



# MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

P.O. Box 370131  
8888 Cabrillo Highway  
Montara, CA 94037-0131

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## NOTICE OF SPECIAL MEETING

**(Special Meeting begins at 6:30 p.m.; see Agenda for Special Meeting below)**

# AGENDA

Regular Meeting

## District Board of Directors

8888 Cabrillo Highway  
Montara, California 94037

**May 2, 2013 at 7:30 p.m.**  
(Regular 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 Meeting of April 4 and April 18, 2013.
2. Approve Financial Statements for March 2013.
3. Approve Warrants for May 1, 2013.
4. SAM Flow Report for March 2013.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for March 2013.
8. Rain Report.
9. Solar Energy Report.

### OLD BUSINESS

1. Review and Possible Action Concerning Sewer Authority Mid-Coastside Budget.
2. Review and Possible Action Concerning Revisions to Accounting System and Monthly Financial Statements.

## **NEW BUSINESS**

1. Review and Possible Action Concerning Water Rate Study.
2. Review and Possible Action Concerning Alta Vista Water Treatment Plant and Well Electrical Analysis.
3. Review and Possible Action Concerning Addition of Madrone Ave Sewer Replacement to 2013 Sewer Improvement Project.
4. Review and Possible Action Concerning Declaration of Certain District Assets as Surplus Property and Authorize Disposal.
5. Review and Possible Action Concerning Cancellation of the Next Regular Scheduled Meeting May 16, 2013.

## **REPORTS**

1. Sewer Authority Mid-Coastside Meetings (Harvey)
2. MidCoast Community Council Meeting (Slater-Carter)
3. ACWA Board of Directors Report (Ptacek)
4. CSDA Report (Slater-Carter)
5. Integrated Regional Water Management Plan (Ptacek)
6. Attorney's Report (Schricker)
7. Directors' Reports
8. General Manager's Report (Heldmaier)

## **FUTURE AGENDAS**

## **ADJOURN**

## **AGENDA – SPECIAL MEETING**

**(6:30 p.m.)**

### **CALL TO ORDER**

### **ROLL CALL**

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

### **CONVENE IN CLOSED SESSION**

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

(Gov't. C. §54956.9(a))

Names of cases:

- (i) Montara Water and Sanitary District v. County of San Mateo, Santa Clara Cnty. Super. Ct. No. 1-07-CV-088793 (inactive); U.S. Dist. Ct., N.D., San Jose Div. No. CV 08 2814 JF (closed); USCA, 9<sup>th</sup> Cir. No. 09-15822

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

Significant exposure to litigation (Gov't. C. §54956.9(b))  
Number of cases: 1

**PUBLIC EMPLOYEE EVALUATION** (Gov't. Code §54957)

**RECONVENE IN OPEN SESSION AND ADJOURN TO  
CONVENE FOR REGULAR MEETING**

**PARTICIPATION BY TELECONFERENCE**

The following Director will participate by teleconference in all or a portion of the meeting of the Board from the following locations:

Director Bob Ptacek – 909 SW River Oaks, Grants Pass OR 97526.

The District has a curfew of 11:00 p.m. for all meetings. The meeting may be extended for one hour by vote of the Board.

NOTE: In accordance with the Government Code, members of the public may address the Board on specific agenda items when that matter is discussed by the Board. Any other items of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or an accommodation in order to participate in the public meeting should be made at (650) 728-3545. 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](http://www.mwsd.montara.org)) subject to staff's ability to post the documents before the meeting.



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

**BOARD OF DIRECTORS SPECIAL MEETING**  
**April 4, 2013**

**MINUTES**

**REGULAR SESSION BEGAN AT 7:48 PM.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Harvey, Slater-Carter, Thollaug and Ptacek

Directors Absent: Boyd

Staff Present: General Manager Clemens Heldmaier,  
District Clerk, Judy Gromm

Others Present: District Counsel Dave Schricker

**PRESIDENT'S STATEMENT** – Director Slater-Carter thanked the residence of Montara and Moss Beach and the core group of people who worked under selfless passion for the part they had in the accomplishment of the opening of the tunnel.

**ORAL COMMENTS** - None

**PUBLIC HEARING** - None

**CONSENT AGENDA –**

1. Approve Minutes for Meeting of March 7, 2013.
2. Approve Warrants for April 1, 2013
3. SAM Flow Report for February 2013.
4. Monthly Review of Current Investment Portfolio.
5. Connection Permit Applications Received.
6. Monthly Water Production Report for February 2013.
7. Rain Report.
8. Solar Energy Report.

Director Ptacek asked to pull Item 1.

Director Thollaug moved to approve the Consent Agenda items 2 through 9.

Director Harvey seconded the motion.  
All Directors were in favor and the motion carried 4 – 0.

Director Thollaug moved to approve the Minutes for Meeting of March 7, 2013.  
Director Harvey seconded the motion.

Director Harvey, Slater-Carter and Thollaug were in favor.  
The motion passed 3 – 0 with one abstention.

## **OLD BUSINESS –**

### **1. Review and Possible Action Concerning Refinancing of PNCEF Lease.**

General Manager Heldmaier reported Staff asked Bartle Wells to provide an analysis to refinance a lease agreement over \$1,786,674 that was obtained in 2006 for a major project with Chevron Energy Solutions. The project focused on energy and operational efficiencies which consisted of improvements at the Alta Vista well site, SCADA system, emergency and maintenance supplies, installation of variable speed drives at well sites, and replacement of all District water meters. The financing was originally provided by Citibank with a 4.56% interest for a 20 year term and is now held by PNCEF.

PNCEF is proposing an amendment to the existing agreement with a lower interest rate of 2.95% and reduced interest payments. No change to the principal amortization schedule is proposed. This will result in higher savings in the early years, and declining savings in later years. Total gross savings are \$198,219 and only a marginal amendment processing fee of around \$500 applies.

Director Thollaug moved to adopt the next resolution in line, a resolution of the Montara Water and Sanitary District Approving Amendment to Energy Conservation Facility Lease/Purchase Financing Contract and Lease Payment Schedule Thereunder; Authorizing and Directing Execution Thereof; and Authorizing and Directing District General Manager to Execute all Documents Necessary or Convenient for the Administration and Implementation of Said Amendment. Director Harvey seconded the motion.

All Directors were in favor and the motion passed unanimously 4 – 0.

### **2. Review and Possible Action Concerning Revisions to Accounting System and Monthly Financial Statements.**

General Manager Heldmaier reported in late January 2013, the District engaged with Maze & Associates for accounting services. Under Peter Medina's supervision the Maze team started working with management on

a revision of the accounting system to streamline and to correct known errors. The declared goal was to present an updated chart of account, Profit and Loss Statement and Balance Sheet to the Board at this meeting. In late February Peter Medina had to resign from his new responsibilities due to health reasons. Principal Tim Krisch has temporarily taken over Peter's duties until a replacement can be designated.

The above report was submitted to the Board at the March 7<sup>th</sup> meeting. Currently no financial reports have been finalized for review by the finance committee.

Tim Krisch reported on achievements made to the Water and Sewer funds as of March 31, 2013 thus far. Mr. Krisch further reported they were done on the Water side but still had a few clean up items on the Sewer side to do.

General Manager Heldmaier reported as soon as the documents on both sides were ready, he would send to the finance committee for review.

Director Slater-Carter requested to document any changes for possible future use.

Director Ptacek requested to document the reasons for these changes as well.

Mr. Krisch suggested in the near future, a workshop be set up for the Board of Directors, General Manager and Maze and Associates to review the new documents together and to have an understanding of the documents they will be able to generate for future use.

## **NEW BUSINESS -**

### **1. Review and Possible Action Concerning Possible Reorganization of the Granada Sanitary District into a Community Services District.**

General Manager Heldmaier reported the neighboring Granada Sanitary District (GSD) has published a Notice that indicates its interest to reorganize into a Community Services District to provide public recreation facilities and services to the community. A resolution of application for the reorganization will be considered at GSD's next regular scheduled meeting on April 18, 2013.

Leonard Woren, Board President of the Granada Sanitary District hopes the Montara Water and Sanitary District will support the reorganization and has made himself available for any questions this evening.

Sabrina Brennan, a resident of Moss Beach hopes her Water and Sanitary District will be supportive of this reorganization and she additionally would

be interested in seeing this District take on the responsibility of Parks and Recreation where the Midcoast has no representation.

Director Slater-Carter suggested the public review a notice published in the Half Moon Bay Review 2 weeks ago on how the reorganization will be considered at the Granada Sanitary District meeting to be held on April 18<sup>th</sup> at 7:30 p.m. Director Slater-Carter recommended the public to review the LAFCO agendas on line and be aware when this topic is being discussed.

Mr. Woren reported he will be creating a new web site regarding the reorganization at granada.ca.gov.

Director Slater-Carter requested more documentation from Granada Sanitary District regarding the reorganization.

## **2. Review and Possible Action Concerning Possible Cancellation of the Next Regular Scheduled Meeting April 18, 2013.**

General Manager Heldmaier reported staff anticipates the need for a second meeting in April.

## **REPORTS**

### **1. Sewer Authority Mid-Coastside Meetings (Harvey)**

Director Harvey reported:

- A bid for concrete repair was prepared and sent out.
- The Board discussed a 5 year budget.
- A bid for electrical repairs was prepared and sent out and a response came back with an estimate of \$23,000.
- The Administrative Services Review for SAM was voted on and is estimated to cost the member agencies \$10,000 to \$30,000.
- SAM is addressing a Tsunami Plan

### **2. Midcoast Community Council Meeting (Slater-Carter) –**

Bill Kehoe reported:

- A Disaster Preparedness meeting will be held tomorrow evening.
- The next April meeting will be more on the Coastal Trail.
- Sometime in May the Princeton Plan RFP will go before the Board for approval from the San Mateo County Board of Supervisors.
- The fence issue on 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Streets in Montara were discussed at the last meeting.

### **3. ACWA Board of Directors Report (Ptacek) - None**

### **4. CSDA Report (Slater-Carter) –**

Director Slater-Carter reported:

- There is 518 million dollars of excess ERAF funds that are going to be returned to special districts.
- On May 8<sup>th</sup> the State government and finance committee will be hearing a bill for a local revenue threshold. SCA11 and ACA 8, state constitutional amendments that empower local communities

to fund core local services and infrastructure through a 55 percent voter threshold. Director Slater-Carter requests a letter of support for each to be available for signing at the next meeting.

5. **Integrated Regional Water Management Plan (Ptacek)** –
  - Director Ptacek would like to send out another invitation to meet.
6. **Attorney's Report (Schricker)** – None
7. **Directors' Reports** –
  - Director Thollaug reported on April 20<sup>th</sup> there would be a work party gathering to do clearing and planting from 8:45 to 12:00 then a festival in the afternoon. This will be a wonderful experience for 50 volunteers. For more information on this event go to [pacificabeachcoalition.org](http://pacificabeachcoalition.org)
8. **General Manager's Report (Heldmaier)** – None

**FUTURE AGENDAS-** Workshop with Maze and Associates.

**REGULAR MEETING ENDED at 9:00 P.M.**

Respectfully Submitted,

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

Approved on the 2<sup>nd</sup> May, 2013

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



## **MONTARA WATER & SANITARY**

### **DISTRICT**

#### **BOARD OF DIRECTORS SPECIAL MEETING**

**April 18, 2013**

### **MINUTES**

**REGULAR SESSION BEGAN AT 7:35 PM.**

#### **CALL TO ORDER**

#### **ROLL CALL**

Directors Present: Boyd, Harvey, Slater-Carter, Thollaug and Ptacek

Directors Absent: None

Staff Present: General Manager Clemens Heldmaier,  
District Clerk, Judy Gromm

Others Present: District Counsel Dave Schricker

**PRESIDENT'S STATEMENT** – None

**ORAL COMMENTS** - None

**PUBLIC HEARING** - None

**CONSENT AGENDA** – None

#### **OLD BUSINESS –**

##### **1. Review and Possible Action Concerning Revisions to Accounting System and Monthly Financial Statements**

General Manager Heldmaier reported in late January 2013 the District engaged with Maze & Associates for accounting services. The Maze team started working with management on a revision of the accounting system to streamline and to correct known errors. The declared goal was to present an updated Chart of Accounts, Profit and Loss Statement, Balance Sheet, and Financial Statements for October through March in the format previously used by the District to the full Board.

At this time Maze submitted the following draft reports for the Board's review and comment:

- Balance Sheet as of June 30, 2012 for comparison purposes

- Balance Sheet as of March 31, 2013
- P&L Statement for the past FY for comparison purposes
- P&L Statement through March 2013
- P&L Budget vs. Actual through March 2013
- Monthly P&L through March 2013

Tim Krisch offered to take questions from the Board. He and Director Thollaug went over the structural changes, what it took to re-do the financials and why. Mr. Krisch is comfortable with where they are right now, but reports there still is work to do.

Director Thollaug had further questions regarding missing accounts, duplicated accounts, sub-grouping and the actual numbering of the Chart of Accounts for Mr. Krisch and Mrs. Dismuke.

Director Ptacek requests a copy of the chart of accounts for reference.

Director Slater-Carter would like a copies of the chart of accounts For each Director during the budget process.

General Manager Heldmaier asked Mr. Krisch to comment about the Reserve Policy. Mr. Krisch explained they were goals to build cash reserves to be broken down into classes being targeted and approved by the Board of Directors. This is highly recommended by District Counsel Dave Schricker.

After very little clean up, the Finance Committee will meet with Maze and Associates to fine tune the financials. Next, they will be brought to the Board for further discussion and if necessary, more fine tuning.

## **NEW BUSINESS -**

### **1. Review and Possible Action Concerning Sewer Authority Mid-Coastside Annual Budget.**

General Manager Heldmaier reported The SAM Board authorized the distribution of the Sewer Authority Mid-Coastside (SAM) Joint Powers Authority Budget and a proposed 5-Year Capital Improvement Budget to the member agencies for review and comment. At this time the Member Agency Managers will meet with SAM staff to discuss budgets and CIP with the hopes of streamlining the process of approval for all member agencies. For discussion purposes at tonight's meeting the CIP is attached. A full set of documents will be presented to this Board in May. The reserve policy originally submitted in December 2012 has been tabled for further revisions.

General Manager Heldmaier reported Steve Leonard would attend the next Montara Water and Sanitary District Board Meeting in May to review the Budget with the Board and answer any questions.

General Manager Heldmaier noted he would be talking with the District Sewer Engineer regarding the projects listed in the document for questions and or recommendations.

Director Boyd reviewed the 5 year CIP document with the Board and offered to take back any questions they have to the SAM Board and General Manager.

### **3. Review and Possible Action Concerning Cost Sharing Agreement with San Mateo County for Sewer Manhole Adjustment.**

General Manager Heldmaier reported the San Mateo County (SMC) is soon starting the bidding process for a street resurfacing project that includes sections of California Street in Moss Beach. The project requires the adjustment of twelve sanitary sewer manholes to the new grade. To receive the lowest possible price for the manhole adjustment and take advantage of the County's public bidding process the General Manager asked the County to include the item in their bidding process. An agreement authorizing a maximum of \$6,200 for the work was prepared and is presented to the Board.

Director Boyd moved to authorize the General Manager to enter the Agreement for the Adjustment of Sanitary Sewer Manholes to Grade in Conjunction with the Resurfacing of various streets in the Moss Beach, Princeton By-the Sea, El Granada, emerald Lake Hills, Sequoia Tract, West Menlo and North Fair Oaks Areas of San Mateo County (Project No.RT211, Project File No. E4904000). Director Ptacek seconded the motion.

All Directors were in favor and the motion passed unanimously.

## **REPORTS**

### **1. Sewer Authority Mid-Coastside Meetings (Harvey)**

Director Boyd reported:

- The next meeting will be held on April 22, 2013.

### **2. Midcoast Community Council Meeting (Slater-Carter) –**

Bill Kehoe reported:

- The county is working on a Community Planning Meeting for congestion management.
- There is talk placing a street light at Virginia and Carlos Streets.
- A County Parks meeting will be held on the 24<sup>th</sup> at the Cypress Inn at 7:00 p.m.

### **3. ACWA Board of Directors Report (Ptacek) - None**

4. **CSDA Report (Slater-Carter)** – None
5. **Integrated Regional Water Management Plan (Ptacek)** – None
6. **Attorney's Report (Schricker)** – None
7. **Directors' Reports** – None
8. **General Manager's Report (Heldmaier)** – None

**FUTURE AGENDAS-**

**REGULAR MEETING ENDED at 9:36 P.M.**

Respectfully Submitted,

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

Approved on the 2<sup>nd</sup> May, 2013

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

# **MONTARA WATER AND SANITARY DISTRICT**



## **Unaudited Financial Statements for April 2013**

To Be Presented for Approval at May 16, 2013  
Board Meeting



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 2, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: SAM Flow Report for March 2013**

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

- Flow Report for March 2013.
- Collection System Monthly Overflow Report – March 2013.

The Average Daily Flow for Montara was 0.312 MGD in March 2013. There was one reportable overflow in March in the Montara System. SAM indicates there were 2.04 inches of rain in March 2013.

## RECOMMENDATION:

Review and file.

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2013

March 2013

	Total	Number			
		HMB	GSD	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	2	0	1	1	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>
		<b>0%</b>	<b>50%</b>	<b>50%</b>	<b>0%</b>

12 Month Moving Total

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	4	0	3	1	0
Grease	3	2	0	1	0
Mechanical	1	0	1	0	0
Wet Weather	0	0	0	0	0
Other	7	2	2	3	0
<b>Total</b>	<b>15</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>0</b>
		<b>27%</b>	<b>40%</b>	<b>33%</b>	<b>0%</b>

Reportable SSOs

	Total	Number			
		HMB	GSD	MWSD	SAM
March 2013	2	0	1	1	0
12 Month Moving Total	15	4	6	5	0

SSOs / Year / 100 Miles

	Total	Number			
		HMB	GSD	MWSD	SAM
March 2013	1.9	0.0	3.0	3.7	0.0
12 Month Moving Total	14.4	10.8	18.1	18.5	0.0
Category 1	4.8	5.4	3.0	7.4	0.0
Category 2	9.6	5.4	15.1	11.1	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

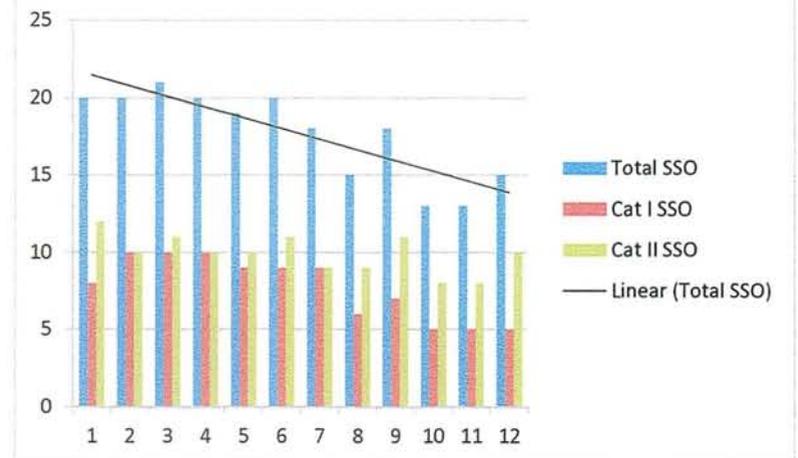
Month	HMB	GSD	MWSD	Total Feet	Total Miles
Apr-12	4,233	19,091	21,728	45,052	8.5
May-12	5,436	26,778	28,572	60,786	11.5
Jun-12	24,985	23,475	0	48,460	9.2
Jul-12	26,884	17,883	647	45,414	8.6
Aug-12	27,679	19,304	1,308	48,291	9.1
Sep-12	26,704	25,303	1,192	53,199	10.1
Oct-12	22,287	14,171	107	36,565	6.9
Nov-12	30,283	1,792	1,411	33,486	6.3
Dec-12	35,498	438	0	35,936	6.8
Jan-13	8,166	16,246	22,109	46,521	8.8
Feb-13	2,904	12,821	19,669	35,394	6.7
Mar-13	3,368	17,328	25,272	45,968	8.7

Annual ft	218,427	194,630	122,015	535,072	
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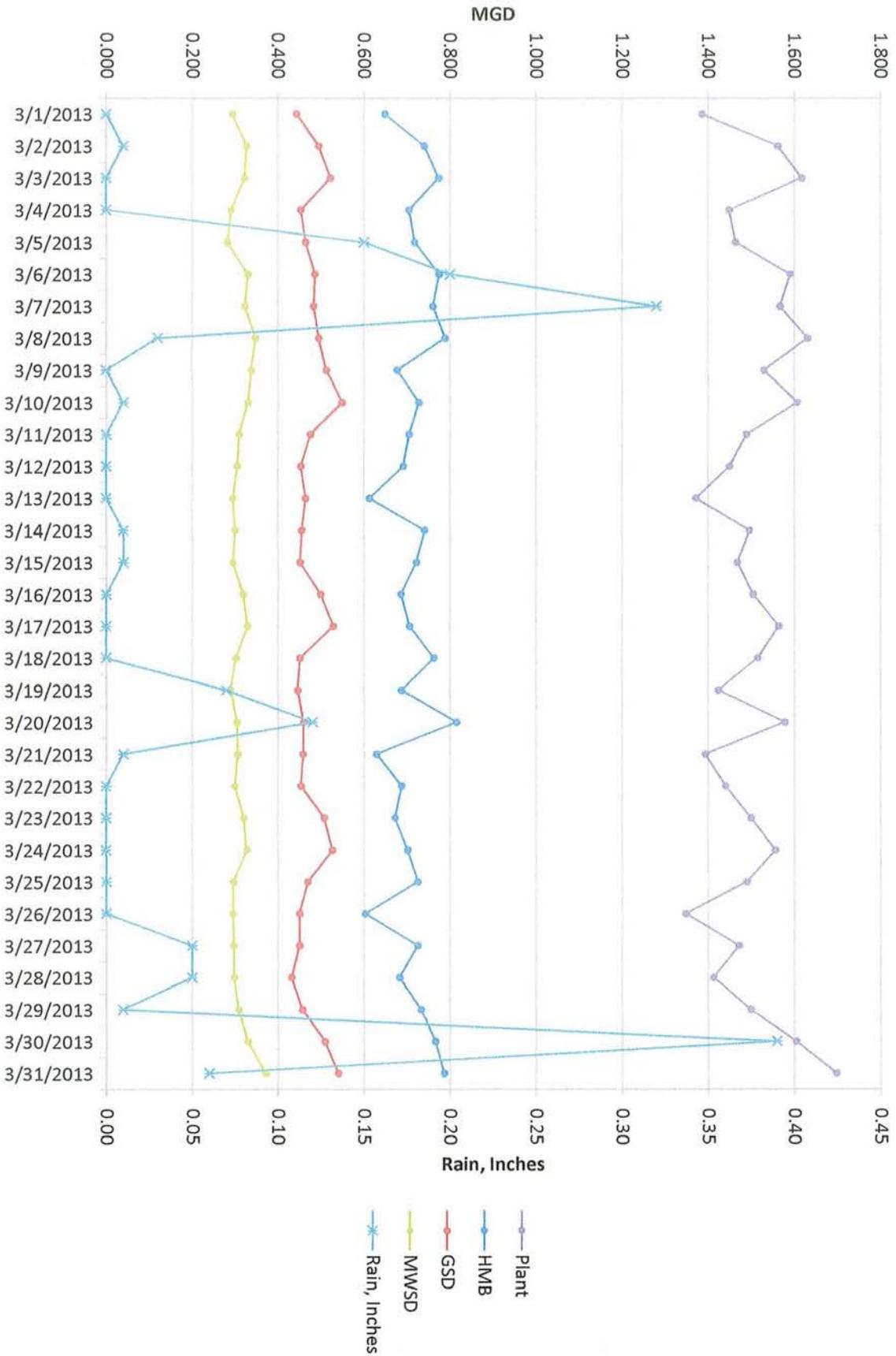
Annual Mi.	41	37	23		101
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Attachment D

12 Month Moving SSO Totals Through March 2013



# Sewer Authority Mid-Coastside Monthly Flow Distribution Report, March 2013



# Sewer Authority Mid-Coastside

## Monthly Flow Distribution Report

<u>Date</u>	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
3/1/2013	0.649	0.443	0.294	1.386	0.00	No Data	0.00
3/2/2013	0.740	0.495	0.327	1.563	0.01	No Data	0.00
3/3/2013	0.774	0.522	0.322	1.618	0.00	No Data	0.00
3/4/2013	0.705	0.453	0.291	1.449	0.00	No Data	0.00
3/5/2013	0.718	0.464	0.282	1.465	0.15	No Data	0.21
3/6/2013	0.775	0.486	0.330	1.591	0.20	No Data	0.26
3/7/2013	0.761	0.483	0.323	1.567	0.32	No Data	0.48
3/8/2013	0.789	0.495	0.348	1.632	0.03	No Data	0.03
3/9/2013	0.679	0.513	0.338	1.530	0.00	No Data	0.00
3/10/2013	0.728	0.549	0.330	1.607	0.01	No Data	0.00
3/11/2013	0.705	0.475	0.309	1.490	0.00	No Data	0.00
3/12/2013	0.692	0.453	0.305	1.450	0.00	No Data	0.00
3/13/2013	0.613	0.464	0.295	1.372	0.00	No Data	0.00
3/14/2013	0.741	0.455	0.300	1.497	0.01	No Data	0.01
3/15/2013	0.722	0.451	0.295	1.468	0.01	No Data	0.00
3/16/2013	0.686	0.499	0.319	1.505	0.00	No Data	0.00
3/17/2013	0.706	0.529	0.329	1.564	0.00	No Data	0.00
3/18/2013	0.763	0.451	0.302	1.516	0.00	No Data	0.00
3/19/2013	0.688	0.446	0.290	1.424	0.07	No Data	0.06
3/20/2013	0.815	0.459	0.304	1.578	0.12	No Data	0.23
3/21/2013	0.629	0.458	0.306	1.393	0.01	No Data	0.01
3/22/2013	0.688	0.453	0.299	1.440	0.00	No Data	0.00
3/23/2013	0.672	0.507	0.320	1.500	0.00	No Data	0.00
3/24/2013	0.702	0.527	0.327	1.557	0.00	No Data	0.00
3/25/2013	0.725	0.469	0.296	1.491	0.00	No Data	0.00
3/26/2013	0.603	0.450	0.295	1.349	0.00	No Data	0.00
3/27/2013	0.725	0.450	0.297	1.473	0.05	No Data	0.00
3/28/2013	0.683	0.432	0.298	1.414	0.05	No Data	0.07
3/29/2013	0.733	0.457	0.309	1.500	0.01	No Data	0.00
3/30/2013	0.766	0.509	0.329	1.604	0.39	No Data	0.50
3/31/2013	<u>0.787</u>	<u>0.540</u>	<u>0.371</u>	<u>1.698</u>	<u>0.06</u>	<u>No Data</u>	<u>0.18</u>
<b>Totals</b>	<b>22.163</b>	<b>14.848</b>	<b>9.680</b>	<b>46.691</b>	<b>1.50</b>	<b>No Data</b>	<b>2.04</b>

### Summary

	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.603	0.432	0.282	1.349
<b>Average</b>	<b>0.715</b>	<b>0.479</b>	<b>0.312</b>	<b>1.506</b>
Maximum	0.815	0.549	0.371	1.698
<b>Distribution</b>	<b>47.5%</b>	<b>31.8%</b>	<b>20.7%</b>	<b>100.0%</b>

## Attachment A

### Flow Distribution Report Summary For March 2013

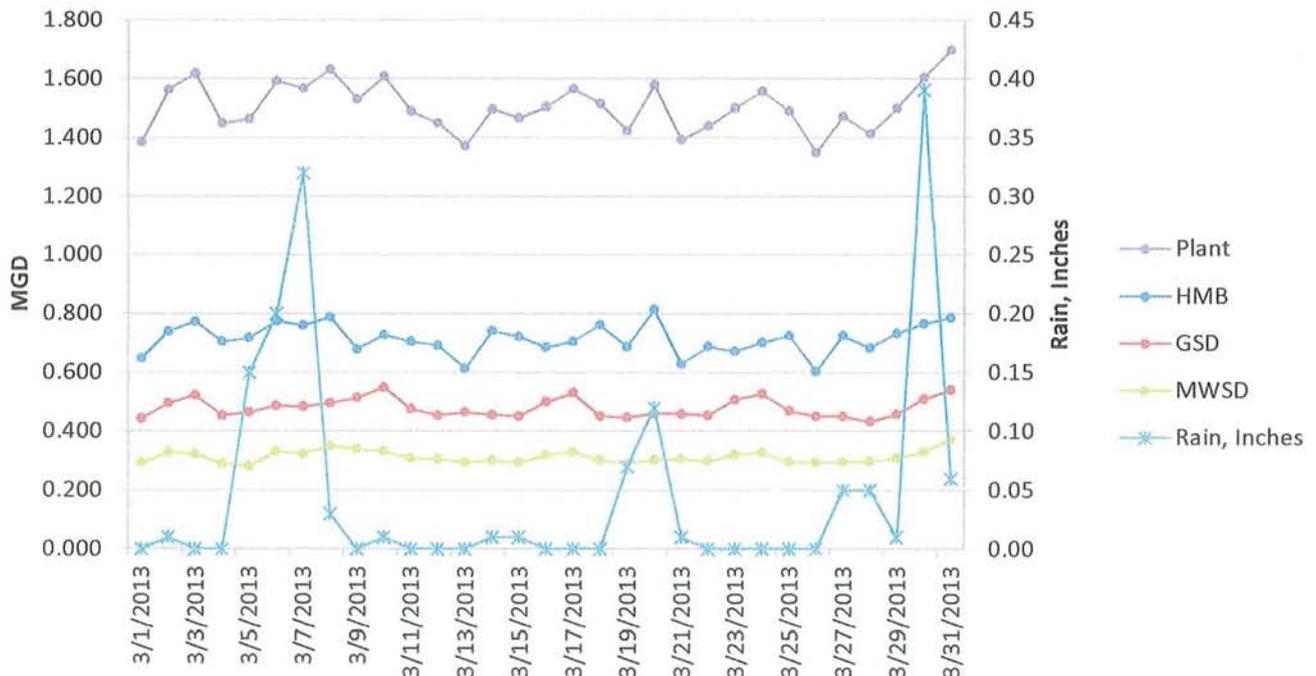
The daily flow report figures for the month of March 2013 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

\*Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.715	47.5%
Granada Sanitary District	0.479	31.8%
Montara Water and Sanitary District	<u>0.312</u>	<u>20.7%</u>
Total	1.506	100.00%

### Sewer Authority Mid-Coastside Monthly Flow Distribution Report, March 2013





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Review of Current Investment Portfolio**

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for March 2013 was 0.285%.
- The District has set up two checking accounts that are largely backed by Federal securities: Water General Account and the Sewer General Account with Wells Fargo Bank.

## RECOMMENDATION:

District staff attempts to cash manage idle funds in LAIF as long as possible before transferring to the Wells Fargo checking accounts for disbursements.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2013**

TO: BOARD OF DIRECTORS

**SUBJECT: Connection Permit Applications Received**

As of May 2, 2013 the following new Sewer Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of May 2, 2013 the following new Water (Private Fire Sprinkler) Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of May 2, 2013 the following new Water Connection Permit applications were received since the last report:

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

**RECOMMENDATION:**

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2nd, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Water Production Report**

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The attached two charts summarize the monthly water production for the District. The first shows a consolidated report 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.

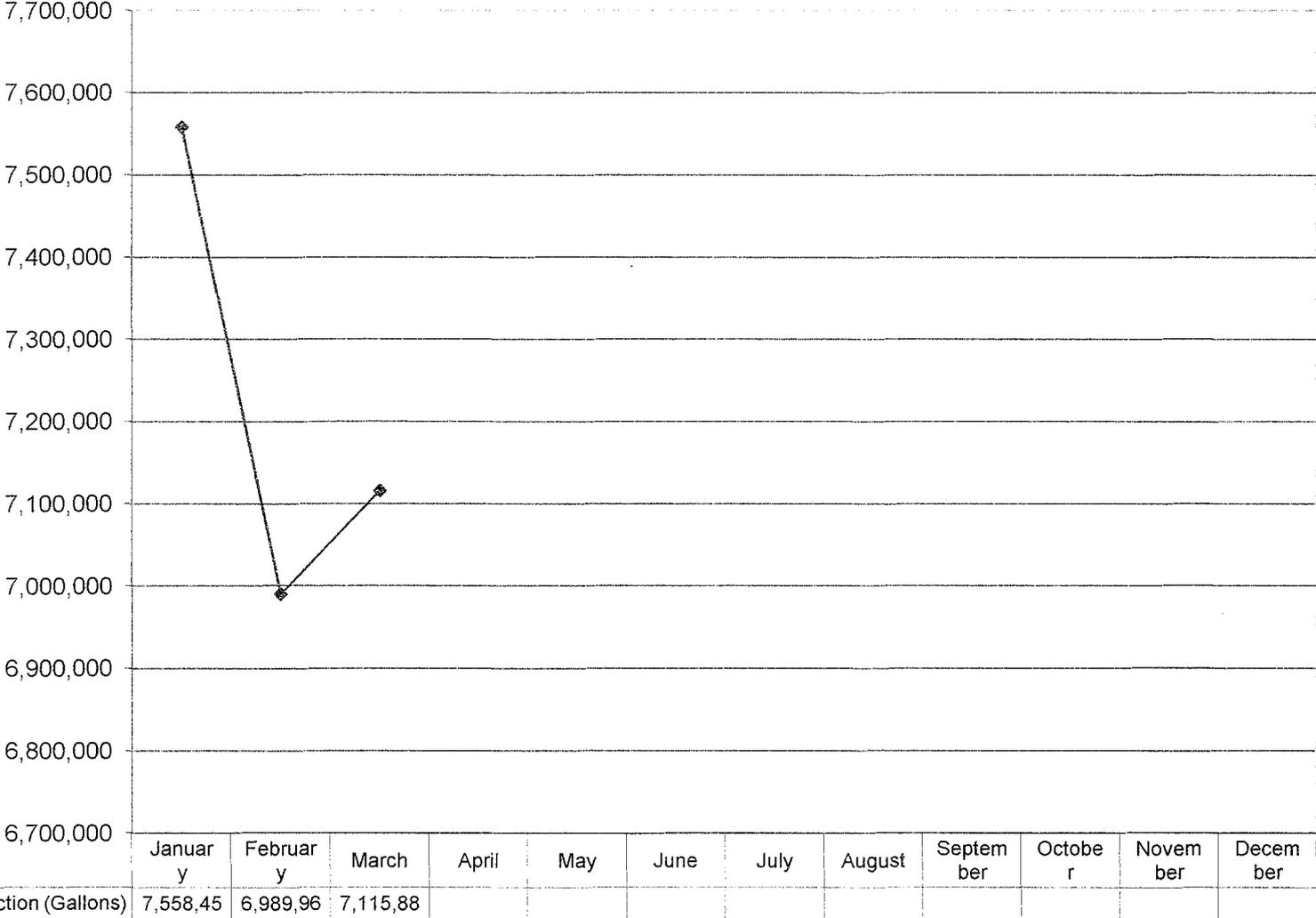
#### RECOMMENDATION:

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

Attachments

Total Production 2013(Gallons)

GALLONS



MONTH





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2nd, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Rain Report**

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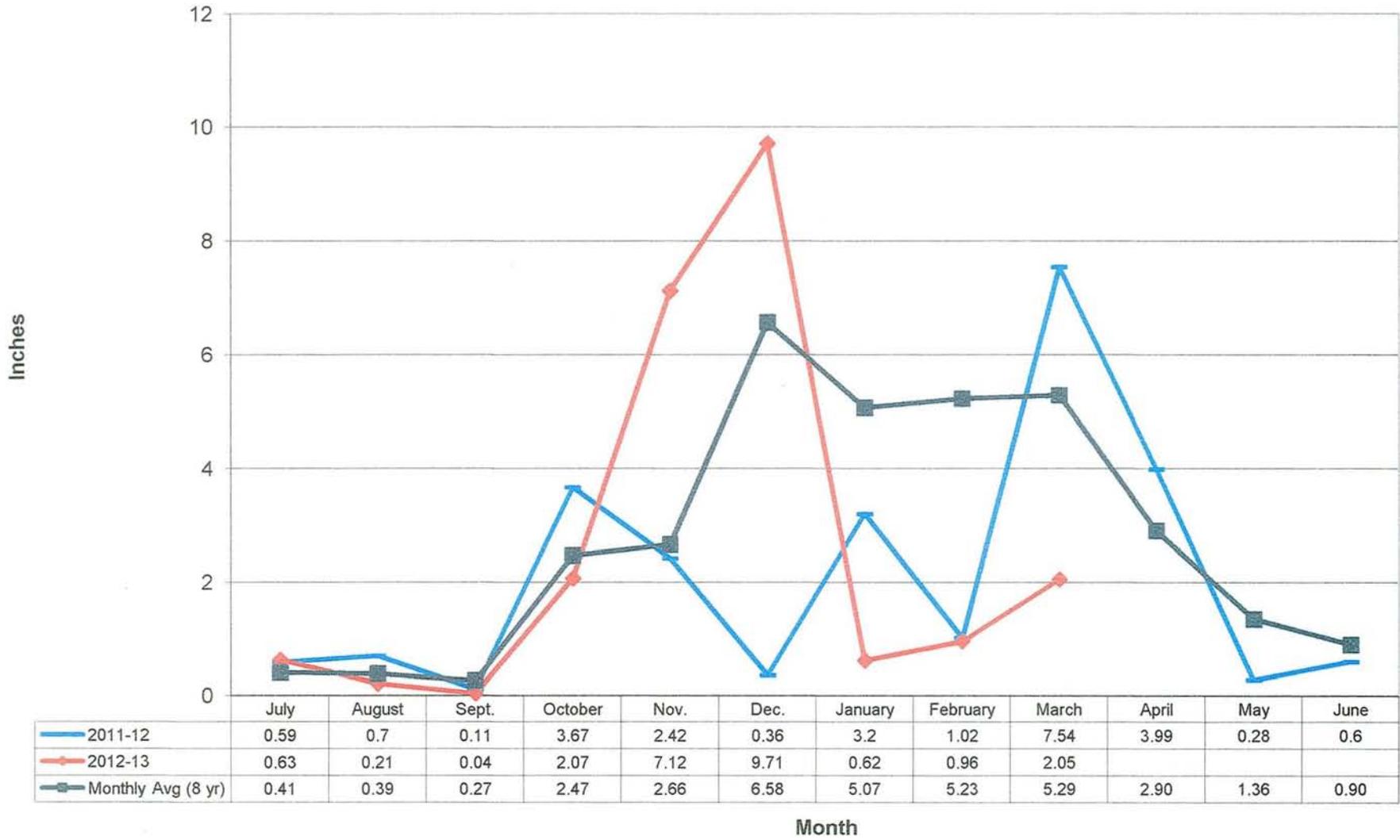
The attached chart shows the monthly rainfall at the Alta Vista Treatment Plant for the current and prior fiscal years along with the seven year average of rainfall.

RECOMMENDATION:

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

Attachment

## RAIN REPORT





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2nd, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Solar Energy Report**

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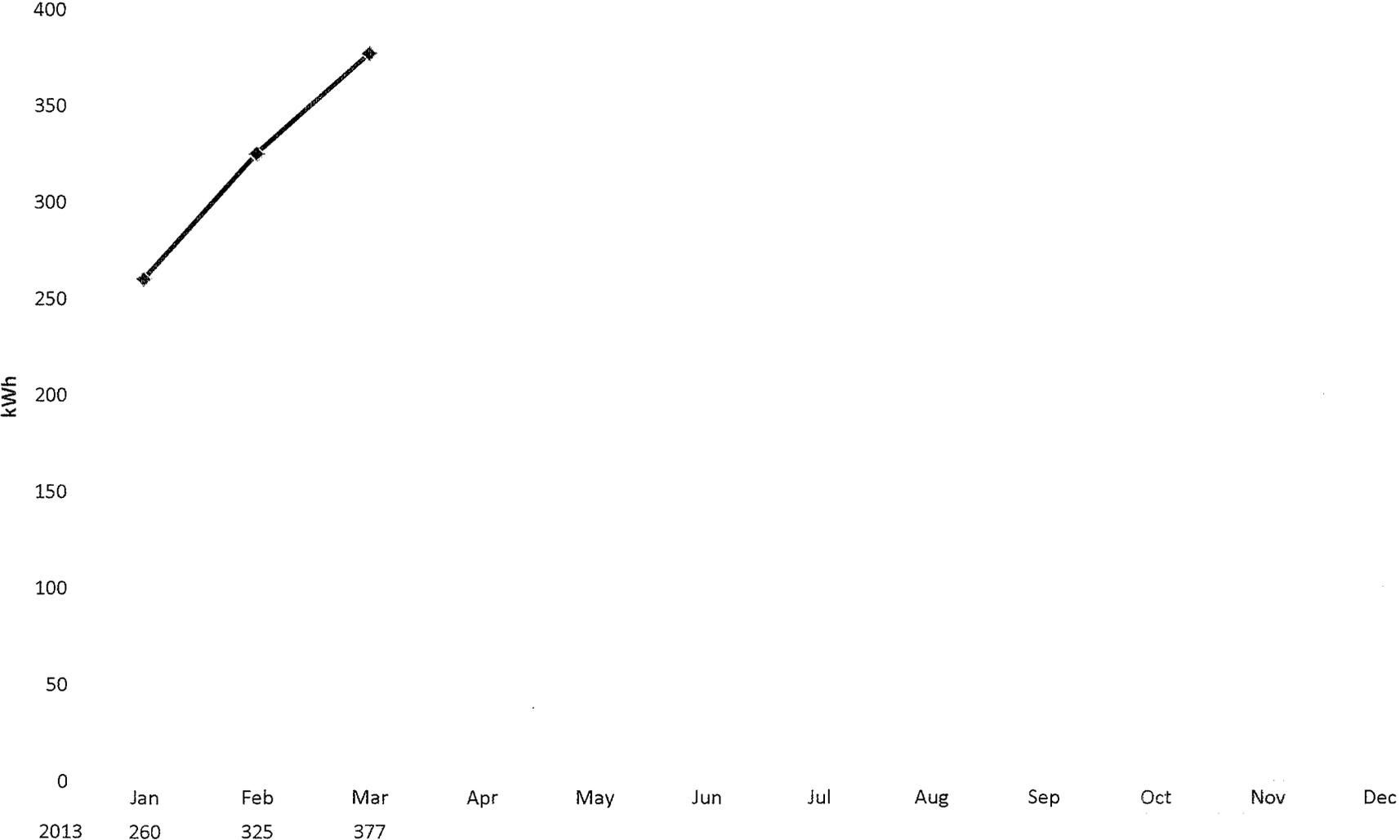
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 28,900 kWh and saved 49,130 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

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

Attachments

# SOLAR ENERGY PRODUCED IN 2013 (kWh)





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2012**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Review of the Sewer Authority Mid-Coastside Budget.**

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The Sewer Authority Mid-Coastside (SAM) Board approved draft budgets for distribution to the member agencies. The budgets were subsequently presented to this Board in April.

The **General Budget (O&M)** costs for general expenses are shared among the Member Agencies based on their percentage of flow into the treatment plant during the previous year. The SAM Board approved the application of the previously used prior year's average of MA flows as the multiplier for developing the cost allocations application instead of a three year rolling average. SAM is proposing FY 2013/14 General O&M budget of \$3,165,816. MWSD's total share of the General Budget would be \$653,911.

The proposed **Collections Contract Budget** for FY 2012/13 is now \$813,366. The proposed assessment for MWSD is \$323,330.

No **Project Budget** has been presented at this time. The SAM Board approved a draft 5 year Capital Maintenance Program that is also attached. The new SAM Reserve Policy requests the reimbursement of the currently held excess funds. According to the SAM Manager the excess funds exceed the required monies for the first year of the draft CIP.

The O&M and Collections Budget are currently under revision to incorporate changes reflecting the new union MOU.

The SAM Manager Steve Leonard will be available to present the budget and answer questions.

RECOMMENDATION:

This is for Board information only

Attachment

**Attachments  
will be  
provided  
at meeting**



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Revisions to Accounting System and Monthly Financial Statements.**

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In late January 2013 the District engaged with Maze & Associates for accounting services. The Maze team started working with management on a revision of the accounting system to streamline and to correct known errors. The declared goal was to present an updated Chart of Account, Profit and Loss Statement, Balance Sheet, and Financial Statements for October through March in the format previously used by the District to the full Board.

At the last meeting Maze presented Balance Sheet and P&L Statements and reported in detail about their progress working on the revision of the accounting system.

At the May 16 meeting a full set of March Financial Statements will be submitted.

Maze continues to work closely with staff on the changes. A draft chart of accounts and suggested numbering system is currently under review by the finance committee.

## RECOMMENDATION:

This is for Board discussion and information only.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Water  
Rate Study.**

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After the adoption of reserve policies the Board authorized Bartle Wells to prepare a water rate study that includes the consideration of the new reserve policy and makes recommendations to increase the District's water reserves over time. Any increase to the District's water rates requires the prop 218 process.

At this time Bartle Wells is preparing the study and would like to keep the Board informed about the progress. Alex handlers will be present at the meeting to present the current status and ask for input from the full board.

**RECOMMENDATION:**

This is for Board information only.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Alta Vista Water Treatment Plant and Well Analysis**

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The District Water System Engineer needed an experienced electrical engineer to investigate the existing power facilities at the Alta Vista site for the primary purpose of informing the new Alta Vista Tank design and the secondary purpose of documenting existing systems and recommending improvements, if any were needed.

The electrical engineer has conducted a site visit. The following presents a summary of issues based on his findings and interviews with MWSD's staff:

- Safety:
  - The District's operator is required to use a manual transfer switch to transfer between the generator and utility sources. Manually switching a load onto an energized source is potentially dangerous, especially in wet weather conditions. Switching into a faulted condition could result in an arc flash and possible electrocution.
  - There are no arc flash safety labels on the electrical equipment as required by NFPA-70E. These labels would indicate the personal protective equipment (PPE) required to work around the equipment as well as the boundaries where the PPE is required.
  - There is no mechanical interlock on the existing generator plug.
  - There are several places where it appears NEC clearances are not being met.
- Operations:
  - Power outages happen 4-8 times per year
  - If there is an outage, there is a short window (<15 minutes) to: 1) communicate with SCADA to turn off the well, 2) manually switched from PG&E to the generator, and 3) turn on the generator.
  - If there is an outage and this window is missed, the cells that store energy drain back into the system. When this happens the generator is not able to refill the cells and start the well.

Staff recommends, based on the findings, that additional work be conducted to develop an Electrical Single Line diagram of the existing system and make



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2013**

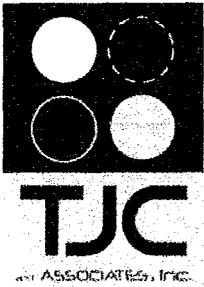
TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager  
recommendations for the addressing the short-term electrical issues at the site with the purpose of increasing reliability of the treatment plant and well site electrical system. The cost of the proposed work is estimated at \$9,800.

## RECOMMENDATION:

Authorize the General Manager to execute a contract with Geotechnical Consultants, Inc., not-to-exceed \$9,800.

Attachment



April 10, 2013

Clemens Heldmaier  
General Manager  
Montara Water and Sanitary District  
PO Box 370131  
Montara, CA 94037

Subject: Montara WSD – Alta Vista WTP and Well Site Electrical Analysis  
TJCAA Project Number 113024

Dear Mr. Heldmaier:

TJC and Associates, Inc. (TJCAA) is pleased to provide the following Scope of Work for electrical engineering services for analysis and recommendations for the Montara Alta Vista WTP and Well Site Electrical System Improvements Project (Project).

The purpose of this Project is to analyze and resolve reliability issues with the current electrical system, and to mitigate personnel safety concerns that we identified during our recent site visit. Some of these safety concerns included:

- 1) The operator is required to use a manual transfer switch to transfer between the generator and utility sources. Manually switching a load onto an energized source is potentially dangerous, especially in wet weather conditions. Switching into a faulted condition could result in an arc flash and possible electrocution.
- 2) There are no arc flash safety labels on the electrical equipment as required by NFPA-70E. These labels would indicate the personal protective equipment (PPE) required to work around the equipment as well as the boundaries where the PPE is required.
- 3) There is no mechanical interlock on the existing generator plug.
- 4) There are several places where it appears NEC clearances are not being met.

Specific electrical engineering elements of this project have been separated into two tasks:

#### Task Order 1

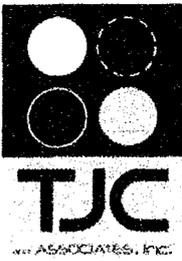
- Site investigation of the existing facilities (complete).
- Collect and assemble as-built documentation from the site investigation, the District's records, and Calcon necessary to determine the ratings and sizes of the electrical equipment components, and how the existing system is interconnected.
- Create a simplified Electrical Single Line diagram of the existing system as currently installed.
- Provide a Preliminary Design Report (PDR) that summarizes findings and makes recommendations for addressing the short term electrical problems at the site. The report will also include recommended design improvements to increase reliability of the treatment plant and well site electrical system.

The Cathedral  
Building  
1615 Broadway  
4th Floor  
Oakland,  
California 94612

p 510.251.8980

f 510.251.8981

www.tjcaa.com



- Meet with the District in a workshop setting to discuss findings and recommendations to determine the next steps.

#### Task Order 2 (Not included in this proposal)

- Develop design documents necessary for making the improvements resulting from Task Order 1.

#### **Deliverables**

TJCAA will provide the following electrical engineering deliverables associated with Task Order 1:

- A simplified single line diagram showing the major components of the current electrical distribution system and how those components are interconnected.
- A draft Preliminary Design Report that summarizes findings and makes recommendations for addressing the problems with the electrical distribution system.
- A final Preliminary Design Report that includes additional recommendations and defines next steps based on the results of our meeting with the District and discussing the draft PDR.

#### **Assumptions**

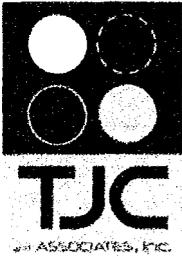
For the purposes of developing the proposed design phase scope of work and engineering fee estimate, TJCAA assumed the following:

1. TJCAA will develop project drawings in ACAD-2012 using standard TJCAA drawing formats.
2. The District will provide drawings and O&M information for the existing WTP site generator.
3. Calcon will provide drawings and O&M information for the components that they installed at the Alta Vista Well Site. These drawings have been requested but we have received no response from Calcon to date. If drawings and documentation of the existing conditions be unavailable, "reverse engineering" of the field conditions can be accomplished by TJCAA engineers at additional cost.
4. Operators that are familiar with the electrical problems at the site will be available for TJCAA questions regarding recent experiences with the system.

We assume that, if the District accepts our fee proposal for the engineering services as indicated, an agreement will be prepared using this letter as the project Scope of Work.

#### **Schedule**

The Project schedule shall be coordinated with the District prior to starting our evaluation; however, it is anticipated that Task 1 will be completed by the end of the second quarter, 2013.



### **Consultant's Compensation**

Based on the above understanding, assumptions, and our conversations and emails with SRT, our proposal is to provide engineering services on a time and materials basis, with a base cost for Task Order 1 not to exceed **\$9,800**. This estimate includes the site investigation that has already been performed.

Please feel free to contact me should you have any questions or comments regarding this proposal.

Sincerely,

Michael J. Erwin, P.E.  
Associate



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning  
Addition of Madrone Ave Sewer Replacement to  
2013 Sewer Improvement Project.**

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The District is currently implementing the 2013 Sewer Improvement Project. The awarded low bid for the project was \$409,435.00. This consists of \$362,734 base bid which included \$9,858 in pre-construction CC-TV pipe inspection and \$46,701 for the Additive Alternate A – Nevada Street Crossing CIPP.) In the CIP the District anticipated to spend a total of \$521,000 for mainline replacements, televising and spot repairs.

The Contractor started construction on April 24<sup>th</sup>, 2013.

The County of San Mateo informed the District that there is a paving project later this summer on San Ramone Avenue and Madrone Avenue in Seal Cove. Spot repairs are already scheduled for those sections of sewer main.

Pre-Construction video of Madrone Ave. found the pipe to be in poor condition and to have more defects than can be repaired economically with just spot repairs. For this reason and due to the pending County paving project with the subsequent 5 year no-dig moratorium, we recommend adding the sewers on Madrone Ave. from San Ramone Ave. west to the vicinity of Seal Cove Pump Station #3 to the 2013 Sewer Rehabilitation Project. We estimate the replacement of 475 LF of sewer main pipes to be approximately \$50,000.

## RECOMMENDATION:

Authorize the General Manager to request a proposal and issue a change order to the Sewer Improvement Project 2013 to include the Madrone Ave Sewer not to exceed \$50,000.

Attachment





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Declaration of Certain District Assets as Surplus Property and Authorize Disposal**

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From time to time the District accumulates assets that are either broken and cannot be repaired or so obsolete that they are of no use to the District. Now the District accumulated a number of electronic devices that need to be disposed of. A complete list of the items is attached to this staff report.

## RECOMMENDATION:

Adopt RESOLUTION NO. \_\_\_\_\_, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE.

Attachment

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

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS  
SALE.

WHEREAS, the District has purchased the equipment listed on the attached  
Exhibit "A"; and

WHEREAS, the equipment on Exhibit "A" is surplus to the needs of the District;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MONTARA  
WATER AND SANITARY DISTRICT, A PUBLIC AGENCY IN THE COUNTY OF  
SAN MATEO, CALIFORNIA, AS FOLLOWS:

The equipment described on the attached Exhibit "A" is declared surplus to  
the needs of the District. Staff is instructed to sell all items for the best  
available price or properly dispose of items that it is unable to sell.

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

COUNTERSIGNED:

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

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly  
and regularly adopted and passed by the Board of the Montara Water and  
Sanitary District, San Mateo County, California, at a meeting thereof held on the  
2nd day of May 2013, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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

# Exhibit A

MAKE/MODEL	TYPE	QUANTITY	S/N
APC 1000	Battery backup	1	QB0133215734
APC 280	Battery backup	2	#####
APC 500	Battery backup	1	JB0212012382
APC 550	Battery backup	1	4B0933P27383
Belkin UPS	Battery backup	1	20105708716WH
Dell	Keyboards	4	#####
Data Switch	N/A	1	NONE
Holmes	Portable Heater	1	NONE
HP Officejet 4110	Printer all in one	1	MY39KD107D
HP DeskJet F4480	Printer all in one	1	CN913SC2238
IBM	Typewriter	1	MODEL 670X
MGE UPS	Battery backup	2	#####
Panasonic	Dot Matrix Printer	1	2CMBGB75039
Radio Shack	adding Machine	1	NONE
Sanyo	Cassett Recorder	1	P3634831G
Texas Instruments TI 5045 SVC	Adding Machine	2	05062 & 006437
Visioneer	Scanner	1	80105165

Additions as of 03/20/13

GE	telephone	3	#####
Advent	speakers	2	NONE
CSB 12v	battery	4	#####
Power Patrol 12v	battery	1	55AJ8*
Belkin 550	UPS	1	2G025299925W5
Logitek	keyboard	1	8676750403
Panda	radio control	1	
Samsung	LCD screen	1	HA19HVFL406356T
Dell	Computer Tower	1	CNOYD5447082166G63CK
Dell 725	printer	1	4Q5DR81
Linksys	router	1	C21103612843
lomega	external hard drive	1	3FPF4901CG
Memorex	CD drive	1	BVAL440404334
Dell	LCD screen	1	CNOY4299716184CBBH1Q
HP Deskjet	printer	1	CN13N1M0JM
Dell	CRT monitor	1	84779DN47W98
Compaq	computer tower	1	6910CCK4B186
HP Psc2210	fax machine	1	MY34GF35VG
MBA	power conditioner	1	193971
GE	answering machine	1	60078205
Toro	surge protector	1	120005
Compaq	keyboard	1	B13990NEPHG679
Brother	typewriter	1	E36453003
Tatung	heater	1	70805487
HP Laserjet 4	printer	1	JPGK269033
Microsoft	keyboard	1	5.16771E+12
HP deskjet 960C	Printer	1	Covered in ink
Various Computer mice	Peripherals	6	#####
APC UPS surge protector	Battery backup	1	3B0702X27662

LONG	battery	1	
##### from above			
APC 280 UPS SNs (2)	PB9749045748	&	PB9646156084
Dell keyboard SNs (4)	CN07N424716164BQ0WYY TH0463CD3717105JC919		CN07N2423884433C0736 CN09C487388441624388
CSB 12 volt battery SNs (4)	090721V41 01124G11		011205g22 041129G13
Mice SNs (6)	Microsoft Dell 636180EM78476640 HCA60357067	1 6	552505761760061D HC880D027L LNB30919137 408113222
GE Telephones	Pro series Speaker	1 2	70087081 30060725 30060142



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 2, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

A blue ink handwritten signature, appearing to be 'C. Heldmaier', written in a cursive style.

**SUBJECT: Review and Possible Action Concerning  
Cancellation of Next Regular Scheduled Meeting  
May 16, 2013.**

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Staff anticipates the need for a second meeting in May.

RECOMMENDATION:

This is for Board information only.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Managers Report**

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**Water Operations:** The General Manager participated in the supervision of the water operations and training of new employees.

The project to demolish the old Schoolhouse Tank and construct the second new tank at the site was previously bid with none of the bidders complying to bidding requirements. The repeat bidding process will be started on May 3. Bid opening is scheduled for May 31 and approval of lowest responsible bidder is planned for June 6.

**Sewer Operations:** The Contractor for the Sewer Improvement Project 2013 has started the project on April 24, 2013.

**Attended Meetings:** On March 21 and April 25 the General Manager attended meetings with the District's Solid Waste Committee and Chris Porter from Recology to discuss the continuation and changes to the franchise agreement.

On April 30 the General Manager attended union negotiations with Rick Putz for Local 39 and Austris Rungis the district's negotiator. Shop Stewart Joanne Andreotti represented the employees of the petitioned unit.

On April 30 the General Manager met with the Granada Sanitary District Manager Chuck Duffy, and Half Moon Bay City Manager Lisa Snideman to discuss SAM Collections Contract Services and SAM Budget.

In addition, the General Manager attended phone calls and conferences with consultants, directors, and customers.

**Staff:** Operations Manager Jeff Page left the District. Senior Water Systems Operator Julian Martinez was promoted to Superintendent of Operations. Temporary employee Zack Purucker was promoted to fill Julian Martinez operator position.

**Conference:** On March 27 the General Manager attended the American Water Works Association Spring Conference and presented for the Operators Unit "Operating Your Career: An Operators Perspective on The Water Industry".



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 2, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**State Certifications:** The General Manager renewed his state Water Treatment Operator 3 and Distribution Operator 3 certifications.

**Manager Leave:** The Manager will be out of the office on May 3.

## RECOMMENDATION:

This is for Board information only.