



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

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

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

AGENDA

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

October 5, 2023 at 7:30 p.m.

The meeting will take place in the District offices located at the above address. Seating is limited and social distancing will be practiced due to ongoing public health and safety concerns. Simultaneous public access and participation is also available remotely, via telephone or the ZOOM application:

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/85618549337?pwd=SjR5M2o5TmEvSjNGRHJldHRHbUo0Zz09>

MEETING ID: 856 1854 9337

Password: 433528

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/wuZKb9gwEY7sMACllsr7VSJglB35kNZA/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. For participants attending the meeting virtually, a "raise hand" button is available for every Zoom user wishing to speak and should be used to alert the President of the intent to comment.

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. Materials related to an item on this Agenda submitted to the Board after distribution of the Agenda Packet are available in the District Clerk's office during normal business hours. Such documents 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.

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 September 7, and 21, 2023.](#)
2. [Approve Financial Statements for August 2023](#)
3. [Approve Warrants for October 1, 2023](#)
4. [SAM Flow Report](#)
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 July 2023](#)

OLD BUSINESS

NEW BUSINESS

1. [Review and Acceptance of the June 30, 2023 GASB 68 Actuarial Valuation](#)
2. [Review and Possible Action Concerning Approval of SAM's Request to Replenish Emergency Reserves Fund Shortfall.](#)

REPORTS

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

Case Name: *In re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2:18-mn-02873* (City of Camden, et al., v. 3M Company, No. 2:23-cv-03147-RMG, United States District Court, District of South Carolina, Charleston Division)

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION (Government Code §54956.9(d)(4)) Initiation of Litigation (2 potential cases)

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 September 7, 2023

MINUTES

This meeting took place at the district office located at the above address. Simultaneous public access and participation was also available remotely, via telephone or the ZOOM application.

REGULAR SESSION began at 7:34 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Dekker, Softky, Slater-Carter and Young

Directors Absent: None

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

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

PRESIDENT'S STATEMENT

Director Boyd reminded everyone about the system tours on September 9, 2023 in the morning, and the 65th Anniversary celebration in the afternoon in front of the district offices. He welcomed everyone to come and celebrate.

ORAL COMMENTS

Director Slater-Carter stated that she attended the California Special Districts Association (CSDA) conference, and suggested the Board members consider further professional development, such as the California Municipal Finance Authority (CMFA). Also, she noted vactor trucks do not have to be electric in the future.

Director Softky said while we are a small district, following all rules and regulations, our little community ought to remain bold and courageous and point out why tiny spunky little districts like theirs exist.

Director Young suggested they let the rate payers know how much has been paid on the Water Acquisition Bond and how much they have to go.

General Manager Clemens Heldmaier said notifications are in the newsletters.

Director Young said she was thinking of something more pictorial like a thermometer, similar to what is used for fundraising when you've reached the goal.

PUBLIC HEARING

CONSENT AGENDA

- 1. Approve Minutes for Regular Scheduled Board Meeting August 3, and 17, 2023 and Special Meeting August 8, 2023.**
- 2. Approve Financial Statements for July 2023**
- 3. Approve Warrants for September 1, 2023**
- 4. SAM Flow Report**
- 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 June 2023**

Director Dekker asked to pull the monthly water production report. He noticed a large water draw from North Airport well in the month of June.

General Manager Clemens Heldmaier said those wells are usually not pumped as they prioritize the water from Montara Mountain. However, the water was pumped for operational needs, i.e., sampling or maintenance.

Director Young pulled the minutes for August 3rd page 8, as there was a typo of “CDRS,” and it should be “CDRC” (Coastside Design Review Committee) meeting. She also made a clarification that she said it was 14 miles to the grocery store in the shopping center, not the local market.

Director Dekker made a motion to approve the consent agenda items 1-10, and Director Slater-Carter seconded it. All directors were in favor, and the motion passed 5-0.

OLD BUSINESS - none

NEW BUSINESS

1. Review and Action Concerning Application for Funding for FEMA-Declared Disasters – Universal Resolution for Sewer Authority Mid-Coastside

General Manager Clemens Heldmaier stated that a year ago the Montara Water and Sanitary District (MWSD) participated in the Local Hazard Mitigation Plan (LHMP) to access grant funding in the future. And since the Sewer Authority Mid-Coastside (SAM) was unable to participate because they are not a special district, MWSD made sure that they could participate through MWSD. SAM is asking for funds from the California Governor’s Office of Emergency Services (Cal OES). In order to do this, the District is required to pass a resolution. It is a universal resolution prepared by Cal OES. Staff recommendation is to adopt a resolution of designation of applicant’s agent resolution for non-state agencies, universal resolution. Tanya Yurovsky, assisted in the LHMP and Cal OES process, and is here to give them further details.

District Water Engineer Tanya Yurovski stated MWSD applied for an annex to the County’s LHMP. The LHMP renews every 5 years, and they have been a participant for the last 15 years. They have been supporting SAM in these applications. MWSD is the primary applicant and that is how they were able to submit the grant applications. They hope they will receive funds.

Gregg Dieguez said he tried to get all the local agencies to apply for this stuff and recalls another special district director saying it was a waste of time. He supports this and appreciates their efforts.

District Water Engineer Tanya Yurovsky said it is a lot of extra work, but worth it.

Director Slater-Carter said she attended the Federal Emergency Management Agency (FEMA) workshop for SAM a couple of months ago, and they were impressed by SAM's paperwork submitted and detailed record keeping. She strongly supports this.

Director Softky said he approves it.

Director Young asked for clarification of what is covered.

District Water Engineer Tanya Yurovski replied the FEMA has two classifications for reimbursement. One is reimbursement for the event that is federally recognized as a major storm event, and that is not included. What is included in this is for a specific project to mitigate flooding at the SAM plant.

General Manager Kishen Prathivadi added the application is for moving the electrical building to a safer location less prone to flooding. It is currently in a high-risk location and parts of it had flooded during the winter storm.

Director Dekker asked about the grant pending for the Pillar Ridge Rehabilitation project.

District Water Engineer Tanya Yurovski said they didn't get the grant. It is a completely different program. This was a state program. They are number 67 on the list. They are proceeding with the design and will bring it to the Board after the general manager approves it. They can't wait any longer—they need rehabilitate the plant.

Director Slater-Carter commented that at the Coastal Commission meeting, there was a report on the likelihood of an El Niño in California, and there is a 66% chance for some serious storm activity on the Coast.

Director Softky added that there was flooding during the Burning Man festival and one person was electrocuted while working on his generator in a flooded area. He supports anything to prevent anything happening to SAM staff, to whatever degree their financial infrastructure allows.

Director Young added there is nothing more important than the safety of the workers at SAM.

Director Boyd instructed the district clerk to be one of the signers on the resolution, as there are very specific signature requirements so they don't self-certify.

Director Slater-Carter made a motion to adopt a resolution of designation of applicant's agent resolution for non-state agencies, universal resolution. Director Dekker second the motion. Roll call vote: Director Softky: AYE, Director Young:

AYE, Director Slater-Carter: AYE, Director Dekker: AYE, Director Boyd: AYE.
Motion passes 5-0.

2. Review and Possible Action Concerning Sewer Authority Mid-Coastside FY 23/24 Budget Amendment.

General Manager Clemens Heldmaier stated the SAM budget is a mess. This is not the first time they are looking at the budget. SAM is requesting an amendment to the budget, to include an additional 1.365 million dollars to the current fiscal year. MWSD's share is \$67,568 dollars. Of that total amount, SAM will use \$35,000 dollars to pay for changes to the Environmental Resources Foundation (ERF) lawsuit settlement that was negotiated and the remaining funds to supplement the rehabilitation of the Princeton Pumpstation. That was approved for 1.2 million dollars but there is more work to do and the project is more expensive than anticipated in the original estimate. In May, the budget was approved by this Board, but not approved by Half Moon Bay. Half Moon Bay requested the Montara force main project be removed from the budget before signing it, and it was removed. He pointed out that SAM has no choice but to remove it because the city is in full control of SAM. They have 50% of votes, and that means it is a veto right to any decision as a single party. The Montara force main project was required to be completed, and they went back to the ERF and re-negotiated that—that is what the \$35,000 dollars is for. Then they approved the revised budget. Now, again, they are in a situation that the city is requesting that they sign the stipulation—the same issue the first time. The city is in full control, and stalls every single project refusing to consent to pay its share. Staff recommendation is to adopt the Resolution of the Montara Water and Sanitary District Consenting to Approval by Sewer Authority Mid-Coastside of an Amendment to its General Budget for Fiscal Year 2023-2024. They want the project to get done. The rehabilitation of the Princeton Pumpstation has been planned for 20 years, and is a terrible safety hazard. Anyone who interferes with the approval of this project and says it is not needed, is putting SAM staff at great risk.

Director Young asked if the cost increase for the Princeton Pumpstation was due to inflation and the estimate not including some costs.

General Manager Clemens Heldmaier replied there were significant increases in inflation as it pertains to construction and that was a factor.

General Manager Kishen Prathivadi added they budgeted 1.925 million a year and half ago. Subsequent to that, they did a geotechnical study and found that the pumpstation site is prone to liquefaction, seismic fault rupture, and other issues. Thus, they decided to increase the scope of the project. So new things got added. So that, in addition to inflation and cost increases over a period of time, has required a budget amendment.

Director Slater-Carter stated she wants to make a motion to pass this, and suggested for those interested, watch the Half Moon Bay City Council meeting from last Tuesday. The attorney for SAM spoke. There were serious errors and misstatements in the city staff report. The oral arguments for the lawsuit will be October 5, 2023. They chose not to fund the pumpstation. Since the lawsuit was initiated in 2017, there has been little done for the capital improvements for SAM. And every time the projects are delayed, inflation and supply chain issues add to the cost. They need to get the project done by June 2024. Half Moon Bay wants to wait until after the decision from the appeals court. They will be discussing this at the SAM Board meeting on Monday. There will also be a finance committee meeting on Monday, September 6th.

Director Dekker said that it was suggested to include a bypass for the Princeton pumpstation to allow maintenance work to be done. Is that included in the cost of the project of 2.5 million?

General Manager Kishen Prathivadi replied it is included in the design. There will also be a package pumpstation, so the operators do not need to go inside to do any maintenance on the pumps.

Director Dekker asked if that means the bypass is no longer needed?

General Manager Kishen Prathivadi replied they are still making provisions in case something needs to be fixed. They have a storage tank in the line and if it needs to be maintained, then they will have certain bypasses provided.

Director Softky said they should have the lawyers track all the errors and misstatements made in the event MWSD severs their relationship.

Director Young asked about the professional memberships which have increased 224%.

General Manager Kishen Prathivadi replied that is not part of the budget amendment, but part of the original budget. It includes the fee for Environmental Resources Foundation (ERF) lawsuit--\$15,000 dollars towards the Rose Foundation, and \$20,000 for compliance, monitoring and reimbursement of the Environmental Resources Foundation (ERF) fees.

Director Slater-Carter added they were put in the memberships for accounting purposes, but they are part of the ERF settlement—it was not voluntary.

Director Boyd stated Half Moon Bay has interfered with, delayed, stalled, many projects. Every project that is put forth is confirmed by engineering as needed, and when they can finally get to a place where they can do something about it, our costs have gone up. Half Moon Bay is increasing costs for no good reason. Half Moon Bay is unwilling to tell anyone why they are doing this, and consistently,

repeatedly, and ceaselessly interferes with these projects. They delay them and when it is time to do them, they cost a lot more money. Half Moon Bay wants to tell the community they are concerned about costs, but every time they interfere with these actions, it has added substantial costs. We are seeing costs doubling or worse. The \$35,000 dollars that it cost to deal with ERF is what it took to take someone who has successfully sued SAM over a failure of a system they could have had repaired had Half Moon Bay not delayed the repair. This is a little bit of cost to the suing party; it is not achieving anything for the agency. The big cost is the cost of the delay. The exposure of having a system that needs the work, and the increased costs that come from waiting. Any project that you put up today will have an estimate with a good price and if you wait 5 years it will be twice as much if we are lucky. And we are seeing this repeated pattern. Half Moon Bay is running up costs for everyone on the Coastside. He encouraged citizens of Half Moon Bay to talk to their Council representatives and ask them why they are doing this. They are going to keep doing this until the people in Half Moon Bay demand to know why they are doing it and call them to account for their reckless, irresponsible, reprehensible obstructionist behavior that is costing everyone an increasing risk to health, safety, and environment.

All directors were in favor, and the motion passed.

REPORTS

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

Director Slater-Carter invited the public to watch the SAM meeting. As Chair at the SAM Board, her goal is to work towards a good capital improvement program, and set their priorities. To a certain extent the lawsuit has forced past priorities up to the front. When they had Dan Child as a consultant examining the SAM plant, even though they completed some items, there are still a lot of projects that need to be done to keep it running. Something she would like to see from the community for the long-term is whether they want to keep the SAM plant there or not. They need to think about the hazardous situation they live in and try to make a system that is engineered with those in mind rather than something from the 19th century.

Director Softky stated that Orange County treats their sewage so well, they can drink the water. If Orange County can do that, modern technology has improved and he would love to know if that is something that could be useful to us. For the long term, he would like to explore the technologies they used and possibly apply it to solve their problems.

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

Gregg Dieguez said there will be a special meeting September 20th in reference to the damage caused to Montara Mountain. They are working on the Cypress Point Environmental Impact Report (EIR). There are a bunch of things that are being

claimed that he hopes the district will look at and comment on. He believes they are invalid statements and the District's response to what they have to do to create the infrastructure necessary to service and fire protect that new dense housing development is going to be important feedback. He noted, that the developers are relying on a 2017 Master Plan. Most other water agencies have a 5-year recurring master plan. One question is the validity of the numbers they are relying on which are now 6 years out of date. One of things they are doing at that development is creating about 150,000 square feet of impermeable surface, and it will probably go up with parking. They are going to manage that with retention ponds—which aren't really ponds but green infrastructure around the margins of the parking facility, and so forth. They will also be putting in artificial turf. He is concerned about runoff. When they design things around here, they use a "design storm" that says you have to build for this storm. It is inadequate. His concern about the storm water was enhanced when he read a county study from 2020 where they did a simulation and even though they understated the design storm, what they showed was this green infrastructure approach only reduces the runoff in the event of a large storm by 3.2%. He is concerned about a lot of storm runoff into Montara Creek. The County historically manages stormwater poorly.

Director Boyd asked if the artificial turf is planned to have crumbled tires as part of the product.

Gregg Dieguez replied that Kimberly Williams has written their response for that section.

Director Boyd said that if it is between the development and the creek, they need to be expressing concerns about contamination in the creek.

Gregg Dieguez said he will send Director Boyd a copy of what she wrote.

Director Slater-Carter said also the beach, as it is an estuary area. It is a nursery area in the tidepools that the creek goes into. It is a critical coastal area, an area of special biological concern. It is a coastal California designation. There will be a meeting on the 23rd regarding the Moss Beach Road improvement workshop. They need to make sure they know MWSD and SAM have infrastructure under that and the area should be mapped and taken care, so it is not made inaccessible or damaged by any of the construction.

Director Young said in one of the appendixes it refers to Montara Creek as an ephemeral watercourse and not a major creek that goes through Montara.

Director Boyd added that is an error.

Director Young asked when comments are due.

Gregg Dieguez said the final report will be submitted September 25th which is the deadline.

Director Young noted two accidents at Cypress and Highway One over the weekend. They promised a roundabout when the Big Wave project was approved and nothing has been done in the Moss Beach corridor, except the crosswalk. As far as the emergency evacuation goes, there are 142 car parking spaces at Cypress Point, and only one way in and out. The fact that there is no emergency evacuation plan countywide is very scary.

Kimberly Williams stated that it was not specified what the artificial turf components are. She will follow-up with Director Boyd on that.

Director Boyd added that it is not that they don't care about what is happening with Montara Mountain, but it may just be a little out of their purview. They all care what is happening to that mountain when people are abusing and wreaking havoc with what is up there. He thanked Mr. Dieguez for taking that up at the MCC.

General Manager Clemens Heldmaier commented that MWSD has stream gaging information about Montara Creek. The current gage is upstream, but a long time ago they physically measured the creek mouth. There should be historical information about flow available.

Director Slater-Carter suggested Ms. Williams and Mr. Dieguez contact Balance Hydrologics for scientific information.

Director Young added that water sampling is done along the San Mateo County Coast by the County and they publish all the samples. Currently they do not sample Montara Creek. Perhaps they could push to get that sampling in for Montara Creek at the mouth of the creek below the lighthouse, so they would have something to gage if and when the development is built and they start discharging their stormwater into the creek.

Michelle Dragony said Noah Katz at the San Mateo Resource Conservation District (RCD) said he was in a meeting and stated that he didn't know how to get down to the place on Montara Creek to do the proper testing.

General Manager Clemens Heldmaier said he knows Mr. Katz and will show him the testing spot.

3. California Special Districts Associations Report (Slater-Carter)

Director Slater-Carter said they had the CSDA conference, but not a local meeting. The Coastal Commission approved the replenishment of sand at Surfer's Beach.

General Manager Clemens Heldmaier asked when this will start and is it a one-time process.

Director Slater-Carter replied she believes it will be an ongoing project and will begin once they deal with the eelgrass replenishment.

4. Local Agency Formation Commission (LAFCo) Report (Slater-Carter)-

Director Slater-Carter said the next LAFCo meeting is next month.

5. Attorney's Report (Fitzgerald) - none

6. Directors' Report - none

7. General Manager's Report (Heldmaier)

General Manager Clemens Heldmaier reminded the Board to bring their name tags to the celebration event. Director Young and Softky have volunteered to help at the event, and he looks forward to seeing the rest of the board at the event.

Director Young said she also posted a notice on NextDoor to remind people. She thanked staff for getting this done.

FUTURE AGENDAS – none

BRIEF RECESS: 8:40pm

CONVENE IN CLOSED SESSION 8:50pm

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 (Government Code §54956.9(d)(4)) Initiation of Litigation (2 potential cases)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code §54957(b)(1))

Title: General Manager

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6)

Unrepresented Employee: General Manager

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT at 10:30 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 5th, October 2023

Signed _____
President



MONTARA WATER & SANITARY DISTRICT

REGULAR BOARD OF DIRECTORS MEETING September 21, 2023

MINUTES

This meeting took place at the district office located at the above address. Simultaneous public access and participation was also available remotely, via telephone or the ZOOM application.

REGULAR SESSION began at 7:58 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Dekker, Softky, Slater-Carter and Young

Directors Absent: None

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

Others Present: District Counsel, Christine Fitzgerald
Boucher Law, Christopher Boucher

PRESIDENT'S STATEMENT

Director Boyd stated the meeting was delayed due to some technical difficulties. He thanked everyone who attended the 65th Anniversary Celebration. Directors

Softky and Young volunteered their time, and it was great to see old friends and new faces at the celebration.

ORAL COMMENTS

Director Slater-Carter mentioned FEMA listed the areas of vulnerability south of Highway 92 as high and north of Highway 92 relatively high. There will be a Midcoast Community Council (MCC) meeting next week.

Director Young thanked staff for working at the event. Comments to the draft EIR are due Monday September 25th.

PUBLIC HEARING

CONSENT AGENDA

OLD BUSINESS - none

NEW BUSINESS

1. Review and Possible Action to Amend Salary Schedule and Approve Adjustment to the General Manager's Compensation and Approve New Employment Agreement

Chris Boucher was pleased to inform the Board of the general manager's completed compensation. Under the Employment Contract between the District and the General Manager, the Board of Directs conducts an annual evaluation of the General Manager, and based on satisfactory performance, the General Manager will be granted a minimum amount based on the annual increase in the Consumer Price Index (CPI) published by the Bureau of Labor Statistics of the United States Department of Labor for all Urban Consumers, San Francisco-Oakland-San Jose, California.

In accordance with Government Code section 54953(c)(3), an oral summary of the recommended action is provided. The item before the Board tonight is to amend the salary schedule and approve adjustment to the General Manager's compensation, and to approve a new employment agreement with the General Manager, commencing January 1, 2024.

The recommended action is to amend the General Manager's annual salary and set the new salary at \$240,837.00 dollars, retroactive to January 1, 2023. The total annual salary increase is \$11,175 dollars from the prior year's salary.

This action will also authorize a one-time contribution of \$6,000 dollars to the General Manager's Deferred Compensation pursuant to Section 8 of the

Employment Contract, and a one-time cash payment of \$15,000 dollars in recognition of the General Manager's continued performance.

In addition, compensation paid in the form of fringe benefits to the General Manager includes the following:

- PARS contribution in the amount of \$ 10,661 dollars
- 457 retirement plan contribution in the amount of \$ 16,856 dollars
- Health coverage (including dental, vision and life) in the amount of \$ 29,459 dollars
- Wellness Program in the amount of \$300 dollars.

The parties have reached a 6-year term commencing January 1, 2024-December 31, 2029. The compensation model is very similar to what the current agreement calls for. With regard to base adjustment, it would be limited to CPI adjustments based on the current calculation method. The major change is the district will make a life policy premium contribution for 5 of the 6 years.

Additional information is in the agenda report and resolution associated with this agenda item. Copies of the agenda report and related documents have been distributed to all Board members and are also available for members of the public. He will be happy to answer any questions from the Board or members of the public.

Director Boyd asked the directors if they had any questions and/or comments. There are two resolutions before them: to adopt: the resolution adopting amended district salary schedule and approving adjustment to general manager's compensation (effective January 1, 2023) and the resolution approving and authorizing execution of employment contract for the position of general manager, Clemens H. Heldmaier.

Director Slater-Carter made a motion to adopt the resolution adopting amended district salary schedule and approving adjustment to general manager's compensation (effective January 1, 2023) and the resolution approving and authorizing execution of employment contract for the position of general manager, Clemens H. Heldmaier. Director Dekker seconded the motion. Roll call vote: Director Dekker: AYE, Director Slater-Carter: AYE, Director Young: AYE, Director Softky: AYE, and Director Boyd: AYE. The motion passes 5-0.

REPORTS

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

KS said the hearing will be October 5th. As Chair of the SAM Board, she has also been trying to get a performance review for SAM General Manager Kishen Prathivadi. It will be on the agenda on Monday night. She found out that it was decided by the other agencies that Kishen's performance review is every other year, and skip this year. She is hoping this will get resolved.

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

Director Young said they talked about the MCC response to the Cypress Point draft EIR and MWSD needs to get their letter in if it hasn't already been submitted. They will be talking about the damage to Montara Mountain at a future meeting.

3. California Special Districts Associations Report (Slater-Carter)

Director Slater-Carter said the Chair is Jim Pruett, general manager of the Harbor District.

4. Local Agency Formation Commission (LAFCo) Report (Slater-Carter)-

Director Slater-Carter said the Broadmoor Police district is declaring bankruptcy due to financial problems. East Palo Alto Sanitary District will become a subsidiary district of the City of East Palo Alto.

5. Attorney's Report (Fitzgerald) - none

6. Directors' Report

Director Young said she attended the One Shoreline meeting and she asked if any districts have received their FEMA funds from the earlier storms. In reply, they said no one has yet, and if there is a government shut-down they were assured FEMA will continue to be operational.

7. General Manager's Report (Heldmaier)

General manager Clemens Heldmaier thanked staff for the extra work last month--they had to do meter changeouts, water leaks, etc. He wanted to comment about the Highway One improvement meeting. He is glad the County is looking at improving Highway One, but why is San Mateo County paying for this and not Caltrans? What concerns him is the timeline—10 years for implementation. He is going to add another 5 years to that, and it then becomes 15 years. Traffic improvements are one thing but the purpose of this is safety. Waiting 15 years for improvements is outrageous. They have to start immediately what is described in the Highway Safety Code to reduce the speed limit. It is a no cost solution. He asked people who attends these meetings to make the same comments and push for an immediate change in the speed limit. It is the something that the County can do now and is cost effective.

Director Boyd added they have done us a favor in informing them of the timeline, which provides impetus to find something sooner to deal with the safety problem that has taken quite a human toll already.

Director Young added that it took over a decade to complete the Connect-the-Coastside plan. They call it their comprehensive traffic management plan, and none of it is funded. If anyone has comments they should send them in to the County planners, Chandra Singh and Katie Faulkner.

FUTURE AGENDAS – none

BRIEF RECESS: 8:24 pm

CONVENE IN CLOSED SESSION 8:30 pm

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 (Government Code §54956.9(d)(4)) Initiation of Litigation (2 potential cases)

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT at 9:30 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 5th, October 2023

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **October 5, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

**Budget vs. Actual – Sewer July 1, 2023 through August 31, 2023 - Variances
over \$2,000:**

- 4610 Property Tax Receipts, \$102,897 above Budget – The District received an ERAF distribution of \$205,793 in August.
- 4710 Sewer Service Charges, \$4,303 above Budget – Based upon prorated sewer service charges by customer.
- **Overall Total Operating Income for the period ending August 31, 2023 was \$109,745 above budget. Total operating income received to date is \$129,912.**
- 5200 Board of Directors, \$2,815 below Budget – Funds have been budgeted for the District to complete District re-mapping. The project is expected to be completed by October 2023.
- 5300 Insurance, \$10,360 above Budget – The District pays for insurance premiums at the beginning of the year, the variance will decrease as the FY continues.
- 5400 Legal, \$21,756 below Budget – Costs related to the defense of various legal proceedings is less than expected at this point.
- 5510 Maintenance, Office, \$4,037 below Budget – Various projects are planned for the office that have not yet begun.
- 5610 Accounting, \$2,850 below Budget – Invoice for August has not yet been posted.
- 5620 Audit, \$2,250 below Budget – We have not yet received the invoice for audit services.
- 5630 Consulting, \$6,509 below Budget – Additional costs expected later in fiscal year.
- 5640 Data Services, \$8,746 above Budget – Annual payment made for the use of Parcel Management System, used for Property Tax Roll.
- 5720 Telephone & Internet, \$2,931 above Budget – Due to increased costs for phone & internet service.
- 6200 Engineering, \$7,787 below Budget – Payment for general engineering and pump station mechanical engineering and GIS facility mapping.
- 6400 Pumping, \$12,016 above Budget – A pumping maintenance pass through expense from SAM has been miscategorized. This expense will be eliminated in September.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **October 5, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6700 Treatment, \$3,126 above budget – Expenses are related to the Water fund and will be reclassified.
- 6900 SAM Expenses, \$92,638 below Budget – The District adopted the original budget provided by SAM. After adoption, SAM adjusted their infrastructure budget downward.
- **Overall Total Operating Expenses for the period ending August 31, 2023, were \$89,687 below Budget.**
- **Total overall Expenses for the period ending August 31, 2023, were \$110,089 below budget. For a net ordinary gain of \$219,834 above Budget. Actual net ordinary loss is \$318,451.**
- 7100 Connection Fees, \$40,571 above Budget – No new connections sold in August. 2 sold in July.
- 7200 Interest Income, LAIF, \$21,929 above budget – Due to the increase Federal interest rates.
- 8000 CIP, \$566,294 below Budget – Minimal activity to date, mainly engineering support and generator expenses.
- 9200 I-Bank Loan, \$8,007 below budget – Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **October 5, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 1, 2023 thru August 31, 2023 - Variances over \$2,000:

- 4610 Property Tax Receipts, \$102,897 above Budget – The District received an ERAF distribution of \$205,793 in August.
- 4810 Water Sales, Domestic, \$12,490 above Budget - Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending August 31, 2023 was \$116,106 above budget. Total operating revenue received to date is \$454,872.**
- 5200 Board of Directors, \$2,815 below Budget – Funds have been budgeted for the District to complete District re-mapping. The project is expected to be completed by October 2023.
- 5240 CDPH Fees, \$3,000 below Budget – first bills are typically paid in December.
- 5300 Insurance, \$11,410 below Budget – The District pays for insurance premiums at the beginning of the year, the variance will decrease as the FY continues.
- 5400 Legal, \$3,694 below Budget – Due to the funding of an outstanding check which is currently being investigated.
- 5510 Maintenance, Office, \$4,027 below Budget – Various projects are planned for the office that have not yet begun.
- 5530 Memberships, \$4,167 below Budget – Membership fees are typically paid at the beginning of the calendar year.
- 5610 Accounting, \$2,850 below Budget – Invoice for August has not yet been posted.
- 5620 Audit, \$2,250 below Budget – We have not yet received the invoice for audit services
- 5630 Consulting, \$9,009 below Budget – Additional costs expected later in fiscal year.
- 5720 Telephone & Internet, \$2,351 above Budget – Due to increased costs for phone & internet service
- 5800 Labor & Wages, \$12,927 below Budget – Due to the timing of payroll increases.
- 6180 Communications, \$3,333 below Budget – No activity to date.
- 6200 Engineering, \$10,923 below Budget – Due to reduced need for water quality engineering reporting. More expected as year goes forward.
- 6370 Lab Supplies & Equipment, \$4,975 above Budget – Major purchase of inventory made in August.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **October 5, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6400 Pumping, \$7,690 below Budget – PG&E costs are budgeted high in anticipation of large “true up” bill which is received in the spring.
- 6500 Supply, \$7,559 below Budget – Q1 water purchase takes place in October.
- 6600 Collection/Transmission, \$14,240 below Budget – work on-going for various collections projects.
- 6700 Treatment, \$5,011 below Budget – Additional costs anticipated as the FY moves forward.
- **Overall Total Operating Expenses for the period ending August 31, 2023 were \$47,702 below Budget.**
- **Total overall Expenses for the period ending August 31, 2023 were \$75,447 below budget. For a net ordinary income of \$191,553 budgeted vs. actual. Actual net ordinary loss is \$152,483.**
- 7100 Connection Fees, \$83,641 above Budget – No new connections sold in August. 2 sold in July.
- 7250 CAMP interest, \$20,646 above Budget – Due to increase in federal interest rates.
- 7650 Water System Reliability, \$2,295 above Budget – Pro-rata charges paid by customers. Not through property tax roll.
- 8000 CIP, \$608,274 below Budget – Projects are currently on-going and others are being planned.
- 9100 GO Bond interest expense, \$24,837 below Budget – Difference due to timing.

RECOMMENDATION:

This is for Board information only

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July through August 2023

	Jul - Aug 23	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	14,139.00	13,833.34	305.66
4400 · Fees			
4410 · Administrative Fee (New Constr)	0.00	666.68	-666.68
4420 · Administrative Fee (Remodel)	0.00	166.68	-166.68
4430 · Inspection Fee (New Constr)	0.00	666.68	-666.68
4440 · Inspection Fee (Remodel)	0.00	166.68	-166.68
4460 · Remodel Fees	2,740.00	1,333.34	1,406.66
4470 · Other Fees	160.00		
Total 4400 · Fees	2,900.00	3,000.06	-100.06
4610 · Property Tax Receipts	102,896.55	0.00	102,896.55
4710 · Sewer Service Charges	4,303.33	0.00	4,303.33
4720 · Sewer Service Refunds, Customer	0.00	-1,666.68	1,666.68
4760 · Waste Collection Revenues	5,013.45	5,000.00	13.45
4990 · Other Revenue	659.36		
Total Income	129,911.69	20,166.72	109,744.97
Gross Profit	129,911.69	20,166.72	109,744.97
Expense			
5000 · Administrative			
5190 · Bank Fees	1,606.67	1,000.00	606.67
5200 · Board of Directors			
5210 · Board Meetings	200.00	666.68	-466.68
5220 · Director Fees	1,818.04	1,666.68	151.36
5230 · Election Expenses	0.00	2,500.00	-2,500.00
Total 5200 · Board of Directors	2,018.04	4,833.36	-2,815.32
5250 · Conference Attendance	752.50	1,666.68	-914.18
5270 · Information Systems	779.88	1,000.00	-220.12
5300 · Insurance			
5310 · Fidelity Bond	0.00	83.34	-83.34
5320 · Property & Liability Insurance	12,109.75	1,666.68	10,443.07
Total 5300 · Insurance	12,109.75	1,750.02	10,359.73
5350 · LAFCO Assessment	0.00	500.00	-500.00
5400 · Legal			
5430 · General Legal	8,598.00	33,333.34	-24,735.34
5440 · Litigation	2,979.38		
Total 5400 · Legal	11,577.38	33,333.34	-21,755.96
5510 · Maintenance, Office	130.00	4,166.68	-4,036.68
5530 · Memberships	0.00	833.34	-833.34
5540 · Office Supplies	732.75	1,375.00	-642.25
5550 · Postage	0.00	191.68	-191.68
5560 · Printing & Publishing	523.96	375.00	148.96

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July through August 2023

	Jul - Aug 23	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	3,650.00	6,500.00	-2,850.00
5620 · Audit	0.00	2,250.00	-2,250.00
5630 · Consulting	2,198.99	8,708.34	-6,509.35
5640 · Data Services	10,412.73	1,666.68	8,746.05
5650 · Labor & HR Support	427.00	416.68	10.32
5660 · Payroll Services	217.20	166.68	50.52
Total 5600 · Professional Services	16,905.92	19,708.38	-2,802.46
5710 · San Mateo Co. Tax Roll Charges	0.00	416.68	-416.68
5720 · Telephone & Internet	9,597.28	6,666.68	2,930.60
5730 · Mileage Reimbursement	0.00	333.34	-333.34
5740 · Reference Materials	0.00	33.34	-33.34
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	3,566.95	3,581.00	-14.05
5820 · Employee Benefits	8,438.94	8,689.18	-250.24
5830 · Disability Insurance	305.10	378.50	-73.40
5840 · Payroll Taxes	4,072.59	3,691.18	381.41
5850 · PARS	3,575.63	0.00	3,575.63
5900 · Wages			
5910 · Management	19,135.56	20,436.18	-1,300.62
5920 · Staff	32,126.06	34,294.50	-2,168.44
5930 · Staff Certification	350.00	300.00	50.00
5940 · Staff Overtime	970.94	292.34	678.60
5950 · Staff Standby	654.55		
Total 5900 · Wages	53,237.11	55,323.02	-2,085.91
5960 · Worker's Comp Insurance	0.00	485.50	-485.50
Total 5800 · Labor	73,196.32	72,148.38	1,047.94
Total 5000 · Administrative	129,930.45	150,331.90	-20,401.45
6000 · Operations			
6170 · Claims, Property Damage	0.00	1,666.68	-1,666.68
6195 · Education & Training	0.00	333.34	-333.34
6200 · Engineering			
6220 · General Engineering	3,880.00	11,666.68	-7,786.68
Total 6200 · Engineering	3,880.00	11,666.68	-7,786.68
6330 · Facilities			
6335 · Alarm Services	1,120.68	1,000.00	120.68
6337 · Landscaping	0.00	1,000.00	-1,000.00
Total 6330 · Facilities	1,120.68	2,000.00	-879.32
6400 · Pumping			
6410 · Pumping Fuel & Electricity	7,103.12	8,333.34	-1,230.22
6420 · Pumping Maintenance, Generators	1,885.46	2,500.00	-614.54
6430 · Pumping Maintenance, General	13,861.24		
Total 6400 · Pumping	22,849.82	10,833.34	12,016.48

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

July through August 2023

	Jul - Aug 23	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	1,666.68	-1,666.68
Total 6600 · Collection/Transmission	0.00	1,666.68	-1,666.68
6700 · Treatment			
6710 · Chemicals & Filtering	2,878.00		
6730 · Treatment Analysis	248.00		
Total 6700 · Treatment	3,126.00		
6770 · Uniforms	0.00	33.34	-33.34
6800 · Vehicles			
6810 · Fuel	432.57	333.34	99.23
6820 · Truck Equipment, Expensed	244.25	33.34	210.91
6830 · Truck Repairs	31.08	166.68	-135.60
Total 6800 · Vehicles	707.90	533.36	174.54
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	49,143.66	49,143.68	-0.02
6920 · SAM Operations	237,603.82	301,075.34	-63,471.52
6940 · SAM Maintenance, Collection Sys	0.00	7,500.00	-7,500.00
6950 · SAM Maintenance, Pumping	0.00	21,666.68	-21,666.68
Total 6900 · Sewer Authority Midcoastside	286,747.48	379,385.70	-92,638.22
Total 6000 · Operations	318,431.88	408,119.12	-89,687.24
Total Expense	448,362.33	558,451.02	-110,088.69
Net Ordinary Income	-318,450.64	-538,284.30	219,833.66
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	65,222.00	36,666.68	28,555.32
7120 · Connection Fees (Remodel)	0.00	9,166.68	-9,166.68
7152 · Connection Fee Refunds	0.00	-3,333.34	3,333.34
7153 · Add'l Fixture Units (New Const)	16,362.00	3,333.34	13,028.66
7155 · Add'l Fixture Units (Remodel)	8,154.00	3,333.34	4,820.66
Total 7100 · Connection Fees	89,738.00	49,166.70	40,571.30
7200 · Interest Income - LAIF	36,929.21	15,000.00	21,929.21
Total 7000 · Capital Account Revenues	126,667.21	64,166.70	62,500.51
Total Other Income	126,667.21	64,166.70	62,500.51
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	100,253.06	666,547.50	-566,294.44
Total 8000 · Capital Improvement Program	100,253.06	666,547.50	-566,294.44

8:37 AM

09/25/23

Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July through August 2023

	Jul - Aug 23	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	1,015.55	1,196.00	-180.45
9200 · I-Bank Loan	1,601.35	9,608.00	-8,006.65
Total 9000 · Capital Account Expenses	2,616.90	10,804.00	-8,187.10
Total Other Expense	102,869.96	677,351.50	-574,481.54
Net Other Income	23,797.25	-613,184.80	636,982.05
Net Income	-294,653.39	-1,151,469.10	856,815.71

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

July through August 2023

	Jul - Aug 23	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4400 · Fees			
4410 · Administrative Fee (New Constr)	0.00	666.68	-666.68
4420 · Administrative Fee (Remodel)	0.00	100.00	-100.00
4430 · Inspection Fee (New Constr)	0.00	666.68	-666.68
4440 · Inspection Fee (Remodel)	0.00	0.00	0.00
4450 · Mainline Extension Fees	0.00	0.00	0.00
4470 · Other Fees	160.00		
Total 4400 · Fees	160.00	1,433.36	-1,273.36
4610 · Property Tax Receipts	102,896.54	0.00	102,896.54
4740 · Testing, Backflow	2,982.00	3,000.00	-18.00
4810 · Water Sales, Domestic	348,156.40	335,666.68	12,489.72
4850 · Water Sales Refunds, Customer	0.00	-1,333.34	1,333.34
4990 · Other Revenue	677.37		
Total Income	454,872.31	338,766.70	116,105.61
Gross Profit	454,872.31	338,766.70	116,105.61
Expense			
5000 · Administrative			
5190 · Bank Fees	1,606.67	916.68	689.99
5200 · Board of Directors			
5210 · Board Meetings	200.00	666.68	-466.68
5220 · Director Fees	1,818.03	1,666.68	151.35
5230 · Election Expenses	0.00	2,500.00	-2,500.00
Total 5200 · Board of Directors	2,018.03	4,833.36	-2,815.33
5240 · CDPH Fees	0.00	3,000.00	-3,000.00
5250 · Conference Attendance	752.50	2,500.00	-1,747.50
5270 · Information Systems	779.87	1,083.34	-303.47
5300 · Insurance			
5310 · Fidelity Bond	0.00	83.34	-83.34
5320 · Property & Liability Insurance	13,159.75	1,666.68	11,493.07
Total 5300 · Insurance	13,159.75	1,750.02	11,409.73
5350 · LAFCO Assessment	0.00	500.00	-500.00
5400 · Legal			
5430 · General Legal	8,598.00	12,500.00	-3,902.00
5440 · Litigation	208.00		
Total 5400 · Legal	8,806.00	12,500.00	-3,694.00
5510 · Maintenance, Office	139.34	4,166.68	-4,027.34
5530 · Memberships	0.00	4,166.68	-4,166.68
5540 · Office Supplies	732.74	1,041.68	-308.94
5550 · Postage	3,872.76	2,458.34	1,414.42
5560 · Printing & Publishing	1,310.57	958.34	352.23

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

July through August 2023

	Water		
	Jul - Aug 23	Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	3,650.00	6,500.00	-2,850.00
5620 · Audit	0.00	2,250.00	-2,250.00
5630 · Consulting	2,198.99	11,208.34	-9,009.35
5640 · Data Services	1,199.50	166.68	1,032.82
5650 · Labor & HR Support	427.00	416.68	10.32
5660 · Payroll Services	217.24	166.68	50.56
Total 5600 · Professional Services	7,692.73	20,708.38	-13,015.65
5710 · San Mateo Co. Tax Roll Charges	0.00	416.68	-416.68
5720 · Telephone & Internet	10,684.41	8,333.34	2,351.07
5730 · Mileage Reimbursement	282.85	333.34	-50.49
5740 · Reference Materials	0.00	83.34	-83.34
5790 · Other Administrative	3,094.05		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	8,534.72	8,576.84	-42.12
5820 · Employee Benefits	22,675.89	25,881.84	-3,205.95
5830 · Disability Insurance	658.78	928.68	-269.90
5840 · Payroll Taxes	9,546.47	9,919.00	-372.53
5850 · PARS	7,752.83	7,850.18	-97.35
5900 · Wages			
5910 · Management	19,135.60	20,436.18	-1,300.58
5920 · Staff	88,479.05	92,406.68	-3,927.63
5930 · Staff Certification	1,700.00	1,900.00	-200.00
5940 · Staff Overtime	8,780.56	10,070.00	-1,289.44
5950 · Staff Standby	6,694.88	4,847.68	1,847.20
Total 5900 · Wages	124,790.09	129,660.54	-4,870.45
5960 · Worker's Comp Insurance	0.00	4,068.84	-4,068.84
Total 5800 · Labor	173,958.78	186,885.92	-12,927.14
Total 5000 · Administrative	228,891.05	256,636.12	-27,745.07
6000 · Operations			
6160 · Backflow Prevention	0.00	166.68	-166.68
6170 · Claims, Property Damage	393.15	1,666.68	-1,273.53
6180 · Communications			
6185 · SCADA Maintenance	0.00	3,333.34	-3,333.34
Total 6180 · Communications	0.00	3,333.34	-3,333.34
6195 · Education & Training	125.00	833.34	-708.34
6200 · Engineering			
6220 · General Engineering	825.00	1,666.68	-841.68
6230 · Water Quality Engineering	9,085.00	19,166.68	-10,081.68
Total 6200 · Engineering	9,910.00	20,833.36	-10,923.36
6320 · Equipment & Tools, Expensed	1,964.45	1,666.68	297.77

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

July through August 2023

	Water Jul - Aug 23	Water Budget	\$ Over Budget
6330 · Facilities			
6335 · Alarm Services	260.52	333.34	-72.82
6337 · Landscaping	860.00	2,500.00	-1,640.00
Total 6330 · Facilities	1,120.52	2,833.34	-1,712.82
6370 · Lab Supplies & Equipment	5,642.00	666.68	4,975.32
6380 · Meter Reading	0.00	83.34	-83.34
6400 · Pumping			
6410 · Pumping Fuel & Electricity	13,218.33	15,833.34	-2,615.01
6420 · Pumping Maintenance, Generators	0.00	5,000.00	-5,000.00
6430 · Pumping Maintenance, General	874.29	833.34	40.95
6440 · Pumping Equipment, Expensed	0.00	116.68	-116.68
Total 6400 · Pumping	14,092.62	21,783.36	-7,690.74
6500 · Supply			
6510 · Maintenance, Raw Water Mains	0.00	416.68	-416.68
6520 · Maintenance, Wells	2,024.09	4,166.68	-2,142.59
6530 · Water Purchases	0.00	5,000.00	-5,000.00
Total 6500 · Supply	2,024.09	9,583.36	-7,559.27
6600 · Collection/Transmission			
6610 · Hydrants	0.00	1,666.68	-1,666.68
6620 · Maintenance, Water Mains	16,022.90	28,333.34	-12,310.44
6630 · Maintenance, Water Svc Lines	2,127.00	3,333.34	-1,206.34
6640 · Maintenance, Tanks	0.00	833.34	-833.34
6650 · Maint., Distribution General	1,443.75	2,500.00	-1,056.25
6670 · Meters	7,832.87	5,000.00	2,832.87
Total 6600 · Collection/Transmission	27,426.52	41,666.70	-14,240.18
6700 · Treatment			
6710 · Chemicals & Filtering	4,768.01	4,166.68	601.33
6720 · Maintenance, Treatment Equip.	206.57	2,500.00	-2,293.43
6730 · Treatment Analysis	2,514.15	5,833.34	-3,319.19
Total 6700 · Treatment	7,488.73	12,500.02	-5,011.29
6770 · Uniforms	1,051.54	416.68	634.86
6800 · Vehicles			
6810 · Fuel	1,297.68	2,000.00	-702.32
6820 · Truck Equipment, Expensed	732.74	333.34	399.40
6830 · Truck Repairs	93.23	833.34	-740.11
Total 6800 · Vehicles	2,123.65	3,166.68	-1,043.03
6890 · Other Operations	135.62		
Total 6000 · Operations	73,497.89	121,200.24	-47,702.35
Total Expense	302,388.94	377,836.36	-75,447.42
Net Ordinary Income	152,483.37	-39,069.66	191,553.03

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

July through August 2023

	Jul - Aug 23	Water Budget	\$	Over Budget
Other Income/Expense				
Other Income				
7000 · Capital Account Revenues				
7100 · Connection Fees				
7110 · Connection Fees (New Constr)	52,196.00	30,833.34		21,362.66
7120 · Connection Fees (Remodel)	5,732.88			
7130 · Conn. Fees, PFP (New Constr)	61,712.50	9,166.68		52,545.82
7165 · Meter Pass Thru Costs	4,000.00			
Total 7100 · Connection Fees	123,641.38	40,000.02		83,641.36
7250 · CAMP Interest Income	30,646.20	10,000.00		20,646.20
7600 · Bond Revenues, G.O.	0.00	0.00		0.00
7650 · Water System Reliability	2,294.67	0.00		2,294.67
Total 7000 · Capital Account Revenues	156,582.25	50,000.02		106,582.23
Total Other Income	156,582.25	50,000.02		106,582.23
Other Expense				
8000 · Capital Improvement Program				
8100 · Water	35,892.75	644,166.68		-608,273.93
Total 8000 · Capital Improvement Program	35,892.75	644,166.68		-608,273.93
9000 · Capital Account Expenses				
9100 · Interest Expense - GO Bonds	4,967.53	29,805.00		-24,837.47
9125 · PNC Equipment Lease Interest	1,015.56	1,196.00		-180.44
9150 · SRF Loan	0.00	0.00		0.00
9210 · Conservation Program/Rebates	150.00	0.00		150.00
Total 9000 · Capital Account Expenses	6,133.09	31,001.00		-24,867.91
Total Other Expense	42,025.84	675,167.68		-633,141.84
Net Other Income	114,556.41	-625,167.66		739,724.07
Net Income	267,039.78	-664,237.32		931,277.10

Montara Water & Sanitary District
Funds Balance Sheet
As of August 31, 2023

9/25/23

Accrual Basis

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	4,795,076.61	0.00	4,795,076.61
LAIF Investment Fund			
Capital Reserve	4,215,941.10	0.00	4,215,941.10
Operating Reserve	524,507.00	0.00	524,507.00
Total LAIF Investment Fund	4,740,448.10	0.00	4,740,448.10
Total Sewer - Bank Accounts	9,535,524.71	0.00	9,535,524.71
Water - Bank Accounts			
CAMP Investment Fund			
Capital Reserve	0.00	3,014,247.10	3,014,247.10
Operating Reserve	0.00	339,579.00	339,579.00
Total CAMP Investment Fund	0.00	3,353,826.10	3,353,826.10
Wells Fargo Operating - Water	0.00	84,909.23	84,909.23
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	689,691.67	689,691.67
Total Restricted Cash	0.00	689,691.67	689,691.67
Total Water - Bank Accounts	0.00	4,128,427.00	4,128,427.00
Total Checking/Savings	9,535,524.71	4,128,427.00	13,663,951.71
Accounts Receivable			
Sewer - Accounts Receivable			
Lease Receivable	227,145.00	0.00	227,145.00
Accounts Receivable	-3,666.74	0.00	-3,666.74
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
Total Sewer - Accounts Receivable	213,416.47	0.00	213,416.47
Water - Accounts Receivable			
Accounts Receivable	0.00	13,967.03	13,967.03
Accounts Rec. - Backflow	0.00	24,673.11	24,673.11
Accounts Rec. - Water Residents	0.00	184,802.78	184,802.78
Unbilled Water Receivables	0.00	243,766.73	243,766.73
Total Water - Accounts Receivable	0.00	467,209.65	467,209.65
Total Accounts Receivable	213,416.47	467,209.65	680,626.12
Other Current Assets			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	0.00	42,656.32	42,656.32
Total Current Assets	9,748,941.18	4,638,292.97	14,387,234.15
Fixed Assets			
Sewer - Fixed Assets			
General Plant	9,149,397.80	0.00	9,149,397.80
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	-10,872,874.00	0.00	-10,872,874.00
Total Sewer - Fixed Assets	8,112,285.54	0.00	8,112,285.54

Montara Water & Sanitary District
Funds Balance Sheet
As of August 31, 2023

9/25/23

Accrual Basis

Water - Fixed Assets			
General Plant	0.00	29,787,721.97	29,787,721.97
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	-15,809,611.00	-15,809,611.00
Total Water - Fixed Assets	0.00	16,119,767.75	16,119,767.75
Total Fixed Assets	8,112,285.54	16,119,767.75	24,232,053.29
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	93,759.00	0.00	93,759.00
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	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	2,781,306.08	0.00	2,781,306.08
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	208,689.00	208,689.00
Due from Sewer	0.00	1,391,848.36	1,391,848.36
Total Water - Other Assets	0.00	1,600,537.36	1,600,537.36
Total Other Assets	2,781,306.08	1,600,537.36	4,381,843.44
TOTAL ASSETS	20,642,532.80	22,358,598.08	43,001,130.88
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
	-121,832.90	1,029,867.82	908,034.92
Long Term Liabilities			
Sewer - Long Term Liabilities			
Deferred Inflows (Sewer Leases)	221,325.00	0.00	221,325.00
Due to Water Fund	1,538,871.56	0.00	1,538,871.56
Accrued Vacations	29,339.03	0.00	29,339.03
I-Bank Loan	596,289.45	0.00	596,289.45
PNC Equip. Loan - L/T	199,511.05	0.00	199,511.05
Total Sewer - Long Term Liabilities	2,585,336.09	0.00	2,585,336.09
Water - Long Term Liabilities			
2020 GO Bonds	0.00	4,302,407.38	4,302,407.38
Accrued Vacations	0.00	37,678.17	37,678.17
PNC Equip. Loan - L/T	0.00	199,511.11	199,511.11
SRF Loan Payable - X109	0.00	2,333,514.62	2,333,514.62
Total Water - Long Term Liabilities	0.00	6,873,111.28	6,873,111.28
Deferred Inflows (Pensions)			
Sewer	54,563.00	0.00	54,563.00
Water	0.00	121,446.00	121,446.00
Total Deferred Inflows (Pensions)	54,563.00	121,446.00	176,009.00
Total Long Term Liabilities	2,639,899.09	6,994,557.28	9,634,456.37
Total Liabilities	2,518,066.19	8,024,425.10	10,542,491.29
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	206,753.89	0.00	206,753.89
Total Sewer - Equity Accounts	12,261,298.96	0.00	12,261,298.96
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	-206,753.89	-206,753.89
Total Water - Equity Accounts	0.00	2,484,301.12	2,484,301.12
Equity Adjustment Account	6,157,821.04	11,582,832.08	17,740,653.12
Net Income	-294,653.39	267,039.78	-27,613.61

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Accrual Basis

Montara Water & Sanitary District

Funds Balance Sheet

As of August 31, 2023

Total Equity	18,124,466.61	14,334,172.98	32,458,639.59
TOTAL LIABILITIES & EQUITY	<u>20,642,532.80</u>	<u>22,358,598.08</u>	<u>43,001,130.88</u>

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2023 through June 2024

												TOTAL				
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	7,069.50	7,069.50											14,139.00	83,000.00	-68,861.00	17.04%
4400 · Fees																
4410 · Administrative Fee (New Constr)														4,000.00	-4,000.00	
4420 · Administrative Fee (Remodel)														1,000.00	-1,000.00	
4430 · Inspection Fee (New Constr)														4,000.00	-4,000.00	
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00	
4460 · Remodel Fees	1,496.00	1,244.00											2,740.00	8,000.00	-5,260.00	34.25%
4470 · Other Fees	160.00												160.00			
Total 4400 · Fees	1,656.00	1,244.00											2,900.00	18,000.00	-15,100.00	16.11%
4610 · Property Tax Receipts													102,896.55	300,000.00	-197,103.45	34.3%
4710 · Sewer Service Charges	2,950.88	1,352.45											4,303.33	3,883,231.00	-3,878,927.67	0.11%
4720 · Sewer Service Refunds, Customer														-10,000.00	10,000.00	
4760 · Waste Collection Revenues	1,227.28	3,786.17											5,013.45	30,000.00	-24,986.55	16.71%
4990 · Other Revenue		659.36											659.36			
Total Income	12,903.66	117,008.03											129,911.69	4,304,231.00	-4,174,319.31	3.02%
Gross Profit	12,903.66	117,008.03											129,911.69	4,304,231.00	-4,174,319.31	3.02%
Expense																
5000 · Administrative																
5190 · Bank Fees	1,281.04	325.63											1,606.67	6,000.00	-4,393.33	26.78%
5200 · Board of Directors																
5210 · Board Meetings		200.00											200.00	4,000.00	-3,800.00	5.0%
5220 · Director Fees		1,818.04											1,818.04	10,000.00	-8,181.96	18.18%
5230 · Election Expenses														15,000.00	-15,000.00	
Total 5200 · Board of Directors		2,018.04											2,018.04	29,000.00	-26,981.96	6.96%
5250 · Conference Attendance	415.00	337.50											752.50	10,000.00	-9,247.50	7.53%
5270 · Information Systems		779.88											779.88	6,000.00	-5,220.12	13.0%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance	12,109.75												12,109.75	10,000.00	2,109.75	121.1%
Total 5300 · Insurance	12,109.75												12,109.75	10,500.00	1,609.75	115.33%
5350 · LAFCO Assessment														3,000.00	-3,000.00	
5400 · Legal																
5430 · General Legal	8,598.00												8,598.00	200,000.00	-191,402.00	4.3%
5440 · Litigation	2,979.38												2,979.38			

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2023 through June 2024

												TOTAL				
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Total 5400 · Legal	11,577.38												11,577.38	200,000.00	-188,422.62	5.79%
5510 · Maintenance, Office	130.00												130.00	25,000.00	-24,870.00	0.52%
5530 · Memberships														5,000.00	-5,000.00	
5540 · Office Supplies	611.04	121.71											732.75	8,250.00	-7,517.25	8.88%
5550 · Postage														1,150.00	-1,150.00	
5560 · Printing & Publishing	468.75	55.21											523.96	2,250.00	-1,726.04	23.29%
5600 · Professional Services																
5610 · Accounting	3,650.00												3,650.00	39,000.00	-35,350.00	9.36%
5620 · Audit														13,500.00	-13,500.00	
5630 · Consulting	1,387.12	811.87											2,198.99	52,250.00	-50,051.01	4.21%
5640 · Data Services	1,199.50	9,213.23											10,412.73	10,000.00	412.73	104.13%
5650 · Labor & HR Support	427.00												427.00	2,500.00	-2,073.00	17.08%
5660 · Payroll Services	91.64	125.56											217.20	1,000.00	-782.80	21.72%
Total 5600 · Professional Services	6,755.26	10,150.66											16,905.92	118,250.00	-101,344.08	14.3%
5710 · San Mateo Co. Tax Roll Charges														2,500.00	-2,500.00	
5720 · Telephone & Internet	4,475.47	5,121.81											9,597.28	40,000.00	-30,402.72	23.99%
5730 · Mileage Reimbursement														2,000.00	-2,000.00	
5740 · Reference Materials														200.00	-200.00	
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,681.16	1,885.79											3,566.95	21,486.00	-17,919.05	16.6%
5820 · Employee Benefits	8,438.94												8,438.94	52,135.00	-43,696.06	16.19%
5830 · Disability Insurance	152.55	152.55											305.10	2,271.00	-1,965.90	13.44%
5840 · Payroll Taxes	1,912.24	2,160.35											4,072.59	22,147.00	-18,074.41	18.39%
5850 · PARS	1,738.30	1,837.33											3,575.63		3,575.63	100.0%
5900 · Wages																
5910 · Management	9,567.78	9,567.78											19,135.56	122,617.00	-103,481.44	15.61%
5920 · Staff	15,224.71	16,901.35											32,126.06	205,767.00	-173,640.94	15.61%
5930 · Staff Certification	175.00	175.00											350.00	1,800.00	-1,450.00	19.44%
5940 · Staff Overtime	29.42	941.52											970.94	1,754.00	-783.06	55.36%
5950 · Staff Standby		654.55											654.55			
Total 5900 · Wages	24,996.91	28,240.20											53,237.11	331,938.00	-278,700.89	16.04%
5960 · Worker's Comp Insurance														2,913.00	-2,913.00	
Total 5800 · Labor	38,920.10	34,276.22											73,196.32	432,890.00	-359,693.68	16.91%
Total 5000 · Administrative	76,743.79	53,186.66											129,930.45	901,990.00	-772,059.55	14.41%
6000 · Operations																
6170 · Claims, Property Damage														10,000.00	-10,000.00	

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2023 through June 2024

													TOTAL			
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6195 · Education & Training														2,000.00	-2,000.00	
6200 · Engineering																
6220 · General Engineering	2,962.50	917.50											3,880.00	70,000.00	-66,120.00	5.54%
Total 6200 · Engineering	2,962.50	917.50											3,880.00	70,000.00	-66,120.00	5.54%
6330 · Facilities																
6335 · Alarm Services	690.60	430.08											1,120.68	6,000.00	-4,879.32	18.68%
6337 · Landscaping														6,000.00	-6,000.00	
6330 · Facilities - Other																
Total 6330 · Facilities	690.60	430.08											1,120.68	12,000.00	-10,879.32	9.34%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,549.85	3,553.27											7,103.12	50,000.00	-42,896.88	14.21%
6420 · Pumping Maintenance, Generators		1,885.46											1,885.46	15,000.00	-13,114.54	12.57%
6430 · Pumping Maintenance, General		13,861.24											13,861.24			
Total 6400 · Pumping	3,549.85	19,299.97											22,849.82	65,000.00	-42,150.18	35.15%
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
Total 6600 · Collection/Transmission														10,000.00	-10,000.00	
6700 · Treatment																
6710 · Chemicals & Filtering		2,878.00											2,878.00			
6730 · Treatment Analysis		248.00											248.00			
Total 6700 · Treatment		3,126.00											3,126.00			
6770 · Uniforms														200.00	-200.00	
6800 · Vehicles																
6810 · Fuel	203.38	229.19											432.57	2,000.00	-1,567.43	21.63%
6820 · Truck Equipment, Expensed	202.73	41.52											244.25	200.00	44.25	122.13%
6830 · Truck Repairs	31.08												31.08	1,000.00	-968.92	3.11%
Total 6800 · Vehicles	437.19	270.71											707.90	3,200.00	-2,492.10	22.12%
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections	24,571.83	24,571.83											49,143.66	294,862.00	-245,718.34	16.67%
6920 · SAM Operations	118,801.91	118,801.91											237,603.82	1,806,452.00	-1,568,848.18	13.15%
6940 · SAM Maintenance, Collection Sys														45,000.00	-45,000.00	
6950 · SAM Maintenance, Pumping														130,000.00	-130,000.00	
Total 6900 · Sewer Authority Midcoastside	143,373.74	143,373.74											286,747.48	2,276,314.00	-1,989,566.52	12.6%
Total 6000 · Operations	151,013.88	167,418.00											318,431.88	2,448,714.00	-2,130,282.12	13.0%
Total Expense	227,757.67	220,604.66											448,362.33	3,350,704.00	-2,902,341.67	13.38%
Net Ordinary Income	-214,854.01	-103,596.63											-318,450.64	953,527.00	-1,271,977.64	-33.4%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2023 through June 2024

													TOTAL			
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	65,222.00												65,222.00	220,000.00	-154,778.00	29.65%
7120 · Connection Fees (Remodel)														55,000.00	-55,000.00	
7152 · Connection Fee Refunds														-20,000.00	20,000.00	
7153 · Add'l Fixture Units (New Const)	6,705.00	9,657.00											16,362.00	20,000.00	-3,638.00	81.81%
7155 · Add'l Fixture Units (Remodel)		8,154.00											8,154.00	20,000.00	-11,846.00	40.77%
Total 7100 · Connection Fees	71,927.00	17,811.00											89,738.00	295,000.00	-205,262.00	30.42%
7200 · Interest Income - LAIF	36,929.21												36,929.21	60,000.00	-23,070.79	61.55%
Total 7000 · Capital Account Revenues	108,856.21	17,811.00											126,667.21	355,000.00	-228,332.79	35.68%
Total Other Income	108,856.21	17,811.00											126,667.21	355,000.00	-228,332.79	35.68%
Other Expense																
8000 · Capital Improvement Program																
8075 · Sewer	18,991.70	81,261.36											100,253.06	3,999,285.00	-3,899,031.94	2.51%
8100 · Water																
Total 8000 · Capital Improvement Program	18,991.70	81,261.36											100,253.06	3,999,285.00	-3,899,031.94	2.51%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	1,015.55												1,015.55	7,176.00	-6,160.45	14.15%
9200 · I-Bank Loan	1,601.35												1,601.35	18,702.00	-17,100.65	8.56%
Total 9000 · Capital Account Expenses	2,616.90												2,616.90	25,878.00	-23,261.10	10.11%
Total Other Expense	21,608.60	81,261.36											102,869.96	4,025,163.00	-3,922,293.04	2.56%
Net Other Income	87,247.61	-63,450.36											23,797.25	-3,670,163.00	3,693,960.25	-0.65%
Net Income	-127,606.40	-167,046.99											-294,653.39	-2,716,636.00	2,421,982.61	10.85%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2023 through June 2024

												TOTAL				
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4400 · Fees																
4410 · Administrative Fee (New Constr)														4,000.00	-4,000.00	
4420 · Administrative Fee (Remodel)														600.00	-600.00	
4430 · Inspection Fee (New Constr)														4,000.00	-4,000.00	
4440 · Inspection Fee (Remodel)																
4450 · Mainline Extension Fees																
4470 · Other Fees		160.00											160.00			
Total 4400 · Fees		160.00											160.00	8,600.00	-8,440.00	1.86%
4610 · Property Tax Receipts		-0.01	102,896.55										102,896.54	300,000.00	-197,103.46	34.3%
4740 · Testing, Backflow		1,486.00	1,496.00										2,982.00	18,000.00	-15,018.00	16.57%
4760 · Waste Collection Revenues																
4810 · Water Sales, Domestic		142,714.49	205,441.91										348,156.40	2,014,000.00	-1,665,843.60	17.29%
4850 · Water Sales Refunds, Customer														-8,000.00	8,000.00	
4990 · Other Revenue		18.02	659.35										677.37			
Total Income		144,378.50	310,493.81										454,872.31	2,332,600.00	-1,877,727.69	19.5%
Gross Profit		144,378.50	310,493.81										454,872.31	2,332,600.00	-1,877,727.69	19.5%
Expense																
5000 · Administrative																
5190 · Bank Fees		1,281.04	325.63										1,606.67	5,500.00	-3,893.33	29.21%
5200 · Board of Directors																
5210 · Board Meetings			200.00										200.00	4,000.00	-3,800.00	5.0%
5220 · Director Fees			1,818.03										1,818.03	10,000.00	-8,181.97	18.18%
5230 · Election Expenses														15,000.00	-15,000.00	
Total 5200 · Board of Directors			2,018.03										2,018.03	29,000.00	-26,981.97	6.96%
5240 · CDPH Fees														18,000.00	-18,000.00	
5250 · Conference Attendance		415.00	337.50										752.50	15,000.00	-14,247.50	5.02%
5270 · Information Systems			779.87										779.87	6,500.00	-5,720.13	12.0%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance		13,159.75											13,159.75	10,000.00	3,159.75	131.6%
Total 5300 · Insurance		13,159.75											13,159.75	10,500.00	2,659.75	125.33%
5350 · LAFCO Assessment														3,000.00	-3,000.00	
5400 · Legal																
5430 · General Legal		8,598.00											8,598.00	75,000.00	-66,402.00	11.46%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2023 through June 2024

													TOTAL			
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
5440 · Litigation	208.00												208.00			
Total 5400 · Legal	8,806.00												8,806.00	75,000.00	-66,194.00	11.74%
5510 · Maintenance, Office	139.34												139.34	25,000.00	-24,860.66	0.56%
5530 · Memberships														25,000.00	-25,000.00	
5540 · Office Supplies	611.03	121.71											732.74	6,250.00	-5,517.26	11.72%
5550 · Postage	1,589.08	2,283.68											3,872.76	14,750.00	-10,877.24	26.26%
5560 · Printing & Publishing	530.95	779.62											1,310.57	5,750.00	-4,439.43	22.79%
5600 · Professional Services																
5610 · Accounting	3,650.00												3,650.00	39,000.00	-35,350.00	9.36%
5620 · Audit														13,500.00	-13,500.00	
5630 · Consulting	1,387.11	811.88											2,198.99	67,250.00	-65,051.01	3.27%
5640 · Data Services	1,199.50												1,199.50	1,000.00	199.50	119.95%
5650 · Labor & HR Support	427.00												427.00	2,500.00	-2,073.00	17.08%
5660 · Payroll Services	91.66	125.58											217.24	1,000.00	-782.76	21.72%
Total 5600 · Professional Services	6,755.27	937.46											7,692.73	124,250.00	-116,557.27	6.19%
5710 · San Mateo Co. Tax Roll Charges														2,500.00	-2,500.00	
5720 · Telephone & Internet	4,834.41	5,850.00											10,684.41	50,000.00	-39,315.59	21.37%
5730 · Mileage Reimbursement	282.85												282.85	2,000.00	-1,717.15	14.14%
5740 · Reference Materials														500.00	-500.00	
5790 · Other Administrative	320.84	2,773.21											3,094.05			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	4,078.38	4,456.34											8,534.72	51,461.00	-42,926.28	16.59%
5820 · Employee Benefits	22,675.89												22,675.89	155,291.00	-132,615.11	14.6%
5830 · Disability Insurance	329.39	329.39											658.78	5,572.00	-4,913.22	11.82%
5840 · Payroll Taxes	4,563.59	4,982.88											9,546.47	59,514.00	-49,967.53	16.04%
5850 · PARS	3,731.96	4,020.87											7,752.83	47,101.00	-39,348.17	16.46%
5900 · Wages																
5910 · Management	9,567.80	9,567.80											19,135.60	122,617.00	-103,481.40	15.61%
5920 · Staff	42,121.16	46,357.89											88,479.05	554,440.00	-465,960.95	15.96%
5930 · Staff Certification	775.00	925.00											1,700.00	11,400.00	-9,700.00	14.91%
5940 · Staff Overtime	4,349.89	4,430.67											8,780.56	60,420.00	-51,639.44	14.53%
5950 · Staff Standby	2,840.75	3,854.13											6,694.88	29,086.00	-22,391.12	23.02%
Total 5900 · Wages	59,654.60	65,135.49											124,790.09	777,963.00	-653,172.91	16.04%
5960 · Worker's Comp Insurance														24,413.00	-24,413.00	
Total 5800 · Labor	95,033.81	78,924.97											173,958.78	1,121,315.00	-947,356.22	15.51%
Total 5000 · Administrative	133,759.37	95,131.68											228,891.05	1,539,815.00	-1,310,923.95	14.87%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2023 through June 2024

												TOTAL				
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6000 · Operations																
6160 · Backflow Prevention														1,000.00	-1,000.00	
6170 · Claims, Property Damage		393.15											393.15	10,000.00	-9,606.85	3.93%
6180 · Communications																
6185 · SCADA Maintenance														20,000.00	-20,000.00	
Total 6180 · Communications														20,000.00	-20,000.00	
6195 · Education & Training		125.00											125.00	5,000.00	-4,875.00	2.5%
6200 · Engineering																
6220 · General Engineering		825.00											825.00	10,000.00	-9,175.00	8.25%
6230 · Water Quality Engineering		9,085.00											9,085.00	115,000.00	-105,915.00	7.9%
Total 6200 · Engineering		9,910.00											9,910.00	125,000.00	-115,090.00	7.93%
6320 · Equipment & Tools, Expensed		600.97	1,363.48										1,964.45	10,000.00	-8,035.55	19.65%
6330 · Facilities																
6335 · Alarm Services		260.52											260.52	2,000.00	-1,739.48	13.03%
6337 · Landscaping		860.00											860.00	15,000.00	-14,140.00	5.73%
6330 · Facilities - Other																
Total 6330 · Facilities		1,120.52											1,120.52	17,000.00	-15,879.48	6.59%
6370 · Lab Supplies & Equipment			5,642.00										5,642.00	4,000.00	1,642.00	141.05%
6380 · Meter Reading														500.00	-500.00	
6400 · Pumping																
6410 · Pumping Fuel & Electricity		5,171.86	8,046.47										13,218.33	95,000.00	-81,781.67	13.91%
6420 · Pumping Maintenance, Generators														30,000.00	-30,000.00	
6430 · Pumping Maintenance, General			874.29										874.29	5,000.00	-4,125.71	17.49%
6440 · Pumping Equipment, Expensed														700.00	-700.00	
Total 6400 · Pumping		5,171.86	8,920.76										14,092.62	130,700.00	-116,607.38	10.78%
6500 · Supply																
6510 · Maintenance, Raw Water Mains														2,500.00	-2,500.00	
6520 · Maintenance, Wells		1,082.80	941.29										2,024.09	25,000.00	-22,975.91	8.1%
6530 · Water Purchases														30,000.00	-30,000.00	
Total 6500 · Supply		1,082.80	941.29										2,024.09	57,500.00	-55,475.91	3.52%
6600 · Collection/Transmission																
6610 · Hydrants														10,000.00	-10,000.00	
6620 · Maintenance, Water Mains			16,022.90										16,022.90	170,000.00	-153,977.10	9.43%
6630 · Maintenance, Water Svc Lines			2,127.00										2,127.00	20,000.00	-17,873.00	10.64%
6640 · Maintenance, Tanks														5,000.00	-5,000.00	
6650 · Maint., Distribution General			1,443.75										1,443.75	15,000.00	-13,556.25	9.63%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2023 through June 2024

												TOTAL				
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6670 · Meters		7,832.87											7,832.87	30,000.00	-22,167.13	26.11%
Total 6600 · Collection/Transmission		27,426.52											27,426.52	250,000.00	-222,573.48	10.97%
6700 · Treatment																
6710 · Chemicals & Filtering		4,768.01											4,768.01	25,000.00	-20,231.99	19.07%
6720 · Maintenance, Treatment Equip.		206.57											206.57	15,000.00	-14,793.43	1.38%
6730 · Treatment Analysis	283.15	2,231.00											2,514.15	35,000.00	-32,485.85	7.18%
Total 6700 · Treatment	283.15	7,205.58											7,488.73	75,000.00	-67,511.27	9.99%
6770 · Uniforms	834.88	216.66											1,051.54	2,500.00	-1,448.46	42.06%
6800 · Vehicles																
6810 · Fuel	610.11	687.57											1,297.68	12,000.00	-10,702.32	10.81%
6820 · Truck Equipment, Expensed	608.19	124.55											732.74	2,000.00	-1,267.26	36.64%
6830 · Truck Repairs	93.23												93.23	5,000.00	-4,906.77	1.87%
Total 6800 · Vehicles	1,311.53	812.12											2,123.65	19,000.00	-16,876.35	11.18%
6890 · Other Operations	40.46	95.16											135.62			
Total 6000 · Operations	20,356.17	53,141.72											73,497.89	727,200.00	-653,702.11	10.11%
Total Expense	154,115.54	148,273.40											302,388.94	2,267,015.00	-1,964,626.06	13.34%
Net Ordinary Income	-9,737.04	162,220.41											152,483.37	65,585.00	86,898.37	232.5%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	52,196.00												52,196.00	185,000.00	-132,804.00	28.21%
7120 · Connection Fees (Remodel)		5,732.88											5,732.88			
7130 · Conn. Fees, PFP (New Constr)	37,299.00	24,413.50											61,712.50	55,000.00	6,712.50	112.21%
7165 · Meter Pass Thru Costs	2,624.50	1,375.50											4,000.00			
Total 7100 · Connection Fees	92,119.50	31,521.88											123,641.38	240,000.00	-116,358.62	51.52%
7250 · CAMP Interest Income	14,999.34	15,646.86											30,646.20	60,000.00	-29,353.80	51.08%
7600 · Bond Revenues, G.O.														1,195,381.00	-1,195,381.00	
7650 · Water System Reliability	1,480.45	814.22											2,294.67	1,111,460.00	-1,109,165.33	0.21%
Total 7000 · Capital Account Revenues	108,599.29	47,982.96											156,582.25	2,606,841.00	-2,450,258.75	6.01%
Total Other Income	108,599.29	47,982.96											156,582.25	2,606,841.00	-2,450,258.75	6.01%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	13,778.75	22,114.00											35,892.75	3,865,000.00	-3,829,107.25	0.93%
Total 8000 · Capital Improvement Program	13,778.75	22,114.00											35,892.75	3,865,000.00	-3,829,107.25	0.93%
9000 · Capital Account Expenses																

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2023 through June 2024

												TOTAL				
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
9100 · Interest Expense - GO Bonds		4,967.53											4,967.53	56,977.00	-52,009.47	8.72%
9125 · PNC Equipment Lease Interest	1,015.56												1,015.56	7,176.00	-6,160.44	14.15%
9150 · SRF Loan														56,457.00	-56,457.00	
9210 · Conservation Program/Rebates		150.00											150.00		150.00	100.0%
Total 9000 · Capital Account Expenses	1,015.56	5,117.53											6,133.09	120,610.00	-114,476.91	5.09%
Total Other Expense	14,794.31	27,231.53											42,025.84	3,985,610.00	-3,943,584.16	1.05%
Net Other Income	93,804.98	20,751.43											114,556.41	-1,378,769.00	1,493,325.41	-8.31%
Net Income	84,067.94	182,971.84											267,039.78	-1,313,184.00	1,580,223.78	-20.34%

Montara Water & Sanitary District Check Detail

September 25 - 29, 2023

Date	Num	Name	Paid Amount	
Warrants List for the Board of Directors Consent Agenda 10/5/2023				
SPLIT				
09/28/2023	14248	Kai Zen Trust 57	-29,000.00	PAID
09/01/2023	14186	ACWA/JPIA	-16,784.91	PAID
09/01/2023	14200	Carlisle Young	-588.48	PAID
09/01/2023	14189	Comcast	-311.93	PAID
09/01/2023	14192	Huntington National Bank	-14,590.00	PAID
09/01/2023	14193	IEDA	-427.00	PAID
09/01/2023	14195	RVE ACCOUNTING & ADVISORY SERVICES	-7,855.00	PAID
09/01/2023	14197	Tech Solutions	-2,710.50	PAID
09/01/2023	14198	White Glove Housekeeping	-390.00	PAID
08/29/2023	14155	CalPERS 457 Plan	-8,066.57	VOID
09/11/2023	14202	CalPERS 457 Plan	-8,077.49	PAID
09/11/2023	14203	Cruzio Internet	-94.44	PAID
09/19/2023	14206	Bay Alarm Company	-261.48	PAID
09/19/2023	14209	Cintas	-162.12	PAID
09/19/2023	14210	CROPPER	-5,000.00	PAID
09/19/2023	14211	KBA Document Solutions	-64.47	PAID
09/19/2023	14212	McCord Electrical Design & Consulting	-10,500.00	PAID
09/19/2023	14213	ODP Business Solutions	-126.70	PAID
09/19/2023	14214	PCT	-800.00	PAID
09/21/2023	14217	Pacific Gas & Electric	-7,180.61	PAID
09/19/2023	14215	Premier Drafting	-1,000.00	PAID
09/19/2023	14216	Recology of the Coastside	-594.39	PAID
09/27/2023	14218	A-B Communications	-175.15	
10/02/2023	14249	Aztec Gardens	-860.00	
09/27/2023	14221	Bill Softky	-450.00	
09/27/2023	14223	Carlisle Young	-450.00	
09/27/2023	14225	Fitzgerald Law Offices	-42,748.37	
09/27/2023	14226	Foster & Foster	-2,800.00	
10/02/2023	14250	Kastama Strategic Consulting	-9,905.23	
09/27/2023	14229	Kathryn Slater-Carter	-300.00	
09/27/2023	14230	KBA Document Solutions	-21.38	
09/27/2023	14231	Lingo	-3,858.60	
10/02/2023	14251	ODP Business Solutions	-277.68	
09/27/2023	14236	PARS	-895.54	
09/27/2023	14237	Peter Dekker	-300.00	
09/27/2023	14238	Rauch Communication Consultants, Inc.	-262.50	
09/27/2023	14239	Redistricting Partners	-15,000.00	
09/27/2023	14240	Scott Boyd	-300.00	
09/26/2023	14247	Sonya Flores	-675.32	
09/27/2023	14244	Standard Insurance Co.	-481.94	
10/02/2023	14252	White Glove Housekeeping	-260.00	

Montara Water & Sanitary District Check Detail

Date	Num	September 25 - 29, 2023 Name	Paid Amount	
WATER				
09/01/2023	14187	Balance Hydrologics, Inc.	-18,537.63	PAID
09/01/2023	14190	Hassett	-339.05	PAID
09/01/2023	14194	Pacific Gas & Electric	-3,044.23	PAID
09/01/2023	14196	SRT Consultants	-40,976.75	PAID
09/19/2023	14204	Andreini Brothers, Inc.	-22,009.81	PAID
09/19/2023	14205	Badger Meter, Inc.	-114.06	PAID
09/19/2023	14207	BSK Lab	-5,335.00	PAID
09/19/2023	14208	Calcon Systems, Inc.	-2,296.59	PAID
09/27/2023	14219	Andreini Brothers, Inc.	-32,446.51	
09/27/2023	14220	AT&T Mobility	-480.76	
09/27/2023	14222	BSK Lab	-1,662.00	
09/27/2023	14224	CLA-VAL	-4,705.36	
09/27/2023	14227	Hach Company	-157.51	
09/27/2023	14232	Montara Water and Sanitary District	-686.91	
09/27/2023	14233	North Coast County Water District	-520.00	
09/27/2023	14235	Pacific Gas & Electric	-1,663.49	
09/27/2023	14245	USA Blue Book	-944.70	
09/27/2023	14246	Wells Fargo Remittance Center	-9,150.64	

Montara Water & Sanitary District Check Detail

Date	Num	September 25 - 29, 2023 Name	Paid Amount	
SEWER				
09/01/2023	14191	Herc Rentals	-1,885.46	PAID
09/27/2023	14228	Hue & Cry Security Systems, Inc.	-430.08	
09/27/2023	14234	Nute Engineering	-15,818.50	
09/27/2023	14241	Sewer Authority Mid-Coastside	-2,361.68	
09/27/2023	14242	Sewer Authority Mid-Coastside	-24,571.83	
09/27/2023	14243	Sewer Authority Mid-Coastside	-118,801.91	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 5, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *[Signature]*

SUBJECT: SAM Flow Report for August 2023

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 August 2023.
- Collection System Monthly Overflow Report – August 2023.

The Average Daily Flow for Montara was 0.243 MGD in August 2023. There was 0 reportable overflows in August in the Montara System. SAM indicates there were 0.21 inches of rain in August 2023 in Montara.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, August 2023

August 2023

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

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSO	MWSD	SAM
Roots	2	0	0	2	0
Grease	0	0	0	0	0
Mechanical	2	0	0	0	2
Wet Weather	10	4	0	2	4
Other	1	1	0	0	0
Total	15	5	0	4	6
		33%	0%	27%	40%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
August 2023	0	0	0	0	0
12 Month Moving Total	15	5	0	4	6

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
August 2023	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	14.4	13.5	0.0	14.8	82.2
Category 1	6.7	0.0	0.0	3.7	82.2
Category 2	3.8	10.8	0.0	0.0	0.0
Category 3	3.8	2.7	0.0	11.1	0.0
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

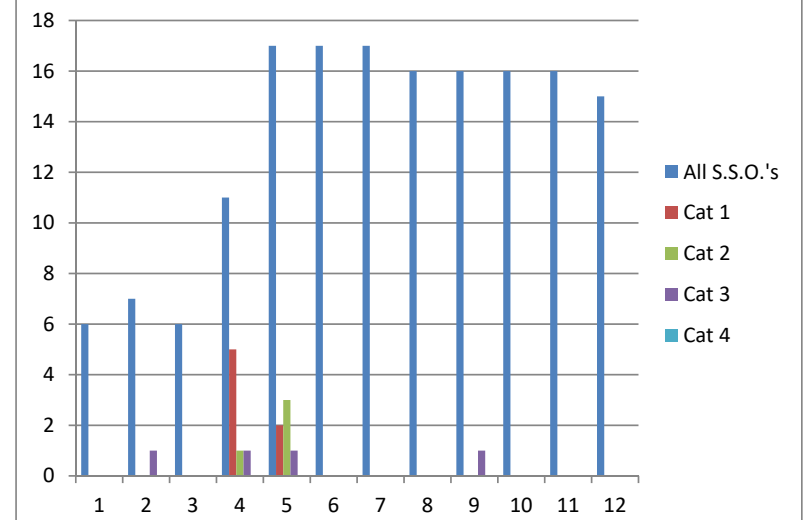
Month	HMB	GCSO	MWSD	Total Feet	Total Miles
Sep - 22	11,786	11,227	4,455	27,468	5.2
Oct - 22	12,220	8,847	9,308	30,375	5.8
Nov - 22	17,708	10,924	9,483	38,115	7.2
Dec - 22	2,384	9,393	5,101	16,878	3.2
Jan - 23	6,748	10,481	8,748	25,977	4.9
Feb - 23	14,417	9,983	6,822	31,222	5.9
Mar - 23	12,243	9,395	10,140	31,778	6.0
Apr - 23	10,883	12,375	8,290	31,548	6.0
May - 23	12,239	11,619	5,356	29,214	5.5
June - 23	11,096	10,472	5,375	26,943	5.1
July - 23	9,325	10,286	4,744	24,355	4.6
Aug - 23	22,726	8,469	9,951	41,146	7.8

Annual ft	143,775	123,471	87,773	355,019	
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Annual Mi.	27.2	23.4	16.6		67.2
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Attachment C

12 Month Moving SSO Totals Through August 2023



Attachment A

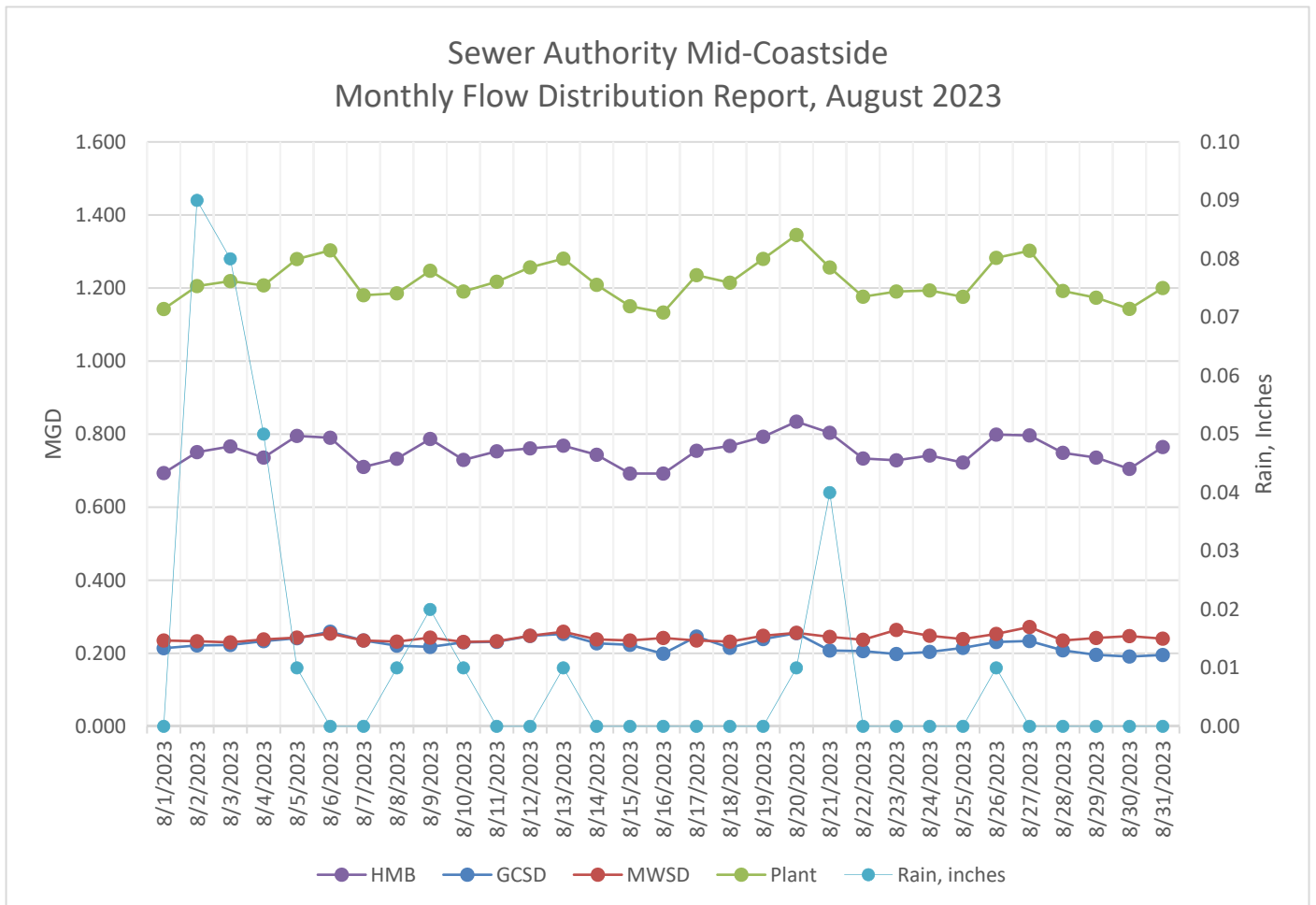
Flow Distribution Report Summary for August 2023

The daily flow report figures for the month of August 2023 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	0.753	61.77%
Granada Community Services District	0.223	18.31%
Montara Water and Sanitary District	<u>0.243</u>	<u>19.92%</u>
Total	1.218	100.0%



Sewer Authority Mid-Coastside

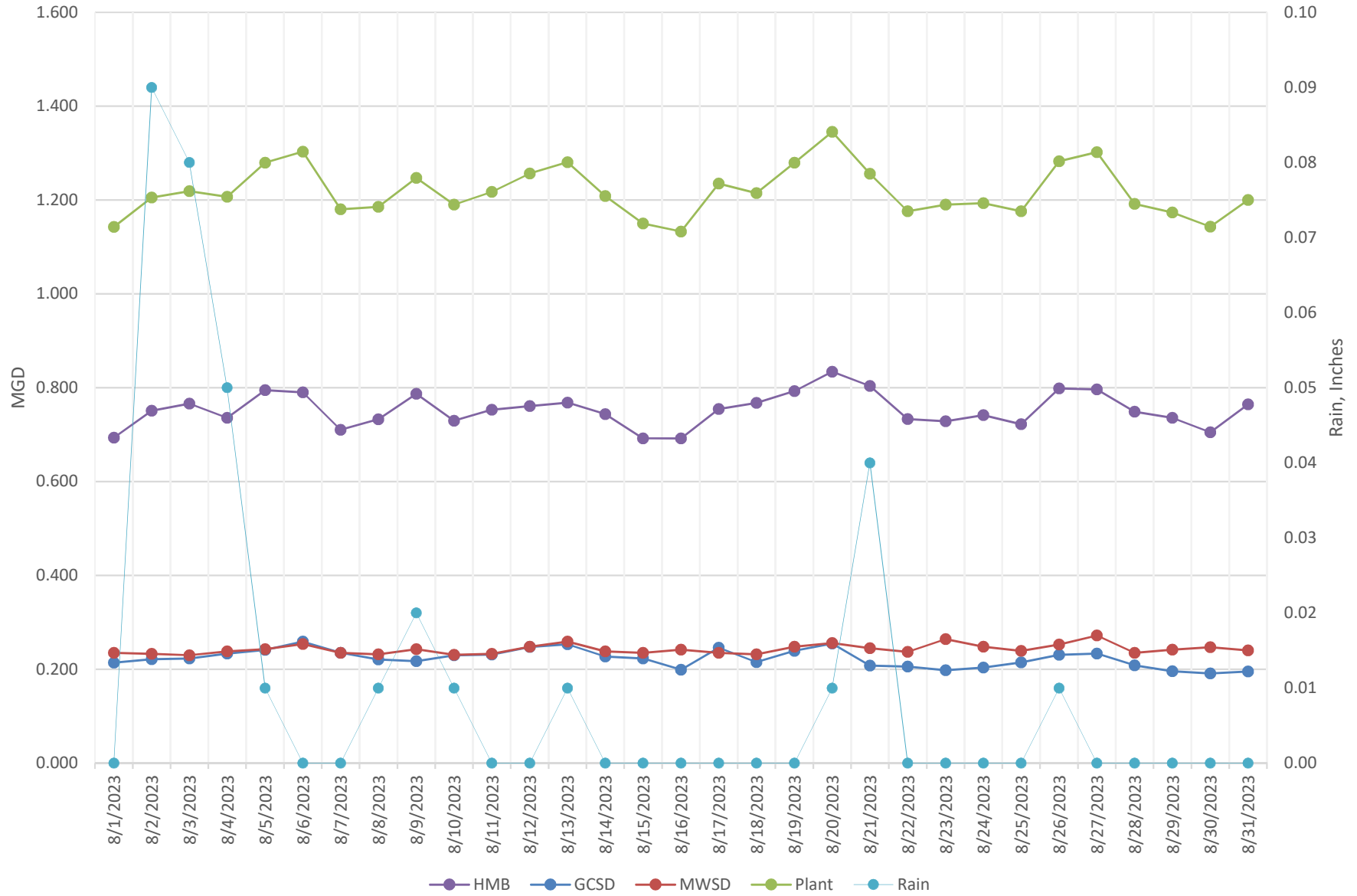
Monthly Flow Distribution Report for August 2023

<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>
8/1/2023	0.693	0.214	0.235	1.142	0.00	0.00	0.01
8/2/2023	0.751	0.222	0.233	1.205	0.09	0.04	0.05
8/3/2023	0.766	0.223	0.230	1.219	0.08	0.06	0.04
8/4/2023	0.736	0.233	0.238	1.207	0.05	0.05	0.05
8/5/2023	0.795	0.241	0.243	1.279	0.01	0.01	0.01
8/6/2023	0.790	0.259	0.254	1.303	0.00	0.00	0.00
8/7/2023	0.710	0.235	0.235	1.180	0.00	0.00	0.00
8/8/2023	0.733	0.221	0.232	1.186	0.01	0.01	0.01
8/9/2023	0.787	0.217	0.243	1.247	0.02	0.01	0.01
8/10/2023	0.729	0.230	0.231	1.190	0.01	0.00	0.01
8/11/2023	0.753	0.231	0.233	1.217	0.00	0.00	0.01
8/12/2023	0.761	0.248	0.248	1.257	0.00	0.00	0.00
8/13/2023	0.768	0.253	0.259	1.280	0.01	0.01	0.00
8/14/2023	0.743	0.227	0.238	1.209	0.00	0.00	0.00
8/15/2023	0.692	0.223	0.235	1.150	0.00	0.00	0.00
8/16/2023	0.692	0.199	0.242	1.133	0.00	0.00	0.00
8/17/2023	0.754	0.246	0.235	1.235	0.00	0.00	0.00
8/18/2023	0.768	0.215	0.232	1.215	0.00	0.00	0.00
8/19/2023	0.793	0.239	0.248	1.280	0.00	0.00	0.00
8/20/2023	0.834	0.255	0.256	1.345	0.01	0.01	0.00
8/21/2023	0.804	0.208	0.245	1.256	0.04	0.00	0.01
8/22/2023	0.733	0.206	0.237	1.176	0.00	0.00	0.00
8/23/2023	0.728	0.198	0.264	1.191	0.00	0.00	0.00
8/24/2023	0.741	0.204	0.248	1.193	0.00	0.00	0.00
8/25/2023	0.722	0.215	0.239	1.176	0.00	0.00	0.00
8/26/2023	0.799	0.231	0.253	1.283	0.01	0.00	0.00
8/27/2023	0.796	0.234	0.272	1.302	0.00	0.00	0.00
8/28/2023	0.749	0.208	0.235	1.192	0.00	0.00	0.00
8/29/2023	0.736	0.196	0.242	1.174	0.00	0.00	0.00
8/30/2023	0.705	0.191	0.247	1.143	0.00	0.00	0.00
8/31/2023	0.765	0.195	0.240	1.200	0.00	0.00	0.00
Totals	23.328	6.917	7.522	37.767	0.34	0.20	0.21

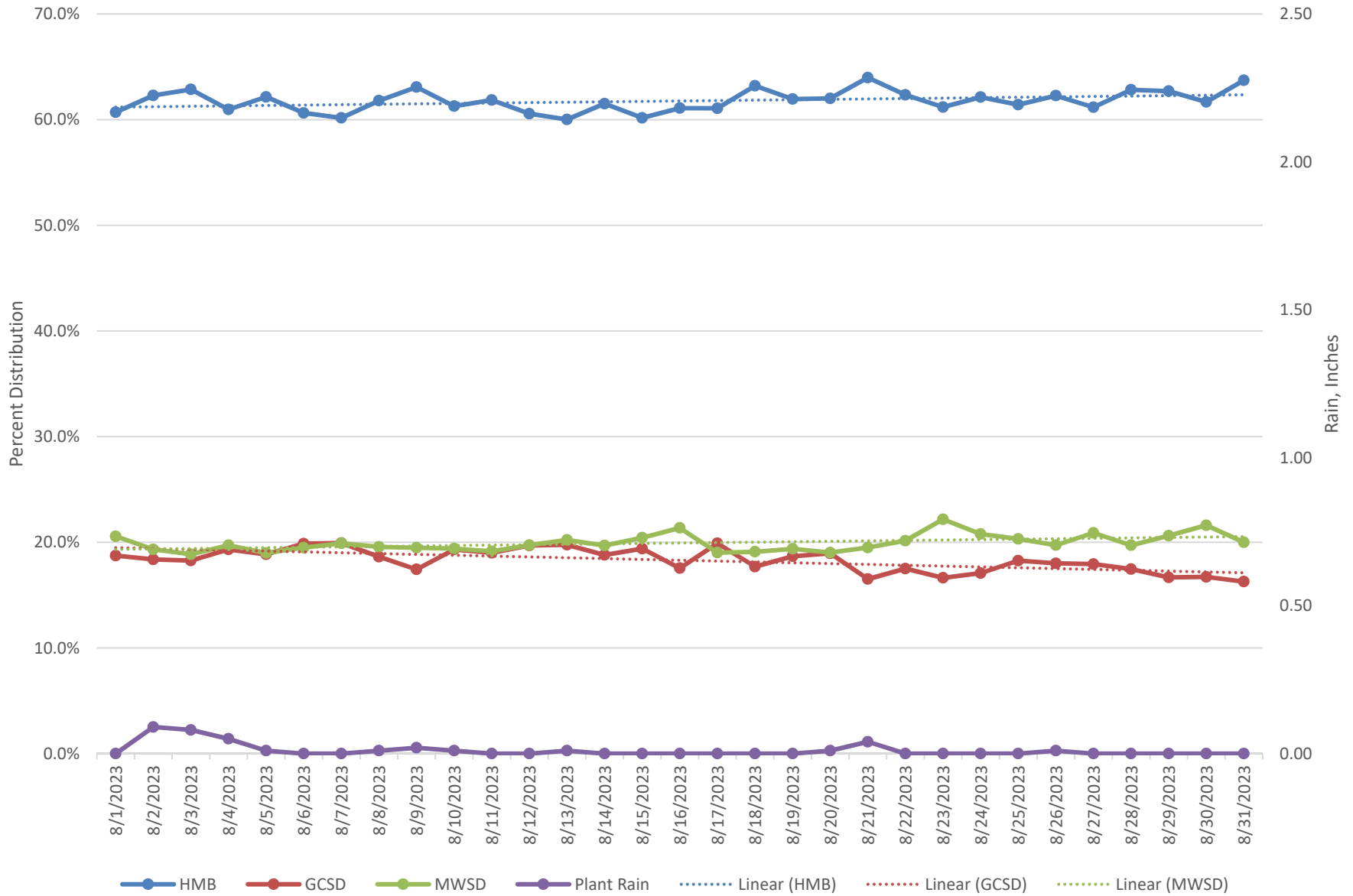
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.692	0.191	0.230	1.133
Average	0.753	0.223	0.243	1.218
Maximum	0.834	0.259	0.272	1.345
Distribution	61.77%	18.31%	19.92%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, August 2023

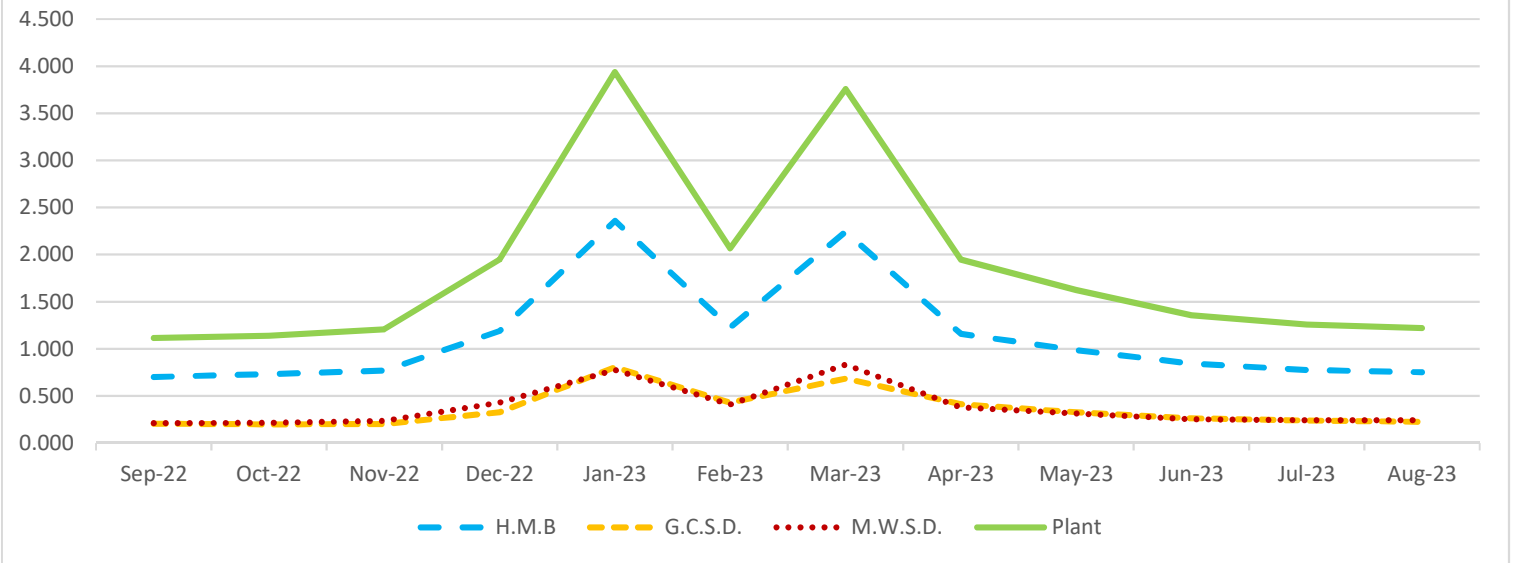


Percent Distribution August 2023

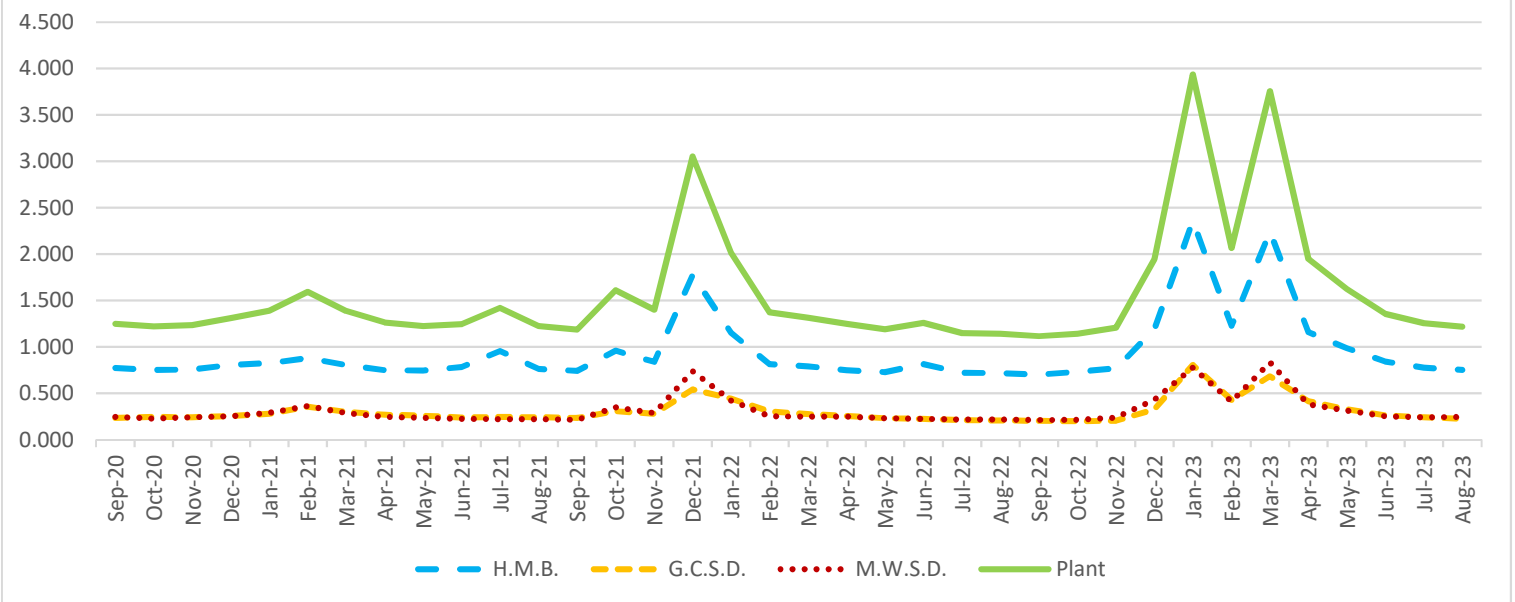


Most recent flow calibration March 2021 PS, March 2021 Plant

One Year Flow Chart
September 2022 - August 2023

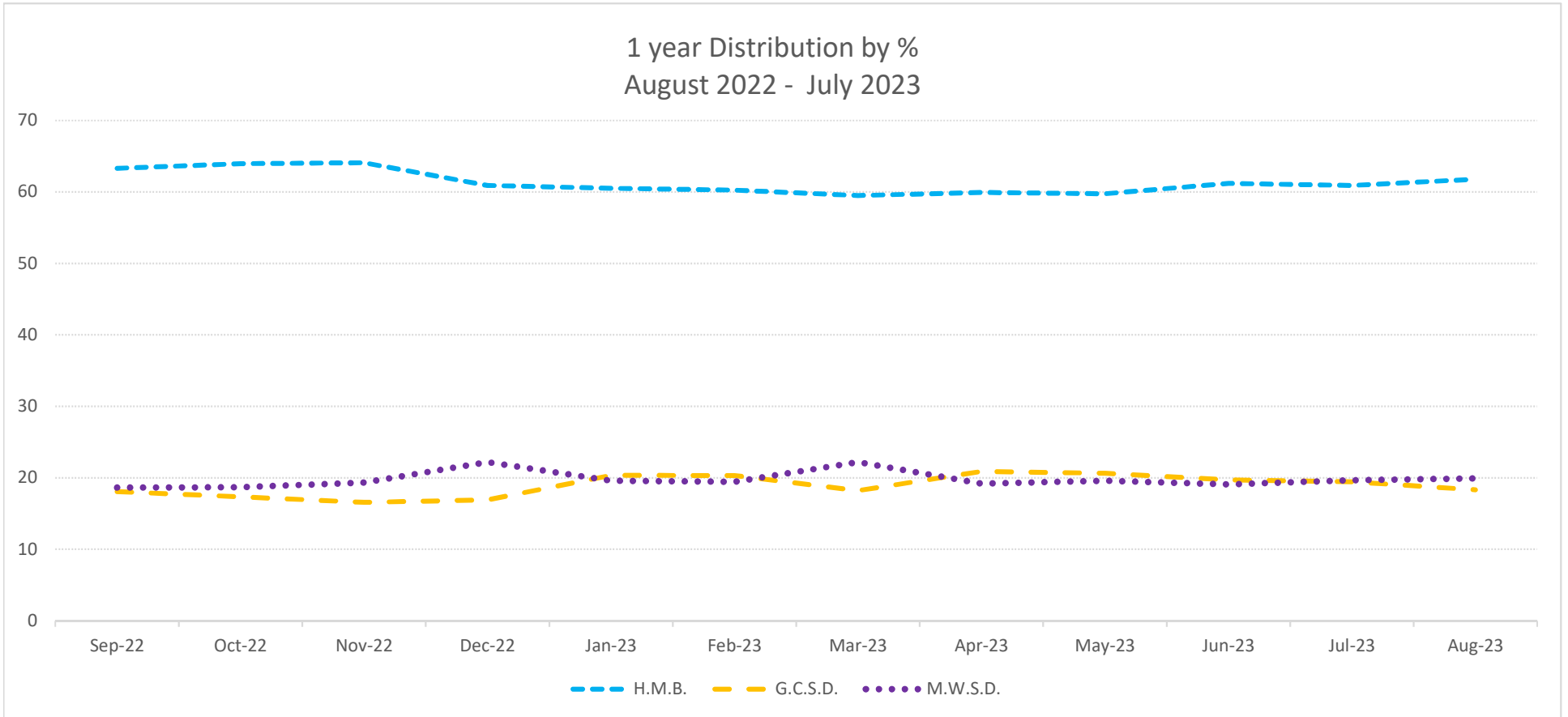


Three year flow chart
September 2020 - August 2023



Flow based percent distribution based for past year

1 year Distribution by %
August 2022 - July 2023





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: October 5, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

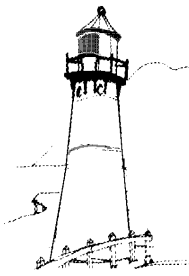
SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for August 2023 was 3.434%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 9/28/23 was 5.55%.
- 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: **October 5, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

As of October 5, 2023 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of October 5, 2023 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 October 5, 2023 the following new **Water Connection Permit** application was received since the last report:

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

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of October 5th, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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.

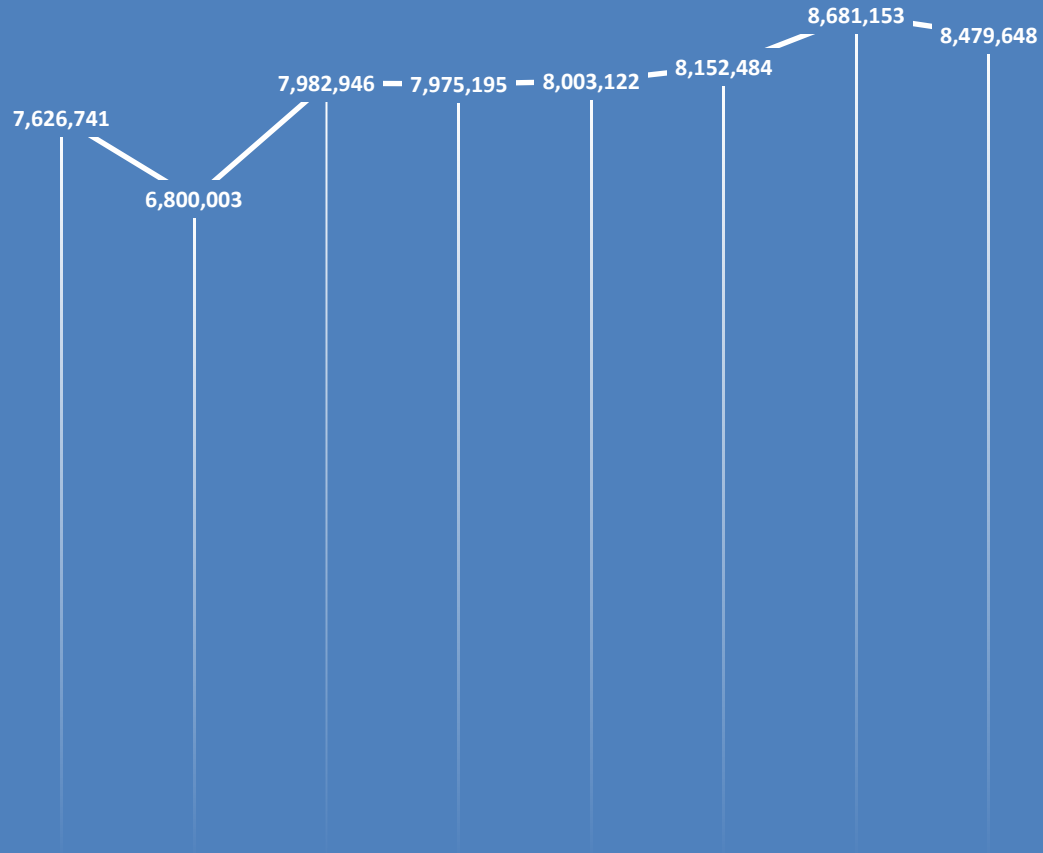
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2023 (GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,626,741	6,800,003	7,982,946	7,975,195	8,003,122	8,152,484	8,681,153	8,479,648				


MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of October 5th 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Rain Report

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

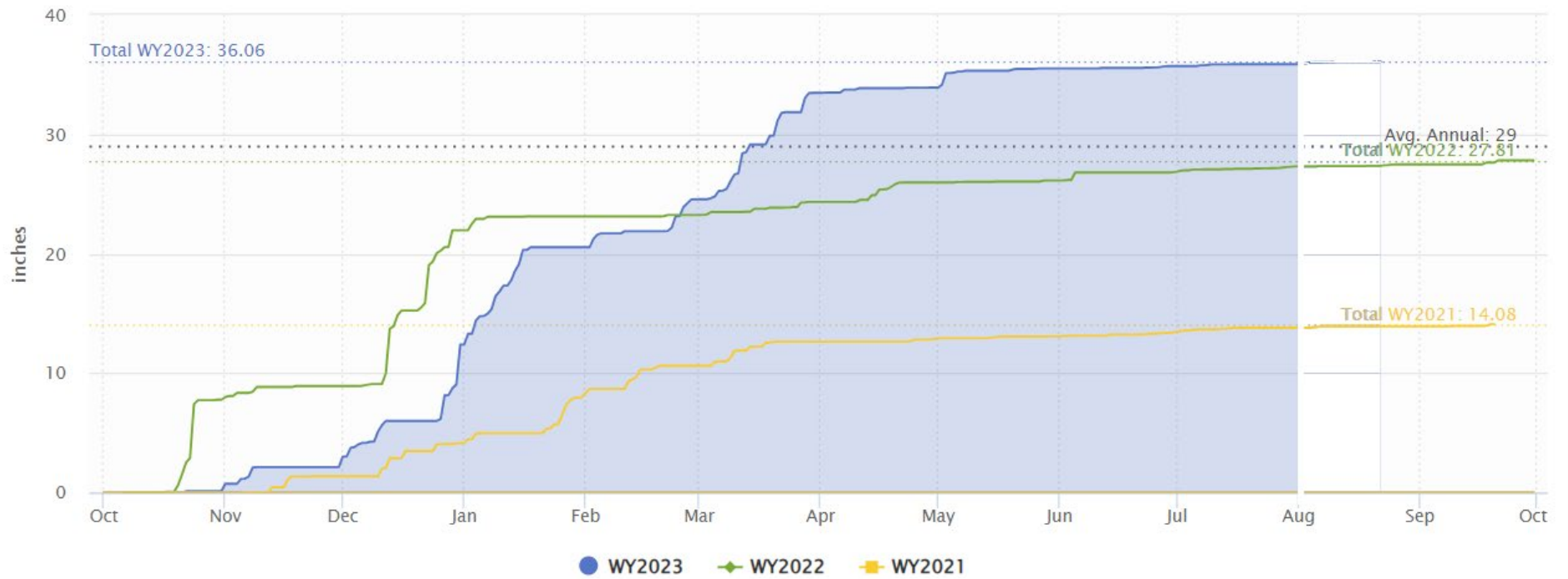
RECOMMENDATION:

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

Attachments: 2

Annual Cumulative Rainfall

Cumulative Rainfall by Water Year



Monthly Cumulative Rainfall

Monthly Rainfall for Current Water Year



2023 © Balance Hydrologics, Inc.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: October 5th, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Solar Energy Report

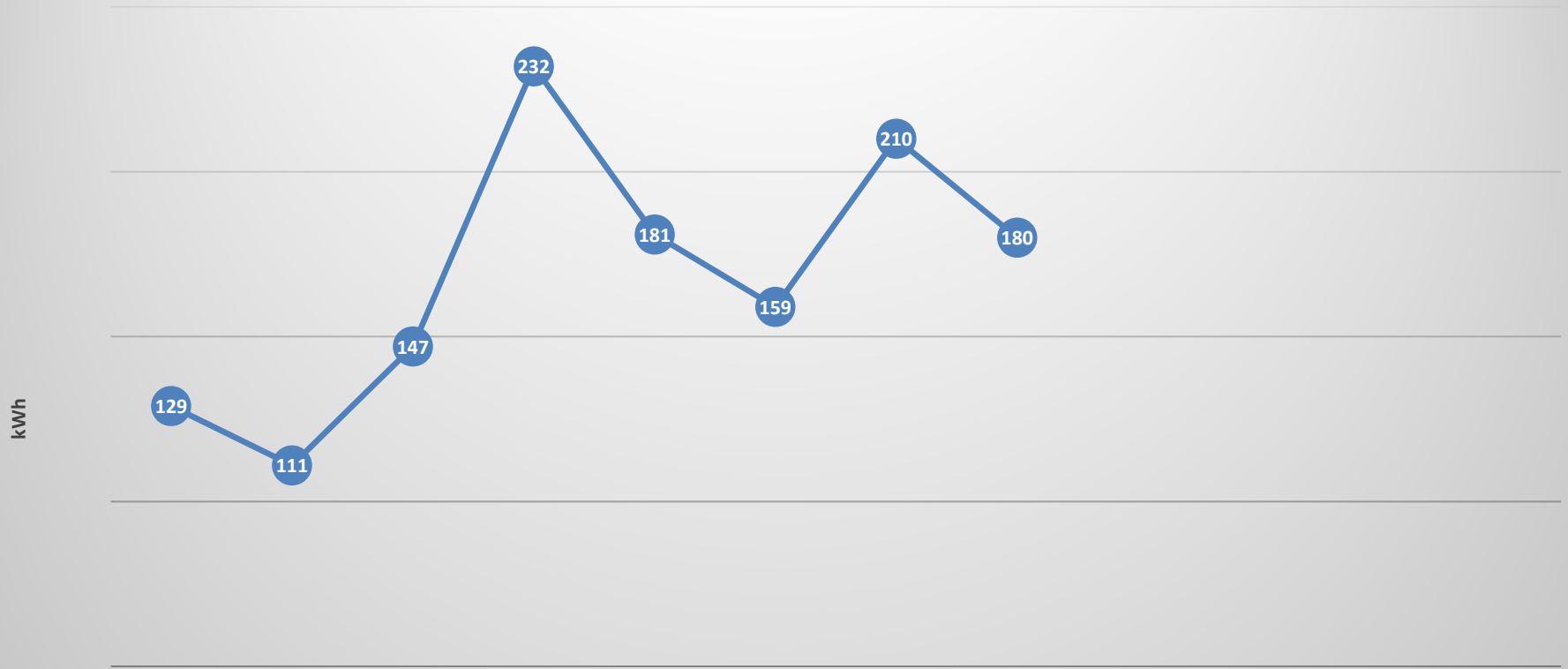
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 50,590 kWh and saved 86,003 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1

SOLAR ENERGY PRODUCED IN 2023 (kWh)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
total kWh	129	111	147	232	181	159	210	180				



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of **October 5, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Public Agency Retirement
Service Report for July 2023.**

The District has received the monthly PARS report for July 2023.

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

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

RECOMMENDATION:

This is for Board information only.

Attachment



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

**Monthly Account Report for the Period
7/1/2023 to 7/31/2023**

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 7/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 7/31/2023
Contributions	\$1,383,213.84	\$10,836.77	\$37,263.36	\$633.41	\$1,162.26	\$0.00	\$1,429,518.30
TOTAL	\$1,383,213.84	\$10,836.77	\$37,263.36	\$633.41	\$1,162.26	\$0.00	\$1,429,518.30

Investment Selection

PARS Capital Appreciation INDEX PLUS

Investment Objective

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

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	2.69%	6.23%	7.14%	7.55%	6.63%	-	03/08/16

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

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

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

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

July 2023 PARS Statement Detail

PARS beginning Balance as of July 1, 2023 \$ 1,383,213.84

Contributions:

June 15, 2023 Calculation

Wages paid	34,384.67			
Employer - 7.30%		\$	2,510.08	
Employee - 7.75%		\$	2,664.81	
Contribution subtotal			5,174.89	\$

Fund Impact - PARS Wages		
Sewer	Water	Total
11,945.34	22,439.34	34,384.67
872.01	1,638.07	2,510.08

June 30, 2023 Calculation

Wages paid	37,620.44			
Employer - 7.30%		\$	2,746.29	
Employee - 7.75%		\$	2,915.58	
Contribution Subtotal			5,661.88	\$

Fund Impact - PARS Wages		
Sewer	Water	Total
11,945.34	25,675.11	37,620.44
872.01	1,874.28	2,746.29

Total Contributions thru June \$ 10,836.77

Rounding

Earnings/(Losses) \$ 37,263.36

Expenses \$ (633.41)

Distributions \$ (1,162.26)

PARS Ending Balance as of July 31, 2023 \$ 1,429,518.30



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 5, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Acceptance of the June 30, 2023
GASB 68 Actuarial Valuation**

On June 25th, 2012, the Governmental Accounting Standards Board (GASB) approved GASB 68. According to GASB, the objective of the new Statements is to improve financial reporting by state and local governmental pension plans and became effective for fiscal years beginning after June 15, 2014. The statement brought into effect the term Net Pension Liability. Under GASB standards, the unfunded pension liability will be calculated as NPL. Statement No. 68 requires that the NPL be reported on the Districts Statement of Net Position.

The District's Defined Benefit plan was adopted in Fiscal year 2015-2016 and the attached GASB 68 actuarial is the third performed by Foster-Foster (formerly Bartel & Associates). The report is used to disclose the related pension asset or liability given an agreed upon measurement date, in this case June 30, 2021.

For fiscal year ended June 30, 2023, Foster-Foster has determined that funding by the District and eligible employees has resulted in a net pension liability of \$40,831 which is a downturn of \$240,593 from the previous fiscal year in which it was determined MWSD had a net pension asset of \$199,762.

The report uses a measurement period of July 1, 2021 – June 30, 2022. During this period the District contribution rate was 7.01% and the employee contribution rate was 7.75% of regular wages.

Katherine Moore, a representative of Foster-Foster, will be presenting the results of the actuarial study.

RECOMMENDATION:

Receive GASB 68 Actuarial Evaluation



**Montara Water and Sanitary District
PARS Retirement Plan**



June 30, 2023 GASBS 68 Accounting Information
As of Measurement Date June 30, 2022
Based on the June 30, 2021 Actuarial Valuation

Mary Elizabeth Redding, FSA, EA, MAAA
Katherine Moore, ASA, MAAA
Braeleen Ballard, ASA, MAAA
Foster & Foster, Inc.

September 18, 2023

Contents

<u>Topic</u>	<u>Page</u>
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Note Disclosures	2
Required Supplementary Information	13
Actuarial Certification	18
Supporting Calculations	19

Applicable Dates

Applicable Dates and Periods

	Fiscal Year Ended June 30, 2023
■ Measurement date	June 30, 2022
■ Measurement period	July 1, 2021 to June 30, 2022
■ Actuarial valuation date	June 30, 2021

Update procedures were used to roll forward the Total Pension Liability from the valuation date (June 30, 2021) to the measurement date (June 30, 2022).



Note Disclosures

Plan Information

	Fiscal Year Ended June 30, 2023
■ Plan type	Agent Multiple Employer
■ Pension trust	Yes
■ Special funding situation	No
■ Nonemployer contributing entities	No



Note Disclosures

Expected Long-Term Rate of Return

	Target Allocation PARS-Capital Appreciation	Expected Real Rate of Return
<ul style="list-style-type: none"> ■ Asset Class Component <ul style="list-style-type: none"> ● Global Equity ● Fixed Income ● Cash 	75% 20% 5%	4.56% 0.78% (0.50%)
<ul style="list-style-type: none"> ■ Assumed Long-Term Rate of Inflation 		2.50%
<ul style="list-style-type: none"> ■ Expected Long-Term Net Rate of Return, Rounded 		6.25%

The long-term expected real rates of return are presented as geometric means.



Note Disclosures

Covered Participants*

At June 30, 2022, the measurement date, the following numbers of participants were covered by the benefit terms:

	Number of Covered Participants
<ul style="list-style-type: none"> ■ Inactives currently receiving benefits 	2
<ul style="list-style-type: none"> ■ Inactives entitled to but not yet receiving benefits** 	-
<ul style="list-style-type: none"> ■ Active employees 	8
<ul style="list-style-type: none"> ■ Total 	10

* As reported by the District.

** Excludes 1 inactive who withdrew most but not all employee contributions in June 2018.



Note Disclosures

Net Pension Liability/(Asset)

	Fiscal Year Ended	
	6/30/22	6/30/23
	Measurement Date 6/30/21	Measurement Date 6/30/22
■ Total Pension Liability (TPL)	\$ 1,034,099	\$ 1,206,002
■ Fiduciary Net Position (FNP)	1,233,861	1,165,171
■ Net Pension Liability (NPL)	(199,762)	40,831
■ Funded status (FNP/TPL)	119.3%	96.6%



Note Disclosures

Changes in Net Pension Liability/(Asset)

	Total Pension Liability	Fiduciary Net Position	Net Pension Liability
■ Balance at 6/30/22 (6/30/21 measurement date)	\$ 1,034,099	\$ 1,233,861	\$ (199,762)
■ Changes for the year			
● Service Cost	114,116	-	114,116
● Interest	71,339	-	71,339
● Changes of benefit terms	-	-	-
● Actual vs. expected experience	-	-	-
● Assumption changes	-	-	-
● Contributions - employer*	-	68,381	(68,381)
● Contributions - employee	-	54,638	(54,638)
● Net investment income	-	(168,052)	168,052
● Benefit payments	(13,552)	(13,552)	-
● Administrative expenses	-	(10,105)	10,105
■ Net Changes	171,903	(68,690)	240,593
■ Balance at 6/30/23 (6/30/22 measurement date)	\$ 1,206,002	\$ 1,165,171	\$ 40,831

* See the measurement period column on page 19 for details.



Note Disclosures

Sensitivity of Net Pension Liability/(Asset)

■ **Changes in the Discount Rate**

	Discount Rate		
	1% Decrease (5.25%)	Current Rate (6.25%)	1% Increase (7.25%)
■ Net Pension Liability	\$ 307,453	\$ 40,831	\$ (169,879)



Note Disclosures

Pension Expense/(Income) for Fiscal Year

	2022/23
	Measurement Period 2021/22
■ Pension Expense/(Income)*	\$ 104,525

* See page 25 for pension expense detail, which is not a required disclosure.



Note Disclosures

Deferred Outflows/Inflows Balances at June 30, 2023

	June 30, 2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources
■ Differences between expected and actual experience	\$ 175,552	\$ 24,491
■ Changes in assumptions	24,873	3,623
■ Net difference between projected and actual earnings on plan investments*	90,195	-
■ Employer contributions made subsequent to the measurement date**	74,601	-
■ Total	365,221	28,114

* Deferred Inflows and Outflows combined for footnote disclosure.

** See page 19 for details.



Note Disclosures

Recognition of Deferred Outflows and Inflows of Resources in Future Pension Expense

FYE June 30	Deferred Outflows/(Inflows) of Resources
■ 2024	\$ 45,600
■ 2025	44,916
■ 2026	37,602
■ 2027	78,849
■ 2028	17,605
■ Thereafter	37,934



Note Disclosures

Significant Actuarial Assumptions Used for Total Pension Liability

Actuarial Assumption	June 30, 2022 Measurement Date
■ Actuarial Valuation Date	■ June 30, 2021
■ Contribution Policy	■ District contributes full ADC
■ Discount Rate and Long-Term Expected Rate of Return on Assets	<ul style="list-style-type: none"> ■ 6.25% at June 30, 2022 ■ 6.25% at June 30, 2021 ■ Expected District contributions projected to keep sufficient plan assets to pay all benefits from trust
■ General Inflation	■ 2.50% annually
■ Mortality, Retirement, Disability, Termination	■ CalPERS 2000-2019 Experience Study
■ Mortality Improvement	■ Mortality projected fully generational with Scale MP-2021
■ Salary Increases	<ul style="list-style-type: none"> ■ Aggregate - 2.75% annually ■ Merit - CalPERS 2000-2019 Experience Study



Note Disclosures

Changes Since June 30, 2021 Measurement Date

	June 30, 2022 Measurement Date
■ Changes of assumptions	■ None
■ Changes of benefit terms	■ None



Required Supplementary Information

Schedule of Changes in Net Pension Liability/(Asset) and Related Ratios

	2022/23
	Measurement Period 2021/22
■ Changes in Total Pension Liability	
● Service Cost	\$ 114,116
● Interest	71,339
● Changes of benefit terms	-
● Actual vs. expected experience	-
● Assumption changes	-
● Benefit payments	(13,552)
■ Net Changes	171,903
■ Total Pension Liability (beginning of year)	1,034,099
■ Total Pension Liability (end of year)	1,206,002



Required Supplementary Information

Schedule of Changes in Net Pension Liability/(Asset) and Related Ratios

	2022/23
	Measurement Period 2021/22
■ Changes in Plan Fiduciary Net Position	
● Contributions - employer	\$ 68,381
● Contributions - employee	54,638
● Net investment income	(168,052)
● Benefit payments	(13,552)
● Administrative expenses	(10,105)
● Other changes	-
● Net Changes	(68,690)
■ Plan Fiduciary Net Position (beginning of year)	1,233,861
■ Plan Fiduciary Net Position (end of year)	1,165,171



Required Supplementary Information

Schedule of Changes in Net Pension Liability/(Asset) and Related Ratios

	2022/23
	Measurement Date 6/30/2022
■ Net Pension Liability/(Asset)	\$ 40,831
■ Fiduciary Net Position as a percentage of the Total Pension Liability	96.6%
■ Covered employee payroll*	830,829
■ Net Pension Liability as a percentage of covered employee payroll	4.9%

* For the 12-month period ended on June 30, 2022 (Measurement Date).
As reported by the District.



Required Supplementary Information

Schedule of Employer Contributions

	Fiscal Year 2022/23
■ Actuarially Determined Contribution (ADC)	\$ 74,601
■ Contributions in relation to the actuarially determined contribution*	74,601
■ Contribution deficiency/(excess)	-
■ Covered employee payroll**	887,027
■ Contributions as a percentage of covered employee payroll	8.4%

* See page 19 for details.

** For the 12-month period ended on June 30, 2023 (fiscal year end).
As reported by the District.



Required Supplementary Information

Notes to Schedule of Employer Contribution Methods and Assumptions for 2022/23 Actuarially Determined Contribution

■ Valuation Date	■ June 30, 2021
■ Actuarial Cost Method	■ Entry Age Normal, Level % of pay
■ Amortization Method	■ N/A
■ Amortization Period	■ N/A
■ Asset Valuation Method	■ Investment gains and losses spread over 5-year fixed period
■ Discount Rate	■ 6.25%
■ General Inflation	■ 2.50%
■ Salary Increases	■ Aggregate - 2.75% annually ■ Merit - CalPERS 2000-2019 Experience Study
■ Mortality	■ CalPERS 2000-2019 Experience Study
■ Mortality Improvement	■ Mortality projected fully generational with Scale MP-2021



September 18, 2023

17
GASBS 68

Montara Water and Sanitary District

Actuarial Certification

This report presents the Montara Water and Sanitary District PARS Retirement Plan 2022/23 disclosure under Governmental Accounting Standards Board Statement No. 68 (GASBS 68). This report may not be appropriate for other purposes, although it may be useful to the District for the Plan's financial management.

This report is based on information provided by the District which we relied on and did not audit. Additional information on the actuarial valuation can be found in the June 30, 2021 actuarial valuation report.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as: plan experience differing from that anticipated by the assumptions; changes in assumptions; changes expected as part of the natural progression of the plan; and changes in plan provisions or applicable law. Actuarial models necessarily rely on the use of estimates and are sensitive to changes. Small variations in estimates may lead to significant changes in actuarial measurements. Due to the limited scope of this assignment, we did not perform an analysis of the potential range of such measurements.

To the best of our knowledge, this report is complete and accurate and has been conducted using generally accepted actuarial principles and practices and complies with applicable Actuarial Standards of Practice. Additionally, in our opinion, actuarial methods and assumptions comply with GASBS 68. As the actuary, we have recommended the assumptions used in this report, and we believe they are reasonable. As members of the American Academy of Actuaries meeting the Academy Qualification Standards, we certify the actuarial results and opinions herein.

Respectfully submitted,

Mary Elizabeth Redding

Mary Elizabeth Redding, FSA, EA, MAAA
Foster & Foster, Inc.
September 18, 2023

Katherine Moore

Katherine Moore, ASA, MAAA
Foster & Foster, Inc.
September 18, 2023

Braeleen Ballard

Braeleen Ballard, ASA, MAAA
Foster & Foster, Inc.
September 18, 2023



September 18, 2023

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GASBS 68

Montara Water and Sanitary District

Supporting Calculations

Employer Contributions

	Measurement Period	Measurement Date to FYE	Prior Measurement Date to Prior FYE*
	7/1/21 to 6/30/22	7/1/22 to 6/30/23	Same as Measurement Period
■ Trust contributions	\$ 58,276	\$ 63,323	\$ 58,276
■ Administrative expenses paid outside of trust	<u>10,105</u>	<u>11,278</u>	<u>10,105</u>
■ Total employer contributions	68,381	74,601	68,381

Measurement period (7/1/21 to 6/30/22): \$68,381

Fiscal year (7/1/22 to 6/30/23): \$74,601

* Note: Our prior report included \$68,382 as the deferred outflow for contributions after the measurement date.



Supporting Calculations

Average of the Expected Remaining Service Lives

As of July 1, 2021 (beginning of the measurement period):

Valuation Date	Total expected remaining service lives	Covered participants	Average of the expected remaining service lives as of valuation date	Average of the expected remaining service lives as of 7/1/21 (not less than 1 yr)
6/30/21	135.2 years	10	13.5 years	13.5 years



Supporting Calculations

Recognition of Deferred Outflows/Inflows at June 30, 2023 Differences between Expected and Actual Experience

Fiscal Year	Initial Amt	Initial Recog Period	Amount Recognized in Pension Expense for FY							Deferred Balances June 30, 2023		
			22/23	23/24	24/25	25/26	26/27	27/28	28/29+	Outflows	(Inflows)	
16/17	297,568	11.55	25,763	25,763	25,763	25,763	25,763	14,175	-	117,227	-	
17/18	(37,021)	11.96	(3,095)	(3,095)	(3,095)	(3,095)	(3,095)	(3,095)	(3,095)	(2,976)	-	(18,451)
18/19	-	-	-	-	-	-	-	-	-	-	-	-
19/20	(9,020)	12.10	(745)	(745)	(745)	(745)	(745)	(745)	(745)	(2,315)	-	(6,040)
20/21	-	-	-	-	-	-	-	-	-	-	-	-
21/22	68,833	13.10	5,254	5,254	5,254	5,254	5,254	5,254	5,254	32,055	58,325	-
22/23	-	-	-	-	-	-	-	-	-	-	-	-
Total			27,177	27,177	27,177	27,177	27,177	27,177	15,589	26,764	175,552	(24,491)



Supporting Calculations

Recognition of Deferred Outflows/Inflows at June 30, 2023 Changes of Assumptions

Fiscal Year	Initial Amt	Initial Recog Period	Amount Recognized in Pension Expense for FY							Deferred Balances June 30, 2023		
			22/23	23/24	24/25	25/26	26/27	27/28	28/29+	Outflows	(Inflows)	
17/18	(7,271)	11.96	(608)	(608)	(608)	(608)	(608)	(608)	(608)	(583)	-	(3,623)
18/19	-	-	-	-	-	-	-	-	-	-	-	-
19/20	17,159	12.10	1,418	1,418	1,418	1,418	1,418	1,418	1,418	4,397	11,487	-
20/21	-	-	-	-	-	-	-	-	-	-	-	-
21/22	15,798	13.10	1,206	1,206	1,206	1,206	1,206	1,206	1,206	7,356	13,386	-
22/23	-	-	-	-	-	-	-	-	-	-	-	-
Total			2,016	2,016	2,016	2,016	2,016	2,016	2,016	11,170	24,873	(3,623)



Supporting Calculations

Recognition of Deferred Outflows/Inflows at June 30, 2023 Projected Versus Actual Earnings on Investments

Fiscal Year	Initial Amt	Initial Recog Period	Amount Recognized in Pension Expense for FY							Deferred Balances June 30, 2023	
			22/23	23/24	24/25	25/26	26/27	27/28	28/29+	Outflows	(Inflows)
18/19	(8,885)	5.0	(1,777)	-	-	-	-	-	-	-	-
19/20	3,415	5.0	683	683	-	-	-	-	-	683	-
20/21	36,584	5.0	7,317	7,317	7,316	-	-	-	-	14,633	-
21/22	(206,233)	5.0	(41,247)	(41,247)	(41,247)	(41,245)	-	-	-	-	(123,739)
22/23	248,272	5.0	49,654	49,654	49,654	49,654	49,656	-	-	198,618	-
Total			14,630	16,407	15,723	8,409	49,656	-	-	213,934	(123,739)
Net Deferred Outflows/(Inflows)										90,195	-

Calculation of initial amount for 2022/23 (2021/22 measurement period):

Projected earnings on investments of \$80,220 (page 26), less

Actual earnings on investments of -\$168,052 (net investment income, page 14)



September 18, 2023

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GASBS 68

Montara Water and Sanitary District

Supporting Calculations

Recognition of Deferred Outflows/Inflows in Future Pension Expense

	23/24	24/25	25/26	26/27	27/28	Thereafter 28/29+
■ Differences between Expected and Actual Experience	27,177	27,177	27,177	27,177	15,589	26,764
■ Changes of Assumptions	2,016	2,016	2,016	2,016	2,016	11,170
■ Projected Versus Actual Earnings on Investments	16,407	15,723	8,409	49,656	-	-
■ Total	45,600	44,916	37,602	78,849	17,605	37,934



September 18, 2023

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GASBS 68

Montara Water and Sanitary District

Supporting Calculations

Components of GASBS 68 Pension Expense

	2022/23
	Measurement Period 2021/22
■ Service Cost	\$ 114,116
■ Interest on Total Pension Liability	71,339
■ Projected earnings on investments	(80,220)
■ Employee contributions	(54,638)
■ Administrative expense	10,105
■ Changes of benefit terms	-
■ Recognition of deferred outflows/(inflows)	
● Experience	27,177
● Assumptions	2,016
● Asset returns	14,630
■ Pension Expense/(Income)	104,525



Supporting Calculations

Components of GASBS 68 Pension Expense
Calculation of Projected Earnings on Investments
2021/22 Measurement Period

	Dollar Amount	Expected Return	Portion of Year	Projected Earnings
■ Fiduciary Net Position (beginning of year)	\$ 1,233,861	6.25%	100%	\$ 77,116
■ Employer contributions	58,276	6.25%	50%	1,821
■ Employee contributions	54,638	6.25%	50%	1,707
■ Benefit payments	(13,552)	6.25%	50%	(424)
■ Administrative expenses	-	6.25%	0%	-
■ Projected earnings				<u>80,220</u>



Supporting Calculations

Components of GASBS 68 Pension Expense
Calculation of Interest on Total Pension Liability
2021/22 Measurement Period

	Dollar Amount	Discount Rate	Portion of Year	Interest
■ Total Pension Liability	\$ 1,034,099	6.25%	100%	\$ 64,631
■ Service Cost	114,116	6.25%	100%	7,132
■ Changes of benefit terms	-	6.25%	0%	-
■ Experience	-	6.25%	0%	-
■ Assumption changes	-	6.25%	0%	-
■ Benefit payments	(13,552)	6.25%	50%	(424)
■ Total interest				71,339



Supporting Calculations

GASBS 68 Balance Equation

	Fiscal Year Ended	
	6/30/22	6/30/23
	Measurement Date 6/30/21	Measurement Date 6/30/22
■ Total Pension Liability	\$ 1,034,099	\$ 1,206,002
■ Fiduciary Net Position	1,233,861	1,165,171
■ Net Pension Liability/(Asset)	(199,762)	40,831
■ Deferred inflows of resources	176,009	28,114
■ Deferred (outflows) of resources	(234,066)	(290,620)
■ Balance Sheet	(257,819)	(221,675)

Check:

■ Balance Sheet 6/30/22	\$ (257,819)
● Pension Expense/(Income)	104,525
● Employer Contributions*	(68,381)
■ Balance Sheet 6/30/23	(221,675)

* See the measurement period column on page 19 for details.





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 5, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Review and Possible Action Concerning Approval of SAM's Request to Replenish Emergency Reserves Fund Shortfall.

Pursuant to SAM's Reserve Fund Policy, on September 11, 2023 the SAM Board authorized and directed the SAM Manager to request that each member agency contribute its flow based proportional share of SAM's Emergency Repair Reserves Fund ("ERRF") to maintain the fund's minimum balance, due to a shortfall created by emergency repairs caused the winter storm events of 2022-23. (See attached SAM Manager Memorandum dated September 28, 2023.) The total shortfall is \$266,350.66, of which the District's portion is \$51,805.20. The shortfall was used to pay a portion of SAM's "must pay" obligations for last winter's emergency repairs of the SAM Intertie Pipeline System and SAM Treatment Plant storm damages.

Staff recommends that the Board adopt the attached resolution authorizing transfer of the District's share of the shortfall to the ERRF in accordance with SAM's Reserve Fund Policy. To the extent that the City of Half Moon Bay fails or objects to, or pays under protest its share of the shortfall on the grounds that it is not responsible for emergency repairs to the IPS as indicated by its previous refusal to approve general budget funding for any IPS related projects, the proposed resolution recites this Board's intention to hold the City accountable for failing to comply with SAM's Reserve Fund Policy as well as its contractual obligation under the Joint Powers Agreement to approve a general budget which funds the maintenance and operations of SAM.

RECOMMENDATION:

Adopt Resolution No._____, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO THE FUNDING OF SEWER AUTHORITY MID-COASTSIDE'S EMERGENCY RESERVE FUND SHORTFALL (FISCAL YEAR 2023 -2024)

Attachments.

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO THE FUNDING OF SEWER AUTHORITY MID-COASTSIDE'S EMERGENCY RESERVE FUND SHORTFALL (FISCAL YEAR 2023 -2024)

WHEREAS, Sewer Authority Mid-Coastside (“SAM”) has, pursuant to Resolution No. 2-2013 titled *A Resolution Establishing Sewer Authority Mid-Coastside Reserve Funds Policy* (“the Policy”) and Article III, Section (F)(3) of the joint exercise of powers agreement dated February 3, 1976, as amended, submitted its request to the Montara Water and Sanitary District, the Granada Community Services District and the City of Half Moon Bay (individually “Member Agency” and collectively “Member Agencies”) to assess each Member Agency its proportionate share of funds in order to maintain SAM’s Emergency Repair Reserve Fund’s (“the ERRF”) minimum balance, for the consent of this District; and

WHEREAS, the ERRF was established to ensure adequate cash is available to stabilize and avoid sudden budget impacts in a particular year from material, unplanned repairs or replacements that require immediate attention to continue SAM operations;

WHEREAS, ERRF funds are authorized to be used for 1) a repair or replacement resulting from an event causing sudden, significant failure of facilities that threatens continuation of operations; and, 2) any repair or replacement which was scheduled to commence in a future fiscal year, but is critical to complete earlier than planned in order to insure continuation of operations, with approval of the SAM Board of Directors (“SAM Board”); and

WHEREAS, SAM’s request to replenish a shortfall created in the ERRF, as authorized by the SAM Board on September 11, 2023 as described in the SAM Manager’s memorandum dated September 28, 2023 and incorporated herein by this reference (“Request for Reserve Funds”), resulting from emergency expenditures made and authorized by the SAM Board for damages suffered to SAM’s facilities, including SAM’s Intertie Pipeline System (“IPS”), from the 2022-2023 Winter Storms as described in the Request for Reserve Funds (“Emergency Expenditures”); and

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO THE FUNDING OF SEWER AUTHORITY MID-COASTSIDE'S EMERGENCY RESERVE FUND SHORTFALL (FISCAL YEAR 2023 -2024)

WHEREAS, the Emergency Expenditures meet the objective of the ERRF and fall within the authorized uses of the Policy, and each Member Agency is responsible for its proportional share and obligation to maintain the ERR's minimum balance; and

WHEREAS, to the extent that Member Agency the City of Half Moon Bay objects, refuses or fails to contribute its proportional share to replenish the ERRF's shortfall in accordance with the Request for Reserve Funds, or contributes its share under protest of funds being replenished for emergency repairs to the IPS, it is the intent of this Board to hold the City fully accountable for all costs, damages and adverse consequences arising from and associated with its failure to comply with the Policy concerning emergency funds related to the IPS, as more fully set forth in Montara Water and Sanitary District Resolution Nos 1769 (adopted June 28, 2023 titled "Resolution of the Montara Water and Sanitary District Consenting to Approval by Sewer Authority Mid-Coastside of its General Budget for Fiscal Year 2023-2024, As Amended, and Rescind Resolution No. 1766") and 1774 (adopted September 7, 2023 titled "Resolution of the Montara Water and Sanitary District Consenting to Approval by Sewer Authority Mid-Coastside of an Amendment to its General Budget for Fiscal Year 2023-2024") consenting to SAM's General Budget and amendment thereto for fiscal year 2023-24, both of which are incorporated herein by this reference; and

WHEREAS, this Board has reviewed the aforesaid Request for Reserve Funds and desires to signify its approval thereof.

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

1. Consent is hereby given to the approval by Sewer Authority Mid-Coastside of its Request for Reserve Funds dated September 28, 2023, a copy

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO THE FUNDING OF SEWER AUTHORITY MID-COASTSIDE'S EMERGENCY RESERVE FUND SHORTFALL (FISCAL YEAR 2023 -2024)

of which is on file in the District's Administrative Offices to which reference is hereby made for the particulars thereof.

2. The District Manager is hereby authorized and directed to transfer the District's assessed proportional share necessary to fund and maintain the ERRF's minimum balance as set forth in the Policy.

3. The District Secretary is hereby authorized and directed to transmit a certified copy of this resolution to Sewer Authority Mid-Coastside, the Granada Community Services District and the City of Half Moon Bay.

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 passed and adopted by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Meeting thereof held on the 5th day of October, 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



SEWER AUTHORITY MID-COASTSIDE

TO: Member Agency Managers
FROM: Kishen Prathivadi, General Manager
SUBJECT: Request for Reserve Funds

Background and Discussion/Report

The Board adopted Resolution 2-2013 on April 22, 2013, which addresses SAM's Reserve Policy. The adopted policy requires SAM to maintain an Operating Reserve as well as an Emergency Repair Reserve.

The Operating Reserve target is defined as cash reserves equal to two months of the fiscal year budgeted operating expenses.

The Emergency Repair Reserve target is set at \$1,250,000 with the stipulation that to the extent it is utilized, the GM will present a plan to replenish within sixty (60) days.

Attached is the present Operating Reserve Worksheet.

Due to the Winter Storm Damages of approximately \$1.6M, which were funded under emergency authorization from the Board per SAM's procurement policy, and other non-project capital expenditures of \$0.5M, SAM has had to use a part of the reserve funds to meet "must pay" obligations of the Authority.

As of this date, nine months after the January 2023 storms that gave rise to the need for emergency repairs, the reserve funds have not been replenished, and the amount now on reserve is less than the Board policy required amount by approximately \$263,000, with a "must pay" obligation to meet all expenses coming due in the next 4-6 months.

SAM has reached out to our insurance company as well as FEMA for funding/reimbursing the Winter Storm Damage expenses, but the status of reimbursement (eligibility, timing and amount) for the approximate \$ 1.6M in storm expenses incurred by SAM, per prior Board authorization, is still not known. Therefore, as per the adopted policy, if the reserve is used, a plan for replenishment needs to be presented to the Board within 60 days.

This was discussed at the SAM Board Meeting on Sept 11, 2023.

After the completion of Board discussion, a resolution was agreed upon for SAM's Member Agency's to fund our Emergency Reserve shortfall of \$266,350.66 based on each Member Agency's Flow Based allocation of the FY 23-24 O&M Budget.

The calculation is as follows:

City of Half Moon Bay	Granada Community Services District	Montara Water & Sanitary District
\$ 266,350.66	\$ 266,350.66	\$ 266,350.66
61.50%	19.05%	19.45%
<hr/>	<hr/>	<hr/>
\$ 163,805.66	\$ 50,739.80	\$ 51,805.20

Since we intend to track these funds outside of the regular monthly assessments, we kindly ask that you remit a separate check to SAM covering this amount only, along with your October 2023 O&M Assessments. If this is not possible, please remit this separate payment at the earliest date your internal accounting practices allow.

Thank you,



Kishen Prathivadi, General Manager

Attachments:

1. Adopted Resolution 2-2013 for SAM Reserve Funds Policy
2. Operating Reserve Worksheet

RESOLUTION NO. 2-2013

A RESOLUTION ESTABLISHING SEWER AUTHORITY MID-COASTSIDE
RESERVE FUNDS POLICY

RESOLVED, by the Board of Directors of the Sewer Authority Mid-Coastside, San Mateo County, California, that:

WHEREAS, the Board has determined that sound financial management policy should include specific guidelines for accumulating and managing Authority reserve funds, and;

WHEREAS, purposes of reserve funds include but are not limited to operating costs, provision for emergencies and other unanticipated expenses, financing of repair and replacement of Authority facilities, and financing the construction of new facilities, all as necessary to fulfill purposes of the Authority, and;

WHEREAS, the Board has established by Resolution 2-2001 a Sewer Authority Mid-Coastside Reserve Funds Policy;

NOW, THEREFORE, IT IS ORDERED, as follows:

1. The existing Reserve Funds Policy established by Resolution 2-2001 is hereby repealed.
2. The Sewer Authority Mid-Coastside Reserve Funds Policy, dated April 22, 2013, attached hereto is hereby adopted as the policy of the Authority.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly passed and adopted by the Board of Directors of the Sewer Authority Mid-Coastside at a meeting thereof held on the 22nd day of April, 2013 by the following vote:

AYES: Kowalczyk, Alifano, Woren, Harvey, Boyd, Lohman

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE



Secretary
Sewer Authority Mid-Coastside

SAM Reserve Policy

Statement of Purpose and Use

SAM reserves shall be comprised of the following:

Operating Reserve

1. **Objective:** To ensure that adequate cash is available when needed to pay SAM's normal and recurring operating costs.
2. **Target:** An operating and cash flow reserve equal to two months of the fiscal year budgeted operating expenses.
3. **Use:**
 - a. Payment of budgeted operating expenditures.

Emergency Repair Reserve

1. **Objective:** To ensure that adequate cash is available to stabilize and avoid sudden budget impacts in a particular year from material, unplanned repairs or replacements that require immediate attention to continue operations.
 2. **Target:** An emergency reserve of \$1,250,000. If and to the extent the reserve is used, a plan for replenishment will be presented by the SAM Manager to the Board within 60 days.
 3. **Uses:**
 - a. A repair or replacement resulting from an event causing sudden, significant failure of facilities that threatens continuation of operations.
 - b. Any repair or replacement which was scheduled to commence in a future fiscal year, but is critical to complete earlier than planned in order to insure continuation of operations, with Board approval.
1. Interest earned on the Operating Reserve will accrue to the Operating Reserve; interest earned on the Emergency Repair Reserve will accrue to the Emergency Repair Reserve.
 2. SAM will assess member agencies as necessary to maintain the minimum balance in each reserve.
 3. At the end of each fiscal year, reserves in excess of the amounts listed above shall be returned to the member agencies within 90 days of the end of the fiscal year.
 4. Each reserve shall be invested in accordance with SAM investment policy.
 5. In addition to the reserves referenced above, the Board may establish one or more replacement funds into which annual revenues would be deposited over a determined number of years to pay for capital expenditures anticipated to be needed in connection with the repair or replacement of existing capital facilities to an approximately serviceable level.

The Board may also establish one or more project funds into which annual revenues would be deposited over a determined number of years to pay for capital expenditures anticipated to be needed in connection with a project or projects approved by the participating member agencies. For purposes hereof, a "project," as defined in the SAM joint powers agreements, is one that is new in form and function.

Approved: April 22, 2013

Operating Reserve Summary

Total Operating Reserve Required Balance:	2,487,504.50
Current Cash Availble	1,781,348.55
Pending AR Deposits < 90 Days	919,301.56
Funds Required: Short Term	(479,496.27)
Net Funds Available:	2,221,153.84
Operating Account Suggested Balance:	2,487,504.50
Over/(Under) Suggested Level	(266,350.66)


Operating Reserve Worksheet

Emergency Repair Reserve Required Balance:	1,250,000.00	
2 Times Monthly Operating Budget:	1,237,504.50	
Total Operating Reserve Required Balance	2,487,504.50	
Main Account (09/07/2023):	1,124,732.92	
Payroll Account (09/07/2023):	146,633.08	
Money Market (09/07/2023):	523.32	
Current LAIF Balance: (8/31/2023):	509,459.23	1,781,348.55
Pending AR Deposits: Current (09/07/2023):	762,066.58	
Pending AR Deposits: 30-60 (09/07/2023):	157,234.98	
Pending AR Deposits: 60-90 (09/07/2023):	-	919,301.56
Pending AR Deposits: 90-120 (09/07/2023):	-	
Pending AR Deposits: >120 (09/07/2023):	-	919,301.56
Less Outstanding AP Checks (09/07/2023):	313,180.91	
Less Outstanding Payroll Checks (09/07/2023):	1,256.33	
Less: Pending ACH Transactions - AP/Payroll	131,000.00	
Less: Other Pending Payments	-	
Less: Outstanding AP	34,059.03	479,496.27
Available Funds:	2,221,153.84	
Available Funds Less >90 AR:	2,221,153.84	
Operating Account Suggested Balance:	2,487,504.50	
Over/(Under) Suggested Level	(266,350.66)	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 5, 2023**

FROM: Clemens Heldmaier, General Manager 

SUBJECT: General Manager's Report

Operations Report September 2023

811 Dig Alerts

- 9/7/23- airport Road. Marks checked and re-marked as needed.
- 9/8/23- 140 Precita. Residential property work, utilities. Marked mains and service lines within USA marks.
 - 12th & Farallone. Road work, asphalt/pavement work. Marked mains and service lines within USA marks.
- 9/14/23- 459 7th. Work for gas utilities. Marked service line within USA.
 - 451 7th. Work for residential property work. Marked service lines within USA.
 - 594 Kelmore. Work for tree root removal and stump grinding. No water within USA marks.
- 9/15/23- 431 Farallone. Work for footings and foundation work. Re-marked water lines within USA.
 - 393 3rd- 403 3rd. Work for multiple utilities distribution. Marked mains and service lines within USA.
 - 1175 Harte (From Cedar to Alamo). Work for sewer main pipe bursting. Marked mains and service lines within USA.
- 9/18/23- 848 Kelmore. Work for tree root removal and stump grinding. Marked service lines and main within USA.
 - 1128 Crescent (Howells Street to SVR). Work for sewer main pipe bursting. Marked mains and service lines within USA.
 - 1112 Crescent (Crescent Street). Work for sewer main pipe bursting. Marked mains and service lines within USA.
 - 1380 Ivy (Ivy Street). Work for sewer main pipe bursting. Marked mains and service lines within USA.
 - 1412 SVR (Harte to Howells). Work for sewer main pipe bursting. Marked mains and service lines within USA.
 - 1190 Howells (SVR to Ivy). Work for sewer main pipe bursting. Marked mains and service lines within USA.
 - 610 Harte. Work for water service line repair. Service line marked with USA marks.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 5, 2023**

FROM: Clemens Heldmaier, General Manager

- 403 5th. Work for water main repair. Main and service line marked within USA.
- 9/25/23- 9850 Cabrillo HWY. Work for water main repair. Main line marked within USA.
- 9/26/23- 1155 Birch. Residential property work. Marked Main and service lines within USA marks.
 - 1116 Date. Residential property work. Marked service lines within USA marks.
- 9/27/23- 600 Marine. Work for asphalt/pavement work. Marked main and backflow devices within USA marks.

Work Orders

- 9/1/23- 825 Franklin. MOVO. Tennant needs additional time before moving out and shutting off water, requests 9/5/23. Read taken and water left on.
 - 418 California. MOVO. Final read taken, water turned off at meter, and left door tag.
 - 723 Kelmore. MOVO. Please take final read, turn water off, and leave door tag. Read taken, water turned off at meter , and door tag left.
- 9/5/23- MOVI. 825 Franklin. Start read taken and verified water is on.
- 9/6/23- 102 12th. MOVO. Final read taken and water left on.
 - 102 12th. MOVI. Start read taken and verified water is on.
 - 418 California. MOVI Start read taken and verified water is on.
- 9/8/23- 1216 Birch. A customer called about water in front of house and running into neighbor's yard. MWSD operator identified water leaking on the customer's side service line and informed customer to contact a plumber. MWSD provide the customer with a copy of the Districts Leak Policy.
 - 723 Kelmore. MOVI. Start read taken and verified water is on.
- 9/12/23- 551 Kelmore. Billing information incorrect for address. Meter and transmitter numbers verified for address and corrections made in billing software.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 5, 2023**

FROM: Clemens Heldmaier, General Manager

- 686 Ocean. Plumbers have finished repair and requests water be turned on at meter. Water turned on at meter and turned off at house valve until plumber returns, customer notified.
- 357 4th. Customer asked if broken meter box could be replaced and raised to grade. Box replaced and raised to grade.
- 807 Tierra Alta. Meter read needs verified for billing. Read was incorrect and verified.
- 795 Harte. Customer is concerned with spike in usage. Profile taken and customer notified of findings.
- 818 Etheldore. Meter read needs verified for billing. Read was incorrect and verified.
- 9/14/23- 335 13th. MOVO/MOVI. Final/start read taken and water left on.
- 9/15/23- 146 2nd. MOVO/MOVI. Final/start read taken and water left on.
 - 491 6th. Customer is concerned about low water pressure. PSI checked at the closest hydrant and at house and verified to be within normal operating range. The customer disclosed to MWSD operator that low psi only occurs when using hot water. MWSD operator suggested that the customer call a plumber.
- 9/18/23- 1050 Acacia. MOVI. Please get start read for PFP meter. Read taken.
- 9/19/23- 575 5th. MOVO. Please take final read, turn water off at meter , and leave door tag. Final read taken, water shut off at House valve, and door tag left.
 - 650 Vue De Mar. Customer is experiencing low water pressure and requests assistance. PSI checked at the closest meter and at house and verified to within normal operating range. Customer disclosed to MWSD operator that low psi is only at a new faucet that was recently installed. MWSD operator explained to customer that everything was fine on MWSD side of meter and psi is good at house, and that the new faucet may be the culprit.
 - 601 Admiral. Customer would like information about location of utility easement and water saturation on her property. MWSD explained where the easement is located and discovered that the water saturation is coming from the neighbor's old irrigation line that they were working on.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 5, 2023**

FROM: Clemens Heldmaier, General Manager

- 9/20/23- 150 Madrone. A customer called about the fire alarm sounding and was determined to be a false alarm by the fire department. The fire department referred MWSD to check backflow device. MWSD operator checked psi at nearest hydrant and at the house, PFP meter shows no usage, and backflow device has 2023 tags and functions properly. MWSD operator contacted the customer and suggested contacting a sprinkler/ fire protection company for advice.
 - 181 Arbor. Customer has high usage and requests a profile. Profile taken and meter verified that a 0.03 gpm leak is present. MWSD notified the customer of the findings.
- 9/21/23- 450 Lancaster. The customer received a high bill and requests a profile, there has been ongoing construction at the home and has concerns. Profile taken and identified leak from 7/8-15 with normal usage after. Customer notified of findings.
 - 1339 Ivy. Customer called concerned about pulsing water pressure at house. Pressure fluctuation identified to be caused by recent work at Alamo PRV station, adjustments made and corrected issues.
- 9/22/23- 181 Arbor. The customer is concerned about whether the meter is functioning properly. A new meter has been installed and is functioning properly, the meter identified a small leak. The customer shut water off at the house valve and the leak stopped registering on the meter. Customer is now working with plumber to fix leak and will follow up for leak adjustment.

After Hours Call Outs

- 9/1/23- AVTP high NTU alarm.
- 9/14/23- AVTP Tank 1 High High alarm.
- 9/20/23- AVW pump to waste fault alarm.
- 9/22/23- Bay Alarm at office, false alarm.

Repairs and Leaks

- Leak at 5th and East. Crack in 6" AC main, clamp installed.
- Alamo PRV Station Leaking 2" union and replaced.
- Leak at end of Cedar. Repaired 3" main with clamp.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 5, 2023**

FROM: Clemens Heldmaier, General Manager

Miscellaneous

- Operation Dead Endpoint Absent Reads.
O.D.E.A.R.
 - 353 missed reads.
 - 0 missed reads not on missed read report.
 - 4 High Usages
 - 3, 0 reads
 - 0 MIA meters located.
- 65th Anniversary Party Preparation and Setup
- Premier Drafting proposals for Board Room addition/office renovations and detached garage.

Maintenance

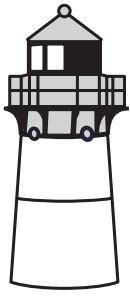
- 30 dead meters replaced.
- Mowing at Tank 2

Newsletter: The October-November edition of our Newsletter is posted on our website and Nextdoor. It will also be sent to MWSD customers and is attached to this report.

RECOMMENDATION:

This is for Board information only.

Attachment



Montara Water & Sanitary District

Staying Ahead of our Local Community Needs

Montara Water and Sanitary District (MWSD) works every day to deliver water, garbage and sewer services for the residents of Montara and Moss Beach. Over 6,000 residents rely on our services for their homes and businesses.

October -
November 2023

News for You: Celebrating with Our Community; A Valued Community Investment

Celebrating with Our Community!

Accolades and Thanks

On September 9th, MWSD celebrated 65 years of service to the Coastside with friends of all ages.

Recognition and exploration marked the day with activities for children and adults.

Thank you for joining us!

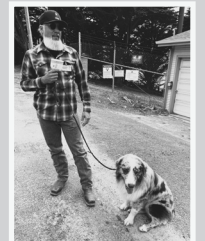


Supervisor Ray Mueller and
MWSD Board President
Scott Boyd



Discovery

Community



A Valued Community Investment

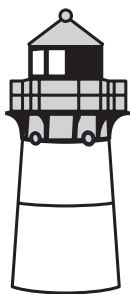
MWSD is a unique special district owned by our community.

After decades of paying rates to a private water utility, in 2003, our community voted to invest even more in our water system. That \$19 million General Obligation Bond passed with almost 81% approval and provided funds to buy and improve the system.

Originally issued at a 12% interest rate, but wisely refinanced in 2012 and 2020, the bonds are now at a low 1.4%. In August 2028, our goal will be reached and this investment will be completely paid.

As our community continues its recovery from COVID-19, MWSD is committed to providing safe public access via ZOOM teleconference for our regularly scheduled public meetings.

Board Meetings on the 1st and 3rd Thursday of each month at 7:30 p.m. at 8888 Cabrillo Highway, Montara.
Call: (650) 728-3545 Email: info@mwsd.net Visit: mwsd.montara.org



Montara Water & Sanitary District

Un paso adelante de las necesidades de nuestra comunidad local

Montara Water and Sanitary District (MWSD) trabaja todos los días para brindar servicios de suministro de agua, recolección de basura y alcantarillado a los habitantes de Montara y Moss Beach. Más de 6,000 residentes dependen de nuestros servicios para sus hogares y empresas.

Octubre -
noviembre de 2023

Novedades para usted: Celebrando con nuestra comunidad;
Una valorada inversión comunitaria

¡Celebrando con nuestra comunidad!

Elogios y agradecimientos

El 9 de septiembre, MWSD celebró 65 años de servicio en Coastside con amigos de todas las edades.

El reconocimiento y la exploración marcaron el día con actividades para niños y adultos.

¡Gracias por estar con nosotros!



Ray Mueller, Supervisor,
y Scott Boyd, Presidente
de la Junta de MWSD



Comunidad



Una valorada inversión comunitaria

MWSD es un distrito especial exclusivo, propiedad de nuestra comunidad.

Descubrimiento

Luego de décadas de pagar tarifas a una empresa privada de servicio de agua, en 2003 nuestra comunidad votó por invertir más en nuestro sistema de agua. Esa emisión de Bonos de Obligación General de \$19 millones fue aprobada con casi un 81% a favor y proporcionó fondos para comprar y mejorar el sistema.

Originalmente emitidos con una tasa de interés del 12%, pero prudentemente refinanciados en 2012 y 2020, los bonos ahora tienen un bajo interés de 1.4%. En agosto de 2028 alcanzaremos nuestro objetivo y esta inversión se habrá pagado por completo.



Dado que nuestra comunidad continúa recuperándose de la pandemia de COVID-19, el MWSD tiene el compromiso de brindar un acceso seguro al público a nuestras reuniones públicas programadas regularmente a través de teleconferencias por ZOOM.

Las reuniones de la Junta tienen lugar el 1er y el 3er jueves de cada mes a las 7:30 p.m. en 8888 Cabrillo Highway, Montara.
Llame al: (650) 728-3545 Email: info@mwsd.net Visite: mwsd.montara.org