · Equipment & Tools, Expensed	6,009.45	12,000.00	-5,990.55
6330 · Facilities			
6335 · Alarm Services	1,249.28	5,000.00	-3,750.72
6337 · Landscaping	12,881.72	15,000.00	-2,118.28
Total 6330 · Facilities	14,131.00	20,000.00	-5,869.00
6370 · Lab Supplies & Equipment	721.26	4,000.00	-3,278.74
6380 · Meter Reading	120.94		
6400 · Pumping			
6410 · Pumping Fuel & Electricity	75,171.78	90,000.00	-14,828.22
6420 · Pumping Maintenance, Generators	8,013.92	15,000.00	-6,986.08
6430 · Pumping Maintenance, General	38.22	5,000.00	-4,961.78
6440 · Pumping Equipment, Expensed	12.94	700.00	-687.06
6400 · Pumping - Other	665.89		
Total 6400 · Pumping	83,902.75	110,700.00	-26,797.25
6500 · Supply			
6510 · Maintenance, Raw Water Mains	37.09	2,500.00	-2,462.91
6520 · Maintenance, Wells	8,851.11	5,000.00	3,851.11
6530 · Water Purchases	21,454.10	30,000.00	-8,545.90
Total 6500 · Supply	30,342.30	37,500.00	-7,157.70
6600 · Collection/Transmission			
6610 · Hydrants	10,556.84	1,000.00	9,556.84
6620 · Maintenance, Water Mains	43,537.90	50,000.00	-6,462.10
6630 · Maintenance, Water Svc Lines	35,795.06	15,000.00	20,795.06
6640 · Maintenance, Tanks	4,509.84	4,000.00	509.84
6650 · Maint., Distribution General	3,428.80	8,000.00	-4,571.20
6660 · Maintenance, Collection System	830.00		
6670 · Meters	11,456.25	2,500.00	8,956.25
6600 · Collection/Transmission - Other	4,363.93		
Total 6600 · Collection/Transmission	114,478.62	80,500.00	33,978.62
6700 · Treatment			
6710 · Chemicals & Filtering	33,555.21	20,000.00	13,555.21
6720 · Maintenance, Treatment Equip.	5,545.97	20,000.00	-14,454.03
6730 · Treatment Analysis	28,415.80	45,000.00	-16,584.20
Total 6700 · Treatment	67,516.98	85,000.00	-17,483.02
6770 · Uniforms	1,634.56	2,000.00	-365.44

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

July 2020 through June 2021

	Jul '20 - Jun 21	Water Budget	\$ Over Budget
6800 · Vehicles			
6810 · Fuel	6,676.97	10,000.00	-3,323.03
6820 · Truck Equipment, Expensed	216.70	2,000.00	-1,783.30
6830 · Truck Repairs	498.26	5,000.00	-4,501.74
Total 6800 · Vehicles	7,391.93	17,000.00	-9,608.07
6890 · Other Operations	4,277.26		
Total 6000 · Operations	408,625.95	621,700.00	-213,074.05
Total Expense	1,817,784.41	1,885,377.00	-67,592.59
Net Ordinary Income	754,384.47	353,123.00	401,261.47
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	89,474.00	100,000.00	-10,526.00
7130 · Conn. Fees, PFP (New Constr)	155,910.13	50,000.00	105,910.13
7140 · Conn. Fees, PFP (Remodel)	23,891.84		
7100 · Connection Fees - Other	-20,069.00		
Total 7100 · Connection Fees	249,206.97	150,000.00	99,206.97
7600 · Bond Revenues, G.O.	1,170,019.39	1,150,436.00	19,583.39
7650 · Water System Reliability	1,443,735.58	1,000,000.00	443,735.58
Total 7000 · Capital Account Revenues	2,862,961.94	2,300,436.00	562,525.94
Total Other Income	2,862,961.94	2,300,436.00	562,525.94
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	400,027.99	1,108,750.00	-708,722.01
Total 8000 · Capital Improvement Program	400,027.99	1,108,750.00	-708,722.01
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	93,457.35	208,611.00	-115,153.65
9125 · PNC Equipment Lease Interest	11,673.26	13,461.00	-1,787.74
9150 · SRF Loan	69,613.97	70,564.00	-950.03
9210 · Conservation Program/Rebates	850.00	3,000.00	-2,150.00
Total 9000 · Capital Account Expenses	175,594.58	295,636.00	-120,041.42
Total Other Expense	575,622.57	1,404,386.00	-828,763.43
Net Other Income	2,287,339.37	896,050.00	1,391,289.37
Net Income	3,041,723.84	1,249,173.00	1,792,550.84

Montara Water & Sanitary District
Funds Balance Sheet
As of June 30, 2021

7/27/21

Accrual Basis

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	3,757,180.52	0.00	3,757,180.52
LAIF Investment Fund			
Capital Reserve	4,008,979.19	0.00	4,008,979.19
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
Total LAIF Investment Fund	4,610,461.19	0.00	4,610,461.19
Total Sewer - Bank Accounts	8,367,641.71	0.00	8,367,641.71
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	890,173.50	890,173.50
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	1,092,836.13	1,092,836.13
Connection Fees Reserve	0.00	253,020.00	253,020.00
GO Bonds Fund	0.00	3,913.92	3,913.92
Total Restricted Cash	0.00	1,349,770.05	1,349,770.05
Total Water - Bank Accounts	0.00	2,732,423.55	2,732,423.55
Total Checking/Savings	8,367,641.71	2,732,423.55	11,100,065.26
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-1,925.84	0.00	-1,925.84
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
Total Sewer - Accounts Receivable	-11,987.63	0.00	-11,987.63
Water - Accounts Receivable			
Accounts Receivable	0.00	-1,165.65	-1,165.65
Accounts Rec. - Backflow	0.00	18,418.11	18,418.11
Accounts Rec. - Water Residents	0.00	195,984.39	195,984.39
Unbilled Water Receivables	0.00	264,854.59	264,854.59
Total Water - Accounts Receivable	0.00	478,091.44	478,091.44
Total Accounts Receivable	-11,987.63	478,091.44	466,103.81
Other Current Assets			
Prepaid Expenses	6,060.00	6,060.00	12,120.00
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	6,060.00	48,716.32	54,776.32
Total Current Assets	8,361,714.08	3,259,231.31	11,620,945.39
Fixed Assets			
Sewer - Fixed Assets			
General Plant	6,549,969.71	0.00	6,549,969.71
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57
Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	5,340,307.33	0.00	5,340,307.33
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,345,853.00	0.00	-9,345,853.00
Total Sewer - Fixed Assets	7,039,878.45	0.00	7,039,878.45

Montara Water & Sanitary District
Funds Balance Sheet
As of June 30, 2021

7/27/21

Accrual Basis

Water - Fixed Assets			
General Plant	0.00	28,221,310.18	28,221,310.18
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-12,791,924.00	-12,791,924.00
Total Water - Fixed Assets	<u>0.00</u>	<u>17,571,042.96</u>	<u>17,571,042.96</u>
Total Fixed Assets	7,039,878.45	17,571,042.96	24,610,921.41
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	89,022.00	0.00	89,022.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
Total Sewer - Other Assets	2,776,569.08	0.00	2,776,569.08
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	172,205.00	172,205.00
Due from Sewer	0.00	283,585.00	283,585.00
Total Water - Other Assets	<u>0.00</u>	<u>455,790.00</u>	<u>455,790.00</u>
Total Other Assets	2,776,569.08	455,790.00	3,232,359.08
TOTAL ASSETS	<u><u>18,178,161.61</u></u>	<u><u>21,286,064.27</u></u>	<u><u>39,464,225.88</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	206,964.22	0.00	206,964.22
Accounts Payable - Water	0.00	71,216.93	71,216.93
Total Accounts Payable	206,964.22	71,216.93	278,181.15
Other Current Liabilities			
Water - Net Pension Liability	0.00	-53,067.00	-53,067.00
Sewer - Net Pension Liability	-28,484.00	0.00	-28,484.00
Sewer - Current Liabilities			
Accrued Vacations	7,058.69	0.00	7,058.69
Deposits Payable	14,376.93	0.00	14,376.93
Interest Payable	-656.12	0.00	-656.12
PNC Equip. Loan - S/T	4,868.41	0.00	4,868.41
Total Sewer - Current Liabilities	<u>25,647.91</u>	<u>0.00</u>	<u>25,647.91</u>
Water - Current Liabilities			
Accrued Vacations	0.00	19,382.98	19,382.98
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-12,447.46	-12,447.46
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	4,868.38	4,868.38
Temporary Construction Meter	0.00	26,968.48	26,968.48
Total Water - Current Liabilities	<u>0.00</u>	<u>42,842.54</u>	<u>42,842.54</u>
Payroll Liabilities			
Employee Benefits Payable	11,996.33	0.00	11,996.33
Total Payroll Liabilities	<u>11,996.33</u>	<u>0.00</u>	<u>11,996.33</u>
Total Other Current Liabilities	<u>9,160.24</u>	<u>-10,224.46</u>	<u>-1,064.22</u>
Total Current Liabilities	216,124.46	60,992.47	277,116.93
Long Term Liabilities			
Sewer - Long Term Liabilities			
Due to Water Fund	283,585.00	0.00	283,585.00
Accrued Vacations	16,419.93	0.00	16,419.93
I-Bank Loan	694,575.67	0.00	694,575.67
PNC Equip. Loan - L/T	422,013.42	0.00	422,013.42
Total Sewer - Long Term Liabilities	<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 June 30, 2021

7/27/21

Accrual Basis

Water - Long Term Liabilities			
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
Total Water - Long Term Liabilities	0.00	10,218,817.25	10,218,817.25
Deferred Inflows (Pensions)			
Sewer	19,149.00	0.00	19,149.00
Water	0.00	35,547.00	35,547.00
Total Deferred Inflows (Pensions)	19,149.00	35,547.00	54,696.00
Total Long Term Liabilities	1,435,743.02	10,254,364.25	11,690,107.27
Total Liabilities	1,651,867.48	10,315,356.72	11,967,224.20
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	1,294,163.55	0.00	1,294,163.55
Total Sewer - Equity Accounts	13,348,708.62	0.00	13,348,708.62
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-1,294,163.55	-1,294,163.55
Total Water - Equity Accounts	0.00	1,396,891.46	1,396,891.46
Equity Adjustment Account	2,586,948.86	6,532,092.25	9,119,041.11
Net Income	590,636.65	3,041,723.84	3,632,360.49
Total Equity	16,526,294.13	10,970,707.55	27,497,001.68
TOTAL LIABILITIES & EQUITY	18,178,161.61	21,286,064.27	39,464,225.88

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

Assets and Reserves Information

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/(Under) Targets	% Over/Under Targets
Sewer - Operations															
Wells Fargo Operating - Sewer	1,775,920.55	1,643,549.38	1,546,367.03	1,316,959.67	1,169,724.02	3,832,413.04	3,542,900.72	3,355,614.30	3,014,999.59	4,788,939.59	4,092,353.08	3,757,180.52			
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	3,970,253.27	3,970,253.27	3,970,253.27	3,970,253.27	3,996,677.54	3,996,677.54	4,003,947.81	4,003,947.81	4,003,947.81	4,008,979.19	4,008,979.19	4,008,979.19	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	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	406,882.00	406,882.00	406,882.00	455,607.00	(48,725.00)	89%
Sub-total	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,571,735.27</u>	<u>4,598,159.54</u>	<u>4,598,159.54</u>	<u>4,605,429.81</u>	<u>4,605,429.81</u>	<u>4,605,429.81</u>	<u>4,610,461.19</u>	<u>4,610,461.19</u>	<u>4,610,461.19</u>			
Water - Operations															
Wells Fargo Operating - Water	723,431.14	739,953.42	757,180.73	773,986.51	789,133.92	805,523.74	820,089.57	835,713.60	848,122.46	861,909.05	874,439.48	890,173.50	314,230.00	409,201.14	230%
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	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	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	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	46,009.00	46,009.00	46,009.00			
Sub-total	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>	<u>745,500.00</u>			
Water - Restricted accounts															
JP Morgan Chase - Water															
2020 GO Bonds Fund	-	-	-	-	-	-	-	491,772.66	-	-	647,976.56	1,092,836.13			
First Republic Bank - Water															
GO Bonds Fund	<u>1,476,753.57</u>	<u>913,486.11</u>	<u>920,220.52</u>	<u>920,220.52</u>	<u>4,123.92</u>	<u>4,093.92</u>	<u>4,063.92</u>	<u>4,033.92</u>	<u>4,003.92</u>	<u>3,973.92</u>	<u>3,943.92</u>	<u>3,913.92</u>			
Sub-total	<u>1,476,753.57</u>	<u>913,486.11</u>	<u>920,220.52</u>	<u>920,220.52</u>	<u>4,123.92</u>	<u>4,093.92</u>	<u>4,063.92</u>	<u>495,806.58</u>	<u>4,003.92</u>	<u>3,973.92</u>	<u>651,920.48</u>	<u>1,096,750.05</u>			
Total Cash and equivalents	<u>9,293,340.53</u>	<u>8,614,224.18</u>	<u>8,541,003.55</u>	<u>8,328,401.97</u>	<u>7,306,641.40</u>	<u>9,985,690.24</u>	<u>9,717,984.02</u>	<u>10,038,064.29</u>	<u>9,218,055.78</u>	<u>11,010,783.75</u>	<u>10,974,674.23</u>	<u>11,100,065.26</u>			

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	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	-1,566.14	3,217.50	3,217.50	3,217.51	3,217.51	3,217.51	3,217.51	3,217.51	3,217.51	3,265.34	3,265.34	3,327.14	34,031.74	37,500.00	-3,468.26	90.75%
4400 · Fees																
4410 · Administrative Fee (New Constr)	0.00	0.00	1,096.00	548.00	1,644.00	1,096.00	0.00	548.00	0.00	0.00	0.00	0.00	4,932.00	3,600.00	1,332.00	137.0%
4420 · Administrative Fee (Remodel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	548.00	0.00	0.00	548.00	1,000.00	-452.00	54.8%
4430 · Inspection Fee (New Constr)	0.00	0.00	518.00	518.00	1,036.00	1,036.00	0.00	518.00	0.00	0.00	0.00	0.00	3,626.00	3,500.00	126.00	103.6%
4440 · Inspection Fee (Remodel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	518.00	0.00	0.00	518.00	1,000.00	-482.00	51.8%
4460 · Remodel Fees	0.00	0.00	0.00	932.00	1,700.00	504.00	504.00	3,746.00	30.00	1,729.00	120.00	1,336.00	10,601.00	4,000.00	6,601.00	265.03%
4470 · Other Fees	0.00	0.00	0.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00			
Total 4400 · Fees	0.00	0.00	1,614.00	9,498.00	4,380.00	2,636.00	504.00	4,812.00	30.00	2,795.00	120.00	1,336.00	27,725.00	13,100.00	14,625.00	211.64%
4510 · Grants	0.00	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00			
4610 · Property Tax Receipts	0.00	59.41	51,647.64	17,973.24	26,530.77	125,148.01	84,793.20	24,092.40	1,206.74	92,080.96	2,593.18	24,575.14	450,700.69	275,000.00	175,700.69	163.89%
4710 · Sewer Service Charges	0.00	0.00	0.00	0.00	872.48	1,674,562.22	654.36	-342,361.58	0.00	1,163,645.81	0.00	345,397.04	2,842,770.33	3,246,487.00	-403,716.67	87.57%
4720 · Sewer Service Refunds, Customer	0.00	0.00	-166.60	-1,660.74	-23,554.99	0.00	-1,584.24	-6,750.24	0.00	0.00	-8,932.71	0.00	-42,649.52	-4,000.00	-38,649.52	1,066.24%
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	3,743.10	1,364.84	3,057.47	27,202.21	24,000.00	3,202.21	113.34%
4990 · Other Revenue	0.00	9.51	0.00	0.00	0.00	28.80	0.00	4.08	0.00	4,919.21	2.82	0.00	4,964.42			
Total Income	-111.79	7,228.70	57,696.17	31,983.51	12,622.26	1,808,522.21	88,657.35	-314,077.50	5,804.28	1,270,449.42	-1,586.53	377,692.79	3,344,880.87	3,592,087.00	-247,206.13	93.12%
Gross Profit	-111.79	7,228.70	57,696.17	31,983.51	12,622.26	1,808,522.21	88,657.35	-314,077.50	5,804.28	1,270,449.42	-1,586.53	377,692.79	3,344,880.87	3,592,087.00	-247,206.13	93.12%
Expense																
5000 · Administrative																
5190 · Bank Fees	2,634.56	528.05	564.02	463.68	574.11	463.56	576.28	489.46	515.39	471.26	594.07	642.67	8,517.11	6,750.00	1,767.11	126.18%
5200 · Board of Directors																
5210 · Board Meetings	0.00	300.00	150.00	300.00	450.00	300.00	300.00	300.00	450.00	0.00	750.00	450.00	3,750.00	3,000.00	750.00	125.0%
5220 · Director Fees	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	1,762.50	450.00	37.50	600.00	3,150.00	2,000.00	1,150.00	157.5%
5230 · Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 5200 · Board of Directors	0.00	300.00	150.00	300.00	450.00	300.00	600.00	300.00	2,212.50	450.00	787.50	1,050.00	6,900.00	10,000.00	-3,100.00	69.0%
5250 · Conference Attendance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
5270 · Information Systems	0.00	50.00	0.00	300.00	2,016.50	0.00	300.00	262.50	62.50	624.25	2,301.25	426.25	6,343.25	4,000.00	2,343.25	158.58%
5300 · Insurance																
5310 · Fidelity Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	437.50	0.00	0.00	0.00	437.50	500.00	-62.50	87.5%
5320 · Property & Liability Insurance	0.00	0.00	0.00	9,851.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,851.00	8,000.00	1,851.00	123.14%
Total 5300 · Insurance	0.00	0.00	0.00	9,851.00	0.00	0.00	0.00	0.00	437.50	0.00	0.00	0.00	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	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5350 · LAFCO Assessment	0.00	0.00	0.00	0.00	0.00	2,460.00	0.00	0.00	0.00	0.00	0.00	2,858.00	5,318.00	2,500.00	2,818.00	212.72%
5400 · Legal																
5430 · General Legal	0.00	1,291.00	4,424.00	2,424.00	4,354.00	3,910.00	3,559.75	4,878.25	7,549.75	11,095.50	3,458.00	6,750.50	53,694.75	100,000.00	-46,305.25	53.7%
5440 · Litigation	0.00	6,000.00	495.00	2,055.00	4,755.00	2,430.00	16,350.90	23,657.92	24,330.32	19,275.02	28,715.55	40,730.94	168,795.65			
Total 5400 · Legal	0.00	7,291.00	4,919.00	4,479.00	9,109.00	6,340.00	19,910.65	28,536.17	31,880.07	30,370.52	32,173.55	47,481.44	222,490.40	100,000.00	122,490.40	222.49%
5510 · Maintenance, Office	0.00	260.00	453.92	310.00	260.00	260.00	310.00	260.00	260.00	570.00	371.82	260.00	3,575.74	8,000.00	-4,424.26	44.7%
5530 · Memberships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	600.00			
5540 · Office Supplies	108.03	235.76	402.55	435.15	352.48	477.26	667.47	275.43	569.70	168.89	86.26	314.60	4,093.58	6,000.00	-1,906.42	68.23%
5550 · Postage	0.00	0.00	78.03	19.80	78.03	0.00	42.64	0.00	78.03	50.00	0.00	38.00	384.53	2,000.00	-1,615.47	19.23%
5560 · Printing & Publishing	0.00	233.80	202.50	492.70	24.36	19.24	135.33	15.35	19.90	27.73	0.00	71.25	1,242.16	5,000.00	-3,757.84	24.84%
5600 · Professional Services																
5610 · Accounting	0.00	2,500.00	5,250.00	2,050.00	2,100.00	3,350.00	4,127.50	2,950.00	2,050.00	2,950.00	3,400.00	0.00	30,727.50	32,000.00	-1,272.50	96.02%
5620 · Audit	0.00	4,000.00	0.00	0.00	9,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	6,733.52	409.78	6,470.53	64,707.72	35,000.00	29,707.72	184.88%
5640 · Data Services	0.00	6,386.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,386.28	6,200.00	186.28	103.01%
5650 · Labor & HR Support	0.00	427.00	213.50	213.50	213.50	213.50	213.50	213.50	213.50	213.50	213.50	213.50	2,562.00	2,500.00	62.00	102.48%
5660 · Payroll Services	72.32	74.13	75.94	75.94	75.94	75.94	139.64	75.94	75.94	75.94	75.94	74.71	968.32	1,000.00	-31.68	96.83%
Total 5600 · Professional Services	8,997.32	15,382.13	6,054.96	17,534.05	17,566.72	4,084.84	8,657.91	12,490.11	6,902.86	9,972.96	4,099.22	6,758.74	118,501.82	89,700.00	28,801.82	132.11%
5710 · San Mateo Co. Tax Roll Charges	0.00	0.00	0.00	0.00	119.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	3,089.07	2,856.01	3,128.00	32,546.10	20,000.00	12,546.10	162.73%
5730 · Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
5740 · Reference Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.57	54.57	200.00	-145.43	27.29%
5790 · Other Administrative	0.00	0.00	0.00	0.00	-5.55	100.00	0.00	0.00	0.00	0.00	0.00	0.00	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	1,441.63	1,455.82	1,442.80	18,545.04	17,508.00	1,037.04	105.92%
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	3,545.56	3,545.56	3,545.56	44,020.26	49,096.00	-5,075.74	89.66%
5830 · Disability Insurance	144.61	144.61	0.00	289.22	144.61	144.61	144.61	144.61	147.42	147.42	147.42	147.42	1,746.56	1,876.00	-129.44	93.1%
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	1,577.04	1,592.55	1,416.52	17,027.54	19,134.00	-2,106.46	88.99%
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	1,421.10	1,385.75	1,425.73	18,121.81	17,062.00	1,059.81	106.21%
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	9,178.24	9,178.24	9,178.24	128,010.90	116,211.00	11,799.90	110.15%
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	11,114.15	10,609.88	11,180.15	131,837.63	133,905.00	-2,067.37	98.46%
5930 · Staff Certification	200.00	200.00	200.00	200.00	200.00	200.00	100.00	0.00	87.50	175.00	175.00	175.00	1,912.50	1,800.00	112.50	106.25%
5940 · Staff Overtime	0.00	213.69	575.31	312.31	254.78	230.12	328.75	98.62	295.87	147.93	854.75	98.62	3,410.75	1,760.00	1,650.75	193.79%
Total 5900 · Wages	20,751.20	20,001.73	20,887.62	20,624.62	20,062.81	21,059.22	20,036.79	19,202.38	40,480.21	20,615.32	20,817.87	20,632.01	265,171.78	253,676.00	11,495.78	104.53%
5960 · Worker's Comp Insurance	0.00	0.00	0.00	640.89	0.00	0.00	642.33	0.00	0.00	771.24	0.00	0.00	2,054.46	3,688.00	-1,633.54	55.71%
Total 5800 · Labor	29,215.96	27,846.28	28,750.82	29,379.43	27,932.56	27,858.28	28,676.34	27,042.01	52,911.45	29,519.31	28,944.97	28,610.04	366,687.45	362,040.00	4,647.45	101.28%

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	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Total 5000 · Administrative	43,483.94	54,738.88	44,153.19	66,192.42	61,116.74	44,794.07	62,636.60	69,868.33	100,950.29	75,913.99	72,214.65	91,693.56	787,756.66	629,690.00	158,066.66	125.1%
6000 · Operations																
6170 · Claims, Property Damage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
6195 · Education & Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6200 · Engineering																
6210 · Meeting Attendance, Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6220 · General Engineering	3,705.00	0.00	2,470.00	1,330.00	2,185.00	3,866.00	760.00	950.00	2,973.25	3,515.00	1,900.00	1,235.00	24,889.25	60,000.00	-35,110.75	41.48%
Total 6200 · Engineering	3,705.00	0.00	2,470.00	1,330.00	2,185.00	3,866.00	760.00	950.00	2,973.25	3,515.00	1,900.00	1,235.00	24,889.25	60,000.00	-35,110.75	41.48%
6320 · Equipment & Tools, Expensed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6330 · Facilities																
6335 · Alarm Services	391.80	391.80	682.06	518.82	391.80	496.80	776.54	391.79	496.80	518.82	391.80	502.05	5,950.88	10,000.00	-4,049.12	59.51%
6337 · Landscaping	0.00	500.00	500.00	0.00	200.00	0.00	0.00	3,675.00	0.00	0.00	0.00	0.00	4,875.00	6,000.00	-1,125.00	81.25%
Total 6330 · Facilities	391.80	891.80	1,182.06	518.82	591.80	496.80	776.54	4,066.79	496.80	518.82	391.80	502.05	10,825.88	16,000.00	-5,174.12	67.66%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,269.52	3,332.03	3,428.52	3,276.88	3,233.16	2,906.73	2,717.73	15,635.88	13.28	2,478.60	2,488.68	2,997.41	45,778.42	45,000.00	778.42	101.73%
Total 6400 · Pumping	3,269.52	3,332.03	3,428.52	3,276.88	3,233.16	2,906.73	2,717.73	15,635.88	13.28	2,478.60	2,488.68	2,997.41	45,778.42	45,000.00	778.42	101.73%
6600 · Collection/Transmission																
6660 · Maintenance, Collection System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 6600 · Collection/Transmission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6800 · Vehicles																
6810 · Fuel	0.00	0.00	0.00	0.00	0.00	436.09	0.00	0.00	0.00	250.85	0.00	0.00	686.94	1,000.00	-313.06	68.69%
6820 · Truck Equipment, Expensed	0.00	0.00	0.00	0.00	0.00	30.54	0.00	0.00	0.00	7.70	0.00	0.00	38.24	160.00	-121.76	23.9%
6830 · Truck Repairs	0.00	0.00	0.00	0.00	0.00	45.88	0.00	0.00	0.00	42.05	0.00	0.00	87.93	1,000.00	-912.07	8.79%
Total 6800 · Vehicles	0.00	0.00	0.00	0.00	0.00	512.51	0.00	0.00	0.00	300.60	0.00	0.00	813.11	2,160.00	-1,346.89	37.64%
6890 · Other Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	270.00	0.00	0.00	0.00	0.00	270.00			
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	21,179.42	254,153.04	254,153.00	0.04	100.0%
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	132,053.08	132,053.08	132,053.08	1,584,636.96	1,584,637.00	-0.04	100.0%
6940 · SAM Maintenance, Collection Sys	0.00	0.00	0.00	0.00	0.00	0.00	50,696.42	0.00	0.00	0.00	9,646.42	0.00	60,342.84	40,000.00	20,342.84	150.86%
6950 · SAM Maintenance, Pumping	2,171.92	0.00	19,108.27	0.00	9,879.87	8,506.33	8,860.83	0.00	3,750.00	10,530.75	0.00	19,751.26	82,559.23	70,000.00	12,559.23	117.94%
Total 6900 · Sewer Authority Midcoastside	155,404.42	153,232.50	172,340.77	153,232.50	163,112.37	161,738.83	212,789.75	153,232.50	156,982.50	163,763.25	162,878.92	172,983.76	1,981,692.07	1,948,790.00	32,902.07	101.69%
Total 6000 · Operations	162,770.74	157,456.33	179,421.35	158,358.20	169,122.33	169,520.87	217,044.02	174,155.17	160,465.83	170,576.27	167,659.40	177,718.22	2,064,268.73	2,103,950.00	-39,681.27	98.11%
Total Expense	206,254.68	212,195.21	223,574.54	224,550.62	230,239.07	214,314.94	279,680.62	244,023.50	261,416.12	246,490.26	239,874.05	269,411.78	2,852,025.39	2,733,640.00	118,385.39	104.33%

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	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	-206,366.47	-204,966.51	-165,878.37	-192,567.11	-217,616.81	1,594,207.27	-191,023.27	-558,101.00	-255,611.84	1,023,959.16	-241,460.58	108,281.01	492,855.48	858,447.00	-365,591.52	57.41%
Other Income/Expense																
Other Income																
7000 - Capital Account Revenues																
7100 - Connection Fees																
7110 - Connection Fees (New Constr)	0.00	177.00	0.00	0.00	27,337.00	42,914.00	0.00	26,819.00	0.00	0.00	84,755.00	1,871.45	183,873.45	100,000.00	83,873.45	183.87%
7120 - Connection Fees (Remodel)	0.00	0.00	0.00	22,518.36	0.00	12,753.00	0.00	1,073.00	0.00	0.00	0.00	0.00	36,344.36	50,000.00	-13,655.64	72.69%
7100 - Connection Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-33,570.00	0.00	0.00	0.00	-33,570.00			
Total 7100 - Connection Fees	0.00	177.00	0.00	22,518.36	27,337.00	55,667.00	0.00	27,892.00	-33,570.00	0.00	84,755.00	1,871.45	186,647.81	150,000.00	36,647.81	124.43%
7200 - Interest Income - LAIF	16,680.86	0.00	0.00	9,743.41	0.00	0.00	7,270.27	0.00	0.00	5,031.38	0.00	0.00	38,725.92	60,000.00	-21,274.08	64.54%
Total 7000 - Capital Account Revenues	16,680.86	177.00	0.00	32,261.77	27,337.00	55,667.00	7,270.27	27,892.00	-33,570.00	5,031.38	84,755.00	1,871.45	225,373.73	210,000.00	15,373.73	107.32%
Total Other Income	16,680.86	177.00	0.00	32,261.77	27,337.00	55,667.00	7,270.27	27,892.00	-33,570.00	5,031.38	84,755.00	1,871.45	225,373.73	210,000.00	15,373.73	107.32%
Other Expense																
8000 - Capital Improvement Program																
8075 - Sewer	6,393.00	0.00	26,516.55	12,670.00	8,250.50	6,041.50	201,461.75	-92,523.53	-81,762.50	6,095.00	3,516.25	6,824.75	103,483.27	1,985,272.00	-1,881,788.73	5.21%
Total 8000 - Capital Improvement Program	6,393.00	0.00	26,516.55	12,670.00	8,250.50	6,041.50	201,461.75	-92,523.53	-81,762.50	6,095.00	3,516.25	6,824.75	103,483.27	1,985,272.00	-1,881,788.73	5.21%
9000 - Capital Account Expenses																
9125 - PNC Equipment Lease Interest	583.84	0.00	1,166.88	1,154.09	1,141.26	1,128.41	1,115.52	1,102.61	1,089.66	1,076.68	1,063.66	1,050.62	11,673.23	13,461.00	-1,787.77	86.72%
9200 - I-Bank Loan	1,843.77	0.00	0.00	0.00	0.00	0.00	10,592.29	0.00	0.00	0.00	0.00	0.00	12,436.06	21,655.00	-9,218.94	57.43%
Total 9000 - Capital Account Expenses	2,427.61	0.00	1,166.88	1,154.09	1,141.26	1,128.41	11,707.81	1,102.61	1,089.66	1,076.68	1,063.66	1,050.62	24,109.29	35,116.00	-11,006.71	68.66%
Total Other Expense	8,820.61	0.00	27,683.43	13,824.09	9,391.76	7,169.91	213,169.56	-91,420.92	-80,672.84	7,171.68	4,579.91	7,875.37	127,592.56	2,020,388.00	-1,892,795.44	6.32%
Net Other Income	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	-2,140.30	80,175.09	-6,003.92	97,781.17	-1,810,388.00	1,908,169.17	-5.4%
Net Income	-198,506.22	-204,789.51	-193,561.80	-174,129.43	-199,671.57	1,642,704.36	-396,922.56	-438,788.08	-208,509.00	1,021,818.86	-161,285.49	102,277.09	590,636.65	-951,941.00	1,542,577.65	-62.05%

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	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	-1,612.56	3,217.51	3,217.51	3,217.50	3,217.50	3,217.50	3,217.50	3,217.50	3,217.50	3,265.34	3,265.34	3,327.14	33,985.28	37,500.00	-3,514.72	90.63%
4400 · Fees																
4410 · Administrative Fee (New Constr)	0.00	548.00	548.00	548.00	1,644.00	1,096.00	0.00	548.00	0.00	548.00	0.00	548.00	6,028.00	5,000.00	1,028.00	120.56%
4420 · Administrative Fee (Remodel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	548.00	0.00	0.00	548.00			
4430 · Inspection Fee (New Constr)	0.00	518.00	518.00	518.00	1,554.00	1,036.00	0.00	518.00	0.00	518.00	0.00	518.00	5,698.00	4,000.00	1,698.00	142.45%
4440 · Inspection Fee (Remodel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	518.00	0.00	0.00	518.00	1,000.00	-482.00	51.8%
4450 · Mainline Extension Fees	0.00	548.00	0.00	0.00	0.00	0.00	0.00	69,738.87	15,618.00	0.00	0.00	0.00	85,904.87	3,000.00	82,904.87	2,863.5%
4460 · Remodel Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
4470 · Other Fees	0.00	0.00	0.00	0.00	0.00	488.81	0.00	0.00	0.00	0.00	0.00	0.00	488.81			
Total 4400 · Fees	0.00	1,614.00	1,066.00	1,066.00	3,198.00	2,620.81	0.00	70,804.87	15,618.00	2,132.00	0.00	1,066.00	99,185.68	15,000.00	84,185.68	661.24%
4510 · Grants	0.00	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00			
4610 · Property Tax Receipts	0.00	59.38	51,647.64	17,973.23	26,530.78	125,148.01	84,793.20	24,092.40	1,206.75	92,080.94	2,593.17	24,575.15	450,700.65	275,000.00	175,700.65	163.89%
4740 · Testing, Backflow	1,913.00	3,355.00	1,680.00	1,800.00	1,200.00	1,080.00	0.00	0.00	1,800.00	2,400.00	600.00	0.00	15,828.00	18,000.00	-2,172.00	87.93%
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	-26,905.07	327,176.80	-7,162.88	1,968,757.74	1,896,000.00	72,757.74	103.84%
4850 · Water Sales Refunds, Customer	-1,037.10	0.00	0.00	-277.92	745.73	-1,861.17	-221.78	-164.77	0.00	0.00	0.00	0.00	-2,817.01	-3,000.00	182.99	93.9%
4990 · Other Revenue	0.00	40.52	0.00	0.00	0.00	28.80	447.98	353.22	0.00	5,519.21	2.81	0.00	6,392.54			
Total Income	385,112.74	-21,102.41	444,515.13	10,360.36	389,493.76	93,249.31	425,235.78	49,462.96	361,905.30	78,492.42	333,638.12	21,805.41	2,572,168.88	2,238,500.00	333,668.88	114.91%
Gross Profit	385,112.74	-21,102.41	444,515.13	10,360.36	389,493.76	93,249.31	425,235.78	49,462.96	361,905.30	78,492.42	333,638.12	21,805.41	2,572,168.88	2,238,500.00	333,668.88	114.91%
Expense																
5000 · Administrative																
5235 · Bond Issue Costs - Expense	0.00	0.00	0.00	0.00	0.00	66,381.00	0.00	0.00	0.00	0.00	0.00	0.00	66,381.00			
5190 · Bank Fees	146.01	123.25	177.54	171.45	205.30	209.05	319.90	99.21	115.61	89.51	90.66	30.00	1,777.49	1,500.00	277.49	118.5%
5200 · Board of Directors																
5210 · Board Meetings	0.00	300.00	150.00	300.00	450.00	300.00	300.00	300.00	450.00	0.00	750.00	450.00	3,750.00	3,000.00	750.00	125.0%
5220 · Director Fees	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	1,762.50	450.00	37.50	600.00	3,150.00	2,000.00	1,150.00	157.5%
5230 · Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 5200 · Board of Directors	0.00	300.00	150.00	300.00	450.00	300.00	600.00	300.00	2,212.50	450.00	787.50	1,050.00	6,900.00	10,000.00	-3,100.00	69.0%
5240 · CDPH Fees	0.00	0.00	0.00	0.00	2,848.00	9,156.40	0.00	0.00	0.00	0.00	0.00	0.00	12,004.40	11,000.00	1,004.40	109.13%
5250 · Conference Attendance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
5265 · Amortization Expense	0.00	0.00	0.00	0.00	0.00	30,092.40	0.00	49,127.65	0.00	0.00	0.00	0.00	79,220.05			
5270 · Information Systems	0.00	50.00	0.00	300.00	2,016.50	0.00	300.00	262.50	62.50	624.25	2,301.25	426.25	6,343.25	5,000.00	1,343.25	126.87%
5300 · Insurance																
5310 · Fidelity Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	437.50	0.00	0.00	0.00	437.50	500.00	-62.50	87.5%
5320 · Property & Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 5300 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	437.50	0.00	0.00	0.00	437.50	5,500.00	-5,062.50	7.96%

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	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5350 · LAFCO Assessment	0.00	0.00	0.00	0.00	0.00	2,716.00	0.00	0.00	0.00	0.00	0.00	3,156.00	5,872.00	2,500.00	3,372.00	234.88%
5400 · Legal																
5420 · Meeting Attendance, Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,224.25	0.00	11,095.50	0.00	0.00	12,319.75			
5430 · General Legal	0.00	8,059.00	4,679.00	12,051.00	7,531.00	8,297.50	18,377.75	7,026.00	17,048.05	0.00	3,983.00	8,855.90	95,908.20	100,000.00	-4,091.80	95.91%
Total 5400 · Legal	0.00	8,059.00	4,679.00	12,051.00	7,531.00	8,297.50	18,377.75	8,250.25	17,048.05	11,095.50	3,983.00	8,855.90	108,227.95	100,000.00	8,227.95	108.23%
5510 · Maintenance, Office	0.00	2,809.77	453.92	310.00	260.00	260.00	310.00	260.00	260.00	570.00	371.81	260.00	6,125.50	8,000.00	-1,874.50	76.57%
5530 · Memberships	445.00	0.00	0.00	7,253.00	15,701.00	682.00	0.00	0.00	0.00	0.00	0.00	459.00	24,540.00	27,000.00	-2,460.00	90.89%
5540 · Office Supplies	108.01	235.77	402.51	435.14	352.50	477.26	667.43	279.73	569.70	168.88	86.25	314.57	4,097.75	6,000.00	-1,902.25	68.3%
5550 · Postage	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	1,293.19	758.26	1,262.10	13,373.09	4,000.00	9,373.09	334.33%
5560 · Printing & Publishing	0.00	233.81	202.50	492.71	24.36	19.24	135.32	15.35	19.90	27.72	0.00	71.25	1,242.16	7,000.00	-5,757.84	17.75%
5600 · Professional Services																
5610 · Accounting	0.00	2,500.00	5,250.00	2,050.00	2,100.00	3,350.00	4,127.50	2,950.00	2,050.00	2,950.00	3,400.00	0.00	30,727.50	32,000.00	-1,272.50	96.02%
5620 · Audit	0.00	4,000.00	0.00	0.00	9,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	6,733.53	409.77	6,470.52	63,121.80	55,000.00	8,121.80	114.77%
5640 · Data Services	0.00	6,386.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,386.27	3,000.00	3,386.27	212.88%
5650 · Labor & HR Support	0.00	427.00	213.50	213.50	213.50	213.50	213.50	213.50	213.50	213.50	213.50	213.50	2,562.00	2,500.00	62.00	102.48%
5660 · Payroll Services	72.32	74.13	75.94	75.94	75.94	75.94	139.64	75.94	75.94	75.94	75.94	74.72	968.33	1,000.00	-31.67	96.83%
Total 5600 · Professional Services	7,411.43	15,382.11	6,054.97	17,534.05	17,566.71	4,084.84	8,657.91	12,490.09	6,902.87	9,972.97	4,099.21	6,758.74	116,915.90	106,500.00	10,415.90	109.78%
5710 · San Mateo Co. Tax Roll Charges	0.00	0.00	0.00	0.00	119.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119.00	3,000.00	-2,881.00	3.97%
5720 · Telephone & Internet	3,204.25	2,729.67	3,036.27	3,391.29	2,827.15	3,151.46	4,657.18	526.68	5,861.48	3,959.49	4,074.70	3,227.45	40,647.07	20,000.00	20,647.07	203.24%
5730 · Mileage Reimbursement	0.00	6.00	6.00	6.00	6.00	6.00	6.00	0.00	0.00	6.00	33.30	0.00	75.30	2,000.00	-1,924.70	3.77%
5740 · Reference Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.57	54.57	800.00	-745.43	6.82%
5790 · Other Administrative	0.00	0.00	0.00	0.00	-5.56	300.00	0.00	296.67	76.50	0.00	0.00	0.00	667.61	1,000.00	-332.39	66.76%
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	3,810.16	3,573.68	3,748.25	3,732.53	3,522.70	3,799.16	3,703.77	3,413.57	5,151.65	3,693.27	3,521.12	3,253.52	44,923.38	44,948.00	-24.62	99.95%
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	11,214.85	9,524.49	9,524.49	106,333.68	107,614.00	-1,280.32	98.81%
5830 · Disability Insurance	333.08	333.08	0.00	666.16	333.08	333.08	333.08	333.08	344.08	344.08	344.08	344.08	4,040.96	4,752.00	-711.04	85.04%
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	4,151.85	3,958.63	3,499.52	47,305.57	51,267.00	-3,961.43	92.27%
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	3,299.62	2,965.57	2,883.84	39,500.78	38,695.00	805.78	102.08%
5900 · Wages																
5910 · Management	8,998.18	8,998.18	8,998.18	8,998.18	8,998.18	9,010.68	8,998.18	8,998.18	28,478.42	9,178.26	9,178.26	9,178.26	128,011.14	116,211.00	11,800.14	110.15%
5920 · Staff	39,625.96	36,300.35	37,985.83	38,100.77	37,018.65	39,989.91	37,797.27	34,984.04	40,253.73	38,506.40	33,656.80	32,517.07	446,736.78	464,762.00	-18,025.22	96.12%
5930 · Staff Certification	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	987.50	1,075.00	1,075.00	936.85	11,274.35	11,400.00	-125.65	98.9%
5940 · Staff Overtime	3,789.68	4,208.91	4,956.95	4,838.34	3,464.77	3,788.85	4,879.26	3,281.22	3,163.71	3,323.04	5,688.70	3,114.19	48,497.62	54,781.00	-6,283.38	88.53%
5950 · Staff Standby	2,698.60	2,231.74	2,132.81	2,171.37	2,113.62	2,193.25	2,182.45	2,072.33	2,203.97	2,190.08	2,148.10	2,175.94	26,514.26	23,003.00	3,511.26	115.26%
Total 5900 · Wages	56,012.42	52,639.18	54,973.77	55,008.66	52,495.22	55,882.69	54,757.16	50,235.77	75,087.33	54,272.78	51,746.86	47,922.31	661,034.15	670,157.00	-9,122.85	98.64%
5960 · Worker's Comp Insurance	0.00	0.00	0.00	3,648.01	0.00	0.00	3,652.79	0.00	0.00	3,697.55	0.00	0.00	10,998.35	22,444.00	-11,445.65	49.0%
Total 5800 · Labor	74,929.24	71,371.26	72,851.64	77,187.67	71,911.93	77,935.62	78,469.31	69,538.80	99,778.89	80,674.00	72,060.75	67,427.76	914,136.87	939,877.00	-25,740.13	97.26%

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	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Total 5000 · Administrative	87,454.42	102,834.71	88,823.63	120,590.70	122,918.51	205,161.23	113,553.05	142,703.25	134,187.17	108,931.51	88,646.69	93,353.59	1,409,158.46	1,263,677.00	145,481.46	111.51%
6000 · Operations																
6160 · Backflow Prevention	0.00	0.00	0.00	0.00	0.00	573.51	0.00	744.64	0.00	196.83	0.00	13.00	1,527.98	1,000.00	527.98	152.8%
6170 · Claims, Property Damage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6180 · Communications																
6185 · SCADA Maintenance	0.00	196.26	0.00	0.00	0.00	4,619.45	0.00	0.00	0.00	0.00	0.00	0.00	4,815.71	13,000.00	-8,184.29	37.04%
6180 · Communications - Other	0.00	0.00	0.00	0.00	0.00	0.00	504.85	0.00	0.00	266.08	0.00	0.00	770.93			
Total 6180 · Communications	0.00	196.26	0.00	0.00	0.00	4,619.45	504.85	0.00	0.00	266.08	0.00	0.00	5,586.64	13,000.00	-7,413.36	42.97%
6195 · Education & Training	0.00	0.00	65.35	0.00	0.00	185.77	235.00	153.15	0.00	0.00	0.00	0.00	639.27	9,000.00	-8,360.73	7.1%
6200 · Engineering																
6210 · Meeting Attendance, Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6220 · General Engineering	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	725.00	26.88	0.00	1,351.88	20,000.00	-18,648.12	6.76%
6230 · Water Quality Engineering	0.00	3,442.50	3,060.00	7,095.00	4,716.25	2,040.00	0.00	1,302.50	15,888.75	17,995.63	9,253.75	4,198.75	68,993.13	200,000.00	-131,006.87	34.5%
Total 6200 · Engineering	0.00	3,442.50	3,060.00	7,695.00	4,716.25	2,040.00	0.00	1,302.50	15,888.75	18,720.63	9,280.63	4,198.75	70,345.01	220,000.00	-149,654.99	31.98%
6320 · Equipment & Tools, Expensed	52.52	236.94	204.25	667.03	377.93	77.86	817.22	309.89	87.33	1,644.48	1,258.54	275.46	6,009.45	12,000.00	-5,990.55	50.08%
6330 · Facilities																
6335 · Alarm Services	0.00	0.00	290.26	127.02	0.00	105.00	384.73	0.00	105.00	127.02	0.00	110.25	1,249.28	5,000.00	-3,750.72	24.99%
6337 · Landscaping	0.00	350.00	550.00	850.00	850.00	850.00	1,050.00	4,581.72	1,050.00	1,900.00	0.00	850.00	12,881.72	15,000.00	-2,118.28	85.88%
Total 6330 · Facilities	0.00	350.00	840.26	977.02	850.00	955.00	1,434.73	4,581.72	1,155.00	2,027.02	0.00	960.25	14,131.00	20,000.00	-5,869.00	70.66%
6370 · Lab Supplies & Equipment	0.00	30.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	690.67	0.00	0.00	721.26	4,000.00	-3,278.74	18.03%
6380 · Meter Reading	22.94	63.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.94			
6400 · Pumping																
6410 · Pumping Fuel & Electricity	4,652.82	6,356.95	5,064.76	7,524.55	5,493.10	5,062.25	5,086.12	17,021.31	3,901.24	4,985.42	4,311.58	5,711.68	75,171.78	90,000.00	-14,828.22	83.52%
6420 · Pumping Maintenance, Generators	0.00	0.00	0.00	0.00	2,888.00	1,690.00	0.00	843.92	0.00	2,592.00	0.00	0.00	8,013.92	15,000.00	-6,986.08	53.43%
6430 · Pumping Maintenance, General	0.00	0.00	0.00	0.00	0.00	38.22	0.00	0.00	0.00	0.00	0.00	0.00	38.22	5,000.00	-4,961.78	0.76%
6440 · Pumping Equipment, Expensed	0.00	0.00	0.00	0.00	0.00	12.94	0.00	0.00	0.00	0.00	0.00	0.00	12.94	700.00	-687.06	1.85%
6400 · Pumping - Other	0.00	0.00	665.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	665.89			
Total 6400 · Pumping	4,652.82	6,356.95	5,730.65	7,524.55	8,381.10	6,803.41	5,086.12	17,865.23	3,901.24	7,577.42	4,311.58	5,711.68	83,902.75	110,700.00	-26,797.25	75.79%
6500 · Supply																
6510 · Maintenance, Raw Water Mains	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.09	37.09	2,500.00	-2,462.91	1.48%
6520 · Maintenance, Wells	255.16	0.00	270.00	183.49	0.00	6,869.57	0.00	0.00	0.00	662.50	186.17	424.22	8,851.11	5,000.00	3,851.11	177.02%
6530 · Water Purchases	0.00	0.00	0.00	0.00	6,769.30	0.00	0.00	7,816.60	0.00	0.00	6,868.20	0.00	21,454.10	30,000.00	-8,545.90	71.51%
Total 6500 · Supply	255.16	0.00	270.00	183.49	6,769.30	6,869.57	0.00	7,816.60	0.00	662.50	7,054.37	461.31	30,342.30	37,500.00	-7,157.70	80.91%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
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														TOTAL		
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
6600 · Collection/Transmission																
6610 · Hydrants	593.00	0.00	2,758.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,205.73	10,556.84	1,000.00	9,556.84	1,055.68%
6620 · Maintenance, Water Mains	0.00	0.00	5,361.11	0.00	0.00	14,413.21	121.73	0.00	0.00	5,349.94	16,473.91	1,818.00	43,537.90	50,000.00	-6,462.10	87.08%
6630 · Maintenance, Water Svc Lines	0.00	0.00	0.00	13,499.71	1,015.72	12,640.65	2,933.36	4,697.56	0.00	0.00	0.00	1,008.06	35,795.06	15,000.00	20,795.06	238.63%
6640 · Maintenance, Tanks	2,129.18	0.00	0.00	0.00	0.00	985.76	114.65	0.00	900.00	0.00	93.26	286.99	4,509.84	4,000.00	509.84	112.75%
6650 · Maint., Distribution General	0.00	0.00	37.10	0.00	28.36	3,240.00	0.00	0.00	123.34	0.00	0.00	0.00	3,428.80	8,000.00	-4,571.20	42.86%
6660 · Maintenance, Collection System	0.00	0.00	0.00	0.00	0.00	0.00	830.00	0.00	0.00	0.00	0.00	0.00	830.00			
6670 · Meters	0.00	0.00	0.00	0.00	0.00	4,421.45	639.50	0.00	0.00	0.00	6,395.30	0.00	11,456.25	2,500.00	8,956.25	458.25%
6600 · Collection/Transmission - Other	0.00	0.00	0.00	0.00	3,865.87	0.00	0.00	0.00	0.00	0.00	498.06	0.00	4,363.93			
Total 6600 · Collection/Transmission	2,722.18	0.00	8,156.32	13,499.71	4,909.95	35,701.07	4,639.24	4,697.56	1,023.34	5,349.94	23,460.53	10,318.78	114,478.62	80,500.00	33,978.62	142.21%
6700 · Treatment																
6710 · Chemicals & Filtering	817.82	7.16	905.36	2,503.00	8,309.88	311.19	357.99	3,116.59	402.59	3,169.78	781.39	12,872.46	33,555.21	20,000.00	13,555.21	167.78%
6720 · Maintenance, Treatment Equip.	0.00	965.69	1,725.10	72.72	1,939.77	0.00	8.36	0.00	0.00	6.27	819.70	8.36	5,545.97	20,000.00	-14,454.03	27.73%
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	991.40	1,130.80	773.80	28,415.80	45,000.00	-16,584.20	63.15%
Total 6700 · Treatment	5,706.82	1,940.40	6,211.36	7,078.02	11,136.05	6,684.24	1,468.20	3,940.47	2,797.46	4,167.45	2,731.89	13,654.62	67,516.98	85,000.00	-17,483.02	79.43%
6770 · Uniforms	0.00	0.00	800.00	214.05	0.00	177.91	0.00	0.00	0.00	42.60	0.00	400.00	1,634.56	2,000.00	-365.44	81.73%
6800 · Vehicles																
6810 · Fuel	484.10	630.00	417.01	704.22	671.92	175.18	521.84	575.93	574.56	395.11	804.78	722.32	6,676.97	10,000.00	-3,323.03	66.77%
6820 · Truck Equipment, Expensed	0.00	181.91	0.00	10.80	0.00	-19.64	0.00	0.00	51.33	-7.70	0.00	0.00	216.70	2,000.00	-1,783.30	10.84%
6830 · Truck Repairs	0.00	66.26	0.00	0.00	239.58	-45.88	73.28	58.96	108.11	-2.05	0.00	0.00	498.26	5,000.00	-4,501.74	9.97%
Total 6800 · Vehicles	484.10	878.17	417.01	715.02	911.50	109.66	595.12	634.89	734.00	385.36	804.78	722.32	7,391.93	17,000.00	-9,608.07	43.48%
6890 · Other Operations	0.00	0.00	0.00	0.00	0.00	35.23	0.00	4,167.03	75.00	0.00	0.00	0.00	4,277.26			
Total 6000 · Operations	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	41,730.98	48,902.32	36,716.17	408,625.95	621,700.00	-213,074.05	65.73%
Total Expense	101,350.96	116,329.52	114,613.83	159,144.59	160,970.59	269,993.91	128,333.53	188,916.93	159,849.29	150,662.49	137,549.01	130,069.76	1,817,784.41	1,885,377.00	-67,592.59	96.42%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
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													TOTAL			
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	283,761.78	-137,431.93	329,901.30	-148,784.23	228,523.17	-176,744.60	296,902.25	-139,453.97	202,056.01	-72,170.07	196,089.11	-108,264.35	754,384.47	353,123.00	401,261.47	213.63%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	0.00	0.00	0.00	0.00	18,407.00	42,337.00	0.00	25,769.00	-15,446.00	0.00	18,407.00	0.00	89,474.00	100,000.00	-10,526.00	89.47%
7130 · Conn. Fees, PFP (New Constr)	0.00	40,727.18	11,659.02	19,209.24	21,018.85	9,831.20	290.36	25,968.63	484.00	14,629.11	0.00	12,092.54	155,910.13	50,000.00	105,910.13	311.82%
7140 · Conn. Fees, PFP (Remodel)	13,999.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,131.36	0.00	7,761.11	23,891.84			
7100 · Connection Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-20,069.00	0.00	0.00	0.00	-20,069.00			
Total 7100 · Connection Fees	13,999.37	40,727.18	11,659.02	19,209.24	39,425.85	52,168.20	290.36	51,737.63	-35,031.00	16,760.47	18,407.00	19,853.65	249,206.97	150,000.00	99,206.97	166.14%
7600 · Bond Revenues, G.O.	0.00	0.00	6,734.41	7,120.97	18,776.69	553,113.38	0.00	82,175.23	4,918.21	384,209.56	10,713.39	102,257.55	1,170,019.39	1,150,436.00	19,583.39	101.7%
7650 · Water System Reliability	0.00	0.00	0.00	0.00	0.00	515,604.46	0.00	569,676.48	0.00	358,454.64	0.00	0.00	1,443,735.58	1,000,000.00	443,735.58	144.37%
Total 7000 · Capital Account Revenues	13,999.37	40,727.18	18,393.43	26,330.21	58,202.54	1,120,886.04	290.36	703,589.34	-30,112.79	759,424.67	29,120.39	122,111.20	2,862,961.94	2,300,436.00	562,525.94	124.45%
Total Other Income	13,999.37	40,727.18	18,393.43	26,330.21	58,202.54	1,120,886.04	290.36	703,589.34	-30,112.79	759,424.67	29,120.39	122,111.20	2,862,961.94	2,300,436.00	562,525.94	124.45%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	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	33,853.58	4,613.75	36,614.91	400,027.99	1,108,750.00	-708,722.01	36.08%
Total 8000 · Capital Improvement Program	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	33,853.58	4,613.75	36,614.91	400,027.99	1,108,750.00	-708,722.01	36.08%
9000 · Capital Account Expenses																
9100 · Interest Expense - GO Bonds	0.00	17,765.69	0.00	0.00	0.00	57,107.38	0.00	18,584.28	0.00	0.00	0.00	0.00	93,457.35	208,611.00	-115,153.65	44.8%
9125 · PNC Equipment Lease Interest	583.84	0.00	1,166.88	1,154.09	1,141.27	1,128.41	1,115.53	1,102.61	1,089.66	1,076.68	1,063.67	1,050.62	11,673.26	13,461.00	-1,787.74	86.72%
9150 · SRF Loan	0.00	0.00	0.00	0.00	0.00	35,246.85	-449.02	0.00	0.00	0.00	0.00	34,816.14	69,613.97	70,564.00	-950.03	98.65%
9210 · Conservation Program/Rebates	0.00	150.00	0.00	0.00	100.00	300.00	0.00	0.00	0.00	0.00	200.00	100.00	850.00	3,000.00	-2,150.00	28.33%
Total 9000 · Capital Account Expenses	583.84	17,915.69	1,166.88	1,154.09	1,241.27	93,782.64	666.51	19,686.89	1,089.66	1,076.68	1,263.67	35,966.76	175,594.58	295,636.00	-120,041.42	59.4%
Total Other Expense	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	34,930.26	5,877.42	72,581.67	575,622.57	1,404,386.00	-828,763.43	40.99%
Net Other Income	-891.47	18,125.24	-1,924.62	-27,416.98	19,850.26	968,578.07	-8,742.07	646,749.67	-124,255.64	724,494.41	23,242.97	49,529.53	2,287,339.37	896,050.00	1,391,289.37	255.27%
Net Income	282,870.31	-119,306.69	327,976.68	-176,201.21	248,373.43	791,833.47	288,160.18	507,295.70	77,800.37	652,324.34	219,332.08	-58,734.82	3,041,723.84	1,249,173.00	1,792,550.84	243.5%

Montara Water & Sanitary District
Check Detail
August 11 - 13, 2021

Date	Num	Name	Paid Amount	
WARRANTS FOR THE 08/19/2021 AGENDA				
SPLIT				
07/01/2021	12383	Aztec Gardens	-1,050.00	PAID
07/01/2021	12384	CalPERS 457 Plan	-6,245.02	PAID
07/01/2021	12393	CoastsideNet	-81.35	PAID
07/01/2021	12385	Comcast	-276.48	PAID
07/02/2021	12394	IEDA	-427.00	PAID
07/02/2021	12395	Maze & Associates	-5,000.00	PAID
07/01/2021	12392	U.S. Bank PARS	-7,651.44	PAID
07/09/2021	12396	ACWA/JPIA	-13,070.05	PAID
07/09/2021	12397	Half Moon Bay Review	-310.50	PAID
07/09/2021	12400	Huntington National Bank	-12,740.00	PAID
07/09/2021	12401	Office Depot	-145.34	PAID
07/09/2021	12403	PCT	-600.00	PAID
07/09/2021	12404	Pitney Bowes Financial Services LLC	-156.05	PAID
07/29/2021	12406	A-B Communications	-172.45	PAID
07/29/2021	12407	ACWA/JPIA	-3,978.95	PAID
07/29/2021	12408	AT&T	-3,799.73	PAID
07/29/2021	12409	AT&T	-208.45	PAID
07/29/2021	12410	AT&T	-425.82	PAID
07/29/2021	12411	AT&T	-479.38	PAID
07/29/2021	12412	AT&T	-475.00	PAID
07/29/2021	12414	Bay Alarm Company	-254.04	PAID
07/29/2021	12416	CalPERS 457 Plan	-6,667.58	PAID
07/29/2021	12420	Fitzgerald Law Offices	-48,456.05	PAID
07/30/2021	12450	Jim Harvey	-150.00	PAID
07/30/2021	12451	Kastama Strategic Consulting	-10,297.65	PAID
07/29/2021	12422	Kathryn Slater-Carter	-150.00	PAID
07/30/2021	12452	KBA Document Solutions	-93.80	PAID
07/29/2021	12423	Maze & Associates	-3,500.00	PAID
07/29/2021	12428	Pacific Gas & Electric	-6,214.31	PAID
07/30/2021	12453	Parcel Quest	-1,799.00	PAID
07/29/2021	12429	PARS	-819.55	PAID
07/29/2021	12430	Peter Dekker	-150.00	PAID
07/29/2021	12432	Rauch Communication Consultants, Inc	-2,362.50	PAID
07/29/2021	12433	Ric Lohman	-150.00	PAID
07/29/2021	12434	Scott Boyd	-150.00	PAID
07/29/2021	12438	Standard Insurance Co.	-491.50	PAID
07/29/2021	12440	Tech Solutions	-1,062.50	PAID
07/29/2021	12441	U.S. Bank PARS	-7,927.96	PAID
07/29/2021	12446	White Glove Housekeeping	-500.00	PAID
08/09/2021	12456	ACWA/JPIA	-13,070.05	PAID
08/09/2021	12457	CoastsideNet, Inc.	-81.21	PAID
08/09/2021	12458	Comcast	-275.39	PAID
08/09/2021	12460	Huntington National Bank	-13,370.00	PAID

Montara Water & Sanitary District Check Detail

August 11 - 13, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	
08/09/2021	12461	IEDA	-427.00	PAID
08/12/2021	12465	Aztec Gardens	-850.00	
08/12/2021	12469	Jim Harvey	-225.00	
08/12/2021	12470	Kathryn Slater-Carter	-1,075.00	
08/12/2021	12472	Maze & Associates	-3,800.00	
08/12/2021	12474	Office Depot	-337.45	
08/12/2021	12476	PCT	-600.00	
08/12/2021	12477	Peter Dekker	-225.00	
08/12/2021	12478	Ric Lohman	-225.00	
08/12/2021	12479	Scott Boyd	-225.00	
08/12/2021	12480	The Graphicworks	-412.34	
08/12/2021	12482	White Glove Housekeeping	-520.00	

Montara Water & Sanitary District Check Detail

August 11 - 13, 2021

Date	Num	Name	Paid Amount	
WATER				
07/01/2021	12382	Andreini Brothers, Inc.	-2,149.82	PAID
07/01/2021	12386	Esbro Chemical	-372.83	PAID
07/01/2021	12387	Evoqua Water Technologies	-5,006.00	PAID
07/01/2021	12389	McMaster-Carr Supply Co.	-172.10	PAID
07/01/2021	12390	R & B Company	-693.57	PAID
07/01/2021	12391	SRT Consultants	-16,023.75	PAID
07/09/2021	12398	Hassette Ace Hardware	-269.10	PAID
07/09/2021	12402	Pacific Gas & Electric	-2,225.49	PAID
07/09/2021	12405	USA Blue Book	-78.67	PAID
07/29/2021	12448	Andrea Caturegli	-105.92	PAID
07/29/2021	12413	AT&T Mobility	-232.70	PAID
07/29/2021	12415	BSK Lab	-548.40	PAID
07/29/2021	12417	County of San Mateo Dept Public Work	-12,900.96	PAID
07/29/2021	12419	Evoqua Water Technologies	-9,400.00	PAID
07/29/2021	12424	MWSD Water Account (QB 1006.00)	-24,391.81	PAID
07/29/2021	12425	North Coast County Water District	-415.00	PAID
07/29/2021	12427	Pacific Gas & Electric	-785.35	PAID
07/29/2021	12431	R & B Company	-2,953.25	PAID
07/29/2021	12449	Steve Beardsley	-150.00	PAID
07/29/2021	12439	T & T Valve and Instrument	-137.35	PAID
07/29/2021	12442	Underground Service Alert	-394.38	PAID
07/29/2021	12443	USA Blue Book	-447.19	PAID
07/30/2021	12454	USA Blue Book	-271.57	PAID
07/29/2021	12444	Waterline Envirotech Ltd.	-167.32	PAID
07/29/2021	12445	Wells Fargo Remittance Center	-3,061.29	PAID
08/09/2021	12459	Hassette Ace Hardware	-445.53	PAID
08/09/2021	12462	Pacific Gas & Electric	-2,058.25	PAID
08/09/2021	12463	SRT Consultants	-31,148.75	PAID
08/12/2021	12464	Andreini Brothers, Inc.	-12,001.74	
08/12/2021	12466	BSK Lab	-452.80	
08/12/2021	12467	Esbro Chemical	-668.23	
08/12/2021	12468	Evoqua Water Technologies	-2,503.00	
08/12/2021	12471	Maggiora Bros. Drilling, Inc.	-34,675.00	
08/12/2021	12473	North Coast County Water District	-485.00	
08/12/2021	12481	USA North 811	-229.98	

Montara Water & Sanitary District
Check Detail
August 11 - 13, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	
SEWER				
07/01/2021	12381	Alliant Insurance Services	-1,176.00	PAID
07/01/2021	12388	Hue & Cry Security Systems, Inc.	-115.00	PAID
07/09/2021	12399	Hue & Cry Security Systems, Inc.	-230.00	PAID
07/29/2021	12418	CSRMA	-976.45	PAID
07/29/2021	12421	Hue & Cry Security Systems, Inc.	-391.80	PAID
07/29/2021	12426	Nute Engineering	-8,226.50	PAID
07/29/2021	12447	Ruth Horsfall	-5,785.92	PAID
07/29/2021	12435	Sewer Authority Mid-Coastside	-620.94	PAID
07/29/2021		Sewer Authority Mid-Coastside	-127,717.35	PAID
07/29/2021	12437	Sewer Authority Mid-Coastside	-27,664.41	PAID
08/12/2021	12475	Pacific Trenchless, Inc.	-358,713.14	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 19, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for June 2021

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

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

The Average Daily Flow for Montara was 0.224 MGD in June 2021. There was no reportable overflow in May in the Montara System. SAM indicates there were 0.14 inches of rain in June 2021.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, June 2021

Attachment C

June 2021

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

12 Month Moving Total

	Total	12 month rolling Number		
		HMB	GCSD	MWSD
Roots	2	0	1	1
Grease	0	0	0	0
Mechanical	0	0	0	0
Wet Weather	0	0	0	0
Other	2	1	0	1
Total	4	1	1	2
		25%	25%	50%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s		
		HMB	GCSD	MWSD
June 2021	0	0	0	0
12 Month Moving Total	4	1	1	2

SSOs / Year / 100 Miles

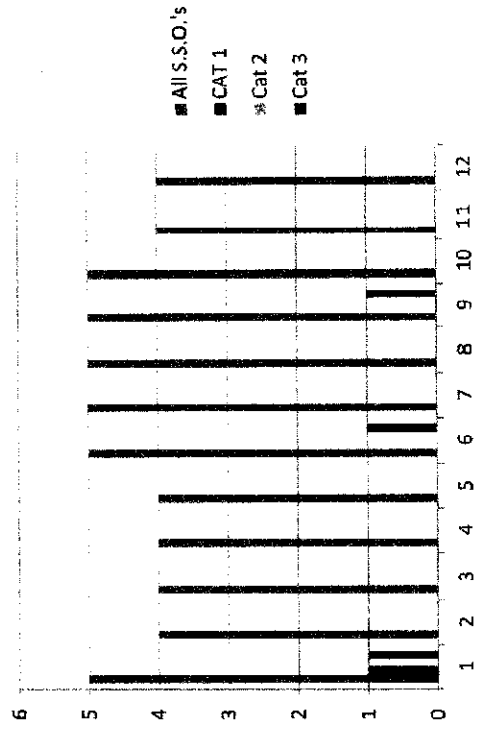
	Total	Number of S.S.O.'s / Year/100 Miles		
		HMB	GCSD	MWSD
June 2021	0.0	0.0	0.0	0.0
12 Month Moving Total	3.8	2.7	3.0	7.4
Category 1	1.0	0.0	3.0	0.0
Category 2	0.0	0.0	0.0	0.0
Category 3	2.9	2.7	0.0	7.4
Miles of Sewers	104.5	37.0	33.2	27.0
		35.4%	31.8%	25.8%
				7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
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
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
Annual ft	149,426	149,572	79,905	378,903	

Annual Mi.	28.3	28.3	15.1	71.8
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12 Month Moving SSO Totals Through June 2021



Attachment A

Flow Distribution Report Summary for June 2021

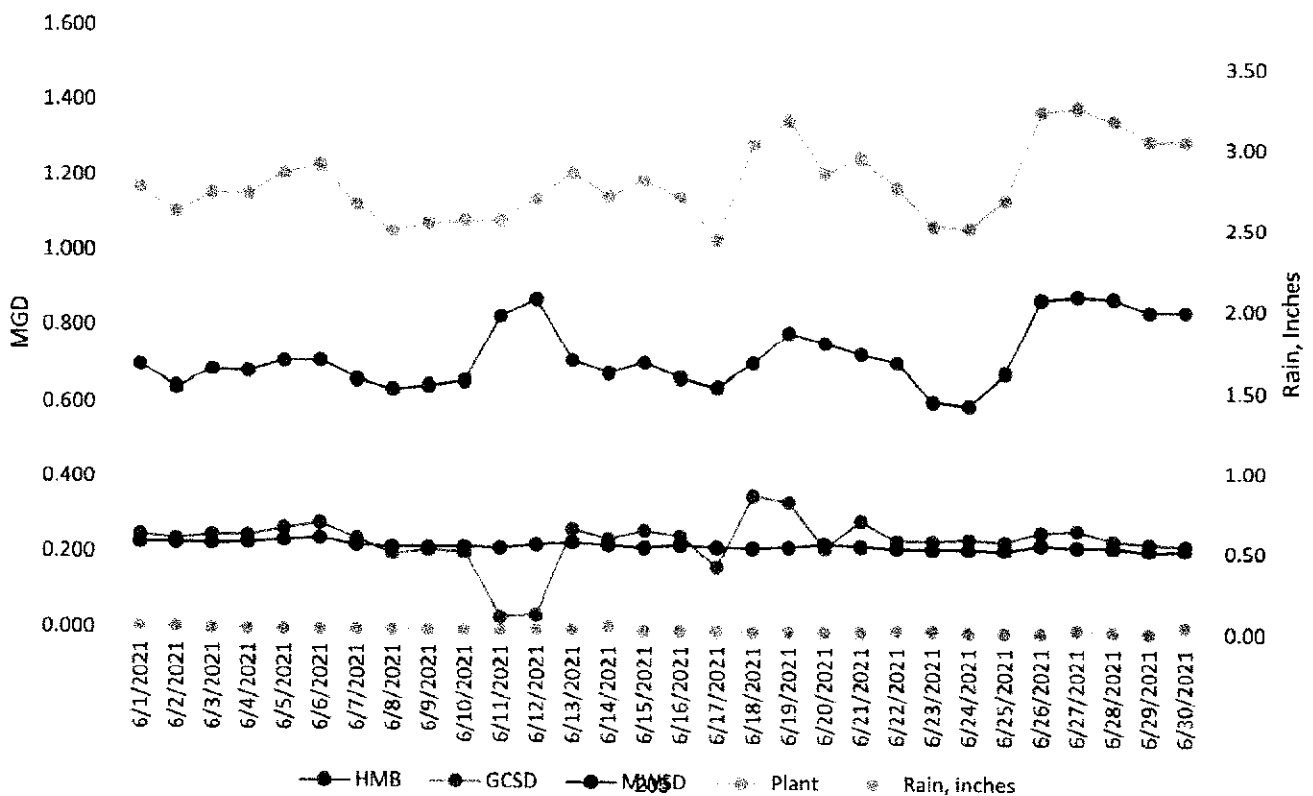
The daily flow report figures for the month of June 2021
have been converted to an Average

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	0.727	61.2%
Granada Community Services District	0.236	19.9%
Montara Water and Sanitary District	<u>0.224</u>	<u>18.9%</u>
Total	1.187	100.0%

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



Sewer Authority Mid-Coastside

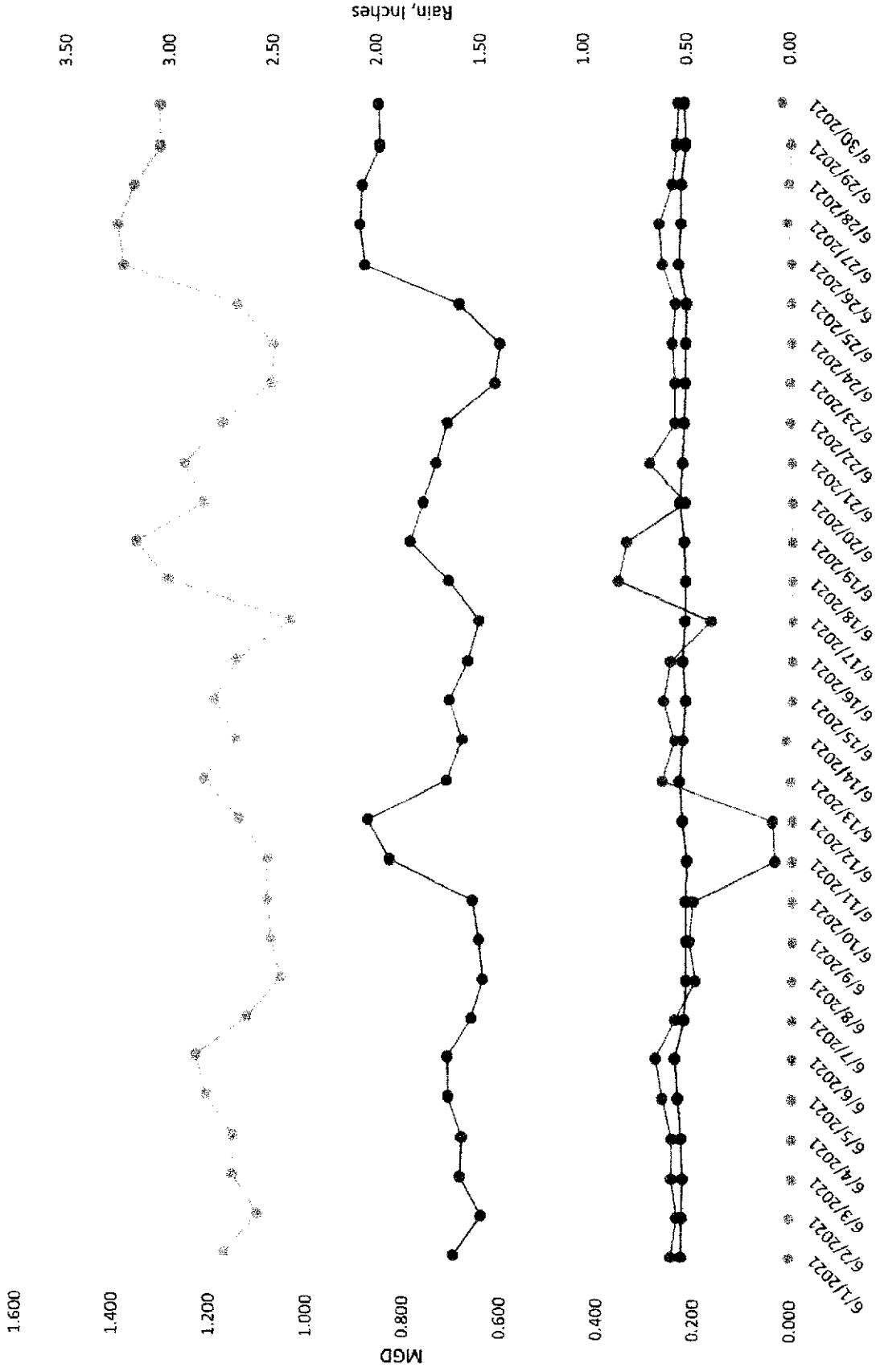
Monthly Flow Distribution Report for June 2021

<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>
6/1/2021	0.696	0.247	0.226	1.169	0.01	0.00	0.00
6/2/2021	0.640	0.236	0.225	1.102	0.01	0.03	0.02
6/3/2021	0.684	0.247	0.224	1.155	0.00	0.00	0.00
6/4/2021	0.680	0.246	0.227	1.153	0.00	0.00	0.00
6/5/2021	0.708	0.266	0.234	1.208	0.00	0.00	0.00
6/6/2021	0.710	0.280	0.240	1.230	0.00	0.00	0.00
6/7/2021	0.662	0.241	0.222	1.125	0.00	0.00	0.00
6/8/2021	0.638	0.199	0.218	1.055	0.00	0.00	0.00
6/9/2021	0.647	0.211	0.218	1.076	0.00	0.00	0.00
6/10/2021	0.660	0.204	0.219	1.083	0.00	0.00	0.00
6/11/2021	0.831	0.035	0.217	1.083	0.00	0.00	0.00
6/12/2021	0.875	0.041	0.226	1.142	0.00	0.00	0.00
6/13/2021	0.713	0.269	0.232	1.214	0.01	0.01	0.00
6/14/2021	0.681	0.243	0.226	1.150	0.03	0.00	0.01
6/15/2021	0.708	0.265	0.220	1.193	0.00	0.00	0.00
6/16/2021	0.670	0.252	0.226	1.148	0.00	0.00	0.00
6/17/2021	0.647	0.167	0.221	1.035	0.00	0.00	0.00
6/18/2021	0.709	0.359	0.220	1.288	0.00	0.00	0.00
6/19/2021	0.789	0.342	0.223	1.354	0.00	0.00	0.00
6/20/2021	0.762	0.220	0.232	1.214	0.00	0.00	0.00
6/21/2021	0.734	0.294	0.226	1.254	0.00	0.00	0.00
6/22/2021	0.711	0.242	0.222	1.175	0.01	0.01	0.02
6/23/2021	0.614	0.242	0.219	1.074	0.01	0.00	0.01
6/24/2021	0.603	0.247	0.219	1.069	0.00	0.00	0.00
6/25/2021	0.686	0.240	0.217	1.142	0.00	0.00	0.00
6/26/2021	0.880	0.267	0.232	1.379	0.00	0.00	0.00
6/27/2021	0.890	0.272	0.227	1.389	0.02	0.00	0.01
6/28/2021	0.884	0.245	0.226	1.354	0.01	0.02	0.03
6/29/2021	0.848	0.236	0.217	1.302	0.00	0.00	0.00
6/30/2021	0.850	0.232	0.219	1.301	0.04	0.04	0.04
Totals	21.809	7.087	6.720	35.615	0.15	0.11	0.14

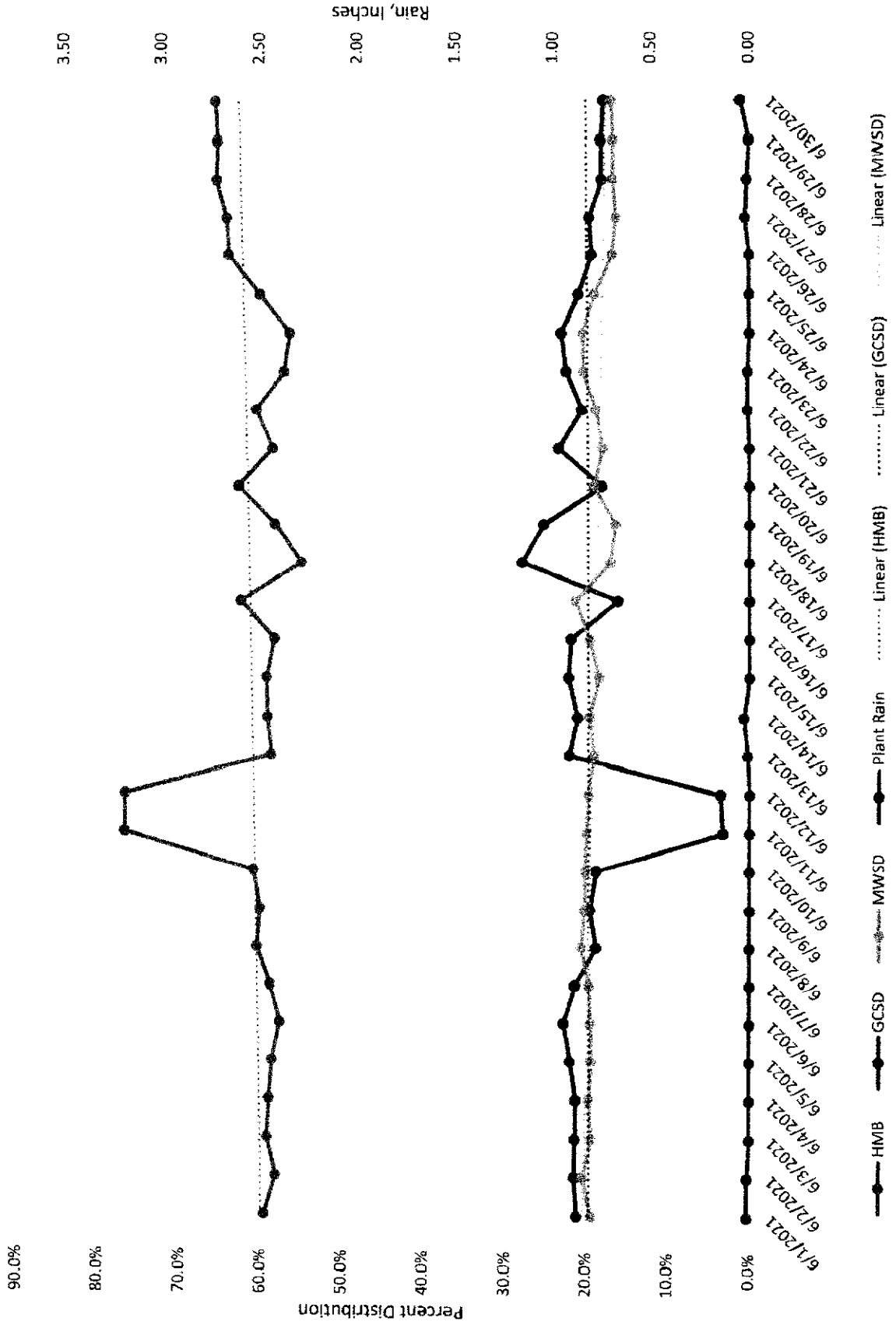
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.603	0.035	0.217	1.035
Average	0.727	0.236	0.224	1.187
Maximum	0.890	0.359	0.240	1.389
Distribution	61.2%	19.9%	18.9%	100.0%

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

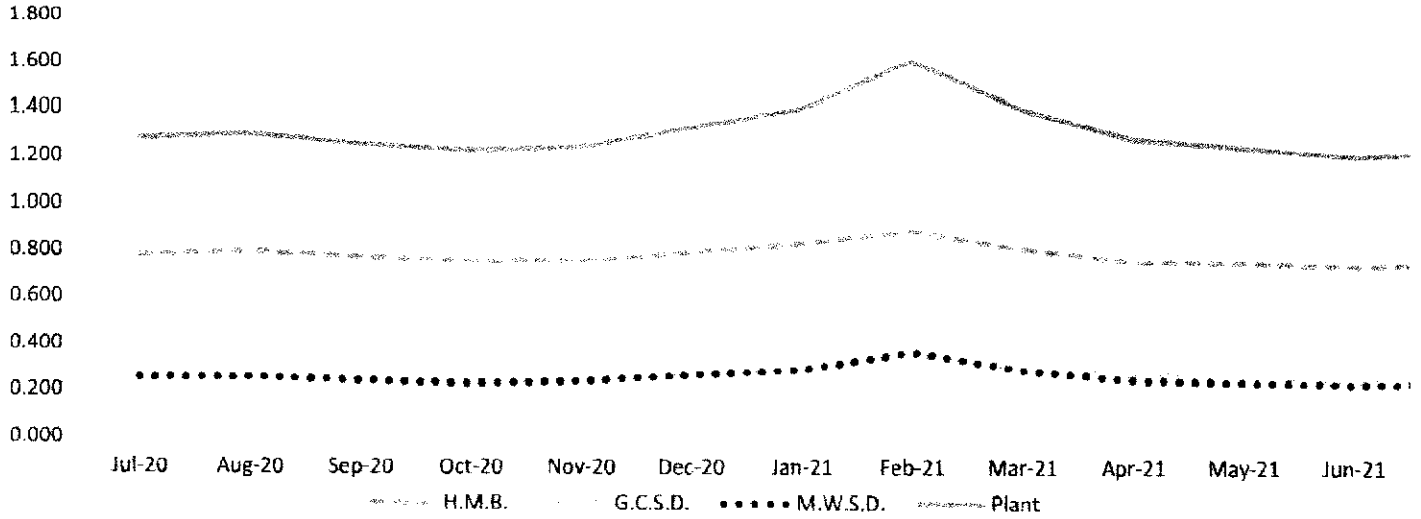


Percent Distribution June 2021

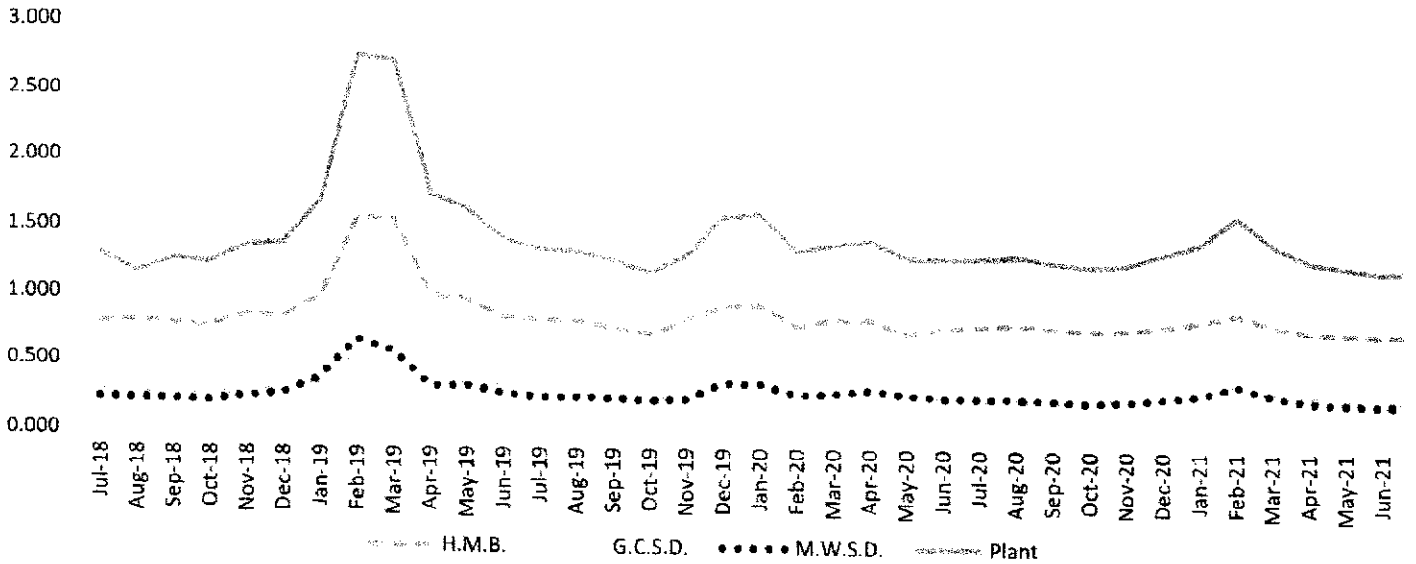


Most recent flow calibration March 2021 PS, March 2021 Plant

One Year Flow Chgart
July 2019 - June 2021

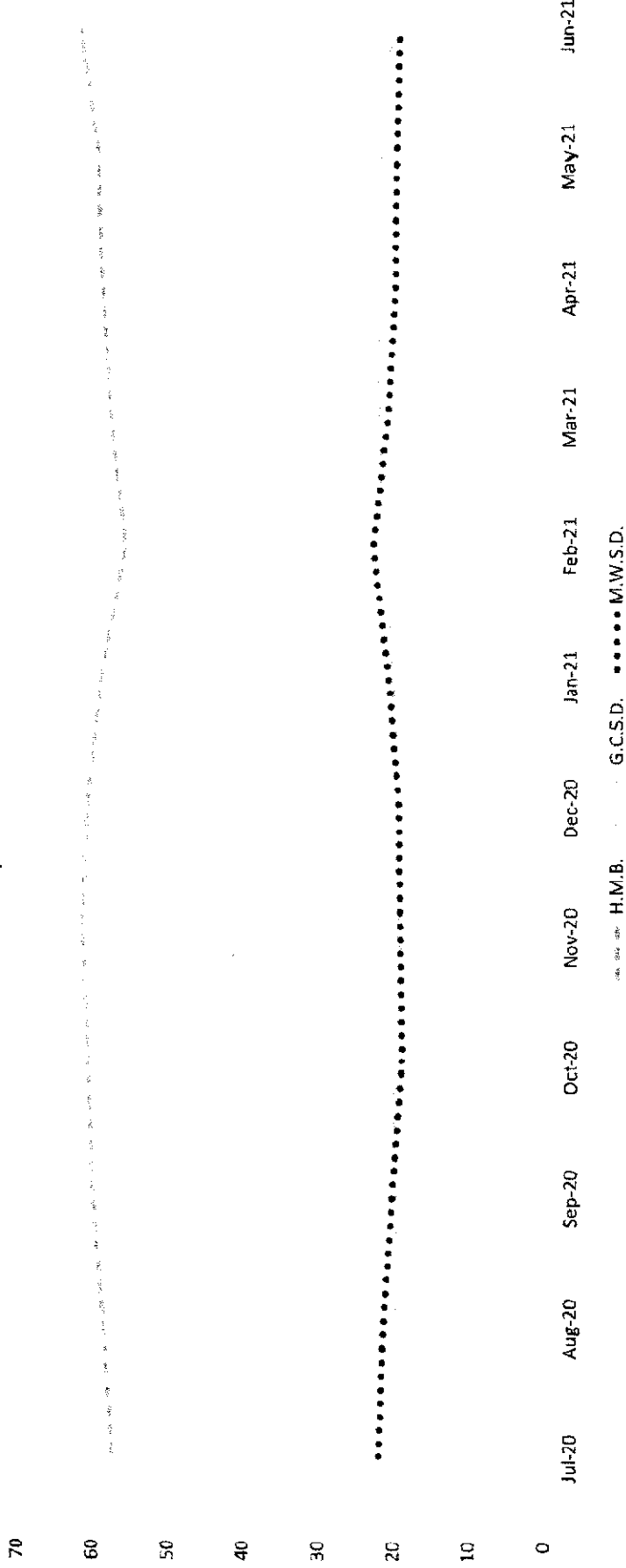


Three Year Flow Chart
July 2017 - June 2021



Flow based percent distribution based for past year

1 year Distribution by %
July 2020 - June 2021





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: August 19, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

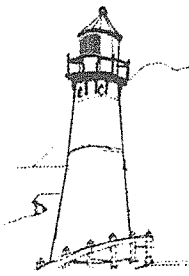
SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for June 2021 was 0.262%.
- 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: August 19, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

As of August 19, 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 August 19, 2021 the following new Water (Private Fire Sprinkler) Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of August 19, 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
6/28/2021	Glow Nair	1013 Etheldore, Moss Beach	SFD	Dom

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: August 19, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Water Production Report

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

The first shows a consolidated 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.

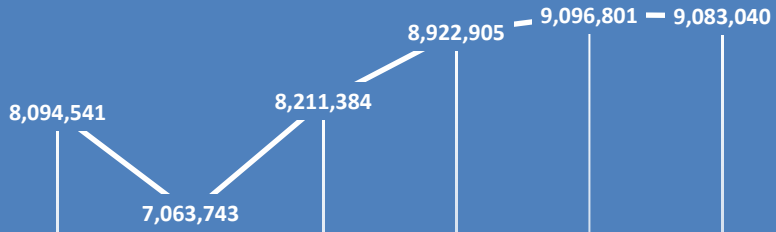
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2021 (GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	8,094,541	7,063,743	8,211,384	8,922,905	9,096,801	9,083,040						

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: August 19th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Rain Report

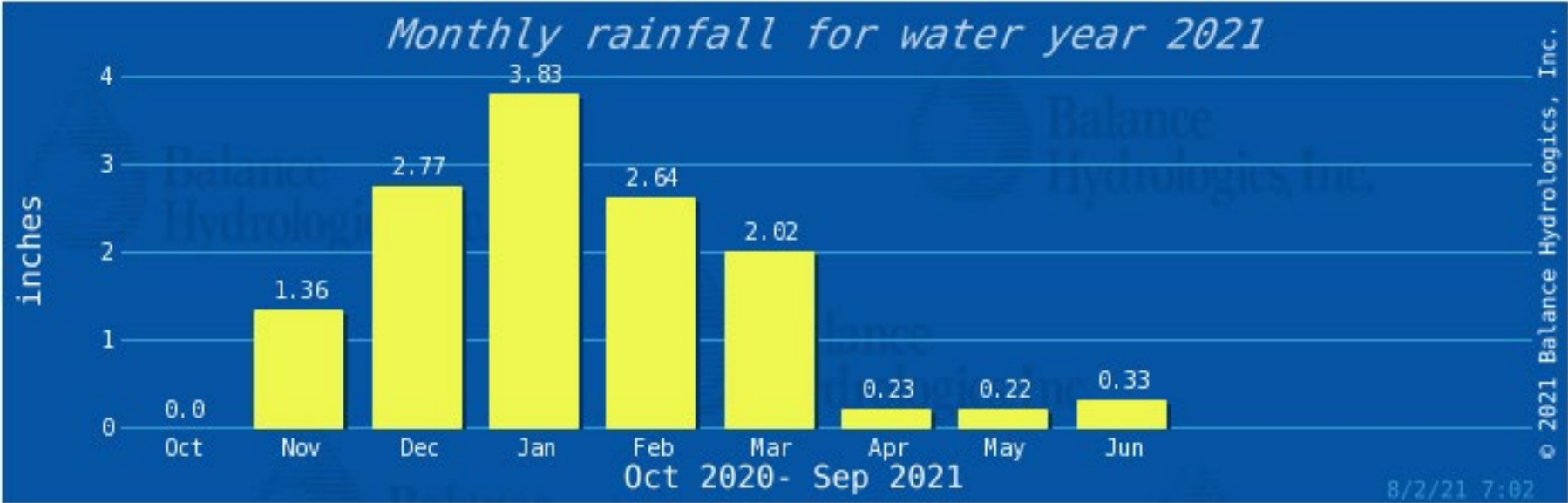
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

RECOMMENDATION:

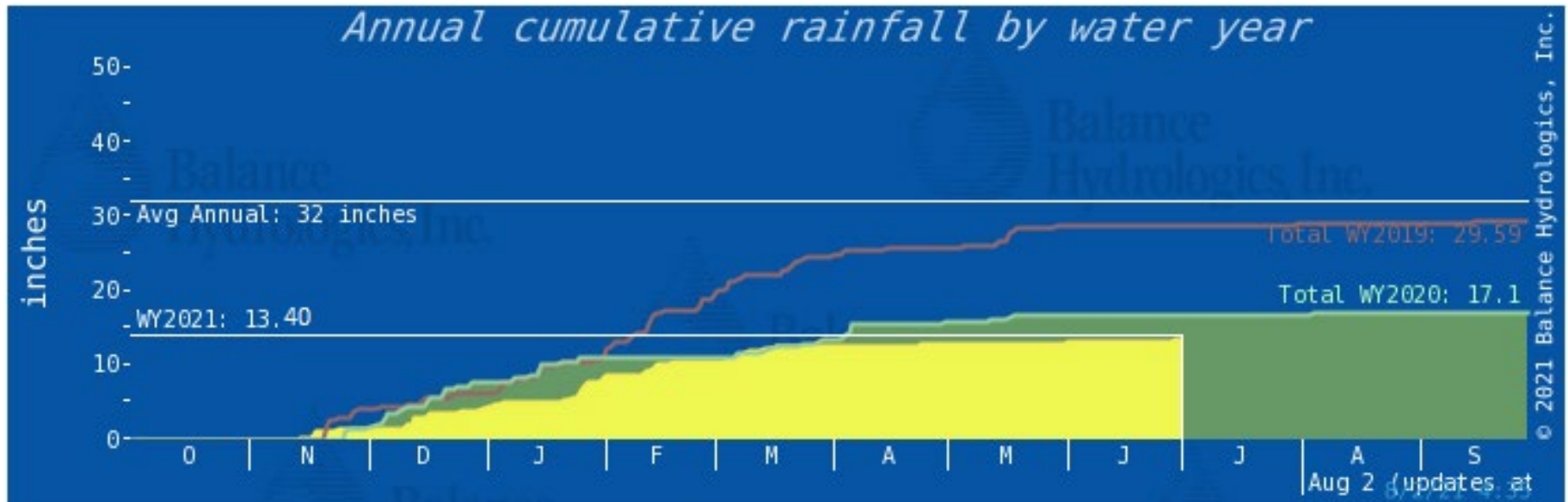
No action is required. These reports are provided for the Board's information only.

Attachments: 2

Monthly Cumulative Rainfall



Annual Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: August 19th, 2021

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Solar Energy Report

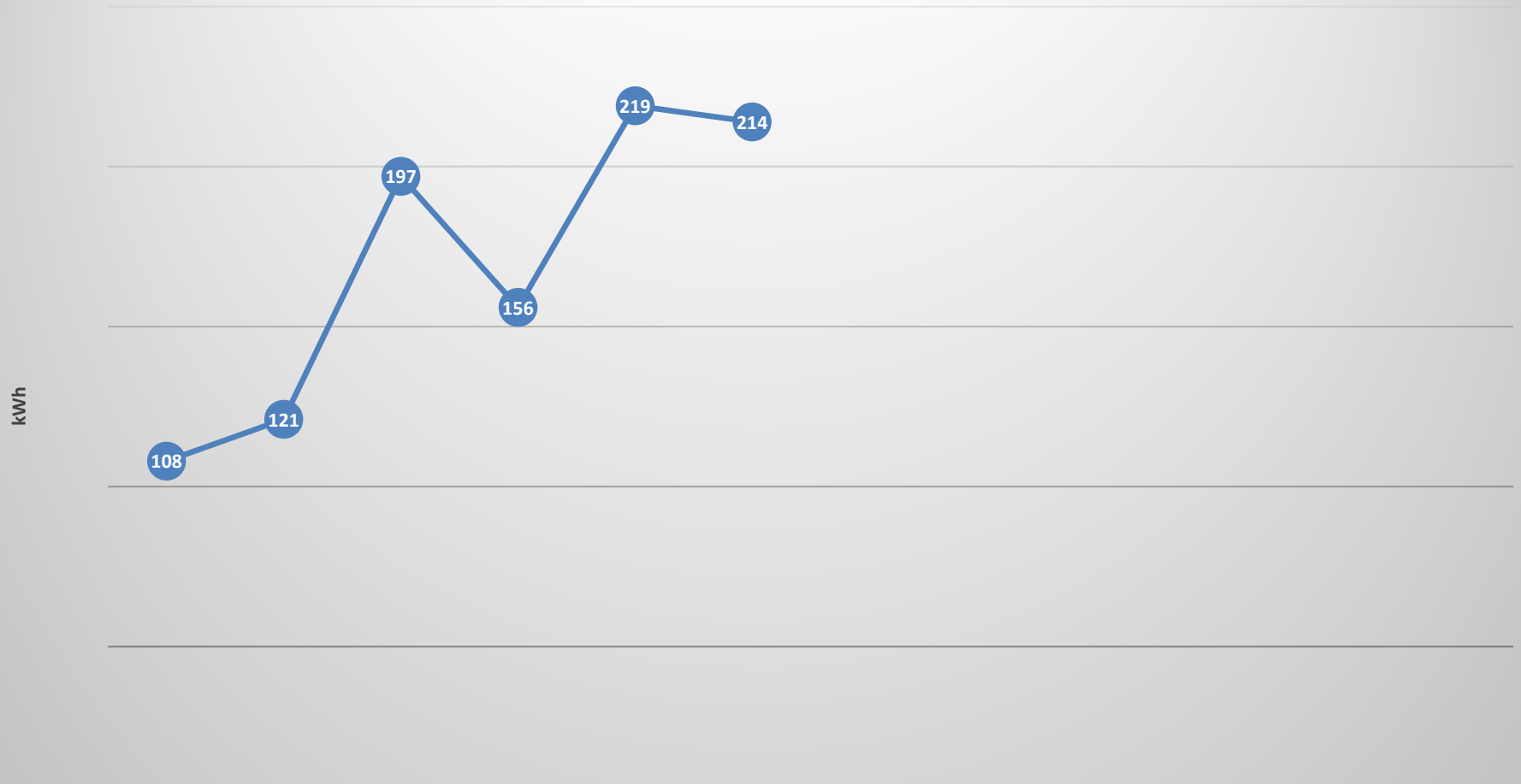
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 46,604 kWh and saved 79,227 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1

SOLAR ENERGY PRODUCED IN 2021 (kWh)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
total kWh	108	121	197	156	219	214						



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 19, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Public Agency Retirement Service Report for May 2021.

The District has received the monthly PARS report for May 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

JUL 13 2021

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

**Monthly Account Report for the Period
5/1/2021 to 5/31/2021**

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

Plan ID: P7-REP15A

Account Summary

Source	Beginning Balance as of 5/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 5/31/2021
Contributions	\$1,183,789.06	\$9,939.76	\$10,855.62	\$552.96	\$1,117.12	\$0.00	\$1,202,914.36
TOTAL	\$1,183,789.06	\$9,939.76	\$10,855.62	\$552.96	\$1,117.12	\$0.00	\$1,202,914.36

Investment Selection

PARS Capital Appreciation INDEX PLUS

Investment Objective

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

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	0%	5.78%	29.76%	11.58%	11.53%	-	03/08/16

Information as provided by US Bank, Trustee for PARS; Net FDIC Insured; No Bank Guarantee; May Lose Value.

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

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

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 5, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Review and Possible Action Concerning California Asset Management Program (CAMP) Additional Investment Option and Revisions to District Investment and Reserve Policies Allowing CAMP as Investment Option

The California Asset Management Program (CAMP) was established in 1989 as a California JPA and as a California common law trust to meet local government investment needs. The Trust's activities are directed by a Board of Trustees, all of whom are officials or employees of Public Agencies that are Participants in the Trust. Because the Trust is accountable only to its Public Agency Shareholders, it has adapted over time to meet their changing needs. Initially, the Trust was formed to assist California public agencies with investing proceeds of tax-exempt debt issues and complying with the arbitrage regulations. Responding to needs of its Shareholders, the Trust was later expanded to include investment of operating funds and capital reserves. Investment in CAMP is allowed by California Government Code section 53601(p).

The CAMP Pool is a long-established, very safe short-term investment alternative which seeks to preserve principal, provide daily liquidity and earn a high level of income. By becoming a participant of CAMP, the District would have another investment tool and potentially a higher yield for short-term investments.

Some of the key benefits of the investing in CAMP are as follows:

- **Safety:** Standard and Poor's (S&P) reviews the assets of the Pool each week. For the Pool to maintain the "AAAm" rating, the Pool must meet certain credit rating standards and not exceed the average maturity allowed by S&P. In addition, a third-party custodian holds all cash and securities.
- **Daily liquidity:** The District may make withdrawals any time (same day if CAMP is notified by 11:00 a.m.) and there is no limit on the number of transactions.
- Competitive money market yields
- Unlimited deposits and withdrawals



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 5, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- Interest earned daily and credited monthly
- Individually managed portfolios which can be invested solely in securities permitted by the District's investment policy or trust indenture.
- Monthly portfolio reports

As with all money market funds and with the State of California's Local Agency Investment Fund (LAIF), all expenses of the trust are deducted from the Pool's yield. There are no out-of-pocket expenses or administrative fees for money invested in the Trust.

Should the Board decide to participate in CAMP, staff also recommends that the Board authorize the adding of CAMP as an additional investment option to the District's Investment Policy, which is a requirement of participation in CAMP. It is further recommended that the Board revise its Reserves Policy to permit reserve funds to be invested in accordance with the District's Investment Policy.

RECOMMENDATION:

Staff recommends three proposed actions:

Adopt Resolution No. _____, authorizing revisions to the District's Reserve Policy; and,

Adopt Resolution No. _____, authorizing revisions to the District's Investment Policy; and

Adopt Resolution No. _____, authorizing the District to join with other public agencies as a participant of the California Asset Management Trust

Attachments.

* * * *

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 19th day of August 2021, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

MONTARA WATER AND SANITARY DISTRICT
INVESTMENT POLICY AND GUIDELINES

The purpose of this investment policy is to set forth the objectives, permitted investments and practices for the investment of funds not required for day-to-day operations.

I. Investment Objectives

1. To assure safety of principal.
2. To retain liquidity to meet projected and unexpected cash needs of the District.
3. To attain the best available yield without diminishing principal.

II. Investment Securities Permitted and Diversification

1. Permitted securities in accordance with California Government Code:
 - A. United States Treasury Securities (Bills, Notes and Bonds). Maximum maturity 5-years.
 - B. Obligations of United States Government Agencies (such as Federal Home Loan Banks, Federal National Mortgage Association and Federal Farm Credit Banks). Maximum maturity 5 years.
 - C. State of California Local Agency Investment Fund (LAIF). This meets portfolio diversification required in Section 11(3) of this Policy.
 - D. Certificates of Deposit (in any of the fifty largest FDIC insured U.S. banks with which the District may have a credit or other business relationship). However, funds may be deposited in smaller U.S. banks as long as the principal and a/c earned interest is fully insured at all times by FDIC. Maximum maturity 5 years.
 - E. Passbook savings account demand deposits. Maximum maturity 5 years.

(cont. next page)

F. Bankers' Acceptances of the US banks as defined in (D) above (maximum maturity 270 days with no more than 30% in any one bank).

G. Negotiable Certificates of deposit of the US banks as defined in (D) above. Maximum maturity 5 years and 30% of portfolio.

H. Repurchase Agreements executed against US Government or Agency securities. Current market value of the collateral must be greater than or equal to the principal Invested. Maximum maturity 1 year.

I. Joint Powers Authority Pools. Joint Powers Authority Pools (JPAs) are local government investment pools comprised of at least two entities and accredited by the California Joint Powers Authority (CAJPA). Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

- (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission; and
- (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in Government Code Section 53601, subdivisions (a) to (n); and
- (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

The California Asset Management Program (CAMP), for instance, provides California public agencies, together with any bond trustee acting on behalf of such public agency, assistance with the investment of and accounting for bond proceeds and surplus funds. For bond proceeds, the objective of CAMP is to invest and account of such proceeds in compliance with arbitrage management and rebate requirements of the Internal Revenue Service. The program includes the California Asset Management Trust, a California common law trust organized in 1989. The Trust currently offers a professionally managed money market investment portfolio, the Case

(cont. next page)

Reserve Portfolio, to provide public agencies with a convenient method of pooling funds for temporary investment pending their expenditure. The Trust also provides record keeping, custodial and arbitrage rebate calculation services for bond proceeds. As part of the program, public agencies may also establish individual, professionally managed investment accounts. Moreover, the Pool seeks to attain as high a level of current income as is consistent with the preservation of principal. The Pool purchases only investments of the type in which public agencies are permitted by statute to invest surplus funds and proceeds of their own bonds.

J. California Asset Management Program (CAMP). As authorized in Government Code Section 6509.7 and "I" above, investment of funds not required for immediate use in the California Asset Management Program.

2. The Items specified in D, E, F, G and H above shall be insured and collateralized.

3. Portfolio Diversification and Maturities. To support the stated investment objectives, the portfolio must be diversified to sufficiently minimize risk as well as to assure adequate liquidity and marketability of the invested funds. Maturity criteria should be considered in light of cash flow needs to prevent forced liquidation and to keep yields at the maximum. All Investments and deposits shall conform to the applicable provisions of law.

III. Investment Practices

1. No "speculative" or "trading" activity on securities shall be permitted.

2. Within the primary objectives of safety of principal and liquidity, maximization of rate of return is desirable.

3. The investment authority will be vested with the Treasurer, or his/her designee, who will be directly responsible to the Board.

(cont. next page)

4. A summary of investments shall be kept by the Treasurer, or his/her designee. A summary of the status of the current Investment portfolio and transactions made over the previous month shall be presented to the Board for their review monthly.

5. This Policy shall be reviewed at a public meeting by the Board of Directors at least annually.

Adopted: 3/7/96

Revised: 2/6/97

Revised: 8/16/21

RESOLUTION NO. __

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND ADOPTING REVISIONS TO RESERVE POLICY

WHEREAS, the Montara Water and Sanitary District Board previously approved and adopted Resolution No. 1536 establishing a Financial Reserve Policy ("the Policy"); and

WHEREAS, this Board has been presented with and has reviewed certain revisions to the Policy and desires to amend the Policy.

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. Those certain revisions to that certain policy entitled, "Reserve Policy of Montara Water and Sanitary District" on file in the Administrative Offices of the District, and which a copy is attached hereto as Exhibit A and reference is hereby made for the full particular thereof, is hereby approved and adopted.

2. The General Manager is hereby authorized and directed to implement the provisions of the aforesaid Policy.

3. This Resolution and said Policy shall become effective upon the date of adoption.

President, Montara Water and Sanitary District

COUNTERSIGNED:

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, County of San Mateo, California, at a regular meeting thereof held on the 19th day of August 2021, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

RESERVE POLICY OF MONTARA WATER AND SANITARY DISTRICT

The Montara Water and Sanitary District (MWSD or District) wishes to continue to maintain its fiscal integrity, to prudently plan for future financial needs, and to ensure adequate cash to pay operating and capital expenditures. To satisfy these financial goals, MWSD establishes the following reserves for the water and sewer enterprise funds. A separate reserve is made for each enterprise fund.

Operating Reserves

Purposes: Provide working capital and ensure sufficient cash flow to pay expenditures during the fiscal year; provide funds for any unexpected revenue interruptions; and provide funds to protect against shortfalls due to the timing difference between payment of expenses and receipt of revenues.

Targets: For the *water operating reserve*, a cash balance equal to two months' of operating expenses shall be held in reserve.

For the *sewer operating reserve*, the maximum target amount shall equal ten months' of operating expenses to be held in reserve and the minimum target amount shall equal two months' of operating expenses.

Uses: Moneys held the operating reserves shall be used to pay operating expenses, such as salaries, benefits, operation and maintenance costs, administrative and general expenses.

Capital Reserves

Purposes: Provide funds for (1) pay-as-you-go financing of capital projects listed in the capital improvement plans, (2) unanticipated emergency repairs, (3) capital cost overruns, and (4) replacement of major capital facilities.

Targets: 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

RESERVE POLICY OF MONTARA WATER AND SANITARY DISTRICT (continued)

minimum target amount shall equal the lowest total annual amount shown in the CIP applicable to existing customers plus the district engineer's estimate of annual replacement capital project costs.

Uses: Moneys held the capital reserves shall be used for capital improvements, replacements, and other construction-related projects applicable to water and sewer facilities and systems.

Connection Fee Reserves

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

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

Use: Moneys in the connection fee reserves shall be used for expansion-related capital projects necessary to serve new customers.

Financial Planning and Reporting

Each reserve shall be reported as a separate accounting entry on the District's balance sheet.

The Board of Directors and the General Manager will be responsible for managing the reserves. The amounts held in each of the reserves shall be reviewed annually by the Board of Directors as part of each year's budget approval process and shall be documented in each fiscal year's budget.

If an amount held in a reserve falls below the targeted minimum amount, the General Manager shall prepare a plan to increase the reserve level to the minimum level. The General Manager shall present the plan to the MWSD Board of Directors for their review and approval.

Moneys held in the reserves may be invested in accordance with MWSD's Investment Policy and may be combined for investment purposes.

RESOLUTION NO. __

RESOLUTION AUTHORIZING THE MONTARA WATER AND SANITARY DISTRICT TO JOIN WITH OTHER PUBLIC AGENCIES AS A PARTICIPANT OF THE CALIFORNIA ASSET MANAGEMENT TRUST AND TO INVEST IN SHARES OF THE TRUST AND IN INDIVIDUAL PORTFOLIOS

WHEREAS, Section 6509.7 of Title 1, Division 7, Chapter 5 of the Government Code of the State of California (the “Joint Exercise of Powers Act”) provides that, if authorized by their legislative or other governing bodies, two or more public agencies that have the authority to invest funds in their treasuries may, by agreement, jointly exercise that common power;

WHEREAS, under Sections 6500 and 6509.7(b) of the Joint Exercise of Powers Act, a “public agency” includes, but is not limited to, any California county, county board of education, county superintendent of schools, city, public corporation, public district, regional transportation commission, state department or agency, any joint powers authority formed pursuant to the Joint Exercise of Powers Act by public agencies or any nonprofit corporation whose membership is confined to public agencies or public officials;

WHEREAS, public agencies that constitute local agencies, as that term is defined in Sections 53600 of Title 5, Division 2, Part 1, Chapter 4, Article 2 of the Government Code of the State of California (the “California Government Code”), are authorized pursuant to Section 53601(p), to invest all money belonging to, or in the custody of, a local agency not required for its immediate need in shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 of the California Government Code that invests in the securities and obligations authorized in subdivisions (a) to (q), inclusive, of Government Code Section 53601;

WHEREAS, the California Asset Management Trust (the “Trust”) was established, pursuant to and in accordance with the Joint Exercise of Powers Act, by a Declaration of Trust, made as of December 15, 1989, as subsequently amended from time to time (the “Declaration of Trust”), as a vehicle for public agencies to jointly exercise their common power to invest the proceeds of debt issues and Public Agency surplus funds;

WHEREAS, pursuant to and in accordance with the Joint Exercise of Powers Act, the *Montara Water and Sanitary District* (“Public Agency” or “Montara Water and Sanitary District”) desires to join the other public agencies which are or will be Participants of the Trust by adopting and executing the Declaration of Trust, a form which is on file in the office of the Treasurer;

WHEREAS, the Montara Water and Sanitary District is a “public agency” as that term is defined in Sections 6500 and 6509.7(b) of the Joint Exercise of Powers Act and a “local agency” as that term is defined in Section 53600 of the California Government Code;

WHEREAS, the Public Agency is otherwise permitted to be a Participant of the Trust and to invest funds in the Trust and in the individual portfolios to be managed by the Investment Adviser to the Trust (“Individual Portfolios”); and

WHEREAS, a program guide describing the Trust and the Individual Portfolios (the “Program Guide”) is on file in the office of the Treasurer;

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

Section 1. The Montara Water and Sanitary District shall join with other public agencies pursuant to and in accordance with the Joint Exercise of Powers Act by executing the Declaration of Trust and thereby becoming a Participant in the Trust, which Declaration of Trust is hereby approved and adopted. A copy of the Declaration of Trust, which is available in the office of the Treasurer shall be filed with the minutes of the meeting at which this Resolution was adopted. The Presiding Officer of the Board of Directors of the Montara Water and Sanitary District is hereby authorized to execute, and the Attesting Officer of the Board of Directors of the Montara Water and Sanitary District is hereby authorized to attest and deliver, the Declaration of Trust.

Section 2. The Montara Water and Sanitary District is hereby authorized to purchase shares in the Trust from time to time with available funds of the Montara Water and Sanitary District, and to redeem some or all of those shares from time to time as such funds are needed.

Section 3. The Montara Water and Sanitary District is hereby authorized to invest available funds of the Montara Water and Sanitary District from time to time in one or more Individual Portfolios managed by the Investment Adviser to the Trust and described in the Program Guide.

Section 4. The appropriate officers, agents and employees of the Montara Water and Sanitary District are hereby authorized and directed in the name and on behalf of the Montara Water and Sanitary District to take all actions and to make and execute any and all certificates, requisitions, agreements, notices, consents, warrants and other documents, and any changes, amendments, modifications, or waivers thereto which they, or any of them, might deem necessary or appropriate in order to accomplish the purposes of this Resolution.

Section 5. This Resolution shall take effect at the earliest date permitted by law.

President, Montara Water and Sanitary District

COUNTERSIGNED:

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, County of San Mateo, California, at a regular meeting thereof held on the 19th day of August 2021, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 19, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: General Manager's Report

OPERATIONS REPORT

July 2021

811 Dig Alerts

- 7/2/21- 661 Lancaster, repair gas line
 - 1251 Audubon, fence hole posts
 - 540, Stetson, horizontal boring to install water service
- 7/6/21- 330 California, surface restoration
- 7/7/21- 50 Hermosa, pavement grading
 - Admiral Street, sewer main replacement
 - Cedar Street, sewer main replacement
- 7/8/21- 180 San Lucas, repair gas leak
- 7/9/21- 601 Stetson, sewer main replacement
- 7/12/21- 485 Marine, install landscaping
 - 2120 Vallemar, concrete repair at meter
- 7/14/21- Wave Avenue, sewer main replacement
 - 700 Harte, stump grinding
 - Park Way, fault investigation
- 7/15/21- 131 Madrone, replace gas riser
- 7/20/21- 105 San Lucas, landscape construction
 - CA 1, directional boring
 - 580 Marine, install gas line
 - 909 Etheldore, sewer main replacement
 - 2198 Vallemar, fence
 - 161 Arbor, pot hole
 - 776 Stetson, repair gas leak
 - 10 Afar, excavation for pot holes, bond beam, conduits
 - 1170 Howells, trench to install water main and lateral
 - Virginia Avenue, sewer main replacement
 - Cabrillo Highway, directional boring under highway 1
- 7/21/21- Alta Vista Road, pole change out, grounding rods
 - 1015 Pearl, sewer lateral replacement
 - Stetson st from Admiral st to Kelmores st, Sewer Main Replacement
- 7/23/21- 40 Hermosa Rd, instal grounding rod



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 19, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- Stetson st from Comus st to California ave, Instal sewer main and reconnect sewer laterals
- 7/26/21- Cabrillo hwy intersection of Virginia ave, directional boring for beacon traffic poles
 - Stanford ave and Airport st, install sewer line offsites and rightaway gas/electric/telephone for Big Wave LLC
 - 310 6th st, install gravel driveway
 - 161 Arbor lane, pothole for compaction test
- 7/29/21 180 San Lucas ave, repair gas leak
 - 101 Arbor lane, Cable drop line replacement
 - Harte st from Cedar st to Date st, sewer main and lateral replacement

Work Orders

- 7/1/21- 670 Stetson, pull meter box and reset to have access to transmitter and meter
 - 461 Marine, leak detected at premesis that was not currently being lived in. Contacted realtor and troubleshoot issue with them.
- 7/7/21- 1385 Birch, water on for new home owner
 - 1271 Main, customer concerned about water going into gutter. Water was irrigation run of, left door tag for customer informing them of usage.
 - 570 Stetson, customer received leak notice and needs help identifying issue. Profile was taken and information given to customer to help them troubleshoot issue.
 - 864 Montana, increased usage over last billing cycles, concerned that pool may be cause of issue. Usage appeared to be constant profile taken and customer contact made to resolve issue.
 - 1013 Etheldore, confirm meter size and if property has domestic meter. Only one meter at property for PFP, meter size is 1”.
- 7/12/21-840 Loma Vista, customer had leaky toilet flapper and requested profile to see if leak had been stopped, the profile showed that it had stopped
 - 864 Montana, customer received leak notice and repaired leak, asked for profile to verify stoppage of leak, profile confirmed leak had stopped
 - 346 California, customer called and said water from faucet looks “milky” and that toilet is not flushing due to low pressure. NC went to home and verified aerated water from Airport N well, took a cl2



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 19, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager
residual of .70 mg/L. told customer to contact plumber about toilet issue.

- 533 California Ave, customer is concerned about discolored water, ongoing issue. Customer is at the end of a 2" steel line, RB flushed until clear with a 0.60 mg/L cl₂ residual, attributed discolored water to large leak at airports that brought sediment into dead end line.
- 7/15/21- 1855 Sunshine Valley Road, new homeowners, took final read and left water on
- 7/19/21-419 3rd st, customer received backflow replacement part and requested an operator to come and test device.
- 7/20/21- 1175 Birch st, tampered meter repaired by DD
- 7/23/21-1027 Date st, customer states that backflow device is leaking water and needs direction on what to do for repair, RB spoke with customer and determined leak was from tree work that dropped a branch on device. Recommended customer to replace isolation valve 1 on device.
 - 483 8th st, customer thinks they have fixed water leak, DD took profile and determined leak was fixed.
 - 300 11th st, customer received leak notice and addressed leak, asked for profile to confirm repair and fix of leak. DD took profile and noticed blue dial still spinning at constant rate, took profile and emailed results to customer, informed her leak has not yet been repaired and advised for customer to use toilet tabs to try and locate leak.
- 7/27/21- 559 6th st, customer was experiencing low water pressure in home, asked for operator to come out and diagnose problem. DD took psi at closest fire hydrant and meter, both were 118 psi. Pressure at customers house valve above pressure gauge started at 50 and dropped to 30. Determined pressure gauge was broken and advised customer to replace pressure gauge

After Hours Call Outs

- 7-12-21 – P3 Well rehab work until 8pm to get well completed and ready for production/special Bac-t test
- 7/20/2021- Continued work with Calcon on well / SCADA function at Drake and Wagner sites

Repairs and Leaks

- 7/4/2021 – Leak on steel trunk line inside the Half Moon Bay Airport. Cut out and drop in a 7ft section of the 8 inch main.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 19, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 7/21/2021- 1175 Howells Street, found the meter shut off valve to be broken. Crimped line and replaced meter shut off valve.

Projects: This year's Sewer Improvement Project is progressing as planned.

General Manager Leave: The General Manager will be out of the office from July 9, 19-23, and August 4-6.

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.

A partial reopening plan is currently under preparation.

RECOMMENDATION:

This is for Board information only.