



**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

January 4, 2024 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/81872675946?pwd=Vjd2TmlHTmx3OEtpWUJHbUduSmxMdz09>

MEETING ID: 818 7267 5946

Password: 713357

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 December 7 and 21, 2023.](#)
2. [Approve Financial Statements for November 2023](#)
3. [Approve Warrants for January 1, 2024](#)
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 October 2023](#)

OLD BUSINESS

NEW BUSINESS

1. [Review and Possible Action Concerning Appointment of Board Officers and Committee Assignments for 2024](#)

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)

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 December 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: Dekker, Softky, Slater-Carter and Young

Directors Absent: Boyd

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

Others Present: District Counsel, Christine Fitzgerald
District Accountant, Peter Medina
Kastama Consultants, Alison Kastama
Sewer Authority Mid-Coastside General Manager, Kishen Prathivadi

PRESIDENT'S STATEMENT

Director Slater-Carter said this is an anniversary of a somber occasion—attack on American soil in Hawaii. In these troubled times, it is important to remember how our nation came together to protect our values. It is impressive how the community has pulled together so often, such as when the water district was formed.

ORAL COMMENTS

Director Young said former Supervisor Don Horsely passed away.

Director Softky commented that the community came together to stop the freeway from going through Montara. Part of what they need to remember is that the way to be a community is to meet in one place to organize and strategize against things that are oppressive. Right now, it is our lives being taken over by remote administration, check box requirements, Zoom, spreadsheets, and other in-human things, and he regards that as his long-term agenda there. But it is on the same page as was mentioned.

PUBLIC HEARING - none

CONSENT AGENDA

- 1. Approve Minutes for Regularly Scheduled Board Meeting November 2 and 16, 2023.**
- 2. Approve Financial Statements for October 2023**
- 3. Approve Warrants for December 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 September 2023**

Director Young made a correction on the November 2nd minutes, page 5, the name of Sara Neal is spelled incorrectly.

Director Dekker made a motion to approve the consent agenda items 1-10, and Director Softky seconded it. The motion passes 4-0.

OLD BUSINESS - none

NEW BUSINESS

1. Review and Possible Action Concerning Adoption of Connection Charge Report

General Manager Clemens Heldmaier said this is a standard item they must do every year. Senate Bill 1760 requires local governments to make information about capacity charges available. Those charges are restricted and used for construction purposes. The report shows how much money was received for connection charges and spent on capital projects. These funds are prioritized to be spent on capital projects.

Director Slater-Carter said this is for sewer and water connection charges. It is dated at the fiscal year end. It has been increasing substantially every year. They are putting a significant amount of money into their infrastructure capital projects just from the growth in the community.

Director Young asked for clarification of how the funds are spent.

General Manager Clemens Heldmaier said they receive connections from developer funded projects that are buying into the system and spend them on capital projects.

Director Softky said he understands that to mean it is for large scale long-term infrastructure things.

General Manager Clemens Heldmaier said that is correct. They spend it districtwide.

Gregg Dieguez asked if the District is allowed to warehouse these funds in reserves until a capital expenditure comes due.

General Manager Clemens Heldmaier said they have substantially higher capital improvement charges in any given year than what they collect in connection fees; so, it is spent.

The Board authorized the filing of the Annual Connection Report with the District Clerk.

2. Review and Action Concerning Receipt of Funding for FEMA-Declared Disasters on Behalf of Sewer Authority Mid-Coastside

General Manager Clemens Heldmaier said they are a participant of the San Mateo County Local Hazard Mitigation Plan (LHMP) and made arrangements so the Sewer Authority Mid-Coastside (SAM) could apply through the District's LHMP annex. The District applied for a grant on behalf of SAM for funding of their disaster mitigation during last year's storm. Recently, this Board adopted a Universal Resolution that allows all of this. FEMA approved and sent grant funds to the District in the amount of \$732,291.90 dollars. These funds are designated for SAM and the District would like to transfer the funds to SAM. This was brought to

the Board for transparency and District Accountant Peter Medina will ensure that they are accounted for appropriately for SAM and the Montara Water and Sanitary District (MWSD). General Manager Kishen Prathivadi is present for any questions.

Director Young asked for clarification on where the funds will go.

General Manager Kishen Prathivadi replied this money is to reimburse expenses already paid to vendors and consultants which totaled about 1.5 million dollars. So out of the 1.5 million dollars, FEMA reimburses 75% of the amount, which comes out to about 1.2 million. It will be divided into several projects. These funds are for two projects right now, and the balance of funds should be coming soon. FEMA is assisting in getting SAM to the same position they were in prior to the winter storm which incurred damage. This means whatever they spent, they should get back—that is FEMA's mission, and they hope to achieve that. In regards to the budget, this money has already been spent from operating budget revenues that they got in terms of assessments from all the agencies, so it would go back into the same pool.

Gregg Dieguez said he appreciates MWSD's continued leadership stance.

Director Slater-Carter announced the receipt of the report and thanked everyone.

3. Review and Possible Action Approving SB1383 Local Assistance Grant Program Application on Behalf of Recology of the Coast

General Manager Clemens Heldmaier stated Senate Bill 1383 was implemented, which requires reduction of organic waste disposal and other requirements. The District applied for a grant on benefit of Recology for \$10,442.00 dollars, to provide funding for educational outreach. The funds will be used to send information, notifications and reminders to the community as well as provide recycling bins for the school district. Since Recology can't apply for this grant and the District is applying on their behalf, staff recommendation is to adopt the Resolution of the Board of the Montara Water and Sanitary District authorizing submittal of an individual grant application for the SB 1383 Local Assistance Grant Program.

Director Young made a motion to adopt the Resolution of the Board of the Montara Water and Sanitary District authorizing submittal of an individual grant application for the SB 1383 Local Assistance Grant Program. Director Softky seconded the motion. Roll call vote: Director Softky: Aye, Director Young: Aye, Director Dekker: Aye, Director Slater-Carter: Aye. Director Boyd is absent. Motion passes 4-0.

REPORTS

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

General Manager Kishen Prathivadi stated at the last meeting the Board approved a contract with GSE Construction to install the digester mixing pumps which is part of the Capital Improvement Program. The SAM Board approved a study to find the cause of the excess flows that occurred in December 2021 and 2022 storms. They located a consultant to do this, and their proposal will be brought to the Board on December 11th. Also, Susan Turbay is retiring December 28, 2023, after 16.5 years as an Administrative Assistant. They will be presenting a resolution of retirement and appreciation for her service to the SAM Board on Monday, December 11th. They have hired a new Administrative Assistant, and she will be introduced as well.

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

Gregg Dieguez said regarding issues they had with the water shut-off at Farallone View, his preliminary finding is that somewhere upstream there was a failure in planning and project management that put both MCC and MWSD in a difficult position. He wrote an email to Coastside Fire Protection District, CalFire, etc regarding fire response issues that stem from a fire that destroyed a house in Montara. This also overlaps concerns the MCC's registered in the response they gave to the Cypress Point affordable housing project in Moss Beach. The roads are very narrow and the planned routes to get the fire trucks to the back of the property to the emergency entrance are convoluted. There is an issue with the pressure in the hydrants, use of the hydrants, hydrants are not regularly tested, and not understood where they are located. The point of sending this out is to ask the Coastside Fire Protection District for an explanation of what happened with the Montara fire, and to get a pointed response from them on the issues they raised regarding Cypress Point. Also, they are requesting comments on the Moss Beach Fire station. He feels that the fire station is only worth having there if the access to Montara and Cypress Point is efficient. However, there may be other problems besides the hydrants. They are going to try to study it and get some answers.

Director Slater-Carter stated the fire occurred at her house and it started with an exploding lithium-ion battery. The fire went from nothing to an exploding room in a matter of seconds. It is very important for the Fire Department to get to any fire immediately.

Director Young added if you have weak cell service and use your cell phone you may be routed to dispatch in Sacramento. She has the local station 44 number in her phone. She also suggested making sure your house number is marked clearly on your house so first responders can find your house in case of an emergency.

Director Slater-Carter said she would like Montara and Moss Beach to work with the MCC to get better cell service. The County dropped the ball.

Gregg Dieguez said he has not received a reply from the County. He is meeting with Supervisor Mueller next week.

General Manager Clemens Heldmaier stated Mr. Dieguez's statements about the pressure issues with the hydrants are erroneous. He also read Mr. Dieguez's letter and pointed out the other numbers are incorrect. There are no pressure issues in that vicinity.

Gregg Dieguez replied his source of information is from CalFire, but it is 5 yrs. old. If there is newer data, he welcomes receiving it and will amend what he is saying.

General Manager Clemens Heldmaier said Mr. Dieguez is mixing up flow and pressure issues. And there aren't any flow issues either. He also pointed out Mr. Dieguez's numbers reported about MWSD are erroneous.

Director Young asked if this is old data, when will CalFire be testing the hydrants in the future?

Gregg Dieguez replied they have not said.

Jim Harvey confirmed there was a lot of water coming out of the fire hydrant.

Director Softky said he understands flow and pressure to be similar to electrical flow and pressure. You can have a ton of pressure as long as nothing is flowing. However, if there is a big chokehold in there, as soon as you try to take advantage of that pressure, the pressure drops. Is it possible that the pressure is high yet the flow is inadequate for fire-fighting? They should test all the hydrants.

General Manager Clemens Heldmaier replied testing the hydrants takes a lot of water. The tests that were performed are valid.

Director Slater-Carter stated she would like to see this agendized for the public to understand the difference between flow and pressure, testing, and who is responsible.

General Manager Clemens Heldmaier reiterated the erroneous information published hurts the District's reputation. They are performing well.

Gregg Dieguez commented that he will accept a written correction from General Manager Clemens Heldmaier.

Director Softky asked how much does it cost the District to test the hydrants?

General Manager Clemens Heldmaier stated the monetary value of the water does not matter. It wastes a lot of water.

Directly Softky said he prefers MWSD tests the hydrants rather than the State.

General Manager Clemens Heldmaier said they have enough water. A correction should come from Mr. Dieguez. MWSD has proper hydrant tests that are valid, proper pressure, flow, and protection for this community.

Director Slater-Carter said the Fire Department has been trying to blame the water district.

Director Slater-Carter said when they took over the water system from Citizens Utilities, there was no flow or pressure from the fire hydrants. MWSD has taken care of that and has done a lot of work to make it much safer and more reliable for the community.

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

Director Slater-Carter said there will be a revitalization meeting on December 15th.

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

Director Slater-Carter said the next meeting will be in January.

5. Attorney's Report (Fitzgerald) - none

6. Directors' Report - none

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

FUTURE AGENDAS

Fire Hydrant Details

BREAK 8:27 pm

CONVENE IN CLOSED SESSION 8:35 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)

ADJOURNMENT at 9:30 pm

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

Respectfully Submitted,

Signed _____
Secretary

Approved on the 4th, January 2024

Signed _____
President



MONTARA WATER & SANITARY DISTRICT

REGULAR BOARD OF DIRECTORS MEETING December 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 7:30 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Dekker, Slater-Carter and Young (joined at 7:36pm)

Directors Absent: Softky

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

Others Present: District Counsel, Christine Fitzgerald
District Accountant, Peter Medina
Kastama Consultants, Alison Kastama
Recology of the Coast, General Manager Glen Bong
Recology of the Coast, Rich Lanser

PRESIDENT'S STATEMENT

Director Boyd said they had rain and off to a decent start. He encouraged everyone to keep an eye on the rain gages on the MWSD website (<https://mwsd.montara.org/>) . He wished everyone a happy and safe holiday season.

ORAL COMMENTS- none

PUBLIC HEARING

1. Review and Possible Action Concerning Establishment of Prop 218 Limits for Solid Waste Disposal Fee Increase.

General Manager Clemens Heldmaier said they go through this process every year in accordance with their contract with Recology of the Coast. They calculate a rate increase based on an agreed upon formula for the coming calendar year. It was calculated to be 7.87%. However, there is a 6% maximum in the contract. So, they are requesting a 6% rate increase for 2024, and the 1.87% may be included in 2025 if it is below the 6% rate increase margin. They mailed notices in October to all property owners. Glen Bongi and Rich Lanser are present to answer any questions.

Director Boyd opened the Public Hearing and asked if anyone wished to make a comment. Hearing none, he asked for a motion to close the Public Hearing. Director Slater-Carter made a motion to close the Public Hearing, and Director Dekker seconded the motion. The motion passed unanimously 4-0.

Director Boyd asked the District Clerk to complete the tabulation and announce the final number of valid written protest and whether a majority exists.

The District Clerk announced the district received zero written protests and no majority exists.

Director Slater-Carter commended Recology for their good service and is glad to have the opportunity to continue working with them.

Director Slater-Carter made a motion to adopt the Ordinance of the Montara Water and Sanitary District establishing maximum rates for the collection, removal and disposal of refuse and for recycling services effective January 1, 2024. Director Dekker seconded the motion. Roll Call vote: Director Young: AYE, Director Slater-Carter: AYE, Director Dekker: AYE, and Director Boyd: AYE. The motion passes 4-0.

2. Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule to amend Solid Waste Disposal Fees.

Director Boyd opened the Public Hearing.

General Manager Clemens Heldmaier stated now that they established a new Prop 218 limit in the prior agenda item, this agenda item will allow the District to apply the new Recology rates into their Master Fee Schedule. Staff recommendation is to adopt the Ordinance of the Montara Water and Sanitary District restating and amending the Master Fee Schedule.

Director Boyd asked if anyone wished to make a comment. Hearing none, he asked for a motion to close the Public Hearing. Director Slater-Carter made a motion to close the Public Hearing, and Director Dekker seconded the motion. The motion passed unanimously 4-0.

Director Boyd asked the District Clerk for the final tabulation and announce the final number of valid written protests.

The District Clerk announced there were zero written protests and no majority exists.

Director Boyd commented that they have had a number of discussions on this subject and thanked staff and Recology that by the time they got to this point, there is a good understanding of where they are and how they got there.

Director Young made a motion to adopt the Ordinance of the Montara Water and Sanitary District restating and amending the Master Fee Schedule. Director Dekker seconded the motion. Roll call vote: Director Young: AYE, Director Slater-Carter: AYE, Director Dekker: AYE, and Director Boyd: AYE. The motion passes unanimously 4-0.

Director Young commended Recology for picking up dumped trash left in random places.

Director Boyd concurred and said he has seen Recology do that. It is a good community service and serves community goodwill.

CONSENT AGENDA - none

OLD BUSINESS - none

NEW BUSINESS

1. Receipt of Association of California Water Agencies Joint Powers Authority President's Special Recognition Award.

General Manager Clemens Heldmaier stated about ten years ago, they had a Worker's Comp claim that resulted in elevated rates for the District. They switched to ACWA JPIA who helped them to lower payments and provide training, etc. This is their eighth award, and their safety awareness has increased. This is not only insurance, but prevention provided.

Director Boyd pointed out that they appreciate the good work staff are doing, not just in cost savings, but because they care about the people that do the work. He knows it takes a lot of time and effort to do the work safely.

REPORTS

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

Director Slater-Carter said there was a Finance Committee today, and at the last meeting there was a report on preparedness for the rain coming in. They approved a study to find out where the excess flows came into the plant during the December storms.

Director Dekker said he talked to General Manager Prathivadi, and he said the heavy rainfall Tuesday caused a 4.5 million gallon a day flow, which is three times the normal flow, but well below the flow that gave them all the problems.

Director Young said OneShoreline had a meeting this week and she participated remotely. They discussed plans to install a flood gage in Pilarcitos Creek so people downstream can be warned when it gets higher. They were installed in Pescadero, but not Half Moon Bay yet. She stressed its importance and urgency since they had severe storms last year and this year.

Director Dekker added that they have the study forthcoming to see where the excess flows were coming from during the last storms.

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

Gregg Dieguez said at the last meeting they elected new officers for the MCC.

Chair: Gus Mattammal
Vice Chair: Gregg Dieguez
Secretary: Ann Rothman
Treasurer: Scott Bollinger

He expects during the January 10th meeting they will be discussing the Moss Beach Fire Station renovation, leading to presenting a comment letter to the Planning Department, and the remodel of the El Granada School leading to a

comment letter. In the future they will discuss storm water management and Montara Mountain. Supervisor Mueller said the Department of Public Works is looking at developing a stormwater management plan and the Chief Financial Officer has agreed to set aside some funding every year out of Measure K to fund reserves to handle infrastructure such as stormwater management on the Mid-Coast. However, he doesn't have anything in writing or other details.

Director Boyd said he is interested to know the details of the stormwater management and if it pertains to actual infrastructure work.

3. California Special Districts Associations Report (Slater-Carter)-none

4. Local Agency Formation Commission (LAFCo) Report (Slater-Carter)-none

5. Attorney's Report (Fitzgerald)

District Counsel Christine Fitzgerald said AB 574 passed in 2017 that requires the State Water Board to adopt uniform water recycling criteria for direct potable reuse through water augmentation. The Board finally developed those regulations and they governed the introduction of recycled water, either directly into the public water system or into a raw water supply that is immediately upstream of a treatment plant. There is a local effort in the Bay Area called the SF Peninsula Regional Pure Water Project, and it is a collaboration between seven wastewater and water agencies that have been exploring opportunities for potable reuse in the San Francisco Mid-Peninsula area. They have been analyzing a potential project for seven years and the initial project continues to be funded. These new regulations will inform how it proceeds in the future. This may be a valuable resource in developing potable reuse on the Coastside.

6. Directors' Report - none

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

FUTURE AGENDAS

Fire Hydrant Details

BREAK 8:05 pm

CONVENE IN CLOSED SESSION 8:10 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)

ADJOURNMENT at 10:30 pm

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

Respectfully Submitted,

Signed _____
Secretary

Approved on the 4th, January 2024

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 4, 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 November 30, 2023 - Variances over \$2,000:

- 4610 Property Tax Receipts, \$27,495 below Budget – 50% advance has been received as of December 15, 2023.
- 4710 Sewer Service Charges, \$1,936,329 below Budget – 50% advance has been received as of December 15, 2023. \$1.96M received.
- 4720 Sewer Service Refunds, \$2,516 above Budget – Refund issued in November.
- **Overall Total Operating Income for the period ending November 30, 2023 was \$1,968,405 below budget. Total operating income received to date is \$173,628.**
- 5250 Conference Attendance, \$3,022 below Budget – Additional conferences expected to be attended later in the fiscal year.
- 5300 Insurance, \$7,735 above Budget – The District pays for insurance premiums at the beginning of the year, the variance will decrease as the FY continues.
- 5400 Legal, \$21,112 below Budget – Costs related to the defense of various legal proceedings is less than expected at this point.
- 5510 Maintenance, Office, \$9,165 below Budget – Various projects are planned for the office that have not yet begun.
- 5530 Memberships, \$2,417 above Budget – CSDA membership paid in full in November 2023.
- 5610 Accounting, \$2,450 above Budget – Due to increased workload related to the audit.
- 5620 Audit, \$3,075 above Budget – Audit fieldwork was performed, and the final audit was issued. Variance will grow with final bill, but be eliminated throughout the remainder of the FY.
- 5630 Consulting, \$2,966 below Budget – Additional expenses later in the fiscal year.
- 5640 Data Services, \$6,246 above Budget – Annual payment made for the use of Parcel Management System, used for Property Tax Roll.
- 5730 Telephone & Internet, \$3,813 below Budget – District staff has received credits for certain lines.
- 5800 Labor, \$27,371 above Budget – Mainly due to the funding of GM salary & benefit increase which includes arrears.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 4, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6170 Claims, Property Damage, \$4,167 below Budget – No claims filed to date.
- 6200 Engineering, \$17,658 below Budget – Majority of costs have been related to CIP projects and booked in account 8075 Sewer CIP.
- 6400 Pumping, \$3,624 below Budget – Larger “Catch up” bill expected in the Spring.
- 6600 Collection/Transmission, \$4,167 below Budget – No activity to date.
- 6900 SAM Expenses, \$139,502 below Budget – The District adopted the original budget provided by SAM. After adoption by MWSD, SAM adjusted their infrastructure budget downward.

In October 2023 – MWSD funded SAM reserves in the amount of \$51,805.

- **Overall Total Operating Expenses for the period ending November 30, 2023, were \$169,209 below Budget.**
- **Total overall Expenses for the period ending November 30, 2023, were \$162,877 below budget. For a net ordinary loss of \$1,805,527 below Budget. Actual net ordinary loss is \$1,070,203.**
- 7100 Connection Fees, \$91,801 above Budget – One new connection sold in November 2023. 3 full connections sold this fiscal year.
- 7200 Interest Income, LAIF, \$49,677 above budget – Due to the increase Federal interest rates.
- 8000 CIP, \$1,365,973 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: January 4, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 1, 2023 thru November 30, 2023 - Variances over \$2,000:

- 4610 Property Tax Receipts, \$27,495 below Budget – 50% advance has been received as of December 15, 2023.
- 4810 Water Sales, Domestic, \$9,477 below Budget – Due to the timing of collections.
- 4850 Water Sales refunds, \$3,333 below Budget – No refunds issued to date.
- **Overall Total Operating Income for the period ending November 30, 2023 was \$107,368 above budget. Total operating revenue received to date is \$615,518.**
- 5240 CDPH Fees, \$7,500 below Budget – first bills are typically paid in December.
- 5250 Conference Attendance, \$4,449 below Budget – Additional conferences expected to be attended later in the fiscal year.
- 5300 Insurance, \$9,441 above Budget – The District pays for insurance premiums at the beginning of the year, the variance will decrease as the FY continues.
- 5400 Legal, \$5,651 above Budget – General legal expenses.
- 5510 Maintenance, Office, \$8,750 below Budget – Various projects are planned for the office that have not yet begun.
- 5530 Memberships, \$5,917 below Budget – Membership fees are typically paid at the beginning of the calendar year.
- 5560 Printing & Publishing, \$2,118 above Budget – Increased community outreach.
- 5610 Accounting, \$2,450 above Budget – Due to increased workload related to the audit.
- 5620 Audit, \$3,075 above Budget – Audit fieldwork was performed, and the final audit was issued. Variance will grow with final bill, but be eliminated throughout the remainder of the FY.
- 5630 Consulting, \$9,216 below Budget – Additional costs expected later in fiscal year.
- 5720 Telephone & Internet, \$4,971 below Budget - District staff has received credits for certain lines.
- 5800 Labor & Wages, \$29,106 below Budget – Mainly due to the funding of GM salary & benefit increase which includes arrears.
- 6170 Claims, Property Damage, \$3,774 below Budget – One minor claim paid in August.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 4, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6180 Communications, \$3,981 below Budget – SCADA maintenance costs are on an as needed basis.
- 6200 Engineering, \$18,454 above Budget – Large bill paid for Water Quality engineering in November.
- 6370 Lab Supplies & Equipment, \$9,572 above Budget – Major purchase of inventory made in August & November.
- 6400 Pumping, \$14,986 below Budget – PG&E costs are budgeted high in anticipation of large “true up” bill which is received in the spring.
- 6500 Supply, \$14,678 below Budget – Q1 water purchase takes place in October.
- 6600 Collection/Transmission, \$11,894 above Budget – Another large purchase of meters paid for in October.
- 6700 Treatment, \$2,753 below Budget – Overall, costs are below expected.
- 6800 Vehicles, \$3,445 – 25% of costs are allocated to Sewer. Fuel cost is less than expected.
- **Overall Total Operating Expenses for the period ending November 30, 2023 were \$3,927 below Budget.**
- **Total overall Expenses for the period ending November 30, 2023 were \$7,538 above budget. For a net ordinary loss of \$42,285 budgeted vs. actual. Actual net ordinary income was \$10,041.**
- 7100 Connection Fees, \$125,762 above Budget – One new connection sold in November. 3 full connections sold this fiscal year.
- 7250 CAMP interest, \$53,471 above Budget – Due to increase in federal interest rates.
- 7600 GO Bond Revenues, \$596,715 below budget - 50% advance has been received as of December 15, 2023. \$459K received.
- 7650 Water System Reliability, \$552,646 below Budget – 50% advance has been received as of December 15, 2023. \$560K received.
- 8000 CIP, \$1,441,857 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.
- 9150 SRF Loan, \$28,752 above Budget – Due to timing. December debt service payment made in November.

RECOMMENDATION:

This is for Board information only

11:05 AM

12/19/23

Accrual Basis

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

	Jul - Nov 23	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	35,347.50	34,583.35	764.15
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,244.00	1,666.70	-422.70
4420 · Administrative Fee (Remodel)	0.00	416.70	-416.70
4430 · Inspection Fee (New Constr)	1,178.00	1,666.70	-488.70
4440 · Inspection Fee (Remodel)	0.00	416.70	-416.70
4460 · Remodel Fees	3,498.00	3,333.35	164.65
4470 · Other Fees	160.00		
Total 4400 · Fees	6,080.00	7,500.15	-1,420.15
4610 · Property Tax Receipts	122,505.48	150,000.00	-27,494.52
4710 · Sewer Service Charges	5,286.93	1,941,615.50	-1,936,328.57
4720 · Sewer Service Refunds, Customer	-6,682.82	-4,166.70	-2,516.12
4760 · Waste Collection Revenues	10,895.75	12,500.00	-1,604.25
4990 · Other Revenue	194.94		
Total Income	173,627.78	2,142,032.30	-1,968,404.52
Gross Profit	173,627.78	2,142,032.30	-1,968,404.52
Expense			
5000 · Administrative			
5190 · Bank Fees	2,622.35	2,500.00	122.35
5200 · Board of Directors			
5210 · Board Meetings	2,713.85	1,666.70	1,047.15
5220 · Director Fees	3,450.00	4,166.70	-716.70
5230 · Election Expenses	7,500.00	6,250.00	1,250.00
Total 5200 · Board of Directors	13,663.85	12,083.40	1,580.45
5250 · Conference Attendance	1,145.03	4,166.70	-3,021.67
5270 · Information Systems	2,552.01	2,500.00	52.01
5300 · Insurance			
5310 · Fidelity Bond	0.00	208.35	-208.35
5320 · Property & Liability Insurance	12,109.75	4,166.70	7,943.05
Total 5300 · Insurance	12,109.75	4,375.05	7,734.70
5350 · LAFCO Assessment	0.00	1,250.00	-1,250.00
5400 · Legal			
5430 · General Legal	35,449.15	83,333.35	-47,884.20
5440 · Litigation	26,771.89		
Total 5400 · Legal	62,221.04	83,333.35	-21,112.31
5510 · Maintenance, Office	1,252.19	10,416.70	-9,164.51
5530 · Memberships	4,500.00	2,083.35	2,416.65
5540 · Office Supplies	2,713.98	3,437.50	-723.52
5550 · Postage	1,039.58	479.20	560.38
5560 · Printing & Publishing	2,497.86	937.50	1,560.36

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Accrual Basis

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

	Jul - Nov 23	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	18,700.00	16,250.00	2,450.00
5620 · Audit	8,700.00	5,625.00	3,075.00
5630 · Consulting	18,804.69	21,770.85	-2,966.16
5640 · Data Services	10,412.73	4,166.70	6,246.03
5650 · Labor & HR Support	1,309.82	1,041.70	268.12
5660 · Payroll Services	533.22	416.70	116.52
Total 5600 · Professional Services	58,460.46	49,270.95	9,189.51
5710 · San Mateo Co. Tax Roll Charges	119.00	1,041.70	-922.70
5720 · Telephone & Internet	12,853.24	16,666.70	-3,813.46
5730 · Mileage Reimbursement	314.19	833.35	-519.16
5740 · Reference Materials	0.00	83.35	-83.35
5790 · Other Administrative	-3,645.69		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	12,349.95	8,952.50	3,397.45
5820 · Employee Benefits	25,737.53	21,722.95	4,014.58
5830 · Disability Insurance	610.20	946.25	-336.05
5840 · Payroll Taxes	8,870.24	10,580.40	-1,710.16
5850 · PARS	7,191.61	9,227.95	-2,036.34
5900 · Wages			
5910 · Management	77,226.91	51,090.45	26,136.46
5920 · Staff	80,436.75	85,736.25	-5,299.50
5930 · Staff Certification	875.00	750.00	125.00
5940 · Staff Overtime	3,256.07	730.85	2,525.22
5950 · Staff Standby	977.35		
Total 5900 · Wages	162,772.08	138,307.55	24,464.53
5960 · Worker's Comp Insurance	791.00	1,213.75	-422.75
Total 5800 · Labor	218,322.61	190,951.35	27,371.26
Total 5000 · Administrative	392,741.45	386,410.15	6,331.30
6000 · Operations			
6170 · Claims, Property Damage	0.00	4,166.70	-4,166.70
6195 · Education & Training	0.00	833.35	-833.35
6200 · Engineering			
6220 · General Engineering	11,508.50	29,166.70	-17,658.20
Total 6200 · Engineering	11,508.50	29,166.70	-17,658.20
6330 · Facilities			
6335 · Alarm Services	2,668.68	2,500.00	168.68
6337 · Landscaping	3,000.00	2,500.00	500.00
Total 6330 · Facilities	5,668.68	5,000.00	668.68
6400 · Pumping			
6410 · Pumping Fuel & Electricity	16,786.59	20,833.35	-4,046.76
6420 · Pumping Maintenance, Generators	6,672.93	6,250.00	422.93
Total 6400 · Pumping	23,459.52	27,083.35	-3,623.83

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Accrual Basis

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

	Jul - Nov 23	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	4,166.70	-4,166.70
Total 6600 · Collection/Transmission	0.00	4,166.70	-4,166.70
6770 · Uniforms	0.00	83.35	-83.35
6800 · Vehicles			
6810 · Fuel	926.07	833.35	92.72
6820 · Truck Equipment, Expensed	255.15	83.35	171.80
6830 · Truck Repairs	309.24	416.70	-107.46
Total 6800 · Vehicles	1,490.46	1,333.40	157.06
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	122,859.15	122,859.20	-0.05
6920 · SAM Operations	594,009.55	752,688.35	-158,678.80
6930 · SAM Prior Year Adjustment	51,805.20		
6940 · SAM Maintenance, Collection Sys	0.00	18,750.00	-18,750.00
6950 · SAM Maintenance, Pumping	34,118.10	54,166.70	-20,048.60
6960 · SAM NDWSCP	6,170.00		
Total 6900 · Sewer Authority Midcoastside	808,962.00	948,464.25	-139,502.25
Total 6000 · Operations	851,089.16	1,020,297.80	-169,208.64
Total Expense	1,243,830.61	1,406,707.95	-162,877.34
Net Ordinary Income	-1,070,202.83	735,324.35	-1,805,527.18
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	99,208.00	91,666.70	7,541.30
7120 · Connection Fees (Remodel)	39,051.00	22,916.70	16,134.30
7152 · Connection Fee Refunds	0.00	-8,333.35	8,333.35
7153 · Add'l Fixture Units (New Const)	23,670.00	8,333.35	15,336.65
7155 · Add'l Fixture Units (Remodel)	55,647.00	8,333.35	47,313.65
7160 · PFP Pass Thru	-2,858.00		
Total 7100 · Connection Fees	214,718.00	122,916.75	91,801.25
7200 · Interest Income - LAIF	79,676.67	30,000.00	49,676.67
Total 7000 · Capital Account Revenues	294,394.67	152,916.75	141,477.92
Total Other Income	294,394.67	152,916.75	141,477.92
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	300,395.65	1,666,368.75	-1,365,973.10
Total 8000 · Capital Improvement Program	300,395.65	1,666,368.75	-1,365,973.10

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Accrual Basis

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

	Jul - Nov 23	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	2,933.32	2,990.00	-56.68
9200 · I-Bank Loan	1,601.35	9,608.00	-8,006.65
Total 9000 · Capital Account Expenses	4,534.67	12,598.00	-8,063.33
Total Other Expense	304,930.32	1,678,966.75	-1,374,036.43
Net Other Income	-10,535.65	-1,526,050.00	1,515,514.35
Net Income	-1,080,738.48	-790,725.65	-290,012.83

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

		Water	
	Jul - Nov 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,244.00	1,666.70	-422.70
4420 · Administrative Fee (Remodel)	0.00	250.00	-250.00
4430 · Inspection Fee (New Constr)	1,178.00	1,666.70	-488.70
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	2,582.00	3,583.40	-1,001.40
4610 · Property Tax Receipts	122,505.45	150,000.00	-27,494.55
4740 · Testing, Backflow	7,198.00	7,500.00	-302.00
4810 · Water Sales, Domestic	829,689.46	839,166.70	-9,477.24
4850 · Water Sales Refunds, Customer	0.00	-3,333.35	3,333.35
4990 · Other Revenue	194.96		
Total Income	962,169.87	996,916.75	-34,746.88
Gross Profit	962,169.87	996,916.75	-34,746.88
Expense			
5000 · Administrative			
5190 · Bank Fees	2,622.32	2,291.70	330.62
5200 · Board of Directors			
5210 · Board Meetings	2,713.85	1,666.70	1,047.15
5220 · Director Fees	3,450.00	4,166.70	-716.70
5230 · Election Expenses	7,500.00	6,250.00	1,250.00
Total 5200 · Board of Directors	13,663.85	12,083.40	1,580.45
5240 · CDPH Fees	0.00	7,500.00	-7,500.00
5250 · Conference Attendance	1,800.99	6,250.00	-4,449.01
5270 · Information Systems	2,551.99	2,708.35	-156.36
5300 · Insurance			
5310 · Fidelity Bond	0.00	208.35	-208.35
5320 · Property & Liability Insurance	13,815.75	4,166.70	9,649.05
Total 5300 · Insurance	13,815.75	4,375.05	9,440.70
5350 · LAFCO Assessment	0.00	1,250.00	-1,250.00
5400 · Legal			
5430 · General Legal	35,429.16	31,250.00	4,179.16
5440 · Litigation	1,472.00		
Total 5400 · Legal	36,901.16	31,250.00	5,651.16
5510 · Maintenance, Office	1,667.19	10,416.70	-8,749.51
5530 · Memberships	4,500.00	10,416.70	-5,916.70
5540 · Office Supplies	3,116.90	2,604.20	512.70
5550 · Postage	6,312.00	6,145.85	166.15
5560 · Printing & Publishing	4,514.30	2,395.85	2,118.45

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Accrual Basis

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

		Water	
	Jul - Nov 23	Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	18,700.00	16,250.00	2,450.00
5620 · Audit	8,700.00	5,625.00	3,075.00
5630 · Consulting	18,804.69	28,020.85	-9,216.16
5640 · Data Services	1,199.50	416.70	782.80
5650 · Labor & HR Support	1,309.82	1,041.70	268.12
5660 · Payroll Services	533.31	416.70	116.61
Total 5600 · Professional Services	49,247.32	51,770.95	-2,523.63
5710 · San Mateo Co. Tax Roll Charges	119.00	1,041.70	-922.70
5720 · Telephone & Internet	15,862.62	20,833.35	-4,970.73
5730 · Mileage Reimbursement	597.04	833.35	-236.31
5740 · Reference Materials	0.00	208.35	-208.35
5790 · Other Administrative	-557.65		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	24,621.51	21,442.10	3,179.41
5820 · Employee Benefits	74,177.89	64,704.60	9,473.29
5830 · Disability Insurance	1,333.44	2,321.70	-988.26
5840 · Payroll Taxes	23,326.98	24,797.50	-1,470.52
5850 · PARS	17,266.42	19,625.45	-2,359.03
5900 · Wages			
5910 · Management	77,226.97	51,090.45	26,136.52
5920 · Staff	227,794.47	231,016.70	-3,222.23
5930 · Staff Certification	4,375.00	4,750.00	-375.00
5940 · Staff Overtime	26,926.61	25,175.00	1,751.61
5950 · Staff Standby	15,424.10	12,119.20	3,304.90
Total 5900 · Wages	351,747.15	324,151.35	27,595.80
5960 · Worker's Comp Insurance	3,847.57	10,172.10	-6,324.53
Total 5800 · Labor	496,320.96	467,214.80	29,106.16
Total 5000 · Administrative	653,055.74	641,590.30	11,465.44
6000 · Operations			
6160 · Backflow Prevention	0.00	416.70	-416.70
6170 · Claims, Property Damage	393.15	4,166.70	-3,773.55
6180 · Communications			
6185 · SCADA Maintenance	4,351.89	8,333.35	-3,981.46
Total 6180 · Communications	4,351.89	8,333.35	-3,981.46
6195 · Education & Training	406.99	2,083.35	-1,676.36
6200 · Engineering			
6220 · General Engineering	1,320.00	4,166.70	-2,846.70
6230 · Water Quality Engineering	69,217.50	47,916.70	21,300.80
Total 6200 · Engineering	70,537.50	52,083.40	18,454.10
6320 · Equipment & Tools, Expensed	4,024.58	4,166.70	-142.12

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Accrual Basis

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

	Water	
	Jul - Nov 23	Budget
		\$ Over Budget
6330 · Facilities		
6335 · Alarm Services	518.28	833.35
6337 · Landscaping	8,166.62	6,250.00
Total 6330 · Facilities	8,684.90	7,083.35
6370 · Lab Supplies & Equipment	11,239.17	1,666.70
6380 · Meter Reading	0.00	208.35
6400 · Pumping		
6410 · Pumping Fuel & Electricity	35,842.36	39,583.35
6420 · Pumping Maintenance, Generators	2,756.00	12,500.00
6430 · Pumping Maintenance, General	874.29	2,083.35
6440 · Pumping Equipment, Expensed	0.00	291.70
Total 6400 · Pumping	39,472.65	54,458.40
6500 · Supply		
6510 · Maintenance, Raw Water Mains	0.00	1,041.70
6520 · Maintenance, Wells	3,103.62	10,416.70
6530 · Water Purchases	6,176.53	12,500.00
Total 6500 · Supply	9,280.15	23,958.40
6600 · Collection/Transmission		
6610 · Hydrants	0.00	4,166.70
6620 · Maintenance, Water Mains	37,191.99	70,833.35
6630 · Maintenance, Water Svc Lines	2,127.00	8,333.35
6640 · Maintenance, Tanks	36.32	2,083.35
6650 · Maint., Distribution General	3,318.17	6,250.00
6670 · Meters	73,387.19	12,500.00
Total 6600 · Collection/Transmission	116,060.67	104,166.75
6700 · Treatment		
6710 · Chemicals & Filtering	9,359.68	10,416.70
6720 · Maintenance, Treatment Equip.	5,097.74	6,250.00
6730 · Treatment Analysis	14,039.97	14,583.35
Total 6700 · Treatment	28,497.39	31,250.05
6770 · Uniforms	1,653.04	1,041.70
6800 · Vehicles		
6810 · Fuel	2,778.21	5,000.00
6820 · Truck Equipment, Expensed	765.43	833.35
6830 · Truck Repairs	927.71	2,083.35
Total 6800 · Vehicles	4,471.35	7,916.70
Total 6000 · Operations	299,073.43	303,000.60
Total Expense	952,129.17	944,590.90
Net Ordinary Income	10,040.70	52,325.85

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Accrual Basis

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

	Jul - Nov 23	Water Budget	\$ Over Budget
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	112,871.58	77,083.35	35,788.23
7120 · Connection Fees (Remodel)	35,656.62		
7130 · Conn. Fees, PFP (New Constr)	99,680.50	22,916.70	76,763.80
7157 · Fixture Fee Refunds	-26,277.00		
7160 · PFP Pass Thru	-1,540.50		
7165 · Meter Pass Thru Costs	5,370.50		
Total 7100 · Connection Fees	225,761.70	100,000.05	125,761.65
7250 · CAMP Interest Income	78,471.23	25,000.00	53,471.23
7600 · Bond Revenues, G.O.	975.67	597,690.50	-596,714.83
7650 · Water System Reliability	3,084.11	555,730.00	-552,645.89
Total 7000 · Capital Account Revenues	308,292.71	1,278,420.55	-970,127.84
Total Other Income	308,292.71	1,278,420.55	-970,127.84
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	168,559.78	1,610,416.70	-1,441,856.92
Total 8000 · Capital Improvement Program	168,559.78	1,610,416.70	-1,441,856.92
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	4,967.53	29,805.00	-24,837.47
9125 · PNC Equipment Lease Interest	2,933.35	2,990.00	-56.65
9150 · SRF Loan	28,752.45	0.00	28,752.45
9210 · Conservation Program/Rebates	150.00	0.00	150.00
Total 9000 · Capital Account Expenses	36,803.33	32,795.00	4,008.33
Total Other Expense	205,363.11	1,643,211.70	-1,437,848.59
Net Other Income	102,929.60	-364,791.15	467,720.75
Net Income	112,970.30	-312,465.30	425,435.60

Montara Water & Sanitary District

Funds Balance Sheet

As of November 30, 2023

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	3,403,341.48	0.00	3,403,341.48
LAIF Investment Fund			
Capital Reserve	4,258,688.56	0.00	4,258,688.56
Operating Reserve	524,507.00	0.00	524,507.00
Total LAIF Investment Fund	4,783,195.56	0.00	4,783,195.56
Total Sewer - Bank Accounts	8,186,537.04	0.00	8,186,537.04
Water - Bank Accounts			
CAMP Investment Fund			
Capital Reserve	0.00	3,062,072.13	3,062,072.13
Operating Reserve	0.00	441,252.33	441,252.33
Total CAMP Investment Fund	0.00	3,503,324.46	3,503,324.46
Wells Fargo Operating - Water	0.00	42,704.46	42,704.46
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	700,604.29	700,604.29
Total Restricted Cash	0.00	700,604.29	700,604.29
Total Water - Bank Accounts	0.00	4,246,633.21	4,246,633.21
Total Checking/Savings	8,186,537.04	4,246,633.21	12,433,170.25
Accounts Receivable			
Sewer - Accounts Receivable			
Lease Receivable	148,905.00	0.00	148,905.00
Accounts Receivable	-3,666.71	0.00	-3,666.71
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
Total Sewer - Accounts Receivable	135,176.50	0.00	135,176.50
Water - Accounts Receivable			
Accounts Receivable	0.00	13,967.03	13,967.03
Accounts Rec. - Backflow	0.00	25,630.11	25,630.11
Accounts Rec. - Water Residents	0.00	211,144.12	211,144.12
Unbilled Water Receivables	0.00	243,766.73	243,766.73
Total Water - Accounts Receivable	0.00	494,507.99	494,507.99
Total Accounts Receivable	135,176.50	494,507.99	629,684.49
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	8,321,713.54	4,783,797.52	13,105,511.06
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 November 30, 2023

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	113,218.00	0.00	113,218.00
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	2,800,765.08	0.00	2,800,765.08
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	252,003.00	252,003.00
Due from Sewer	0.00	1,391,848.36	1,391,848.36
Total Water - Other Assets	0.00	1,643,851.36	1,643,851.36
Total Other Assets	2,800,765.08	1,643,851.36	4,444,616.44
TOTAL ASSETS	19,234,764.16	22,547,416.63	41,782,180.79
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	139,565.76	0.00	139,565.76
Total Accounts Payable	139,565.76	0.00	139,565.76
Credit Cards			
Wells Fargo Credit Card	0.00	-8,091.74	-8,091.74
Total Credit Cards	0.00	-8,091.74	-8,091.74
Other Current Liabilities			
Water - Net Pension Liability	0.00	28,173.00	28,173.00
Sewer - Net Pension Liability	12,658.00	0.00	12,658.00
Sewer - Current Liabilities			
Accrued Vacations	10,926.30	0.00	10,926.30
Deposits Payable	43,595.67	0.00	43,595.67
PNC Equip. Loan - S/T	47,166.16	0.00	47,166.16
Total Sewer - Current Liabilities	101,688.13	0.00	101,688.13
Water - Current Liabilities			
Accrued Vacations	0.00	20,027.78	20,027.78
Construction Deposits Payable	0.00	-589.09	-589.09
Deposits Payable	0.00	-63,784.54	-63,784.54
GO Bonds - S/T	0.00	464,600.85	464,600.85
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	47,166.15	47,166.15
SRF Loan Payable X109 - Current	0.00	92,851.32	92,851.32
Temporary Construction Meter	0.00	39,943.37	39,943.37
Total Water - Current Liabilities	0.00	604,518.34	604,518.34
Payroll Liabilities			
Employee Benefits Payable	6,787.91	0.00	6,787.91
Total Payroll Liabilities	6,787.91	0.00	6,787.91
Total Other Current Liabilities	121,134.04	632,691.34	753,825.38
Total Current Liabilities	260,699.80	624,599.60	885,299.40

Montara Water & Sanitary District
Funds Balance Sheet
As of November 30, 2023

Long Term Liabilities			
Sewer - Long Term Liabilities			
Deferred Inflows (Sewer Leases)	141,496.00	0.00	141,496.00
Due to Water Fund	1,391,848.36	0.00	1,391,848.36
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	2,358,483.89	0.00	2,358,483.89
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	8,715.00	0.00	8,715.00
Water	0.00	19,399.00	19,399.00
Total Deferred Inflows (Pensions)	8,715.00	19,399.00	28,114.00
Total Long Term Liabilities	2,367,198.89	6,892,510.28	9,259,709.17
Total Liabilities	2,627,898.69	7,517,109.88	10,145,008.57
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,793,316.07	0.00	8,793,316.07
Retained Earnings	-664,097.36	0.00	-664,097.36
Total Sewer - Equity Accounts	11,537,470.91	0.00	11,537,470.91
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	664,097.36	664,097.36
Total Water - Equity Accounts	0.00	3,355,152.37	3,355,152.37
Equity Adjustment Account	6,150,133.04	11,562,184.08	17,712,317.12
Net Income	-1,080,738.48	112,970.30	-967,768.18
Total Equity	16,606,865.47	15,030,306.75	31,637,172.22
TOTAL LIABILITIES & EQUITY	19,234,764.16	22,547,416.63	41,782,180.79

Montara Water Sanitary District
Restricted and Non Restricted Cash Assets
July 2023 through June 2024

[illegible]

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

												TOTAL			
												Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense															
Income															
4220 · Cell Tower Lease												35,347.50	83,000.00	-47,652.50	42.59%
4400 · Fees															
4410 · Administrative Fee (New Constr)												1,244.00	4,000.00	-2,756.00	31.1%
4420 · Administrative Fee (Remodel)													1,000.00	-1,000.00	
4430 · Inspection Fee (New Constr)												1,178.00	4,000.00	-2,822.00	29.45%
4440 · Inspection Fee (Remodel)													1,000.00	-1,000.00	
4460 · Remodel Fees												3,498.00	8,000.00	-4,502.00	43.73%
4470 · Other Fees												160.00			
Total 4400 · Fees												6,080.00	18,000.00	-11,920.00	33.78%
4510 · Grants															
4610 · Property Tax Receipts												122,505.48	300,000.00	-177,494.52	40.84%
4710 · Sewer Service Charges												5,286.93	3,883,231.00	-3,877,944.07	0.14%
4720 · Sewer Service Refunds, Customer												-6,682.82	-10,000.00	3,317.18	66.83%
4760 · Waste Collection Revenues												10,895.75	30,000.00	-19,104.25	36.32%
4990 · Other Revenue												194.94			
Total Income												173,627.78	4,304,231.00	-4,130,603.22	4.03%
Gross Profit												173,627.78	4,304,231.00	-4,130,603.22	4.03%
Expense															
5000 · Administrative															
5190 · Bank Fees												2,622.35	6,000.00	-3,377.65	43.71%
5200 · Board of Directors															
5210 · Board Meetings												2,713.85	4,000.00	-1,286.15	67.85%
5220 · Director Fees												3,450.00	10,000.00	-6,550.00	34.5%
5230 · Election Expenses												7,500.00	15,000.00	-7,500.00	50.0%
Total 5200 · Board of Directors												13,663.85	29,000.00	-15,336.15	47.12%
5250 · Conference Attendance												1,145.03	10,000.00	-8,854.97	11.45%
5270 · Information Systems												2,552.01	6,000.00	-3,447.99	42.53%
5300 · Insurance															
5310 · Fidelity Bond													500.00	-500.00	
5320 · Property & Liability Insurance												12,109.75	10,000.00	2,109.75	121.1%
Total 5300 · Insurance												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												35,449.15	200,000.00	-164,550.85	17.73%
5440 · Litigation												26,771.89			
Total 5400 · Legal												62,221.04	200,000.00	-137,778.96	31.11%
5510 · Maintenance, Office												1,252.19	25,000.00	-23,747.81	5.01%
5530 · Memberships												4,500.00	5,000.00	-500.00	90.0%
5540 · Office Supplies												2,713.98	8,250.00	-5,536.02	32.9%

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
5550 · Postage				1,031.57	8.01								1,039.58	1,150.00	-110.42	90.4%
5560 · Printing & Publishing	487.82	373.78	55.79	1,503.62	76.85								2,497.86	2,250.00	247.86	111.02%
5600 · Professional Services																
5610 · Accounting	3,650.00	3,927.50	4,852.50	2,715.00	3,555.00								18,700.00	39,000.00	-20,300.00	47.95%
5620 · Audit			2,500.00	5,000.00	1,200.00								8,700.00	13,500.00	-4,800.00	64.44%
5630 · Consulting	1,815.81	6,142.14	1,531.25	6,018.05	3,297.44								18,804.69	52,250.00	-33,445.31	35.99%
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		213.50	242.32	427.00								1,309.82	2,500.00	-1,190.18	52.39%
5660 · Payroll Services	91.64	125.56	91.64	127.00	97.38								533.22	1,000.00	-466.78	53.32%
Total 5600 · Professional Services	7,183.95	19,408.43	9,188.89	14,102.37	8,576.82								58,460.46	118,250.00	-59,789.54	49.44%
5710 · San Mateo Co. Tax Roll Charges				119.00									119.00	2,500.00	-2,381.00	4.76%
5720 · Telephone & Internet	4,475.47	4,484.79	823.77	-1,236.40	4,305.61								12,853.24	40,000.00	-27,146.76	32.13%
5730 · Mileage Reimbursement			294.24	19.95									314.19	2,000.00	-1,685.81	15.71%
5740 · Reference Materials														200.00	-200.00	
5790 · Other Adminstrative		18.04	337.66	-4,001.39									-3,645.69			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,681.16	1,885.79	5,067.93	1,848.36	1,866.71								12,349.95	21,486.00	-9,136.05	57.48%
5820 · Employee Benefits	8,438.94		4,219.47	4,219.47	8,859.65								25,737.53	52,135.00	-26,397.47	49.37%
5830 · Disability Insurance	152.55	152.55	152.55	152.55									610.20	2,271.00	-1,660.80	26.87%
5840 · Payroll Taxes	1,912.24	2,160.35	1,803.49	1,697.32	1,296.84								8,870.24	25,393.00	-16,522.76	34.93%
5850 · PARS	1,738.30	1,837.33	1,389.08	1,147.96	1,078.94								7,191.61	22,147.00	-14,955.39	32.47%
5900 · Wages																
5910 · Management	9,567.78	9,567.78	21,271.59	26,784.88	10,034.88								77,226.91	122,617.00	-45,390.09	62.98%
5920 · Staff	15,224.71	16,901.35	15,741.43	16,465.59	16,103.67								80,436.75	205,767.00	-125,330.25	39.09%
5930 · Staff Certification	175.00	175.00	175.00	175.00	175.00								875.00	1,800.00	-925.00	48.61%
5940 · Staff Overtime	29.42	941.52	804.21	147.11	1,333.81								3,256.07	1,754.00	1,502.07	185.64%
5950 · Staff Standby		654.55		322.80									977.35			
Total 5900 · Wages	24,996.91	28,240.20	37,992.23	43,895.38	27,647.36								162,772.08	331,938.00	-169,165.92	49.04%
5960 · Worker's Comp Insurance				791.00									791.00	2,913.00	-2,122.00	27.15%
Total 5800 · Labor	38,920.10	34,276.22	50,624.75	53,752.04	40,749.50								218,322.61	458,283.00	-239,960.39	47.64%
Total 5000 · Administrative	77,191.55	62,137.16	100,584.22	75,183.48	77,645.04								392,741.45	927,383.00	-534,641.55	42.35%
6000 · Operations																
6170 · Claims, Property Damage														10,000.00	-10,000.00	
6195 · Education & Training														2,000.00	-2,000.00	
6200 · Engineering																
6220 · General Engineering	2,962.50	917.50	2,508.00	3,657.50	1,463.00								11,508.50	70,000.00	-58,491.50	16.44%
Total 6200 · Engineering	2,962.50	917.50	2,508.00	3,657.50	1,463.00								11,508.50	70,000.00	-58,491.50	16.44%
6330 · Facilities																
6335 · Alarm Services	690.60	430.08	560.82	557.10	430.08								2,668.68	6,000.00	-3,331.32	44.48%
6337 · Landscaping				3,000.00									3,000.00	6,000.00	-3,000.00	50.0%
Total 6330 · Facilities	690.60	430.08	560.82	3,557.10	430.08								5,668.68	12,000.00	-6,331.32	47.24%

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
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,549.85	3,553.27	3,590.30	3,016.65	3,076.52								16,786.59	50,000.00	-33,213.41	33.57%
6420 · Pumping Maintenance, Generators	2,260.00				4,412.93								6,672.93	15,000.00	-8,327.07	44.49%
Total 6400 · Pumping	5,809.85	3,553.27	3,590.30	3,016.65	7,489.45								23,459.52	65,000.00	-41,540.48	36.09%
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
Total 6600 · Collection/Transmission														10,000.00	-10,000.00	
6770 · Uniforms														200.00	-200.00	
6800 · Vehicles																
6810 · Fuel	203.38	229.19	205.45		288.05								926.07	2,000.00	-1,073.93	46.3%
6820 · Truck Equipment, Expensed	202.73	41.52			10.90								255.15	200.00	55.15	127.58%
6830 · Truck Repairs	31.08				278.16								309.24	1,000.00	-690.76	30.92%
Total 6800 · Vehicles	437.19	270.71	205.45		577.11								1,490.46	3,200.00	-1,709.54	46.58%
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections	24,571.83	24,571.83	24,571.83	24,571.83	24,571.83								122,859.15	294,862.00	-172,002.85	41.67%
6920 · SAM Operations	118,801.91	118,801.91	118,801.91	118,801.91	118,801.91								594,009.55	1,806,452.00	-1,212,442.45	32.88%
6930 · SAM Prior Year Adjustment				51,805.20									51,805.20			
6940 · SAM Maintenance, Collection Sys														45,000.00	-45,000.00	
6950 · SAM Maintenance, Pumping		13,861.24	2,211.68	17,363.23	681.95								34,118.10	130,000.00	-95,881.90	26.25%
6960 · SAM NDWSCP			150.00	6,020.00									6,170.00			
Total 6900 · Sewer Authority Midcoastside	143,373.74	157,234.98	145,735.42	218,562.17	144,055.69								808,962.00	2,276,314.00	-1,467,352.00	35.54%
Total 6000 · Operations	153,273.88	162,406.54	152,599.99	228,793.42	154,015.33								851,089.16	2,448,714.00	-1,597,624.84	34.76%
Total Expense	230,465.43	224,543.70	253,184.21	303,976.90	231,660.37								1,243,830.61	3,376,097.00	-2,132,266.39	36.84%
Net Ordinary Income	-217,561.77	-108,172.69	-243,854.68	-289,661.04	-210,952.65								-1,070,202.83	928,134.00	-1,998,336.83	-115.31%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	65,222.00				33,986.00								99,208.00	220,000.00	-120,792.00	45.1%
7120 · Connection Fees (Remodel)				12,231.00	26,820.00								39,051.00	55,000.00	-15,949.00	71.0%
7152 · Connection Fee Refunds														-20,000.00	20,000.00	
7153 · Add'l Fixture Units (New Const)	6,705.00	9,657.00		3,231.00	4,077.00								23,670.00	20,000.00	3,670.00	118.35%
7155 · Add'l Fixture Units (Remodel)		8,154.00	17,595.00		29,898.00								55,647.00	20,000.00	35,647.00	278.24%
7160 · PFP Pass Thru					-2,858.00								-2,858.00			
Total 7100 · Connection Fees	71,927.00	17,811.00	17,595.00	15,462.00	91,923.00								214,718.00	295,000.00	-80,282.00	72.79%
7200 · Interest Income - LAIF	36,929.21			42,747.46									79,676.67	60,000.00	19,676.67	132.79%
Total 7000 · Capital Account Revenues	108,856.21	17,811.00	17,595.00	58,209.46	91,923.00								294,394.67	355,000.00	-60,605.33	82.93%
Total Other Income	108,856.21	17,811.00	17,595.00	58,209.46	91,923.00								294,394.67	355,000.00	-60,605.33	82.93%
Other Expense																
8000 · Capital Improvement Program																
8075 · Sewer	16,731.70	83,146.82	83,240.65	114,561.06	2,715.42								300,395.65	3,999,285.00	-3,698,889.35	7.51%

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 8000 · Capital Improvement Program	16,731.70	83,146.82	83,240.65	114,561.06	2,715.42								300,395.65	3,999,285.00	-3,698,889.35	7.51%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	1,015.55		655.59	639.27	622.91								2,933.32	7,176.00	-4,242.68	40.88%
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		655.59	639.27	622.91								4,534.67	25,878.00	-21,343.33	17.52%
Total Other Expense	19,348.60	83,146.82	83,896.24	115,200.33	3,338.33								304,930.32	4,025,163.00	-3,720,232.68	7.58%
Net Other Income	89,507.61	-65,335.82	-66,301.24	-56,990.87	88,584.67								-10,535.65	-3,670,163.00	3,659,627.35	0.29%
Net Income	-128,054.16	-173,508.51	-310,155.92	-346,651.91	-122,367.98								-1,080,738.48	-2,742,029.00	1,661,290.52	39.41%

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

												TOTAL			
												Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense															
Income															
4400 · Fees															
4410 · Administrative Fee (New Constr)				1,244.00								1,244.00	4,000.00	-2,756.00	31.1%
4420 · Administrative Fee (Remodel)													600.00	-600.00	
4430 · Inspection Fee (New Constr)				1,178.00								1,178.00	4,000.00	-2,822.00	29.45%
4440 · Inspection Fee (Remodel)															
4450 · Mainline Extension Fees															
4470 · Other Fees			160.00									160.00			
Total 4400 · Fees			160.00		2,422.00							2,582.00	8,600.00	-6,018.00	30.02%
4610 · Property Tax Receipts			-0.01	102,896.55	286.43	324.00	18,998.48					122,505.45	300,000.00	-177,494.55	40.84%
4740 · Testing, Backflow			1,486.00	1,496.00	2,176.00		2,040.00					7,198.00	18,000.00	-10,802.00	39.99%
4810 · Water Sales, Domestic			142,714.49	205,441.91	156,717.66	153,940.81	170,874.59					829,689.46	2,014,000.00	-1,184,310.54	41.2%
4850 · Water Sales Refunds, Customer													-8,000.00	8,000.00	
4990 · Other Revenue			22.35		21.73	150.88						194.96			
Total Income			144,360.48	309,856.81	159,180.09	156,708.54	192,063.95					962,169.87	2,332,600.00	-1,370,430.13	41.25%
Gross Profit			144,360.48	309,856.81	159,180.09	156,708.54	192,063.95					962,169.87	2,332,600.00	-1,370,430.13	41.25%
Expense															
5000 · Administrative															
5190 · Bank Fees			1,281.04	325.63	337.05	332.67	345.93					2,622.32	5,500.00	-2,877.68	47.68%
5200 · Board of Directors															
5210 · Board Meetings				200.00	2,113.85		400.00					2,713.85	4,000.00	-1,286.15	67.85%
5220 · Director Fees				1,800.00	900.00		750.00					3,450.00	10,000.00	-6,550.00	34.5%
5230 · Election Expenses					7,500.00							7,500.00	15,000.00	-7,500.00	50.0%
Total 5200 · Board of Directors				2,000.00	10,513.85		1,150.00					13,663.85	29,000.00	-15,336.15	47.12%
5240 · CDPH Fees													18,000.00	-18,000.00	
5250 · Conference Attendance			415.00	337.50	1,048.49							1,800.99	15,000.00	-13,199.01	12.01%
5270 · Information Systems				779.87	1,355.25	254.37	162.50					2,551.99	6,500.00	-3,948.01	39.26%
5300 · Insurance															
5310 · Fidelity Bond													500.00	-500.00	
5320 · Property & Liability Insurance			13,159.75				656.00					13,815.75	10,000.00	3,815.75	138.16%
Total 5300 · Insurance			13,159.75				656.00					13,815.75	10,500.00	3,315.75	131.58%
5350 · LAFCO Assessment													3,000.00	-3,000.00	
5400 · Legal															
5430 · General Legal			8,598.00		17,211.16	5,158.00	4,462.00					35,429.16	75,000.00	-39,570.84	47.24%
5440 · Litigation			208.00		544.00	640.00	80.00					1,472.00			
Total 5400 · Legal			8,806.00		17,755.16	5,798.00	4,542.00					36,901.16	75,000.00	-38,098.84	49.2%
5510 · Maintenance, Office			179.80	95.16	1,262.23	130.00						1,667.19	25,000.00	-23,332.81	6.67%

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
5530 · Memberships					4,500.00								4,500.00	25,000.00	-20,500.00	18.0%
5540 · Office Supplies	611.03	132.89	675.00	851.34	846.64								3,116.90	6,250.00	-3,133.10	49.87%
5550 · Postage	1,589.08	2,283.68		2,431.23	8.01								6,312.00	14,750.00	-8,438.00	42.79%
5560 · Printing & Publishing	550.02	1,098.18	1,285.66	1,503.59	76.85								4,514.30	5,750.00	-1,235.70	78.51%
5600 · Professional Services																
5610 · Accounting	3,650.00	3,927.50	4,852.50	2,715.00	3,555.00								18,700.00	39,000.00	-20,300.00	47.95%
5620 · Audit			2,500.00	5,000.00	1,200.00								8,700.00	13,500.00	-4,800.00	64.44%
5630 · Consulting	1,815.82	6,142.15	1,531.25	6,018.05	3,297.42								18,804.69	67,250.00	-48,445.31	27.96%
5640 · Data Services	1,199.50												1,199.50	1,000.00	199.50	119.95%
5650 · Labor & HR Support	427.00		213.50	242.32	427.00								1,309.82	2,500.00	-1,190.18	52.39%
5660 · Payroll Services	91.66	125.58	91.66	127.01	97.40								533.31	1,000.00	-466.69	53.33%
Total 5600 · Professional Services	7,183.98	10,195.23	9,188.91	14,102.38	8,576.82								49,247.32	124,250.00	-75,002.68	39.64%
5710 · San Mateo Co. Tax Roll Charges				119.00									119.00	2,500.00	-2,381.00	4.76%
5720 · Telephone & Internet	4,834.41	5,213.00	1,531.82	-504.07	4,787.46								15,862.62	50,000.00	-34,137.38	31.73%
5730 · Mileage Reimbursement	282.85		294.24	19.95									597.04	2,000.00	-1,402.96	29.85%
5740 · Reference Materials														500.00	-500.00	
5790 · Other Adminstrative	320.84	2,791.24	337.66	-4,007.39									-557.65			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	4,078.38	4,456.34	7,647.51	4,108.95	4,330.33								24,621.51	51,461.00	-26,839.49	47.85%
5820 · Employee Benefits	22,675.89		12,565.44	12,565.44	26,371.12								74,177.89	155,291.00	-81,113.11	47.77%
5830 · Disability Insurance	329.39	329.39	329.39	345.27									1,333.44	5,572.00	-4,238.56	23.93%
5840 · Payroll Taxes	4,563.59	4,982.88	4,656.38	4,588.65	4,535.48								23,326.98	59,514.00	-36,187.02	39.2%
5850 · PARS	3,731.96	4,020.87	3,427.57	3,189.41	2,896.61								17,266.42	47,101.00	-29,834.58	36.66%
5900 · Wages																
5910 · Management	9,567.80	9,567.80	21,271.61	26,784.88	10,034.88								77,226.97	122,617.00	-45,390.03	62.98%
5920 · Staff	42,121.16	46,357.89	42,735.32	49,078.01	47,502.09								227,794.47	554,440.00	-326,645.53	41.09%
5930 · Staff Certification	775.00	925.00	925.00	925.00	825.00								4,375.00	11,400.00	-7,025.00	38.38%
5940 · Staff Overtime	4,349.89	4,430.67	7,494.35	2,315.35	8,336.35								26,926.61	60,420.00	-33,493.39	44.57%
5950 · Staff Standby	2,840.75	3,854.13	2,858.70	2,586.90	3,283.62								15,424.10	29,086.00	-13,661.90	53.03%
Total 5900 · Wages	59,654.60	65,135.49	75,284.98	81,690.14	69,981.94								351,747.15	777,963.00	-426,215.85	45.21%
5960 · Worker's Comp Insurance				3,847.57									3,847.57	24,413.00	-20,565.43	15.76%
Total 5800 · Labor	95,033.81	78,924.97	103,911.27	110,335.43	108,115.48								496,320.96	1,121,315.00	-624,994.04	44.26%
Total 5000 · Administrative	134,247.61	104,177.35	149,496.59	131,366.50	133,767.69								653,055.74	1,539,815.00	-886,759.26	42.41%
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				1,760.00	2,591.89								4,351.89	20,000.00	-15,648.11	21.76%

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
Total 6180 · Communications				1,760.00	2,591.89								4,351.89	20,000.00	-15,648.11	21.76%
6195 · Education & Training		125.00	39.99	242.00									406.99	5,000.00	-4,593.01	8.14%
6200 · Engineering																
6220 · General Engineering	825.00		495.00										1,320.00	10,000.00	-8,680.00	13.2%
6230 · Water Quality Engineering	9,085.00	5,165.00	5,885.00	21,245.00	27,837.50								69,217.50	115,000.00	-45,782.50	60.19%
Total 6200 · Engineering	9,910.00	5,165.00	6,380.00	21,245.00	27,837.50								70,537.50	125,000.00	-54,462.50	56.43%
6320 · Equipment & Tools, Expensed	582.95	1,363.48	309.93	1,279.72	488.50								4,024.58	10,000.00	-5,975.42	40.25%
6330 · Facilities																
6335 · Alarm Services	260.52		130.74	127.02									518.28	2,000.00	-1,481.72	25.91%
6337 · Landscaping	860.00		1,065.00	3,860.00	2,381.62								8,166.62	15,000.00	-6,833.38	54.44%
6330 · Facilities - Other																
Total 6330 · Facilities	1,120.52		1,195.74	3,987.02	2,381.62								8,684.90	17,000.00	-8,315.10	51.09%
6370 · Lab Supplies & Equipment		5,642.00	157.51	454.80	4,984.86								11,239.17	4,000.00	7,239.17	280.98%
6380 · Meter Reading														500.00	-500.00	
6400 · Pumping																
6410 · Pumping Fuel & Electricity	5,171.86	8,046.47	8,298.03	7,304.76	7,021.24								35,842.36	95,000.00	-59,157.64	37.73%
6420 · Pumping Maintenance, Generators	2,260.00				496.00								2,756.00	30,000.00	-27,244.00	9.19%
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	7,431.86	8,920.76	8,298.03	7,304.76	7,517.24								39,472.65	130,700.00	-91,227.35	30.2%
6500 · Supply																
6510 · Maintenance, Raw Water Mains														2,500.00	-2,500.00	
6520 · Maintenance, Wells	1,082.80	941.29			1,079.53								3,103.62	25,000.00	-21,896.38	12.41%
6530 · Water Purchases					6,176.53								6,176.53	30,000.00	-23,823.47	20.59%
Total 6500 · Supply	1,082.80	941.29			7,256.06								9,280.15	57,500.00	-48,219.85	16.14%
6600 · Collection/Transmission																
6610 · Hydrants														10,000.00	-10,000.00	
6620 · Maintenance, Water Mains		16,022.90	8,107.37	3,644.94	9,416.78								37,191.99	170,000.00	-132,808.01	21.88%
6630 · Maintenance, Water Svc Lines		2,127.00											2,127.00	20,000.00	-17,873.00	10.64%
6640 · Maintenance, Tanks			36.32										36.32	5,000.00	-4,963.68	0.73%
6650 · Maint., Distribution General		1,443.75		1,818.37	56.05								3,318.17	15,000.00	-11,681.83	22.12%
6670 · Meters		7,832.87	114.06	65,325.78	114.48								73,387.19	30,000.00	43,387.19	244.62%
Total 6600 · Collection/Transmission		27,426.52	8,257.75	70,789.09	9,587.31								116,060.67	250,000.00	-133,939.33	46.42%
6700 · Treatment																
6710 · Chemicals & Filtering		7,646.01		1,713.67									9,359.68	25,000.00	-15,640.32	37.44%
6720 · Maintenance, Treatment Equip.		206.57	3,398.80	429.54	1,062.83								5,097.74	15,000.00	-9,902.26	33.99%
6730 · Treatment Analysis	283.15	2,479.00	7,568.68	2,073.74	1,635.40								14,039.97	35,000.00	-20,960.03	40.11%
Total 6700 · Treatment	283.15	10,331.58	10,967.48	4,216.95	2,698.23								28,497.39	75,000.00	-46,502.61	38.0%

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
6770 · Uniforms	834.88	216.66	418.17	-21.87	205.20								1,653.04	2,500.00	-846.96	66.12%
6800 · Vehicles																
6810 · Fuel	610.11	687.57	616.38	1,152.20	-288.05								2,778.21	12,000.00	-9,221.79	23.15%
6820 · Truck Equipment, Expensed	608.19	124.55		43.59	-10.90								765.43	2,000.00	-1,234.57	38.27%
6830 · Truck Repairs	93.23			1,112.64	-278.16								927.71	5,000.00	-4,072.29	18.55%
Total 6800 · Vehicles	1,311.53	812.12	616.38	2,308.43	-577.11								4,471.35	19,000.00	-14,528.65	23.53%
Total 6000 · Operations	22,557.69	61,337.56	36,640.98	113,565.90	64,971.30								299,073.43	727,200.00	-428,126.57	41.13%
Total Expense	156,805.30	165,514.91	186,137.57	244,932.40	198,738.99								952,129.17	2,267,015.00	-1,314,885.83	42.0%
Net Ordinary Income	-12,444.82	144,341.90	-26,957.48	-88,223.86	-6,675.04								10,040.70	65,585.00	-55,544.30	15.31%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	52,196.00		8,121.58	26,277.00	26,277.00								112,871.58	185,000.00	-72,128.42	61.01%
7120 · Connection Fees (Remodel)		5,732.88		11,545.38	18,378.36								35,656.62			
7130 · Conn. Fees, PFP (New Constr)	37,299.00	24,413.50		25,374.00	12,594.00								99,680.50	55,000.00	44,680.50	181.24%
7157 · Fixture Fee Refunds					-26,277.00								-26,277.00			
7160 · PFP Pass Thru				990.00	-2,530.50								-1,540.50			
7165 · Meter Pass Thru Costs	2,624.50	1,375.50	260.50	1,110.00									5,370.50			
Total 7100 · Connection Fees	92,119.50	31,521.88	8,382.08	65,296.38	28,441.86								225,761.70	240,000.00	-14,238.30	94.07%
7250 · CAMP Interest Income	14,999.34	15,646.86	15,448.32	16,381.23	15,995.48								78,471.23	60,000.00	18,471.23	130.79%
7600 · Bond Revenues, G.O.			686.91	288.76									975.67	1,195,381.00	-1,194,405.33	0.08%
7650 · Water System Reliability	1,480.45	814.22		789.44									3,084.11	1,111,460.00	-1,108,375.89	0.28%
Total 7000 · Capital Account Revenues	108,599.29	47,982.96	24,517.31	82,755.81	44,437.34								308,292.71	2,606,841.00	-2,298,548.29	11.83%
Total Other Income	108,599.29	47,982.96	24,517.31	82,755.81	44,437.34								308,292.71	2,606,841.00	-2,298,548.29	11.83%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	11,518.75	48,683.25	51,416.25	35,145.94	21,795.59								168,559.78	3,865,000.00	-3,696,440.22	4.36%
Total 8000 · Capital Improvement Program	11,518.75	48,683.25	51,416.25	35,145.94	21,795.59								168,559.78	3,865,000.00	-3,696,440.22	4.36%
9000 · Capital Account Expenses																
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		655.60	639.28	622.91								2,933.35	7,176.00	-4,242.65	40.88%
9150 · SRF Loan					28,752.45								28,752.45	56,457.00	-27,704.55	50.93%
9210 · Conservation Program/Rebates		150.00											150.00		150.00	100.0%
Total 9000 · Capital Account Expenses	1,015.56	5,117.53	655.60	639.28	29,375.36								36,803.33	120,610.00	-83,806.67	30.51%
Total Other Expense	12,534.31	53,800.78	52,071.85	35,785.22	51,170.95								205,363.11	3,985,610.00	-3,780,246.89	5.15%
Net Other Income	96,064.98	-5,817.82	-27,554.54	46,970.59	-6,733.61								102,929.60	-1,378,769.00	1,481,698.60	-7.47%
Net Income	83,620.16	138,524.08	-54,512.02	-41,253.27	-13,408.65								112,970.30	-1,313,184.00	1,426,154.30	-8.6%

Montara Water & Sanitary District
Check Detail

Date	Num	Name	Paid Amount	
December 25 - 29, 2023				
Warrants Listed on the Board of Directors Consent Agenda 1/4/2024				
SPLIT				
12/05/2023	14389	Bill Softky	-300.00	PAID
12/05/2023	14391	Carlysle Young	-300.00	PAID
12/05/2023	14396	Huntington National Bank	-14,590.00	PAID
12/05/2023	14397	Kathryn Slater-Carter	-300.00	PAID
12/05/2023	14399	Peter Dekker	-300.00	PAID
12/05/2023	14400	Scott Boyd	-300.00	PAID
12/13/2023	14403	Column Software PBC	-198.00	PAID
12/13/2023	14404	Cruzio Internet	-95.00	PAID
12/13/2023	14405	PCT	-800.00	PAID
12/21/2023	14410	Pacific Gas & Electric	-5,960.94	PAID
12/18/2023	14409	San Mateo County Environmental Health	-166.83	PAID
12/13/2023	14407	Tech Solutions	-887.50	PAID
12/28/2023	14412	A-B Communications	-180.93	
12/28/2023	14416	Bay Alarm Company	-261.48	
12/28/2023	14417	Fitzgerald Law Offices	-20,740.45	
12/28/2023	14419	KBA Document Solutions	-93.66	
12/28/2023	14432	Kastama Strategic Consulting	-4,877.21	
12/28/2023	14431	Kelly Peery	-587.26	
12/28/2023	14422	ODP Business Solutions	-31.99	
12/28/2023	14424	PARS	-895.54	

Montara Water & Sanitary District Check Detail

Date	Num	Name	Paid Amount	
December 25 - 29, 2023				
WATER				
12/05/2023	14387	Andreini Brothers, Inc.	-1,900.00	PAID
12/05/2023	14388	Badger Meter, Inc.	-11,877.07	PAID
12/05/2023	14390	BSK Lab	-637.00	PAID
12/05/2023	14392	CD & Power	-8,005.00	PAID
12/05/2023	14393	Esbro Chemical	-1,139.68	PAID
12/05/2023	14394	Grainger	-66.78	PAID
12/05/2023	14395	Hassett	-565.98	PAID
12/05/2023	14398	Pacific Gas & Electric	-3,027.31	PAID
12/05/2023	14401	State Water Resources Control Board	-3,746.00	PAID
09/01/2023	14187	Balance Hydrologics, inc	-18,537.63	VOIDED/LOST
11/08/2023	14341	Underground Republic Water Works	-6,100.76	VOIDED/LOST
12/13/2023	14402	Balance Hydrologics, Inc.	-18,537.63	PAID
12/21/2023	14411	State Water Resources Control Board	-868.00	PAID
12/13/2023	14408	Underground Republic Water Works	-6,100.76	PAID
12/28/2023	14413	ACWA	-17,345.00	
12/28/2023	14414	AT&T Mobility	-481.85	
12/28/2023	14415	Badger Meter, Inc.	-31,786.80	
12/28/2023	14420	MWSD Sewer to GO BOND	-1,411.81	
12/28/2023	14423	Pacific Gas & Electric	-1,098.93	
12/28/2023	14430	USA Blue Book	-378.27	

Montara Water & Sanitary District
Check Detail

Date	Num	December 25 - 29, 2023 Name	Paid Amount	
SEWER				
12/13/2023	14406	Sewer Authority Mid-Coastside	-732,291.90	PAID
12/28/2023	14418	Hue & Cry Security Systems, Inc.	-430.08	
12/28/2023	14421	Nute Engineering	-12,033.00	
12/28/2023	14425	Sewer Authority Mid-Coastside	-24,571.83	
12/28/2023	14426	Sewer Authority Mid-Coastside	-118,801.91	
12/28/2023	14427	Sewer Authority Mid-Coastside	-30,464.99	
12/28/2023	14428	Sewer Authority Mid-Coastside	-630.00	
12/28/2023	14429	SmartCover Systems	-465.25	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 4, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for October 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 October 2023.
- Collection System Monthly Overflow Report – October 2023.

The Average Daily Flow for Montara was 0.232 MGD in October 2023. There were 0 reportable overflows in October in the Montara System. SAM indicates there were 0.21 inches of rain in October 2023 in Montara.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, October 2023

October 2023

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

12 Month Moving Total

		12 month rolling Number			
	Total	HMB	GCSD	MWSD	SAM
Roots	1	0	0	1	0
Grease	0	0	0	0	0
Mechanical	2	0	0	0	2
Wet Weather	10	4	0	2	4
Other	2	2	0	0	0
Total	15	6	0	3	6
		40%	0%	20%	40%

Reportable SSOs

		Reportable Number of S.S.O.'s			
	Total	HMB	GCSD	MWSD	SAM
October 2023	0	0	0	0	0
12 Month Moving Total	15	6	0	3	6

SSOs / Year / 100 Miles

		Number of S.S.O.'s /Year/100 Miles			
	Total	HMB	GCSD	MWSD	SAM
October 2023	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	14.4	16.2	0.0	11.1	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	5.4	0.0	7.4	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

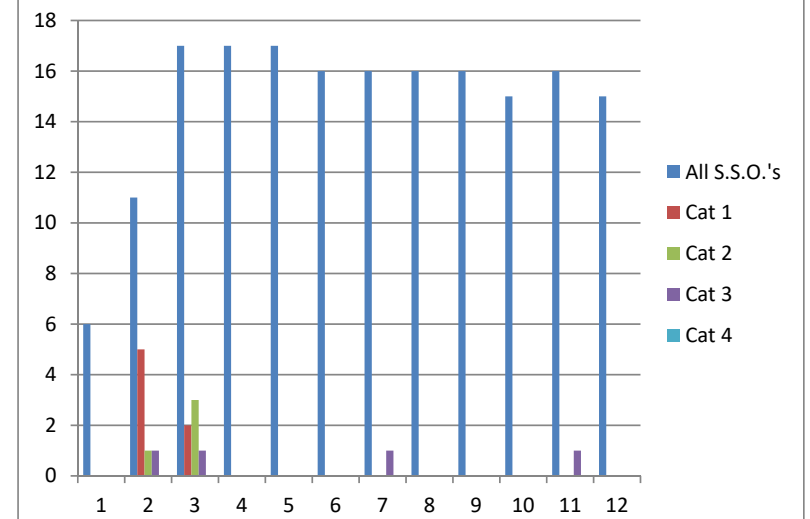
Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Nov - 22	17,708	10,924	9,483	38,115	7.2
Dec - 22	2,384	9,393	5,101	16,878	3.2
Jan - 23	6,748	10,481	8,748	25,977	4.9
Feb - 23	14,417	9,983	6,822	31,222	5.9
Mar - 23	12,243	9,395	10,140	31,778	6.0
Apr - 23	10,883	12,375	8,290	31,548	6.0
May - 23	12,239	11,619	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
Sep - 23	13,355	14,640	5,960	33,955	6.4
Oct - 23	16,290	9,765	10,161	36,216	6.9

Annual ft	149,414	127,802	90,131	367,347	
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Annual Mi.	28.3	24.2	17.1		69.6
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Attachment C

12 Month Moving SSO Totals Through October 2023



Attachment A

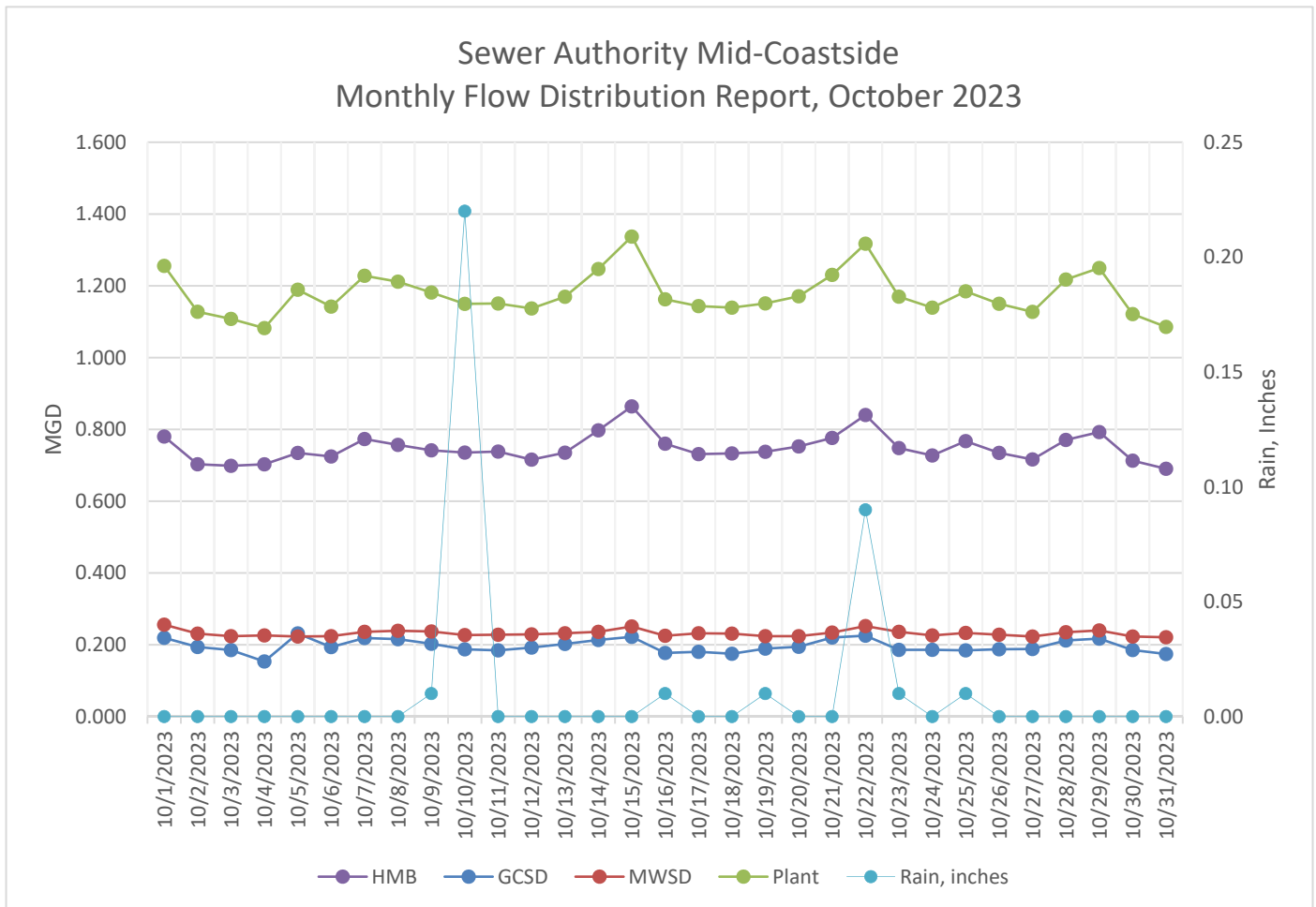
Flow Distribution Report Summary for October 2023

The daily flow report figures for the month of October 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	0.748	63.58%
Granada Community Services District	0.197	16.72%
Montara Water and Sanitary District	<u>0.232</u>	<u>19.70%</u>
Total	1.177	100.0%



Sewer Authority Mid-Coastside

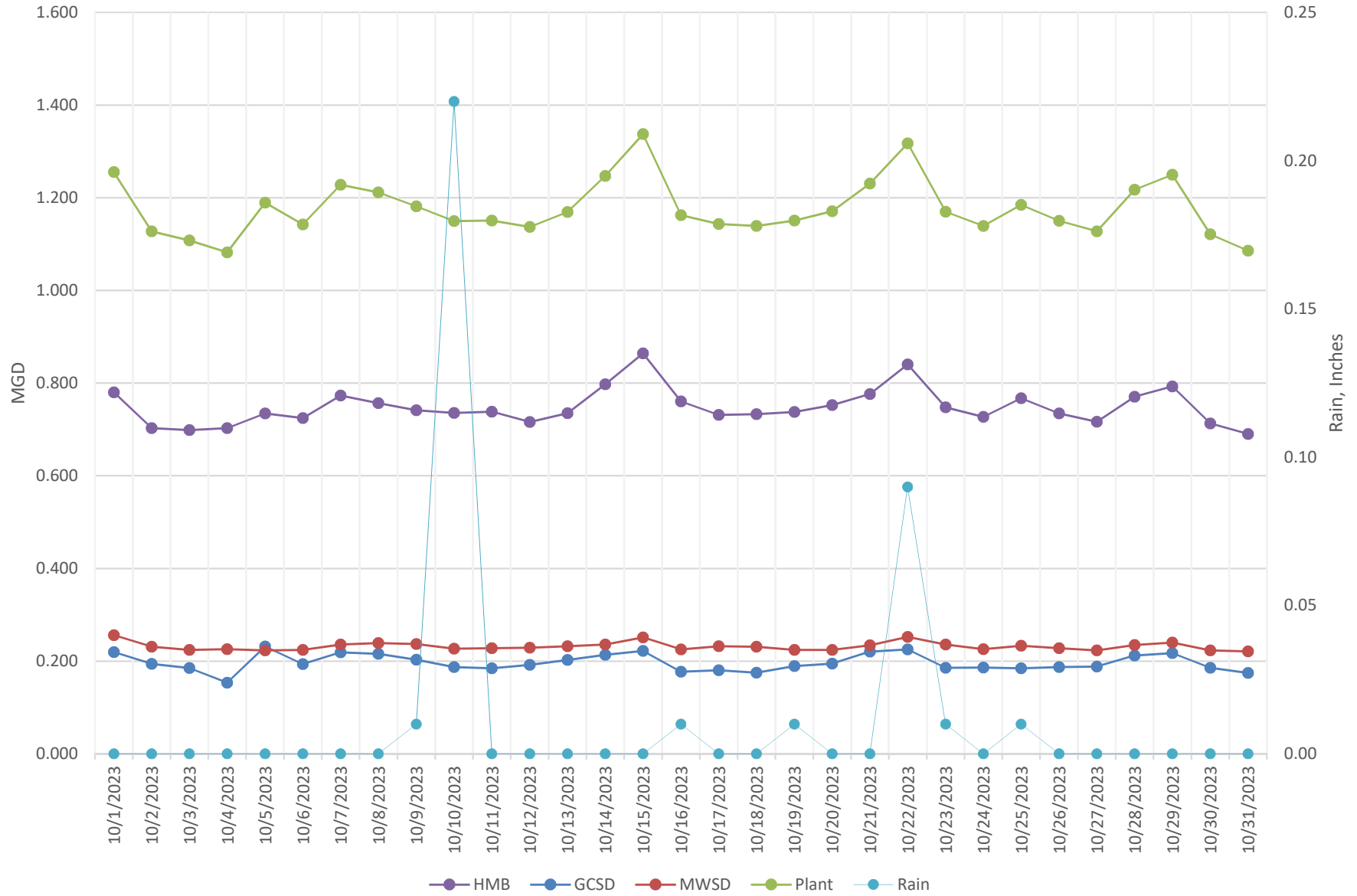
Monthly Flow Distribution Report for October 2023

<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>
10/1/2023	0.780	0.219	0.256	1.256	0.00	0.00	0.00
10/2/2023	0.703	0.194	0.231	1.128	0.00	0.00	0.00
10/3/2023	0.699	0.185	0.224	1.108	0.00	0.00	0.00
10/4/2023	0.703	0.154	0.226	1.082	0.00	0.00	0.00
10/5/2023	0.735	0.232	0.223	1.189	0.00	0.00	0.00
10/6/2023	0.725	0.194	0.224	1.142	0.00	0.00	0.00
10/7/2023	0.773	0.219	0.236	1.228	0.00	0.00	0.00
10/8/2023	0.757	0.216	0.239	1.212	0.00	0.00	0.00
10/9/2023	0.742	0.203	0.237	1.181	0.01	0.01	0.01
10/10/2023	0.735	0.187	0.227	1.150	0.22	0.13	0.09
10/11/2023	0.738	0.184	0.228	1.151	0.00	0.00	0.00
10/12/2023	0.716	0.192	0.229	1.137	0.00	0.00	0.00
10/13/2023	0.735	0.202	0.232	1.169	0.00	0.00	0.00
10/14/2023	0.797	0.213	0.236	1.247	0.00	0.00	0.00
10/15/2023	0.864	0.222	0.251	1.337	0.00	0.00	0.00
10/16/2023	0.760	0.177	0.225	1.162	0.01	0.00	0.00
10/17/2023	0.731	0.180	0.232	1.144	0.00	0.00	0.00
10/18/2023	0.733	0.175	0.231	1.139	0.00	0.00	0.00
10/19/2023	0.738	0.189	0.224	1.151	0.01	0.00	0.00
10/20/2023	0.752	0.194	0.224	1.171	0.00	0.00	0.00
10/21/2023	0.776	0.220	0.234	1.230	0.00	0.00	0.00
10/22/2023	0.840	0.225	0.252	1.317	0.09	0.14	0.10
10/23/2023	0.748	0.186	0.236	1.170	0.01	0.01	0.01
10/24/2023	0.727	0.186	0.226	1.139	0.00	0.00	0.00
10/25/2023	0.767	0.184	0.233	1.185	0.01	0.00	0.00
10/26/2023	0.735	0.187	0.228	1.150	0.00	0.00	0.00
10/27/2023	0.716	0.188	0.223	1.127	0.00	0.00	0.00
10/28/2023	0.771	0.212	0.235	1.218	0.00	0.00	0.00
10/29/2023	0.792	0.217	0.240	1.250	0.00	0.00	0.00
10/30/2023	0.713	0.185	0.223	1.121	0.00	0.00	0.00
10/31/2023	0.690	0.174	0.221	1.086	0.00	0.00	0.00
Totals	23.192	6.098	7.186	36.477	0.36	0.29	0.21

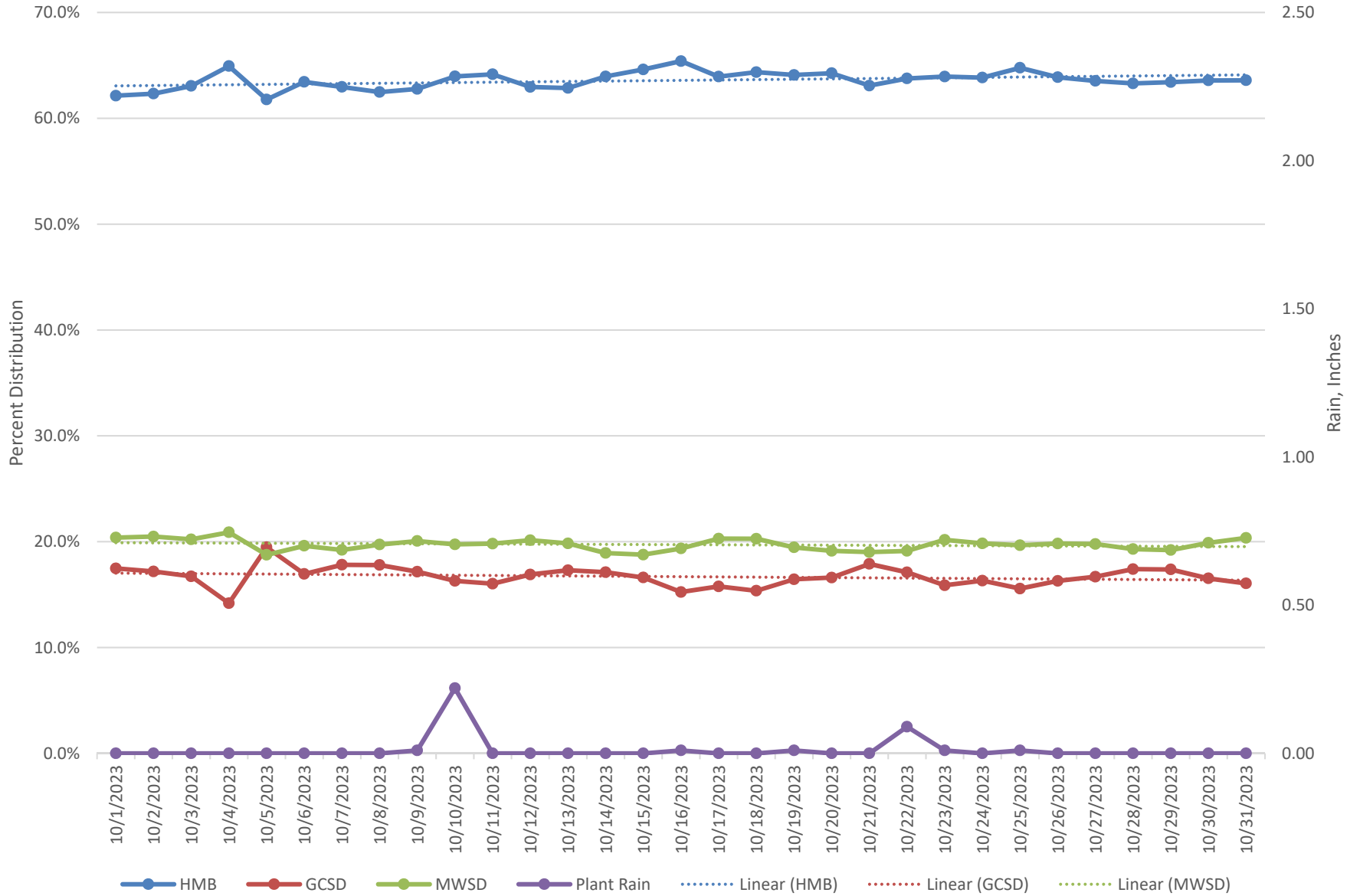
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.690	0.154	0.221	1.082
Average	0.748	0.197	0.232	1.177
Maximum	0.864	0.232	0.256	1.337
Distribution	63.58%	16.72%	19.70%	100.0%

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

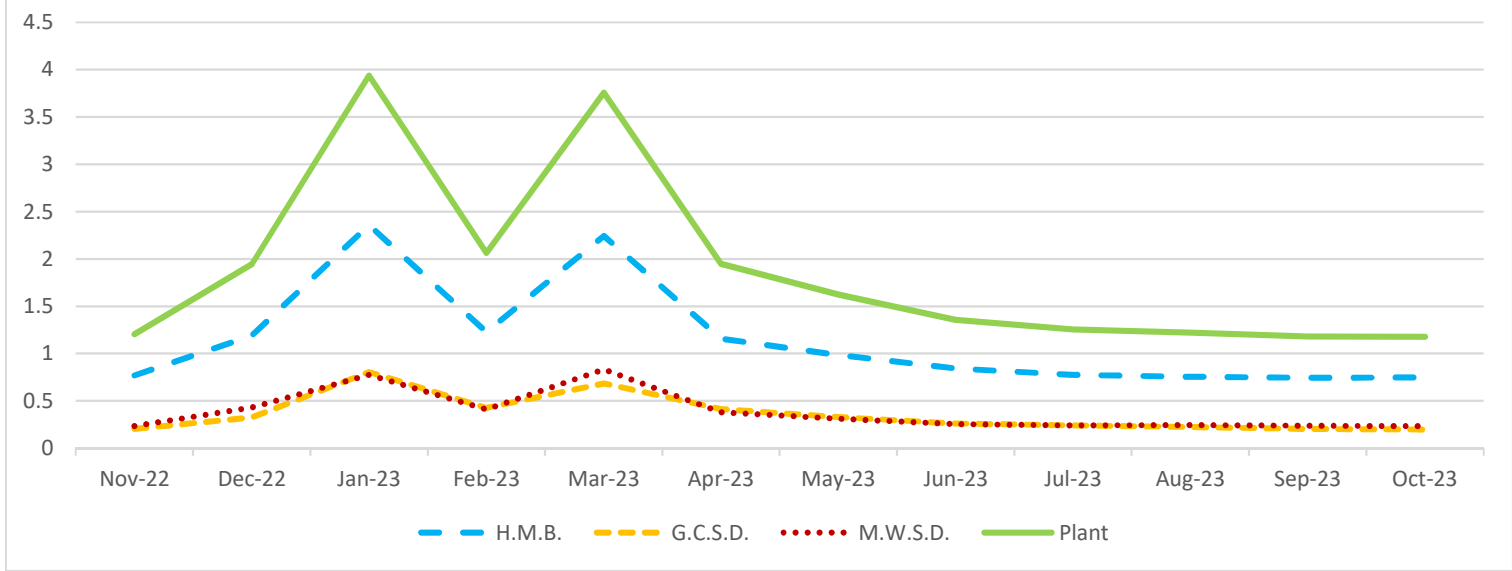


Percent Distribution October 2023

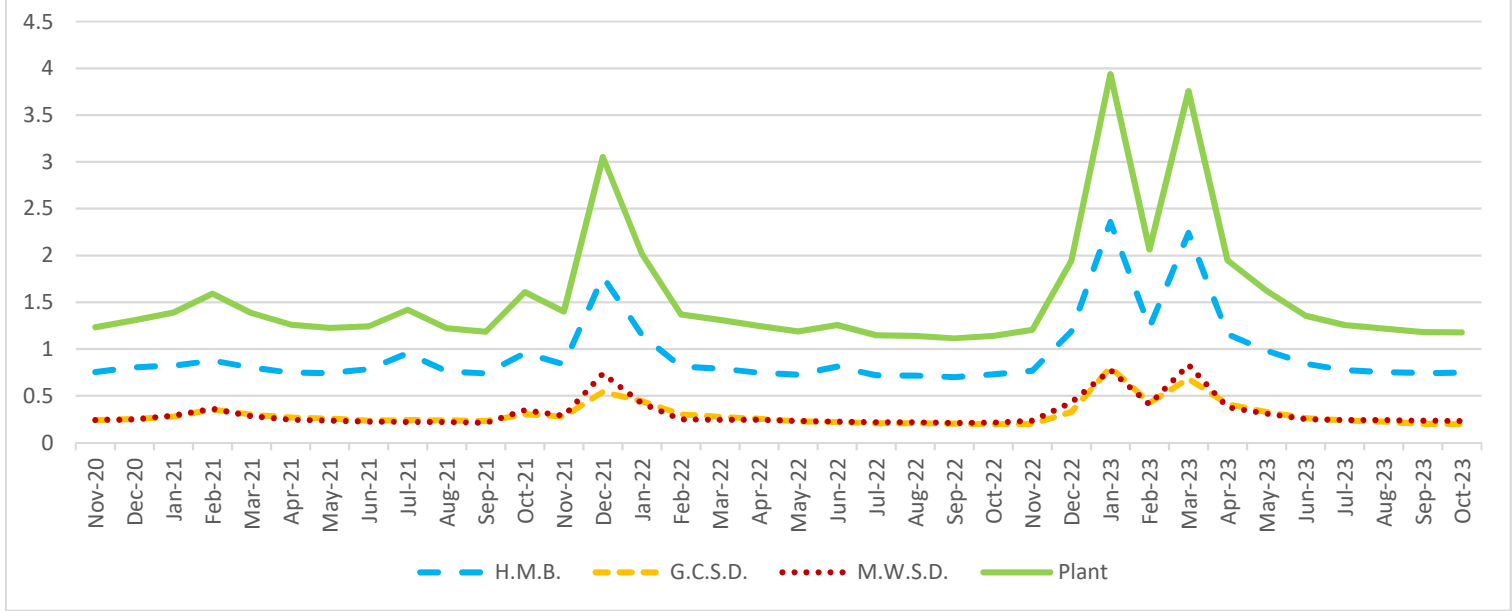


Most recent flow calibration March 2021 PS, March 2023 Plant inf

One Year Flow Chart
November 2022 - October 2023

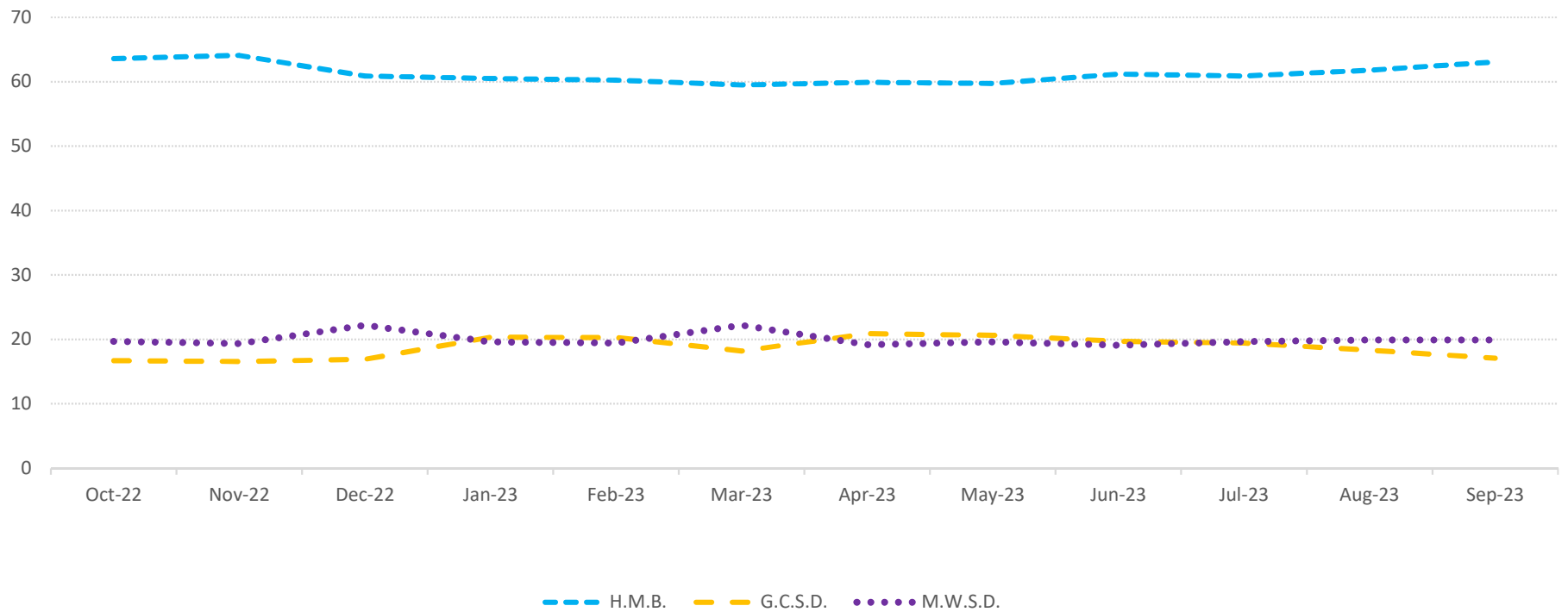


Three year flow chart
November 2020 - October 2023



Flow based percent distribution based for past year

1 year Distribution by %
November 2022 - October 2023





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 4, **2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for November 2023 was 3.843%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 12/27/23 was 5.56%.
- 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: **January 4, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Connection Permit Applications Received

As of January 4, 2024 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of January 4, 2024 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 January 4, 2024 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
06-15-23	Kelly & Wayne Robinson	717 Etheldore, Moss Beach	MFD	DOM
03-29-22	Jennifer & Jamie Guevara	1015 Birch, Montara	MFD	2 nd DOM

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of January 4th, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Water Production Report

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

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

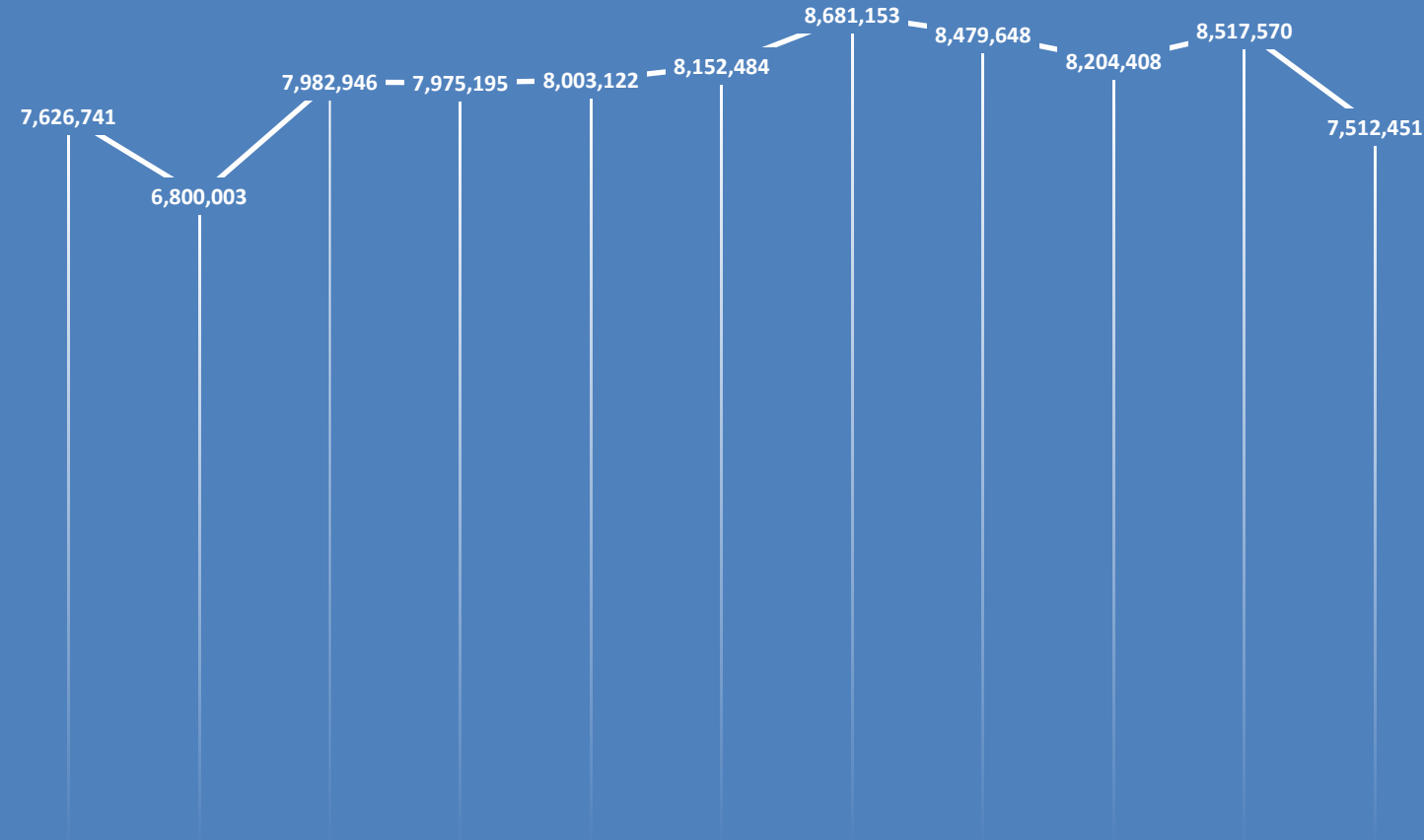
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 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	8,204,408	8,517,570	7,512,451	

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of January 4th, 2024

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.

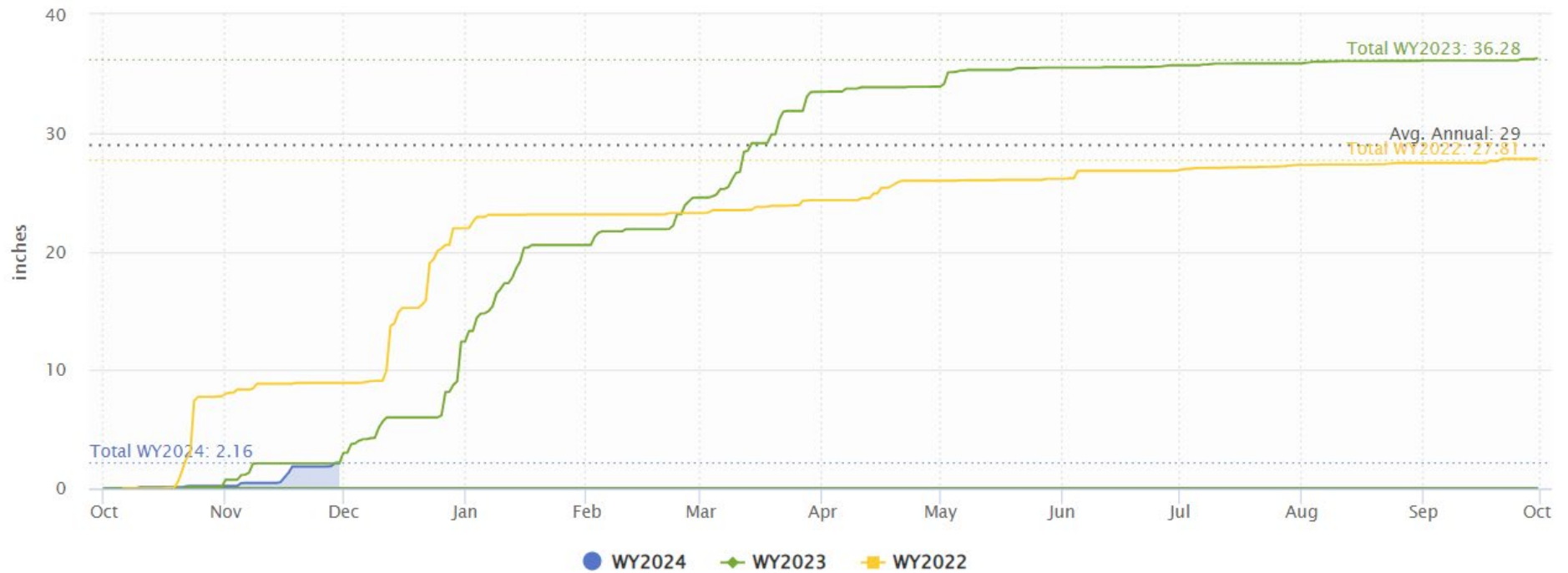
RECOMMENDATION:

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

Attachments: 2

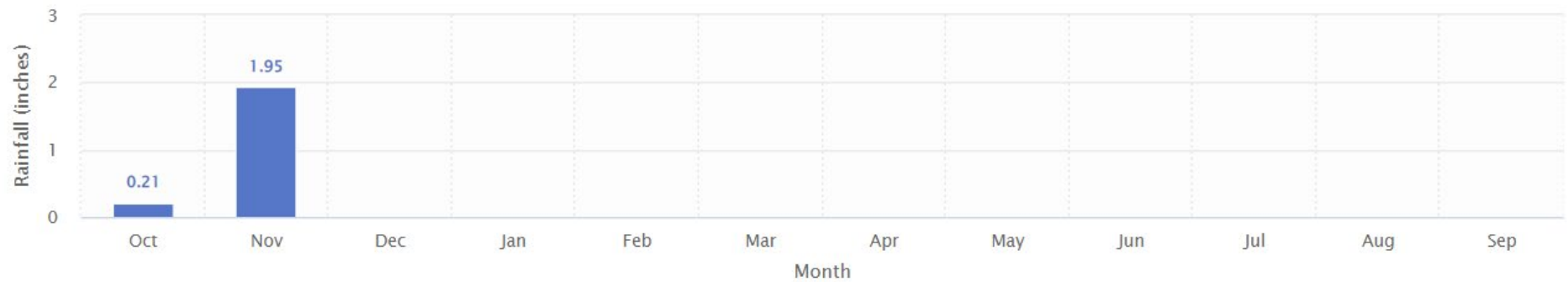
Annual Cumulative Rainfall

Cumulative Rainfall by Water Year



Monthly Cumulative Rainfall

Monthly Rainfall for Current Water Year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 4th, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Monthly Solar Energy Report

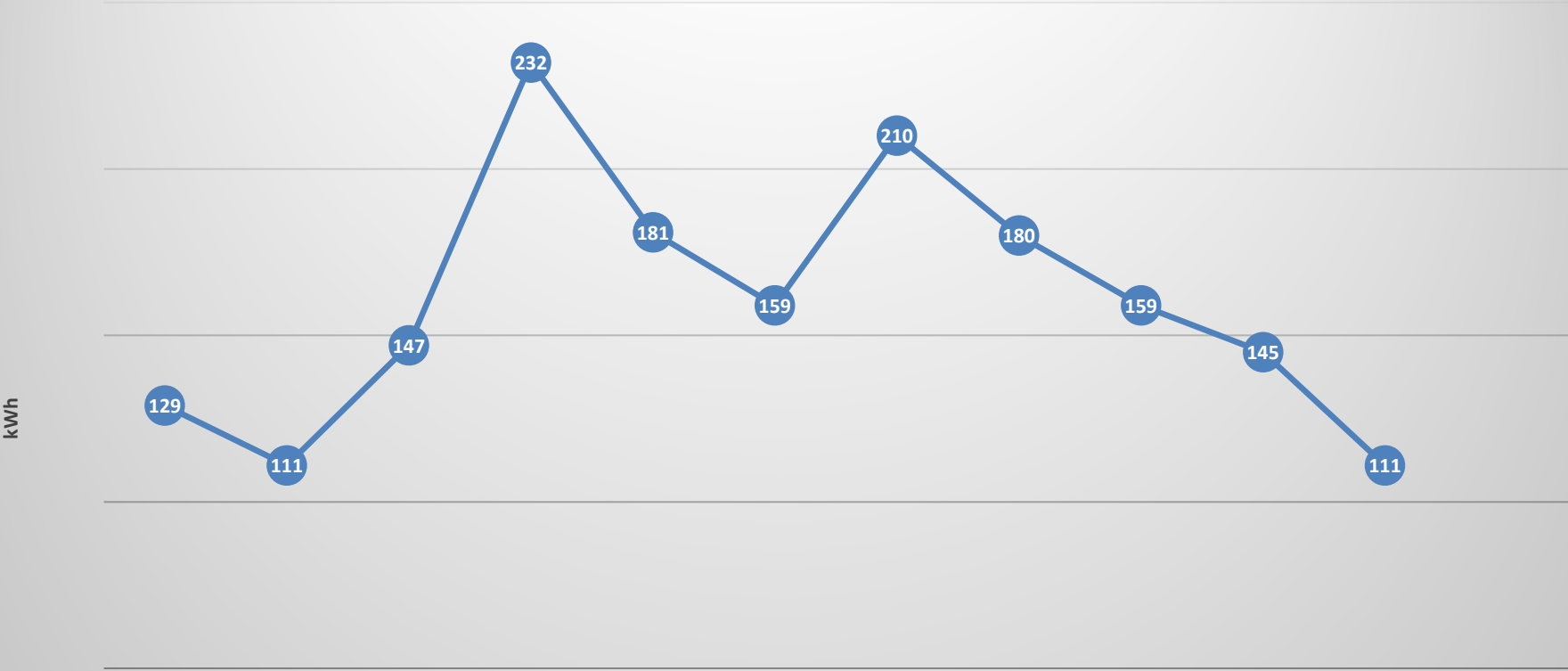
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 51,005 kWh and saved 86,708 lbs of CO₂.

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	159	145	111	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of **January 4, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

The District has received the monthly PARS report for October 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
10/1/2023 to 10/31/2023**

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 10/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 10/31/2023
Contributions	\$1,363,392.70	\$9,188.71	(\$37,346.38)	\$630.69	\$1,174.04	\$0.00	\$1,333,430.30
TOTAL	\$1,363,392.70	\$9,188.71	(\$37,346.38)	\$630.69	\$1,174.04	\$0.00	\$1,333,430.30

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	-2.73%	-8.49%	4.41%	4.35%	5.74%	-	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.

October 2023

PARS Statement Detail

PARS beginning Balance as of October 1, 2023 \$ 1,363,392.70

Contributions:

September 15, 2023 Calculation

Wages paid	39,339.07				
Employer - 7.30%		\$	2,871.75		
Employee - 7.75%		\$	2,307.27		
Contribution subtotal				\$	5,179.03

Fund Impact - PARS Wages		
Sewer	Water	Total
12,245.42	27,093.66	39,339.07
893.92	1,977.84	2,871.75

September 30, 2023 Calculation

Wages paid	26,642.40				
Employer - 7.30%		\$	1,944.90		
Employee - 7.75%		\$	2,064.79		
Contribution Subtotal				\$	4,009.68

Fund Impact - PARS Wages		
Sewer	Water	Total
6,783.20	19,859.20	26,642.40
495.17	1,449.72	1,944.90


Total Contributions thru September		\$	9,188.71		
Rounding		\$	0.01		
Earnings/(Losses)		\$	(37,346.38)		
Expenses		\$	(630.69)		
Distributions		\$	(1,174.04)		
PARS Ending Balance as of October 31, 2023				\$	<u><u>1,333,430.30</u></u>



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 4, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Appointment of Board Officers and Committee
Assignments for 2024**

The attached chart indicates the current positions and committee assignments for each Board member. There is a space to select the person or persons for each such position for this calendar year. The assignments are effective January 2024.

RECOMMENDATION:

Appoint District Officers and Committee assignments for 2024.

Attachment

MONTARA WATER AND SANITARY DISTRICT

BOARD OFFICERS, AGENCY REPRESENTATIVES AND COMMITTEE ASSIGNMENTS

BOARD OF DIRECTORS

POSITION	APPOINTMENTS 2023	APPOINTMENTS 2024
President	Scott Boyd	
President Pro Tem	Kathryn Slater-Carter	
Secretary	Kathryn Slater-Carter	
Secretary Pro Tem	Alternates: Peter Dekker Bill Softky	
Treasurer	Peter Dekker	

AGENCY REPRESENTATIVES

AGENCY	APPOINTMENTS 2023	APPOINTMENTS 2024
SAM Representatives	Kathryn Slater-Carter Peter Dekker Alternates: Scott Boyd Bill Softky	
CSDA Member	Kathryn Slater-Carter Scott Boyd (Alternate) Peter Dekker (Alternate) Bill Softky (Alternate)	
ACWA Member*	Bill Softky	

MONTARA WATER AND SANITARY DISTRICT

STANDING COMMITTEES

COMMITTEE	APPOINTMENTS 2023	APPOINTMENTS 2024
Budget & Finance	Peter Dekker Kathryn Slater-Carter	
Personnel	Kathryn Slater-Carter Scott Boyd	

AD HOC COMMITTEES

COMMITTEE	APPOINTMENTS 2023	APPOINTMENTS 2024
Recycling/Solid Waste	Kathryn Slater-Carter Bill Softky	
Outreach/Newsletter	Kathryn Slater-Carter Peter Dekker	
Legislative	Kathryn Slater-Carter	
Strategic Plan Progress	Kathryn Slater-Carter Peter Dekker	
Connect-the-Coast	Kathryn Slater-Carter Peter Dekker	
Recology/Pillar Ridge	Kathryn Slater-Carter Scott Boyd	
Anniversary Party Committee	Cid Young Bill Softky	

Note: Terms for all positions begin January 1, 2024 and end December 31, 2024 unless otherwise indicated by the Board of Directors.

* ACWA also includes ACWA/JPIA



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 4, 2024** *CH*

FROM: Clemens Heldmaier, General Manager

SUBJECT: General Manager's Report

Operations Report DECEMBER

811 Dig Alerts

- 12/4/23 – 431 Farallone Ave. Foundation work, new construction. Mains previously marked with blue paint.
 - 2190 Vallemar. New service line install. Mains previously marked with blue paint.
 - 500 Lancaster. Landscaping and drainage work. Marked main with blue paint.
 - 180 San Lucas. Utilities, gas service line work. Marked main and service line with blue paint.
- 12/8/23 – 1015 Birch. New sewer lines for ADU. Marked main with blue paint.
 - 898 San Ramon. New water service line. Main previously marked with blue flags.
- 12/11/23 – 40 Afar Way. Residential property work, new shed/garage. No MWSD Water in USA zone.
 - 1047 Birch. Irrigation and drainage work. Main previously marked with blue paint.
 - 1011 Etheldore. Gas line work. Marked main, service line and hydrant line with blue paint.
- 12/12/23 – 1011 Etheldore. Fence/ Gate work. No MWSD water in USA zone.
- 12/19/23 – 898 San Ramon, Electrical pole work. Marked Mains, service lines and blowoff valve with flags and blue paint.

Work Orders

- 12/1/23 – 830 Buena Vista. MOVI. Owner took over service. Start read taken, water turned on.
- 12/4/23 – 676 Sierra. Customer fixed leak and requested a profile to verify repair. The operator took a profile, the meter showed no active flow at the time of inspection. Report was emailed to customer.
 - 1339 Ivy. Customer Received leak notice and requested an inspection. The operator noticed the blue dial slowly spinning at the



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 4, 2024**

FROM: Clemens Heldmaier, General Manager

time of the inspection and took a profile. Report was emailed to customer.

- 8485 Cabrillo Highway. MOVO / MOVI. Final read and start read were taken. Water was left on.
- 1296 Birch – Customer received leak notice and repaired what they had suspected to be the leak. Operator went to property and took a profile. Report was emailed to the customer.
- 12/6/23 – 1170 Acacia. Leak report showed a spike in usage. Operator found slow usage at the time of inspection. Operator was able to speak to the customer about the running water as well as potential issues.
 - 315 3rd St. Leak report showed a spike in usage. Operator found slow usage at the time of inspection. Operator was unable to speak to the customer and left a door tag.
 -

After Hours Call Outs

- 12/1/23 – Operator shutdown Alta Vista Treatment Plant due to weather.
- 12/3/23 – 2166 Vallemar service line leak on customers side – helped guide plumbers & shut off meter stop.
- 12/9/23 – Operator was called out at 7:45 am to the church at 475 California Ave to support CalFire in completing a fire flow test.

Repairs and Leaks

- Operator on call responded to a reported leak at 110 San Lucas at 7:10 am. Upon arrival, the operator was able to identify leak as being on customer side of meter. The operator notified customer and shut water off at meter stop.

Miscellaneous

- 4Q Samples
- Operation Dead Endpoint Absent Reads.
 - O.D.E.A.R.
 - 384 missed reads.
 - 12 High Usages
 - 9 reads
 - 10 MIA meters located.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 4, 2024**

FROM: Clemens Heldmaier, General Manager

Maintenance

Site Cleanup at AVTP, AV Well. Sample Stream tub cleaning, fresh screens on out-to-waste pipes.

Fush diversion line and clean diversion

RECOMMENDATION:

This is for Board information only.

Attachment