



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

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

# AGENDA

**District Board of Directors**

**January 6, 2021 at 7:30 p.m.**

**THIS MEETING WILL BE HELD REMOTELY UNDER PARAGRAPH (1) OF SUBDIVISION (e) OF GOVERNMENT CODE SECTION 54953 DUE TO THE CURRENT PROCLAIMED STATE OF EMERGENCY. THIS MEETING WILL NOT HAVE A PHYSICAL LOCATION.**

Directors, staff and the public may participate remotely via the application ZOOM:

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/83694265108?pwd=UUo0L1JnQ2hiWFlybTRMWnIjU3VaZz09>

MEETING ID: 836 9426 5108  
Password: 873479

CALL IN PHONE NUMBER: +1 669 900 9128

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

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

### **Public Comment**

In accordance with the Government Code, members of the public may address the Board on specific agenda items when the matter is announced by the Board President. Any other item of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. A “raise hand” button 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](mailto:info@mwsd.net) or submitted by phone at 650-728-3545 at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

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

## **CALL TO ORDER**

## **ROLL CALL**

## **PRESIDENT’S STATEMENT**

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

## **PUBLIC HEARING**

## **CONSENT AGENDA**

1. [Approve Minutes for Regular Scheduled Board Meeting December 2 and December 16, 2021.](#)
2. [Approve Financial Statements November.](#)
3. [Approve Warrants for January 1, 2022.](#)
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 2021.](#)

**OLD BUSINESS (none)**  
**NEW BUSINESS**

1. [Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act.](#)
2. [Review and Possible Action Concerning Date - Harte Sewer Pump Station.](#)
3. [Executive Summary – June 30, 2021 Fiscal Year-End Audit Budget Vs. Actual.](#)
4. [Review and Possible Action Concerning Appointment of Board Officers and Committee Assignments for 2021.](#)

**REPORTS**

1. Sewer Authority Mid-Coastside Meetings (Slater-Carter).
2. MidCoast Community Council Meeting (Slater-Carter).
3. CSDA Report (Lohman).
4. LAFCo Report (Lohman).
5. Attorney's Report (Fitzgerald).
6. Directors' Reports.
7. General Manager's Report (Heldmaier).

**FUTURE AGENDAS**

**CONVENE IN CLOSED SESSION**

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

Case Name: *City of Half Moon Bay v. Granada Community Services District, et al.* (Santa Clara County Superior Court No. 17CV316927)

**CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION** Significant Exposure to Litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code § 54956.9 (1 potential case)

**CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

(Government Code §54956.9(d)(4)) Initiation of Litigation (1 potential cases)

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS** (Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA

Agency Negotiators: District General Manager; District General Counsel Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch Under Negotiation: Price and Terms of Payment.

## **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code §54957(b)(1))

Title: General Manager

## **CONFERENCE WITH LABOR NEGOTIATORS**

(Government Code §54957.6)

Unrepresented Employee: General Manager

## **REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

### **ADJOURNMENT**

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 2, 2021**

**MINUTES**

**THIS MEETING WAS HELD REMOTELY UNDER PARAGRAPH (1) OF SUBDIVISION (e) OF GOVERNMENT CODE SECTION 54953 DUE TO THE CURRENT PROCLAIMED STATE OF EMERGENCY. DIRECTORS, STAFF AND THE PUBLIC PARTICIPATED REMOTELY VIA THE APPLICATION ZOOM**

**REGULAR SESSION BEGAN AT 7:33 p.m.**

**CALL TO ORDER**

**ROLL CALL**

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

Directors Absent: none

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

Others Present: District Counsel, Christine Fitzgerald  
District Sewer Engineer, Pippin Cavagnaro  
Kastama Consulting, Alison Kastama  
Recology of the Coastsides, General Manager Chris Porter  
San Mateo Office of Sustainability, Jack Johnson

**PRESIDENT'S STATEMENT –**

Director Boyd reported that the State Water Project is not likely to deliver water to most communities next year due to the drought. Although Montara is okay, this is a reminder that they don't know how long this will last, so conservation now is important in determining how well they do in the future. He encouraged everyone to keep conserving. In the days to come, the District will suggest ways of wise water use.

## **ORAL COMMENTS**

Director Slater-Carter said that she noticed some comments on Next Door about the Statewide request to conserve water, questioning all the building during a drought. The water districts can't declare a drought; it has to come from another agency. And they can't put moratoriums on construction either. The last moratorium was issued by the State Water Quality Control Board. She suggested people contact the Midcoast Community Council (MCC), the Board of Supervisors and our state reps and pose that question to them. She thinks there may also be a petition circulating to reverse SB 9 and SB 10 which allows pretty much unrestricted building. Everyone needs to have a voice in this.

Carlyle Young commented that the State mandated more housing, and they are going to take the water the existing residents are saving. She hopes the Montara Water and Sanitary District (MWSD) will look into developing their parks powers, so they could get money from the County. It would be nice to have a senior center, community center, etc.

Gregg Dieguez said there is a statewide petition called "Our Neighborhood Voices." The petition will allow a measure to be put on the ballot. If approved, the measure will allow cities and counties to set zoning standards which override the State. SB 9 and SB10 does nothing for affordable housing and will increase density markedly.

Director Lohman said the latest census shows that California's population has been shrinking. Why would the state be pushing for more housing when the population is shrinking? It doesn't make sense.

## **PUBLIC HEARING**

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

General Manager Clemens Heldmaier stated MWSD has a franchise agreement with Recology of the Coast, and rates are assessed and adjusted every year. This year there will be a cost-based increase as well as an implementation of a weekly composting service. This means that the green can will be picked-up weekly and kitchen waste can now be added. They are asking for 9.19% rate increase over the current rate. This is due to the cost-based increase and increased service.

Recology of the Coast's calculations were reviewed, and proper notices were sent out in October to all property owners. At the preparation of this agenda item, no written protests were received. A final count will be announced at the end of this hearing. The purpose of this meeting is to formally count the number of written protests received. If written protests are submitted against the proposed fees or against a particular fee by the owners of a majority of parcels, the fees will not become effective. Staff recommendation is to open the public hearing, allow relevant testimony, close the public hearing and count all allowable Prop 218 protests received, determine whether or not the proposed rate limits should be approved in accordance with Prop 218, 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, 2022.

Director Boyd opened the public hearing.

Lisa Ketchum, Moss Beach resident, said Pillar Ridge has 227 homeowner occupied manufactured homes on rented lots that covers 22 acres. Household waste has always been picked up weekly in front of their homes. They pay the same rates as everyone else, and Pillar Ridge management takes care of the sub-billing and collections. No one received the Prop 218 Notice or MWSD newsletter. They were never issued green waste carts and have to provide their own cans for the bi-weekly green waste service. The resident manager was told by Recology that Pillar Ridge service will not change. However, the Pillar Ridge management December newsletter states "Starting January 1, 2022, throwing food waste in the trash will be illegal in California and violators could be fined. Food waste will now go in the green bins along with landscaping waste and be known as compost." She is not objecting to the rate increase and its purpose. But the 227 families at Pillar Ridge will not receive the environmental service that they will be paying for.

General Manager Clemens Heldmaier stated that they sent the notice to Pillar Ridge management and asked it to be distributed. He will have to follow up on it to see what happened.

General Manager Chris Porter said that they spoke with Pillar Ridge management and sent them information; the residents will receive the same service as everyone else.

Carlisle Young understands that notices were sent to all property owners. What is the threshold of majority protests to overturn the decision? Is Pillar Ridge considered one parcel or 227 parcels? Why do the Pillar Ridge residents have to supply their own green waste cans?

General Manager Chris Porter replied that the threshold would be the total number of property owners divided by half plus one. Pillar Ridge is under one billing address. There is limited green waste at the park, so by park management they would provide their own green carts.

Lisa Ketchum said not many people use the green cans. But the people that do, depend on it. Since it will be picked up weekly and they will be putting food waste in there, the open cans won't work. She doesn't understand how they will be able to participate in this program.

Director Slater-Carter asked if they are treated differently because there is one property owner, or because the residents are tenants. She suggested a committee be established to ensure things are more equitable for Pillar Ridge.

Lisa Ketchum asked to be included in the committee. They want to participate in this. Maybe they can get smaller cans?

Director Boyd confirmed the formation of an AD Hock committee to solve this.

Director Harvey volunteered to be on the committee.

Director Lohman commented that this is an unfunded State mandate. Most of the people in our community already compost.

Carlisle Young commented she was told that all the green waste is transported to Gilroy weekly, which really isn't very "green" to be transporting it all the way to Gilroy.

Director Slater-Carter commented that local government makes it possible to address the needs of the community.

The District Clerk went outside the office to check for protest letters received. Nothing was received. She announced that zero protest letters were received, and there are no majority protests.

Director Slater-Carter made a motion to close the public hearing and Director Lohman seconded the motion. The motion passed unanimously 5-0.

Director Boyd asked District Counsel Christine Fitzgerald if what was said in reference to Pillar Ridge affects proceeding with the proposed action.

District Counsel Christine Fitzgerald replied that the Prop 218 requirement is that notices are sent to the record owner of the parcel of property and not necessarily the customers.

Director Boyd said he understands that Pillar Ridge is a single parcel owned by a management company and the tenants are renters on that property.

Lisa Ketchum said each of the homes, with the exception of some of the older ones, have a parcel number for their home.



District Counsel Christine Fitzgerald asked if the parcels are tax parcel numbers.

Lisa Ketchum replied that they receive a tax bill for the assessment of their homes, but they rent the land under the homes.

General Manager Clemens Heldmaier clarified that the parcels are owned by the park management. The individual homes have specific parcel numbers not assigned to property but to those specific homes.

Director Lohman said while he understands they have met the legal requirement, there is more that needs to be done. He suggested getting literature out to the community center to inform the residents of these changes. The committee will work out the problems.

General Manager Chris Porter stated that she will send the information out tomorrow to the Pillar Ridge office to be dispersed electronically to all the residents. They bill the parcel owner now because it became an issue with delinquent account holders, since delinquent funds are recovered by being placed on the tax roll.

Director Boyd confirmed the Ad Hock committee will include Director Slater-Carter, Director Harvey, Lisa Ketchum, and Chris Porter. He asked Ms. Ketchum to find out if others at Pillar Ridge are interested in participating. Topics to cover are the cans and closing any gaps in communication.

Lisa Ketchum asked if they could get smaller green waste cans.

General Manager Chris Porter replied yes. However, due to COVID, the manufacturer has stopped. It will be several months before they get them. They will discuss the size and go forward from there.

Carlisle Young commented that while she understands it is one vote per parcel for the Prop 218, it is not fair that Pillar Ridge residents don't get to vote when an increase comes along. Maybe the Ad Hock committee can work this out as well.

Director Slater-Carter replied that they need to follow the Prop 218 process. She asked General Manager Clemens Heldmaier and General Manager Chris Porter to send them any future information being sent out to the committee as well.

Lisa Ketchum added that Pillar Ridge management doesn't have very many emails. Notification would have to be printed, bi-lingual, and distributed to each home.

Director Boyd said the committee might want to look at the newsletter and composed with this community's perspective in mind.

Lisa Ketchum said that it is important that the community is aware of who the Board members are and what they are doing. They voted for them.

General Manager Clemens Heldmaier commented that Pillar Ridge management is supposed to distribute the newsletter and he will find out where the communication breakdown occurred.

Director Boyd added that MWSD has been holding Elected Community Service Academy sessions which outlines what directors do and what is expected of them, and it was often mentioned that they are trying to increase community outreach to the Pillar Ridge community. Also, since they are on the boundary of the community, it is easy to feel somewhat isolated and marginalized, and MWSD needs to take steps to ensure that this doesn't happen. As they prepare for the next session, they want to get the word out and encourage more participation.

Director Lohman 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, 2022. Director Harvey seconded the motion, and the motion passed unanimously 5-0.

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

General Manager Clemens Heldmaier said now that they have approved the Prop 218 maximum rate limits, they would like to amend the Master Fee Schedule. Staff recommendation is to open the public hearing, consider relevant public testimony, close the public hearing, and adopt the Ordinance of the Montara Water and Sanitary District restating and amending the Master Fee Schedule. The only changes in the Master Fee Schedule are the newly approved Prop 218 solid waste charges.

Director Boyd opened the public hearing. Hearing no public testimony, the public hearing was closed.

Director Dekker made a motion to close the public hearing, and Director Lohman seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

Director Lohman mentioned that this was discussed earlier that covered all the ramifications.

Director Boyd added more information is in the Board packet.

Director Slater-Carter made a motion to adopt the Ordinance of the Montara Water and Sanitary District restating and amending the Master Fee Schedule. Director

Lohman seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

### **3. Review and Possible Action Concerning Mandatory Organic Waste Recycling Ordinance.**

General Manager Clemens Heldmaier stated SB 1383 requires MWSD to adopt a mandatory organic waste recycling ordinance, the goal being to reduce organic disposal waste by 75%, increase edible food recovery by 20%, etc. Due to technical issues, General Manager Clemens Heldmaier connection was lost.

District Counsel Christine Fitzgerald stated SB1383 regulations, developed by CAL Recycle (the administrative authority that oversees the program) requires the District provide source separated waste collection services, which they do through Recology, establish an edible food recovery program which they are proposing to do through the County (coming up), adopt a procurement policy regarding recycled paper content (coming up), adopt reporting and record keeping policy to provide information to CAL Recycle on an annual basis, prepare and translate notices to educate waste generators about waste separation requirements. Recology will be educating rate payers on source separation, etc. MWSD is also required to create waivers for certain waste generators as well as establish enforcement mechanisms to investigate complaints, perform inspections, and cite waste generators and waste haulers. This is a mandatory requirement--the adoption of the ordinance, and the main provisions are summarized in the staff report. This ordinance must be passed by January 1, 2022, and by April they must submit an initial compliance report, which must include a copy of the ordinance and information about their organic waste efforts. There after they must submit annual reports to Cal Recycle about the operation of their program, education efforts, issuance of waivers, contamination monitoring efforts, oversight efforts with regard to waste haulers, and edible food recovery. Cal Recycle has the authority to enforce compliance against all jurisdictions, including MWSD, and can impose fines up to \$10,000 per day for any failure on the part of a jurisdiction to comply with the regulations and/or enforce its own ordinance against waste generators.

General Manager Clemens Heldmaier said staff recommendation is to open the public hearing, consider relevant testimony, close the public hearing and adopt Ordinance of the Montara Water and Sanitary District Adding Article 8 (Organic Waste Disposal Reduction) to Chapter II of the Montara Water and Sanitary District Code and Making a Determination of Exemption Under CEQA.

Director Boyd opened the public hearing. Hearing no public testimony, the public hearing was closed.

Director Lohman made a motion to close the public hearing, and Director Slater-Carter seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

Director Lohman had some concerns about critter interference with the green waste.

Director Boyd asked the best method to keep the critters out without upsetting staff.

General Manager Chris Porter said bungee cords work best. If anyone needs one, let her know.

Director Slater-Carter asked if special software or programs are required for the record keeping. She is concerned that it will be a huge burden on staff.

General Manager Clemens Heldmaier concurred. San Mateo County will take over some of the reporting for MWSD if the MOU is approved tonight. They will also be working with Recology and CAL Recycle.

Director Slater-Carter suggested contacting CSDA.

General Manager Chris Porter stated that part of this record keeping is to review the content of the carts. They are already doing that. She will start compiling a list of violators and send to General Manager Clemens Heldmaier once a month. They will also need to inspect a certain number of cans once a year to confirm residents are in compliance.

General Manager Clemens Heldmaier said that MWSD is tasked with enforcement, or they will be fined. There will be a transitional phase.

Director Slater-Carter suggested some type of cameras for staff like the Go-Pro.

Director Boyd stated that now they will be active regulators on this, he suggested drafting clear guidance or a policy manual for staff (what they can and can't do).

Carlisle Young asked if MWSD is going to be the garbage police and how far does this go? Will they be tagging people for throwing away a dirty glass jar?

General Manager Chris Porter said they tag for flagrant violations --mostly for garbage in the recycling and green waste bins.

Director Boyd said they should plan more outreach to the public going forward.

Director Slater-Carter suggested this as a future agenda item, sending more notifications and making posters in English and Spanish.

Director Dekker made a motion to adopt Ordinance of the Montara Water and Sanitary District Adding Article 8 (Organic Waste Disposal Reduction) to Chapter II

of the Montara Water and Sanitary District Code and Making a Determination of Exemption Under CEQA. Director Slater-Carter seconded the motion and the motion passed unanimously 5-0.

#### **4. Review and Possible Action Concerning Amendments to the District's Code Relating to Accessory Dwelling Units and the Subdivision Map Act.**

General Manager Clemens Heldmaier stated MWSD is proposing changes to the District Code. They worked with advisors and consultants to address accessory dwelling units (ADU) and Subdivision Map Act SB 9 and SB 10. Since 2017, the State has made a number of changes, resulting in the County adopting relevant ordinances. There are some exemptions. The Subdivision Map Act SB9 and SB 10 allows property owners to add additional units and subdivide their property, with varying number of dwelling units that can now be constructed on single-family zoned homes depending on whether it is SB9 or SB10, location, etc. They are updating the Code to clarify these issues. The Code does not allow main line extensions that run through private property, and the Code now clarifies that the main frontage to serve the parcel be located entirely within the public right of way. In reference to ADUs requirements, ADUs converting existing space of the structure are exempt from paying connection fees to the District; other fees apply (i.e., administration fee). There has to be a portionality to the connection fees charged for the new additional dwelling units, and that is what they are trying to address. There are clarifications to some definitions in the Code as well as how the ADUs are connected to the system. The District has the authority to decide how the property is connected. If there is potential for a subdivision, the homeowner with a detached unit may need to get an additional side sewer. This may not make sense for an attached unit. If additional units are added exceeding flow requirements, a larger meter would be needed. If additional units are added the new laws have certain requirements for submetering. New units that are not exempt, would require a separate meter. The Master Fee Schedule will also be amended and simplified on how these fees are to be applied with the goal of having a uniform fixture amount. The fixture unit charge is based on the full connection fee divided by 25, and that will remain.

Director Boyd opened the public hearing.

Carlyse Young asked for clarification for those ADUs that are exempt.

General Manager Clemens Heldmaier stated exempt ADUs are within existing space. The attached ADU may need two water meters and possibly two sewer lines. The detached ADU, whether existing or new, would need separate meters and probably separate side sewers. Additionally, for multi-unit complexes, every unit will need to be metered separately.

District Sewer Engineer Pippin Cavagnaro clarified that the exempt status is for existing legalized structure. The district does not make these determinations. The County initiates the process and defines the categories. They work with the County proceeding with the guidelines that the County has determined that is in compliance with the state law. Once those categories are established, the district provides the service.

Gregg Dieguez asked if a house gets an extra unit and another meter, it governs the sewer charge. Does it also get charged a sewer connection fee?

District Sewer Engineer Pippin Cavagnaro replied that it depends on square footage and is quite complex. They have to follow the County ordinance. The property owner will need to pay for two sewer service charges. The engineers have the discretion as to whether the property owner will need a separate or shared side sewer based on the layout of the property. If the ADU is not exempt, the property owner may need to pay a sewer service connection fee.

Gregg Dieguez asked if the property owner with an ADU does not get another water meter and continues to have one meter then their water consumption will increase. This will affect the sewer service. Will the sewer service also be tiered in usage like the water usage on their bills?

General Manager Clemens Heldmaier replied that the sewer service charges will not be changed.

Gregg Dieguez asked if there is a financial impact analysis that shows the impact on the District of this change in rates and fees? What are other districts doing about this? And how does what they are doing compare to what we are doing? And if MWSD learns something, can this be amended?

General Manager Clemens Heldmaier said there are no changes to rates and no need for a financial analysis. Other districts are doing very similar things. They are an independent government, and this Board can make its own decisions.

Director Lohman stated that the CSDA meeting in February, he will ask that this be added as a discussion item, so he can find out what other districts are doing.

District Sewer Engineer Pippin Cavagnaro said there will be some up-front financial impact from exempt units. They don't have any data to suggest how many people are going to do this and it is impossible to predict. From a water resource management side, it is not clear how you can bolster your infrastructure to handle potential additional domestic load and fire protection. This is a statewide issue. They will just have to review and update periodically. As General Manager Clemens Heldmaier stated, no new fees are being added, and they have no control over the exempt ones—that is a state law.

Director Dekker made a motion to close the public hearing, and Director Lohman seconded the motion. The motion passed unanimously 5-0.

Director Harvey asked if a homeowner decides to put in fixtures in their garage, is it exempt.

General Manager Clemens Heldmaier reiterated that the County is the decisionmaker as to what is exempt or not. If the unit is exempt, then they cannot charge connection or capacity fees but can charge other applicable fees.

Director Slater-Carter asked if this can be continued to the next meeting due to its complexity. She suggested recorded easements for any lines crossing property, even if it not subdivisible, for possible subdivision and future sale of properties. They need to make sure that it is clear where their water and sewer service area are and find out how subdivision will work with the County. SB10 allows development on lots that are as small as 1300 square feet. They need to be protective of their infrastructure and the ability to maintain that infrastructure.

General Manager Clemens Heldmaier said they thought of what Director Slater-Carter mentioned. That is why there is clarification of a mainline being in the public right of way as a requirement. And they are trying to give flexibility to the water and sewer engineers to make decisions. This is a public hearing, and it has to be noticed properly. It is not possible to continue this for the next meet. Staff is recommending adopting the Ordinance tonight. If changes need to made, he recommends that path.

District Sewer Engineer Pippin Cavagnaro said they talked about subdivision. Many of these items are in the Code already and the language has been clarified so that the Code matches the State law language. The property frontage requirement will reduce the risk of landlocked parcels and easements being on other people's property. The district has the authority to take these individual applications and define specific agreements to handle special cases for particular property.

Director Lohman said there is a lot of unknowns. They can't possibly define every scenario. He is in favor of this ordinance, knowing there will always be exceptions.

Director Boyd said it is the State and County machinations that require the District to respond and he commended staff and those involved in getting their "house" in order with respect to the various external regulations—the harmonizing of the language. He shares Director Slater-Carter's concerns about the enormity of the change but understands the need to approve the changes now, knowing they can make any necessary adjustments at a future date.

Director Lohman said this is a good start and understands revisions may be required. He made a motion to adopt an Ordinance amending Sections 3-1.100, 3-

5.400, 3.9-100, 3-9.500, 3-10.100 Through 3-10.400, 5- 2.100, 5-3.100, 5- 3.103, 5-4.102, 5-4.105 And 5-4.202 Of, And Adding Sections 3-10.500 And 5- 3.105 to the Montara Water And Sanitary District Code relating to Sewerage Service Definitions, Separate Side Sewer Connections, Sewer Connection Permits And Fees, Accessory Dwelling Units, Water Service Definitions, Applications, Required Connections, Individual Metering, Multiple Service And Main Frontage Requirements; And Revising Corresponding Master Fee Schedule Categories. Director Slater-Carter seconded the motion, and the motion passed unanimously 5-0.

## **CONSENT AGENDA**

- 1. Approve Minutes for Regular Scheduled Board Meeting November 4 and November 18, 2021.**
- 2. Approve Financial Statements for October 2021**
- 3. Approve Warrants for December 1, 2021**
- 4. SAM Flow Report for October 2021**
- 5. Monthly Review of Current Investment Portfolio**
- 6. Connection Permit Applications Received**
- 7. Monthly Water Production Report**
- 8. Rain Report**
- 9. Monthly Solar Energy Report**
- 10. Monthly Public Agency Retirement Service Report for September 2021**

Director Slater-Carter made a motion to approve the Consent Agenda items 1-10, and Director Lohman seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

## **OLD BUSINESS - none**

## **NEW BUSINESS**

- 1. Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act.**

General Manager Clemens Heldmaier stated this resolution is required to allow them to hold meetings virtually. Staff recommendation is to adopt the Resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water & Sanitary District under Government Code Section 54953 of the Brown Act During Existence of State of Emergency Conditions Related to the Covid-19 Pandemic.

Director Lohman made a motion to adopt the Resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water & Sanitary District under Government Code Section 54953 of the Brown Act During Existence



of State of Emergency Conditions Related to the Covid-19 Pandemic. Director Harvey seconded the motion and the motion passed unanimously 5-0.

**2. Review and Possible Action Concerning District Recycled Paper Procurement Policy.**

General Manager Clemens Heldmaier stated that in compliance with SB 1383, we will now be using paper products with 30% recycled content or more. MWSD will have to keep records. Staff recommendation is to adopt the Resolution of the Montara Water and Sanitary District adopting Recycled Content Paper Purchase Policy.

Director Lohman adopt Resolution of the Montara Water and Sanitary District Adopting Recycled Content Paper Purchase Policy. Director Slater-Carter seconded the motion and the motion passed unanimously 5-0.

**3. Review and Possible Action Concerning Memorandum of Understanding (MOU) with County of San Mateo for Edible Food Recovery.**

General Manager Clemens Heldmaier stated the MOU with the County of San Mateo will establish an Edible Food Recovery program for MWSD in compliance with SB1383. The County will be running the program. This program recovers edible food from generators (schools, grocery stores, etc.) and redistributes it for consumption. For more details, please see the November 18, 2021 recorded meeting. Staff recommendation is to adopt the Resolution of the Montara Water and Sanitary District approving and authorizing an Edible Food Recovery Memorandum of Understanding with the County of San Mateo.

Director Slater-Carter made a motion to adopt Resolution of the Montara Water and Sanitary District Approving and Authorizing an Edible Food Recovery Memorandum of Understanding with the County of San Mateo. Director Lohman seconded the motion and the motion passed unanimously 5-0.

**4. Review and Possible Action Concerning Second Amendment to Solid Waste Franchise Agreement with Recology of the Coast.**

General Manager Clemens Heldmaier stated the second amendment of the Franchise Agreement has revisions including the new rates and regulations in compliance with SB 1383. Staff recommendation is to adopt the Resolution approving and authorizing execution of Second Amendment to Franchise Agreement for Solid Waste and Recycling Services.

Director Slater-Carter made a motion to adopt the Resolution approving and authorizing Execution of Second Amendment to Franchise Agreement for Solid Waste and Recycling Services. Director Lohman seconded the motion, and the motion passed unanimously 5-0.

## REPORTS

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

Director Slater-Carter said they received an update on the Non-Domestic Waste Source Control Program (NDWSCP). There was a good safety program inspection—a lot of things have been fixed this year. There was a Finance meeting today and they are working on a CIP report. They have been talking about a new policy on how to handle accounting mistakes.

Director Lohman mentioned that the draft of the NDWSCP was presented by Half Moon Bay. They did not allow suggestions or feedback. He voted for it to get the program moving, but there are issues which will be discussed later.

### 2. Mid-Coast Community Council Meeting (Slater-Carter) - none

### 3. CSDA Report (Lohman) –

Director Lohman reported that the next meeting is in February.

### 4. Local Agency Formation Commission (LAFCo) Report (Lohman)

Director Lohman announced Executive Director, Martha Poyatos is retiring at the end of the year. A letter thanking her for her years of service has been prepared for everyone on the Board to sign.

### 5. Attorney's Report (Fitzgerald) - none

### 6. Directors' Report - none

### 7. General Manager's Report (Heldmaier) –

General Manager Clemens Heldmaier said a new newsletter has been mailed out and is also on the website.

## FUTURE AGENDAS

- Temporary Changes to Vacation Payout and Scheduling due to Covid 19
- Receipt of FY 20-21 Audit

Director Slater-Carter stated that Director Clark from GCSD made some statements about the accounting at SAM that has cast doubt on their trustworthiness. She would like General Manager Keshin Pravidath or George Evans to explain their accounting practices for transparency.

Director Dekker suggested Peter Medina join that presentation.

Director Boyd suggested it be agendaized.

**BRIEF RECESS at 10:00 pm**

**CONVENE IN CLOSED SESSION 10:05 pm**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Government Code § 54956.9(d)(1))

Case Names: *City of Half Moon Bay v. Granada Community Services District, et al. (Santa Clara County Super, Crt. No. 17CV316927)*

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

- Significant Exposure to Litigation pursuant to Paragraph (2) of subdivision (d) of Government Code §54956.9 (1 potential case)

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

- (Government Code §54956.9 (d)(4) Initiation of Litigation (1 potential case)

**REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**ADJOURNMENT at 11:30 pm**

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

Respectfully Submitted,

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

Approved on the 6th, January 2022

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



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

**REGULAR BOARD OF DIRECTORS MEETING**  
**December 16, 2021**

**MINUTES**

**THIS MEETING WAS HELD REMOTELY UNDER PARAGRAPH (1) OF SUBDIVISION (e) OF GOVERNMENT CODE SECTION 54953 DUE TO THE CURRENT PROCLAIMED STATE OF EMERGENCY. DIRECTORS, STAFF AND THE PUBLIC PARTICIPATED REMOTELY VIA THE APPLICATION ZOOM**

**REGULAR SESSION BEGAN AT 7:33 p.m.**

**CALL TO ORDER**

**ROLL CALL**

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

Directors Absent: None

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

Others Present: District Counsel, Christine Fitzgerald  
Kastama Consulting, Alison Kastama  
District Water Engineer, Tanya Yurovsky  
District Sewer Engineer, Pippin Cavagnaro  
District Accountant, Peter Medina  
Eide Bailey LLP, Ahmad Gharaibeh  
Sewer Authority Mid-Coastside, Tim Costello  
Communications Leasing, Aaron Levinson

## **PRESIDENT'S STATEMENT**

Director Boyd said he observed 6.32" rain this month and 14.8" on the year on the Montara Water and Sanitary District (MWSD) website. It has been a big help, but they have more to go. They are still in a drought. Please keep conserving and be water wise.

## **ORAL COMMENTS**

Director Slater-Carter they have had more rain this year than 2019 for the whole water year and they are within a few hundredths of an inch of where they were last year. They are essentially close to halfway to normal.

General Manager Clemens Heldmaier requested that an emergency item be added to the agenda in reference to the storm and the resulting sanitary sewer overflow. He would like to report what was done, what needs to be done in the future, and approval of funds needed for the emergency response.

Director Lohman made a motion to add the emergency item to the agenda. Director Slater-Carter seconded the motion, and the motion passed unanimously 5-0.

Director Lohman said he read that California is considering putting in a new reservoir. The plan, if approved, is to take water out of the Sacramento River and fill the reservoir for Southern California usage. This may kill the salmon population. Can they find out what the average per capita consumption for districts in Southern California vs. Northern California. He wants people to be aware more water is being taken by Southern California.

**PUBLIC HEARING - none**

**CONSENT AGENDA - none**

**OLD BUSINESS - none**

## **NEW BUSINESS**

### **0. Review and Possible Action Concerning the Emergency on Monday.**

General Manager Clemens Heldmaier stated on Sunday night/Monday morning there was a big storm. The Harte Date pumpstation had some issues keeping up, and the Sewer Authority Midcoast (SAM) used their vacor truck to transport sewage to the next manhole. Unfortunately, a sanitary sewer overflow occurred close to Montara Creek, and some of it went into the creek, resulting in a Category One overflow. SAM is reviewing all of this now. However, in the meantime, to avoid

another incident, MWSD rented a trailer mounted diesel pump for supplemental pumping for one-three months if needed. Due to increased construction and connections in that area, the aging existing pump system, and the volume of rain, the pumps in the pumpstation may now be inadequate to serve that area. They've already spent \$15,000 to resolve the emergency. MWSD will need to purchase new pumps and equipment, and the pumpstation will also need to be rehabilitated in the future. In the interim, he is considering purchasing a pump or a vacuum trailer for the district's use. He is requesting authorizing and adopting a resolution being prepared by legal counsel for up to \$140,000 dollars for the emergency repairs.

District Sewer Engineer Pippin Cavagnaro stated the series of storms have been of higher intensity, and while they had staff, they did not have access to the right equipment. There is very little in the rental market now. And to purchase equipment now, will take about 30 weeks. The pumpstation was built in 1983 approximately. The replacement parts are made in Sweden and would take three months or more. Instead of ordering parts for an old system, they would like to order a larger pump that is more suitable for the range of flows, handles grit better, and handle peak dynamic flows on a single pump. The costs of these newer design pumps are about \$20,000-\$25,000 each plus various fittings. The lead time is quite long, so they recommend ordering the pumps as soon as possible. The immediate step is getting the supplemental pump capacity installed. Next, would be to purchase the pumps and use them while the pumpstation is being put out to bid. Then hopefully in the Spring, they can rehabilitate the pumpstation. In the interim, they can also buy a portable pump, but it is expensive and would not get much use. A vactor-trailer rig is more expensive, but could be used for emergencies, and water and sewer maintenance. They are looking at a phased approach. Because of the urgency, they need to get additional capacity in now and work towards making the station more independent without having to have that long term rental cost while they are designing the updated pumping capacity. The rehabilitation may also require an application for a power service increase from PG&E for the increased capacity.

Director Dekker asked budget wise, what is the timeline for needed funds?

District Sewer Engineer Pippin Cavagnaro said they need \$140,000 now to pay the contractor, Calcon electrical integration costs, and the big expense would be the correct pumps at \$20,000-\$30,000 apiece.

Director Dekker asked for the breakdown.

General Manager Clemens Heldmaier said the costs include parts to hook up to the existing force main to create a high-capacity bypass point \$15,000, SAM response (overtime), A1 Rental \$15,000, rental portable pump and hose \$6,000 per month projected at three months or \$18,000, temporary electrical panel \$15,000 (Calcon), purchase of two pumps \$60,000, engineering support \$15,000.

This doesn't include the cost of a portable pump at \$65,000 or trailer vac \$140,000 if the District were to purchase. This would be brought to the Board in January.

Director Boyd asked if that would be an additional \$205,000?

General Manager Clemens Heldmaier replied that it would be either \$65,000 or \$140,000. This would be brought to the Board in January.

District Sewer Engineer Pippin Cavagnaro commented that SAM has trailer vacs as well, but they were being used at the SAM treatment plant. That equipment was not available because this event hit the entire Coastside so broadly. There just wasn't enough backup emergency equipment on the Coast to be used.

Director Dekker asked why doesn't SAM buy the additional equipment?

District Sewer Engineer Pippin Cavagnaro said that is for the SAM Board, and this is a Montara discussion. It hasn't rained like this in two or three years, and that is something that needs to be revisited with SAM. They are looking at the immediate need of handling the District's emergency response and mitigating the immediate risk. They have the highest risk of the three member agencies. They encourage the Board to consider their options.

General Manager Clemens Heldmaier reiterated that a portable pump could only be used for sewer, while a vac truck could be used for water and sewer maintenance.

Director Lohman said with the additional capacity from the Wet Weather project and the Walker tank, they had just enough time to save the SAM plant. He thought the Half Moon Bay overflows were due to too much water in the pipes. If MWSD and Half Moon Bay improve their pumps, increasing flow and volume to the SAM plant, will the SAM treatment plant be able to handle that?

Director Slater-Carter said that some of the buildings at the SAM plant were flooded during the storm. The SAM Board is struggling now with the Non-Domestic Waste Source Control problem that the other agencies don't think are significant when it is putting SAM's permit at risk. She doubts asking them to buy equipment that might be needed in Montara would get the necessary "yes" votes. That is why being self-reliant in the long run is so important.

Director Dekker wanted to clarify costs. After they authorize \$140,000 now, then later it will be either to purchase a portable pump for \$60,000 or a vacter truck for \$150,000.

General Manager Clemens Heldmaier stated that there is the third step which would be rehabilitating the pumpstation at a cost of approximately million dollars. The funds now are for the emergent situation, the portable pump to bridge the next

months, design and construct an appropriate pumpstation, and the final phase to rebuild the pumpstation.

District Sewer Engineer Pippin Cavagnaro added that due to the supply chain issues and increasing costs of stainless steel and shipping, everything costs more and is taking a lot longer. They are hoping they can save the old concrete structure, which will save a lot of money. Based on his experience with other districts, he is expecting it to cost from \$950,000-1.2 million.

Director Dekker replied that MWSD is asking for \$140,000 now plus \$60,000 or \$150,000, which would be \$200,000 or \$290,000 dollars.

General Manager Clemens Heldmaier stated that they are asking for \$140,000, and in January they would bring this back to the Board.

Director Boyd clarified that General Manager Clemens Heldmaier has a phased proposal which would be \$140,000 now to take care of the emergent situation, then about the same amount or a little less for a bridging action to get them to the third thing which is the pumpstation rebuild. It is at the end of its useful life—it's been about 40 years. The thing that is upsetting is finding out the hard way that the pumpstation is in this condition. It is important to keep the infrastructure up to date, and the stuff out of sight doesn't need to be out of mind.

Director Lohman mentioned that the money spent from the Half Moon Bay lawsuit would easily cover the costs of this project. Maybe this can be construed as infrastructure enhancement and eligible for a Federal or State grant.

Director Slater-Carter requested that the details of this project be put on the agenda in January including options and needed funds. She wants the public to be aware of this. Also, maybe they need to consider raising connection fees. Mr. Dieguez has mentioned how new development burdens existing rate payers by causing problems like this. She feels that it should be for the entire amount, not in parts, because the public should know how much things costs.

Director Slater-Carter made a motion to authorize a resolution not to exceed \$140,000 dollars for the emergency work. Director Dekker seconded the motion and the motion passed unanimously 5-0.

#### **1. Review and Possible Action Concerning Receipt of Fiscal Year 2020-2021 Audit.**

General Manager Clemens Heldmaier stated that MWSD received their audit, and Ahmad Gharaibeh will be presenting and Peter Medina on the phone for any questions. Staff recommendation is to acknowledge receipt of the Annual Audit for the period ending June 30, 2021, direct the General Manager to send a copy to the



County of San Mateo, the State Controller, Standard & Poor's, post on the District webpage and to make copies on file available to the public.

Ahmad Gharaibeh said this is the annual report for the Montara Water and Sanitary District. The scope of the audit is to ensure that the financial statements are fairly stated. It is an affirmation of the information presented to the Board by management. They come in after the fact and perform audit procedures to ensure the numbers reported in these financial statements are fairly stated. There are two phases: the interim and final phases. The interim phase is when they look at the controls—the manner receipts are processed, disbursements, and payroll. They wait for management to close the books, then they come in after the fact and confirm the amounts reported on the financial statements—taxes, cash, etc. They work with management on issuing reports that are in compliance with the reporting requirements, called Government Accounting Standards Board that dictates how these amounts are to be reported on the financial statements, and at the end they issue an opinion on the financial statements. He is pleased to announce that they issued a clean opinion, meaning that these financial statements are fairly stated. They encountered no difficulties with respect to the financial statements.

Director Dekker stated that the sewer rate increase was 9% and not 17% as indicated in the report.

Ahmad Gharaibeh said they will make the change accordingly.

Director Dekker mentioned that he has more questions but will ask Peter Medina later.

General Manager Clemens Heldmaier clarified that Director Dekker is referring to a future meeting when this will be brought to the Board in January as a year-end finance report presented by District Accountant Peter Medina.

Director Lohman made a motion to is to acknowledge receipt of the Annual Audit for the period ending June 30, 2021, direct the General Manager to send a copy to the County of San Mateo, the State Controller, Standard & Poor's, post on the District webpage and to make copies on file available to the public. Director Slater-Carter seconded the motion, and the motion passed unanimously 5-0.

## **2. Review and Possible Action Concerning Owner Authorization Agreement with AT&T.**

General Manager Clemens Heldmaier stated that AT&T is interested in establishing a cell tower at the Alta Vista tanks. They will be renting approximately 650 square feet and AT&T will manage all the permits, procedures, and costs. The Owner Authorization Agreement allows them to approach all the jurisdictions, access the site, perform tests and analysis at their expense. Later, the Board will have a chance to review and approve the design and negotiate a contract. Staff

recommendation is to adopt the Resolution of the Montara Water and Sanitary District Approving and Authorizing Execution of Owner Authorization Agreement (Alta Vista Tank #2 Site – New Cingular Wireless, PCS LLC). Aaron Levinson is present to answer any questions.

Director Dekker asked what the projected rent will be.

Aaron Levinson replied that is being negotiated. It will depend on what is being designed. However, based on preliminary drawings, he is proposing not less than \$4,000 per month.

Director Lohman asked if was possible to get a map of new phone coverage. It would be great selling point to the community, to show improved coverage.

Aaron Levinson replied that AT&T should be able to provide propagation reports showing expanded coverage.

Director Boyd stated it will be a challenge for them in how tall the tower can be, and this will affect coverage. He clarified that this is just for the planning stage of the process and obtaining permits, and no construction would occur without MWSD approval. Then at that point they will have a clear picture of what is being permitted to build and the public will have the opportunity to participate in the permitting process.

Aaron Levinson replied that this was correct. Once they are ready to construct it will be brought to the Board for approval. He also noted that AT&T as part of the permitting process will probably have to hold community meetings. They will need to demonstrate the efficacy of coverage, sense of the design, and safety.

Director Slater-Carter commented that the Sprint site will now be a T-Mobile site. Have they changed that contract? Shouldn't they get an updated lease?

Aaron Levinson replied this is his recommendation. There are a few things that could happen with a Sprint site. One, it could convert to T-Mobile since it acquired Sprint, or T-Mobile/Sprint assigns the site to Dish. Dish is the fourth carrier, new entrant to the market. When the FCC approved the acquisition of Sprint by T-Mobile, they required a certain number of sites be transferred to a fourth carrier that is now Dish. In the event of an assignment from Sprint to T-Mobile, MWSD should enter into a new agreement with T-Mobile updating the provisions. They will be upgrading the site to 5G. And there are implications that MWSD needs to be protected from, and all of that has to be captured into a new agreement form.

Director Dekker asked if Mr. Levinson's fee is based on rental income that he negotiates.

Aaron Levinson commented that in the scenario with the Sprint assignment, he would only charge based on the difference from the current rent from Sprint to the new rental income from T-Mobile. AT&T is a new build and it would be just based on the amount that he would negotiate for MWSD. His goal is that his income come from the revenue he helps to produce and not out-of-pocket.

Kimberly Williams had some concerns about the proposed tower—the height of the tower, the strength of the tower, whether it would impede access to trails, if it would be a larger footprint and how would that be maintained, and any chemicals that could migrate into the environment. Those are questions for now or a future meeting.

Aaron Levinson replied that those are questions for AT&T and they want AT&T to get the coverage they need at the minimal heights they need. They will not exceed the height restrictions for that area and in terms of access to the trails, they cannot impact access to the MWSD site including the trails. They use back-up batteries that will be sealed in an all-weather cabinet for emergency power. AT&T can further address these questions.

Director Slater-Carter made a motion to adopt the Resolution of the Montara Water and Sanitary District Approving and Authorizing Execution of Owner Authorization Agreement (Alta Vista Tank #2 Site – New Cingular Wireless, PCS LLC). Director Dekker seconded the motion and the motion passed unanimously 5-0.

### **3. Big Wave Development Update**

General Manager Clemens Heldmaier thanked Director Harvey for inquiring about the status of Big Wave regularly. It is the biggest development the district has had so far. Last time they talked about the acceptance of the main line extension.

Tanya Yurovski stated that two months ago the main line extension was accepted into the district system. It is not operational yet. Big Wave has seven lots, and each will have an associated building with it. The next step will be the Wellness Center. Big Wave started looking at some commercial developments, which is going through approvals with the County. Right now, they are reviewing the proposed distribution pipelines which will also be built by Big Wave and turned over to the district inside the property between the lots. For that construction, Big Wave is requesting permission to use the new pipeline and they will be discussing that shortly. The actual applications have not been submitted yet. Once the applications for the new buildings are received, the fees paid, and plans and documents submitted, they will start reviewing them and bring them to the Board as required.

Director Slater-Carter requested that she and Director Dekker be able to work with Tanya Yurovski in looking at what the water connection costs will be, with an

assessment of the water pumps and its anticipated lifespan along with the expected loads put on them, and perhaps added in with the connection cost. Given just what happened with the sewer pumps, it will be good insurance to look at this. She is aware that this will be a future agenda item.

## **REPORTS**

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

Director Slater-Carter said they had a finance meeting today and received the draft audit. There will be a special meeting to approve it. General Manager Kishen Prathivadi wants it adopted by the end year and is hoping to receive an Annual Comprehensive Financial Report (ACFR), (formally a CAFR) which is the highest-level annual report. The last time SAM received a CAFR award was in 2011. There was some discussion about getting a glossary of terms drafted, so everyone understands the terms as it relates to the documents. The meanings attributed to common words may not be the same meaning attributed to the same word in other circumstances. The special meeting is going to be Wednesday, December 29, 2021, at 7:00pm.

Director Dekker requested a copy of the draft audit.

Director Slater-Carter replied she would send it.

Director Lohman added that they talked about the new guidelines for the Non-Domestic Waste Control Source Program. They have maintained that the JPA says SAM will issue the permits; and Half Moon Bay is trying to work around that. The MWSD SAM reps reiterated this program should remain as written in the JPA. It will be discussed again in January. There will be repercussions.

Director Slater-Carter encouraged any ideas from the public.

### **2. Mid-Coast Community Council Meeting (Slater-Carter) - none**

### **3. CSDA Report (Lohman) – none**

### **4. Local Agency Formation Commission (LAFCo) Report (Lohman) –**

Director Lohman stated that he attended a couple of CALAFCO and other special district meetings, and one of the interesting things is that some farmers are selling their water than actually farming. Also, some Districts are transporting water from one district to another, without permission from anyone. He talked to the Board President of LAFCOs, with his concerns about consolidation. And she said as far as she understands, consolidation would only occur if there was an obvious problem, like wells running dry, etc.

### **5. Attorney's Report (Fitzgerald) - none**

**6. Directors' Report - none**

**7. General Manager's Report (Heldmaier) – none**

**FUTURE AGENDAS**

District Counsel Christine Fitzgerald announced that there is an item in Closed Session Agenda that Director Lohman will be recusing himself due to a conflict of interest due to the proximity of his property in relation to the property listed on the agenda. He will leave the meeting electronically, and not participate by audio or video.

**BRIEF RECESS at 9:15 pm**

**CONVENE IN CLOSED SESSION 9:20 pm**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Government Code § 54956.9(d)(1))

Case Names: *City of Half Moon Bay v. Granada Community Services District, et al. (Santa Clara County Super, Crt. No. 17CV316927)*

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

- Significant Exposure to Litigation pursuant to Paragraph (2) of subdivision (d) of Government Code §54956.9 (1 potential case)

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

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

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code §54956.8)**

Property: 771 Rivera Rd., Montara, CA

Agency Negotiators: District General Manager; District General Counsel

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

Under Negotiation: Price and Terms of Payment.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code §54957(b)(1)) Title: General Manager**

**CONFERENCE WITH LABOR NEGOTIATORS (Government Code §54957.6)**

Unrepresented Employee: General Manager

**REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**ADJOURNMENT at 11:30 pm**

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

Respectfully Submitted,

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

Approved on the 6th, January 2022

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **January 6, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

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## **Budget vs. Actual – Sewer July 2021 thru November 30, 2021 - Variances over \$2,000:**

- 4400 Fees, \$17,621 above Budget – October 2021 mainline extension fees included \$6k payment received from Moss Beach Associates. Variance will balance as we progress through the year.
- 4610 Property Tax Receipts, \$3,534 below Budget – Property taxes collected outside of budgeted months. Large payment of \$107k received in August 2021.
- 4710 Sewer Service Charges, \$1,451,863 below Budget – Revenue received during July 2021 was accrued back to Fiscal Year 20-21. Budget divided evenly over twelve months. Variance will balance throughout the year.
- 4720 Sewer Service Refunds, Customers, \$6,083 above budget - Sewer service adjustment for customer who had water leak in July 2021.
- **Overall Total Operating Income for the period ending November 30, 2021 was \$1,443,244 below budget. Total income received to date is \$193,461.**
- 5190 Bank Fees, \$2,200 over Budget – Annual fee for I-Bank was paid in July.
- 5200 Board of Directors, \$31,232 below Budget – No election expenses paid to date.
- 5300 Insurance, \$12,647 above Budget – Property insurance renewal was paid in November 2021.
- 5400 Legal, \$23,861 above Budget – Larger litigation expenses incurred for month of November related to HMB vs. MWSD, GCSD.
- 5510 Maintenance, Office, \$4,514 above Budget – Large expense of \$6,817 paid in October for Dry Rot repair to office.
- 5560 Printing & Publishing, \$3,411 above Budget – Large printing expense of \$3,532.83 related to 3354ci printer in November.
- 5610 Accounting, \$3,950 below Budget – Due to timing.
- 5620 Audit, \$8,036 above Budget – Due to timing.
- 5630 Consulting, \$2,456 below Budget – Due to timing.
- 5640 Data Services, \$6,575 above Budget – Large bill of \$8K paid in August for EDS parcel management.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **January 6, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5720 Telephone & Internet, \$8,019 above Budget – Variance will balance throughout Fiscal Year.
- 5800 Labor, \$6,596 below Budget – Management wages & payroll taxes lower than expected.
- 6170 Claims, Property Damage, \$8,333 below Budget – No claims paid to date.
- 6200 Engineering, \$5,218 below Budget – Variance will balance throughout Fiscal Year.
- 6330 Facilities, \$2,652 below Budget – No landscaping fees paid yet.
- 6600 Collection/Transmission, \$4,167 below Budget – No costs paid to date.
- 6910 SAM Collections, \$27,664 below Budget – Due to timing.
- 6940 SAM Maintenance, Collection Sys, \$12,494 below Budget – Due to timing.
- 6950 SAM Maintenance, Pumping, \$23,716 below Budget – Due to timing.
- **Overall Total Operating Expenses for the period ending November 30, 2021 were \$86,048 below Budget.**
- **Total overall Expenses for the period ending November 30, 2021 were \$59,952 below budget. For a net ordinary Income of -\$1,383,292 budget vs. actual. Actual net ordinary Income is -\$961,614.**
- 7100 Connection Fees, \$18,882 below Budget – No new connection fees for new construction received in November.
- 7200 Interest Income, LAIF, \$13,426 below budget – Q1/Q2 allocation lower due to lower interest rates.
- 8000 CIP, \$391,124 below Budget – Variance will balance throughout Fiscal Year.
- 9200 I-Bank Loan, \$8,827 below Budget - Due to timing.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **January 6, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **Budget vs. Actual – Water July 2021 thru November 30, 2021 - Variances over \$2,000:**

- 4400 Fees, \$88,482 above Budget – Large payment received for \$88K during the November
- 4610 Property Tax Receipts, \$3,535 below Budget – Property taxes collected outside of budgeted months. Large payment of \$107k received in August 2021.
- 4740 Testing Backflow, \$5,980 above Budget – Higher number of testing occurred.
- 4810 Water Sales, Domestic, \$51,996 below Budget – Difference mainly due to timing of collections.
- 4850 Water Sales Refunds, Customers, \$12,638 below Budget – Large refund of \$12K paid in September to Stephanie Lee for ADU project that was cancelled.
- **Overall Total Operating Income for the period ending November 30, 2021 was \$27,060 above budget. Total revenue received to date is \$969,269.**
- 5200 Board of Directors, \$31,232 below Budget – No election expenses paid to date.
- 5240 CDPH Fees, \$5,417 below Budget – No fees paid to date.
- 5300 Insurance, \$2,292 – No fees paid to date.
- 5400 Legal, \$28,359 below Budget – Legal expenses are lower than anticipated.
- 5510 Maintenance, Office, \$5,088 above Budget - Large expense of \$6,817 paid in October for Dry Rot repair to office.
- 5530 Memberships, \$7,737 above Budget – 2022 Annual Agency Dues paid in November for \$15K.
- 5560 Printing & Publishing, \$2,497.18 above Budget – Large printing expense related to 3354ci printer in November.
- 5610 Accounting, \$3,950 below Budget – Due to timing.
- 5620 Audit, \$8,035 above Budget – Due to timing.
- 5630 Consulting, \$2,684 below Budget – Due to timing.
- 5720 Telephone & Internet, \$8,689 above Budget - Variance will balance out further into fiscal year.
- 5800 Labor, \$50,988 below Budget – Difference due to timing in payment of workers compensation premiums which are paid on a quarterly basis, and Staff wages being lower than budgeted.
- 6170 Claims, Property Damage, \$4,167 below Budget – No costs paid to date.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **January 6, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6180 Communications, \$3,454 below Budget – Minimal costs paid to date.
- 6195 Education & Training, \$3,375 below Budget – Minimal costs paid to date.
- 6200 Engineering, \$36,872 below Budget – Minimal costs paid to date.
- 6330 Facilities, \$2,843 below Budget – Due to timing.
- 6400 Pumping, \$14,072 below Budget – Minimal costs to date.
- 6500 Supply, \$11,924 below Budget – Minimal costs to date.
- 6600 Collection/Transmission, \$5,481 below Budget – Budget it divided evenly between twelve months, therefore, variance will balance throughout Fiscal Year.
- 6700 Treatment, \$3,679 above Budget – Larger costs than anticipated.
- 6800 Vehicles, \$2,200 below Budget – Lower costs than anticipated.
- **Overall Total Operating Expenses for the period ending November 30, 2021 were \$81,276 below Budget.**
- **Total overall Expenses for the period ending November 30, 2021 were \$178,645 below budget. For a net ordinary income of \$205,706 budgeted vs. actual. Actual net ordinary income is \$323,374.**
- 7100 Connection Fees, \$18,873 above Budget – Budget is divided evenly over twelve months. Variance will balance out throughout the fiscal year. Three new connections in November 2021.
- 7600 Bond Revenues, G.O. \$389,155 below Budget – GO Bond revenue received in July and August were accrued back to FY 20-21.
- 8000 CIP, \$250,871 below Budget – More projects will begin later in fiscal year.
- 9100 GO Bond interest expense \$33,492 below Budget - Difference due to timing.
- 9150 SRF Loan, \$33,819 below Budget – Difference due to timing.

## RECOMMENDATION:

This is for Board information only

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

	Jul - Nov 21	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	33,271.40	32,175.00	1,096.40
4400 · Fees			
4410 · Administrative Fee (New Constr)	2,276.00	1,500.00	776.00
4420 · Administrative Fee (Remodel)	0.00	416.65	-416.65
4430 · Inspection Fee (New Constr)	2,152.00	1,458.35	693.65
4440 · Inspection Fee (Remodel)	0.00	416.65	-416.65
4450 · Mainline Extension Fees	6,000.00		
4460 · Remodel Fees	11,774.50	1,666.65	10,107.85
4470 · Other Fees	876.40		
<b>Total 4400 · Fees</b>	<b>23,078.90</b>	<b>5,458.30</b>	<b>17,620.60</b>
4510 · Grants	136.00		
4610 · Property Tax Receipts	135,340.66	138,875.00	-3,534.34
4710 · Sewer Service Charges	0.00	1,451,863.35	-1,451,863.35
4720 · Sewer Service Refunds, Customer	-8,165.92	-2,083.35	-6,082.57
4760 · Waste Collection Revenues	9,728.39	10,416.65	-688.26
4990 · Other Revenue	71.52		
<b>Total Income</b>	<b>193,460.95</b>	<b>1,636,704.95</b>	<b>-1,443,244.00</b>
<b>Gross Profit</b>	<b>193,460.95</b>	<b>1,636,704.95</b>	<b>-1,443,244.00</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	5,116.69	2,916.65	2,200.04
5200 · Board of Directors			
5210 · Board Meetings	1,050.00	1,250.00	-200.00
5220 · Director Fees	3,343.38	3,125.00	218.38
5230 · Election Expenses	0.00	31,250.00	-31,250.00
<b>Total 5200 · Board of Directors</b>	<b>4,393.38</b>	<b>35,625.00</b>	<b>-31,231.62</b>
5250 · Conference Attendance	0.00	1,041.65	-1,041.65
5270 · Information Systems	2,218.00	1,666.65	551.35
5300 · Insurance			
5310 · Fidelity Bond	0.00	208.35	-208.35
5320 · Property & Liability Insurance	14,938.58	2,083.35	12,855.23
<b>Total 5300 · Insurance</b>	<b>14,938.58</b>	<b>2,291.70</b>	<b>12,646.88</b>
5350 · LAFCO Assessment	0.00	1,041.65	-1,041.65
5400 · Legal			
5420 · Meeting Attendance, Legal	5,079.00		
5430 · General Legal	21,913.50	83,333.35	-61,419.85
5440 · Litigation	80,202.30		
<b>Total 5400 · Legal</b>	<b>107,194.80</b>	<b>83,333.35</b>	<b>23,861.45</b>
5510 · Maintenance, Office	7,847.04	3,333.35	4,513.69
5530 · Memberships	3,807.50		
5540 · Office Supplies	857.45	2,708.35	-1,850.90
5550 · Postage	70.00	166.65	-96.65
5560 · Printing & Publishing	4,036.05	625.00	3,411.05

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

	Jul - Nov 21	Sewer Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	12,300.00	16,250.00	-3,950.00
5620 · Audit	13,660.50	5,625.00	8,035.50
5630 · Consulting	18,377.55	20,833.35	-2,455.80
5640 · Data Services	9,283.00	2,708.35	6,574.65
5650 · Labor & HR Support	1,067.50	1,041.65	25.85
5660 · Payroll Services	384.22	416.65	-32.43
<b>Total 5600 · Professional Services</b>	<b>55,072.77</b>	<b>46,875.00</b>	<b>8,197.77</b>
5710 · San Mateo Co. Tax Roll Charges	119.00	83.35	35.65
5720 · Telephone & Internet	16,352.65	8,333.35	8,019.30
5730 · Mileage Reimbursement	792.37	83.35	709.02
5740 · Reference Materials	0.00	0.00	0.00
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	7,457.53	7,651.65	-194.12
5820 · Employee Benefits	17,727.80	18,259.60	-531.80
5830 · Disability Insurance	737.10	808.75	-71.65
5840 · Payroll Taxes	5,313.13	8,362.10	-3,048.97
5850 · PARS	7,306.54	7,473.35	-166.81
<b>5900 · Wages</b>			
5910 · Management	45,928.70	49,390.40	-3,461.70
5920 · Staff	58,514.13	58,607.50	-93.37
5930 · Staff Certification	875.00	750.00	125.00
5940 · Staff Overtime	1,358.39	141.65	1,216.74
<b>Total 5900 · Wages</b>	<b>106,676.22</b>	<b>108,889.55</b>	<b>-2,213.33</b>
5960 · Worker's Comp Insurance	612.19	981.25	-369.06
<b>Total 5800 · Labor</b>	<b>145,830.51</b>	<b>152,426.25</b>	<b>-6,595.74</b>
<b>Total 5000 · Administrative</b>	<b>368,646.79</b>	<b>342,551.30</b>	<b>26,095.49</b>
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	0.00	8,333.35	-8,333.35
6195 · Education & Training	0.00	416.65	-416.65
<b>6200 · Engineering</b>			
6220 · General Engineering	7,282.50	12,500.00	-5,217.50
<b>Total 6200 · Engineering</b>	<b>7,282.50</b>	<b>12,500.00</b>	<b>-5,217.50</b>
6320 · Equipment & Tools, Expensed	0.00	0.00	0.00
<b>6330 · Facilities</b>			
6335 · Alarm Services	1,931.49	2,083.35	-151.86
6337 · Landscaping	0.00	2,500.00	-2,500.00
<b>Total 6330 · Facilities</b>	<b>1,931.49</b>	<b>4,583.35</b>	<b>-2,651.86</b>
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	13,443.77	18,750.00	-5,306.23
6420 · Pumping Maintenance, Generators	903.00		
6430 · Pumping Maintenance, General	3,503.76		
<b>Total 6400 · Pumping</b>	<b>17,850.53</b>	<b>18,750.00</b>	<b>-899.47</b>

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

	Jul - Nov 21	Sewer Budget	\$ Over Budget
<b>6600 · Collection/Transmission</b>			
6660 · Maintenance, Collection System	0.00	4,166.65	-4,166.65
<b>Total 6600 · Collection/Transmission</b>	0.00	4,166.65	-4,166.65
<b>6770 · Uniforms</b>	0.00	83.35	-83.35
<b>6800 · Vehicles</b>			
6810 · Fuel	440.50	416.65	23.85
6820 · Truck Equipment, Expensed	0.00	66.65	-66.65
6830 · Truck Repairs	54.44	416.65	-362.21
<b>Total 6800 · Vehicles</b>	494.94	899.95	-405.01
<b>6900 · Sewer Authority Midcoastside</b>			
6910 · SAM Collections	110,657.64	138,322.10	-27,664.46
6920 · SAM Operations	638,586.75	638,586.65	0.10
6940 · SAM Maintenance, Collection Sys	4,172.90	16,666.65	-12,493.75
6950 · SAM Maintenance, Pumping	5,451.01	29,166.65	-23,715.64
<b>Total 6900 · Sewer Authority Midcoastside</b>	758,868.30	822,742.05	-63,873.75
<b>Total 6000 · Operations</b>	786,427.76	872,475.35	-86,047.59
<b>Total Expense</b>	1,155,074.55	1,215,026.65	-59,952.10
<b>Net Ordinary Income</b>	-961,613.60	421,678.30	-1,383,291.90
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	0.00	41,666.65	-41,666.65
7120 · Connection Fees (Remodel)	43,618.50	20,833.35	22,785.15
<b>Total 7100 · Connection Fees</b>	43,618.50	62,500.00	-18,881.50
<b>7200 · Interest Income - LAIF</b>	6,574.03	20,000.00	-13,425.97
<b>Total 7000 · Capital Account Revenues</b>	50,192.53	82,500.00	-32,307.47
<b>Total Other Income</b>	50,192.53	82,500.00	-32,307.47
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8075 · Sewer	403,181.86	794,306.25	-391,124.39
<b>Total 8000 · Capital Improvement Program</b>	403,181.86	794,306.25	-391,124.39

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Accrual Basis

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

	Jul - Nov 21	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	5,188.97	5,051.67	137.30
9200 · I-Bank Loan	1,765.38	10,592.00	-8,826.62
<b>Total 9000 · Capital Account Expenses</b>	<b>6,954.35</b>	<b>15,643.67</b>	<b>-8,689.32</b>
<b>Total Other Expense</b>	<b>410,136.21</b>	<b>809,949.92</b>	<b>-399,813.71</b>
<b>Net Other Income</b>	<b>-359,943.68</b>	<b>-727,449.92</b>	<b>367,506.24</b>
<b>Net Income</b>	<b>-1,321,557.28</b>	<b>-305,771.62</b>	<b>-1,015,785.66</b>

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

July through November 2021

	Jul - Nov 21	Water Budget		\$ Over Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4220 · Cell Tower Lease	0.00		0.00	0.00
4400 · Fees				
4410 · Administrative Fee (New Constr)	2,276.00	2,083.35		192.65
4420 · Administrative Fee (Remodel)	569.00			
4430 · Inspection Fee (New Constr)	2,497.00	1,666.65		830.35
4440 · Inspection Fee (Remodel)	538.00	416.65		121.35
4450 · Mainline Extension Fees	88,019.00	1,250.00		86,769.00
4460 · Remodel Fees	0.00	0.00		0.00
<b>Total 4400 · Fees</b>	<b>93,899.00</b>	<b>5,416.65</b>		<b>88,482.35</b>
4510 · Grants	136.00			
4610 · Property Tax Receipts	135,340.64	138,875.00		-3,534.36
4740 · Testing, Backflow	13,480.00	7,500.00		5,980.00
4810 · Water Sales, Domestic	739,670.53	791,666.65		-51,996.12
4850 · Water Sales Refunds, Customer	-13,887.59	-1,250.00		-12,637.59
4990 · Other Revenue	630.15			
<b>Total Income</b>	<b>969,268.73</b>	<b>942,208.30</b>		<b>27,060.43</b>
<b>Gross Profit</b>	<b>969,268.73</b>	<b>942,208.30</b>		<b>27,060.43</b>
<b>Expense</b>				
5000 · Administrative				
5190 · Bank Fees	193.17	625.00		-431.83
5200 · Board of Directors				
5210 · Board Meetings	1,050.00	1,250.00		-200.00
5220 · Director Fees	3,343.38	3,125.00		218.38
5230 · Election Expenses	0.00	31,250.00		-31,250.00
<b>Total 5200 · Board of Directors</b>	<b>4,393.38</b>	<b>35,625.00</b>		<b>-31,231.62</b>
5240 · CDPH Fees	0.00	5,416.65		-5,416.65
5250 · Conference Attendance	0.00	1,250.00		-1,250.00
5270 · Information Systems	2,218.00	2,083.35		134.65
5300 · Insurance				
5310 · Fidelity Bond	0.00	208.35		-208.35
5320 · Property & Liability Insurance	0.00	2,083.35		-2,083.35
<b>Total 5300 · Insurance</b>	<b>0.00</b>	<b>2,291.70</b>		<b>-2,291.70</b>
5350 · LAFCO Assessment	0.00	1,250.00		-1,250.00
5400 · Legal				
5430 · General Legal	29,164.50	58,333.35		-29,168.85
5440 · Litigation	810.00			
<b>Total 5400 · Legal</b>	<b>29,974.50</b>	<b>58,333.35</b>		<b>-28,358.85</b>
5510 · Maintenance, Office	8,421.42	3,333.35		5,088.07
5530 · Memberships	18,987.50	11,250.00		7,737.50
5540 · Office Supplies	857.46	2,708.35		-1,850.89
5550 · Postage	5,557.25	3,750.00		1,807.25
5560 · Printing & Publishing	4,580.53	2,083.35		2,497.18

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July through November 2021

	Water		
	Jul - Nov 21	Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	12,300.00	16,250.00	-3,950.00
5620 · Audit	13,660.50	5,625.00	8,035.50
5630 · Consulting	20,232.49	22,916.65	-2,684.16
5640 · Data Services	899.50	2,708.35	-1,808.85
5650 · Labor & HR Support	1,067.50	833.35	234.15
5660 · Payroll Services	384.25	416.65	-32.40
<b>Total 5600 · Professional Services</b>	<b>48,544.24</b>	<b>48,750.00</b>	<b>-205.76</b>
5710 · San Mateo Co. Tax Roll Charges	119.00	0.00	119.00
5720 · Telephone & Internet	19,105.59	10,416.65	8,688.94
5730 · Mileage Reimbursement	792.36	625.00	167.36
5740 · Reference Materials	0.00	333.35	-333.35
5790 · Other Administrative	0.00	0.00	0.00
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	18,065.88	18,359.60	-293.72
5820 · Employee Benefits	47,622.45	44,698.35	2,924.10
5830 · Disability Insurance	1,720.40	1,940.85	-220.45
5840 · Payroll Taxes	17,431.27	21,022.10	-3,590.83
5850 · PARS	15,694.95	15,992.90	-297.95
<b>5900 · Wages</b>			
5910 · Management	45,928.80	49,390.40	-3,461.60
5920 · Staff	180,967.50	219,552.90	-38,585.40
5930 · Staff Certification	4,775.00	4,750.00	25.00
5940 · Staff Overtime	22,209.53	24,027.50	-1,817.97
5950 · Staff Standby	11,202.09	11,551.25	-349.16
<b>Total 5900 · Wages</b>	<b>265,082.92</b>	<b>309,272.05</b>	<b>-44,189.13</b>
5960 · Worker's Comp Insurance	2,933.84	8,254.15	-5,320.31
<b>Total 5800 · Labor</b>	<b>368,551.71</b>	<b>419,540.00</b>	<b>-50,988.29</b>
<b>Total 5000 · Administrative</b>	<b>512,296.11</b>	<b>609,665.10</b>	<b>-97,368.99</b>
<b>6000 · Operations</b>			
6160 · Backflow Prevention	690.63	416.65	273.98
6170 · Claims, Property Damage	0.00	4,166.65	-4,166.65
<b>6180 · Communications</b>			
6185 · SCADA Maintenance	1,665.80	5,416.65	-3,750.85
6180 · Communications - Other	296.50		
<b>Total 6180 · Communications</b>	<b>1,962.30</b>	<b>5,416.65</b>	<b>-3,454.35</b>
6195 · Education & Training	375.00	3,750.00	-3,375.00
<b>6200 · Engineering</b>			
6220 · General Engineering	-1,387.50	8,333.35	-9,720.85
6230 · Water Quality Engineering	14,515.01	41,666.65	-27,151.64
<b>Total 6200 · Engineering</b>	<b>13,127.51</b>	<b>50,000.00</b>	<b>-36,872.49</b>
6320 · Equipment & Tools, Expensed	1,953.56	3,333.35	-1,379.79



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

July through November 2021

	Water		
	Jul - Nov 21	Budget	\$ Over Budget
<b>6330 · Facilities</b>			
6335 · Alarm Services	364.29	833.35	-469.06
6337 · Landscaping	3,800.00	6,250.00	-2,450.00
6330 · Facilities - Other	76.55		
<b>Total 6330 · Facilities</b>	4,240.84	7,083.35	-2,842.51
<b>6370 · Lab Supplies &amp; Equipment</b>	508.17	1,666.65	-1,158.48
<b>6380 · Meter Reading</b>	119.13	208.35	-89.22
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	29,457.51	37,500.00	-8,042.49
6420 · Pumping Maintenance, Generators	383.00	4,166.65	-3,783.65
6430 · Pumping Maintenance, General	0.00	2,083.35	-2,083.35
6440 · Pumping Equipment, Expensed	129.31	291.65	-162.34
<b>Total 6400 · Pumping</b>	29,969.82	44,041.65	-14,071.83
<b>6500 · Supply</b>			
6510 · Maintenance, Raw Water Mains	253.13	1,041.65	-788.52
6520 · Maintenance, Wells	924.48	6,250.00	-5,325.52
6530 · Water Purchases	8,773.77	14,583.35	-5,809.58
<b>Total 6500 · Supply</b>	9,951.38	21,875.00	-11,923.62
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	5,690.20	2,083.35	3,606.85
6620 · Maintenance, Water Mains	15,540.21	20,833.35	-5,293.14
6630 · Maintenance, Water Svc Lines	3,065.43	8,333.35	-5,267.92
6640 · Maintenance, Tanks	437.50	2,083.35	-1,645.85
6650 · Maint., Distribution General	3,832.86	4,166.65	-333.79
6670 · Meters	5,119.70	1,666.65	3,453.05
<b>Total 6600 · Collection/Transmission</b>	33,685.90	39,166.70	-5,480.80
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	14,709.42	8,333.35	6,376.07
6720 · Maintenance, Treatment Equip.	6,654.03	6,250.00	404.03
6730 · Treatment Analysis	9,399.22	12,500.00	-3,100.78
<b>Total 6700 · Treatment</b>	30,762.67	27,083.35	3,679.32
<b>6770 · Uniforms</b>	363.97	833.35	-469.38
<b>6800 · Vehicles</b>			
6810 · Fuel	3,297.84	2,916.65	381.19
6820 · Truck Equipment, Expensed	37.69	833.35	-795.66
6830 · Truck Repairs	297.83	2,083.35	-1,785.52
<b>Total 6800 · Vehicles</b>	3,633.36	5,833.35	-2,199.99
<b>6890 · Other Operations</b>	2,254.35		
<b>Total 6000 · Operations</b>	133,598.59	214,875.05	-81,276.46
<b>Total Expense</b>	645,894.70	824,540.15	-178,645.45
<b>Net Ordinary Income</b>	323,374.03	117,668.15	205,705.88

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

July through November 2021

	Jul - Nov 21	Water Budget	\$ Over Budget
<b>Other Income/Expense</b>			
<b>Other Income</b>			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	20,815.00	41,666.65	-20,851.65
7130 · Conn. Fees, PFP (New Constr)	60,558.14	20,833.35	39,724.79
<b>Total 7100 · Connection Fees</b>	81,373.14	62,500.00	18,873.14
7600 · Bond Revenues, G.O.	20,655.77	409,810.85	-389,155.08
7650 · Water System Reliability	0.00	0.00	0.00
<b>Total 7000 · Capital Account Revenues</b>	102,028.91	472,310.85	-370,281.94
<b>Total Other Income</b>	102,028.91	472,310.85	-370,281.94
<b>Other Expense</b>			
8000 · Capital Improvement Program			
8100 · Water	248,608.07	499,479.15	-250,871.08
<b>Total 8000 · Capital Improvement Program</b>	248,608.07	499,479.15	-250,871.08
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	6,698.26	40,190.00	-33,491.74
9125 · PNC Equipment Lease Interest	4,532.90	5,051.67	-518.77
9150 · SRF Loan	0.00	33,819.00	-33,819.00
9210 · Conservation Program/Rebates	600.00	0.00	600.00
<b>Total 9000 · Capital Account Expenses</b>	11,831.16	79,060.67	-67,229.51
<b>Total Other Expense</b>	260,439.23	578,539.82	-318,100.59
<b>Net Other Income</b>	-158,410.32	-106,228.97	-52,181.35
<b>Net Income</b>	<b>164,963.71</b>	<b>11,439.18</b>	<b>153,524.53</b>

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

12/17/21

Accrual Basis

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	1,651,598.61	0.00	1,651,598.61
CAMP Investment Fund	750,000.00	0.00	750,000.00
<b>LAIF Investment Fund</b>			
Capital Reserve	4,015,553.22	0.00	4,015,553.22
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
<b>Total LAIF Investment Fund</b>	<b>4,617,035.22</b>	<b>0.00</b>	<b>4,617,035.22</b>
<b>Total Sewer - Bank Accounts</b>	<b>7,018,633.83</b>	<b>0.00</b>	<b>7,018,633.83</b>
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	967,019.35	967,019.35
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
<b>Restricted Cash</b>			
2020 GO Bonds Fund - Chase	0.00	649,934.84	649,934.84
Connection Fees Reserve	0.00	253,020.00	253,020.00
<b>Total Restricted Cash</b>	<b>0.00</b>	<b>902,954.84</b>	<b>902,954.84</b>
<b>Total Water - Bank Accounts</b>	<b>0.00</b>	<b>2,362,454.19</b>	<b>2,362,454.19</b>
<b>Total Checking/Savings</b>	<b>7,018,633.83</b>	<b>2,362,454.19</b>	<b>9,381,088.02</b>
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	-3,568.22	0.00	-3,568.22
Property Tax Receivable	431.15	0.00	431.15
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
<b>Total Sewer - Accounts Receivable</b>	<b>-13,198.86</b>	<b>0.00</b>	<b>-13,198.86</b>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	2,153.14	2,153.14
Accounts Rec. - Backflow	0.00	23,193.11	23,193.11
Accounts Rec. - Water Residents	0.00	163,582.69	163,582.69
Property Tax Receivable	0.00	431.15	431.15
Unbilled Water Receivables	0.00	249,060.61	249,060.61
<b>Total Water - Accounts Receivable</b>	<b>0.00</b>	<b>438,420.70</b>	<b>438,420.70</b>
<b>Total Accounts Receivable</b>	<b>-13,198.86</b>	<b>438,420.70</b>	<b>425,221.84</b>
<b>Other Current Assets</b>			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>42,656.32</b>	<b>42,656.32</b>
<b>Total Current Assets</b>	<b>7,005,434.97</b>	<b>2,843,531.21</b>	<b>9,848,966.18</b>
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	6,981,264.99	0.00	6,981,264.99
Land	5,000.00	0.00	5,000.00
<b>Other Capital Improv.</b>			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<b>3,250,409.57</b>	<b>0.00</b>	<b>3,250,409.57</b>
Seal Cove Collection System	995,505.00	0.00	995,505.00
<b>Sewage Collection Facility</b>			
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
<b>Total Sewage Collection Facility</b>	<b>5,340,307.33</b>	<b>0.00</b>	<b>5,340,307.33</b>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,831,527.00	0.00	-9,831,527.00
<b>Total Sewer - Fixed Assets</b>	<b>6,985,499.73</b>	<b>0.00</b>	<b>6,985,499.73</b>

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

12/17/21

Accrual Basis

<b>Water - Fixed Assets</b>			
General Plant	0.00	28,621,510.27	28,621,510.27
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	-13,818,078.00	-13,818,078.00
<b>Total Water - Fixed Assets</b>	<b>0.00</b>	<b>16,945,089.05</b>	<b>16,945,089.05</b>
<b>Total Fixed Assets</b>	<b>6,985,499.73</b>	<b>16,945,089.05</b>	<b>23,930,588.78</b>
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Def'd Amts Related to Pensions	89,022.00	0.00	89,022.00
<b>Joint Power Authority</b>			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	<b>2,687,547.08</b>	<b>0.00</b>	<b>2,687,547.08</b>
<b>Total Sewer - Other Assets</b>	<b>2,776,569.08</b>	<b>0.00</b>	<b>2,776,569.08</b>
<b>Water - Other Assets</b>			
Def'd Amts Related to Pensions	0.00	172,205.00	172,205.00
Due from Sewer	0.00	1,015,460.68	1,015,460.68
<b>Total Water - Other Assets</b>	<b>0.00</b>	<b>1,187,665.68</b>	<b>1,187,665.68</b>
<b>Total Other Assets</b>	<b>2,776,569.08</b>	<b>1,187,665.68</b>	<b>3,964,234.76</b>
<b>Due From/(To)</b>			
Sewer	0.00	74.47	
Water	-74.47	0.00	
<b>Total Due From/(To)</b>	<b>-74.47</b>	<b>74.47</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b><u>16,767,429.31</u></b>	<b><u>20,976,360.41</u></b>	<b><u>37,743,789.72</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable - Sewer	190,392.35	0.00	190,392.35
Accounts Payable - Water	0.00	102,365.68	102,365.68
<b>Total Accounts Payable</b>	<b>190,392.35</b>	<b>102,365.68</b>	<b>292,758.03</b>
<b>Other Current Liabilities</b>			
Water - Net Pension Liability	0.00	-53,067.00	-53,067.00
Sewer - Net Pension Liability	-28,484.00	0.00	-28,484.00
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	9,338.91	0.00	9,338.91
Deposits Payable	17,351.93	0.00	17,351.93
Interest Payable	656.12	0.00	656.12
PNC Equip. Loan - S/T	40,311.31	0.00	40,311.31
<b>Total Sewer - Current Liabilities</b>	<b>67,658.27</b>	<b>0.00</b>	<b>67,658.27</b>
<b>Water - Current Liabilities</b>			
Accrued Vacations	0.00	19,013.16	19,013.16
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-27,766.22	-27,766.22
GO Bonds - S/T	0.00	454,157.20	454,157.20
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	40,311.27	40,311.27
SRF Loan Payable X109 - Current	0.00	176,456.25	176,456.25
Temporary Construction Meter	0.00	31,230.29	31,230.29
<b>Total Water - Current Liabilities</b>	<b>0.00</b>	<b>697,472.11</b>	<b>697,472.11</b>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	-1,900.12	0.00	-1,900.12
<b>Total Payroll Liabilities</b>	<b>-1,900.12</b>	<b>0.00</b>	<b>-1,900.12</b>
<b>Total Other Current Liabilities</b>	<b>37,274.15</b>	<b>644,405.11</b>	<b>681,679.26</b>
<b>Total Current Liabilities</b>	<b>227,666.50</b>	<b>746,770.79</b>	<b>974,437.29</b>

## Montara Water &amp; Sanitary District

## Funds Balance Sheet

As of November 30, 2021

12/17/21

Accrual Basis

<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Due to Water Fund	1,015,460.68	0.00	1,015,460.68
Accrued Vacations	25,210.09	0.00	25,210.09
I-Bank Loan	662,792.83	0.00	662,792.83
PNC Equip. Loan - L/T	353,643.77	0.00	353,643.77
<b>Total Sewer - Long Term Liabilities</b>	<b>2,057,107.37</b>	<b>0.00</b>	<b>2,057,107.37</b>
<b>Water - Long Term Liabilities</b>			
2020 GO Bonds	0.00	6,145,071.11	6,145,071.11
Accrued Vacations	0.00	35,865.94	35,865.94
PNC Equip. Loan - L/T	0.00	353,643.83	353,643.83
SRF Loan Payable - X109	0.00	2,698,677.87	2,698,677.87
<b>Total Water - Long Term Liabilities</b>	<b>0.00</b>	<b>9,233,258.75</b>	<b>9,233,258.75</b>
<b>Deferred Inflows (Pensions)</b>			
Sewer	19,149.00	0.00	19,149.00
Water	0.00	35,547.00	35,547.00
<b>Total Deferred Inflows (Pensions)</b>	<b>19,149.00</b>	<b>35,547.00</b>	<b>54,696.00</b>
<b>Total Long Term Liabilities</b>	<b>2,076,256.37</b>	<b>9,268,805.75</b>	<b>11,345,062.12</b>
<b>Total Liabilities</b>	<b>2,303,922.87</b>	<b>10,015,576.54</b>	<b>12,319,499.41</b>
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	116,815.87	0.00	116,815.87
<b>Total Sewer - Equity Accounts</b>	<b>12,171,360.94</b>	<b>0.00</b>	<b>12,171,360.94</b>
<b>Water - Equity Accounts</b>			
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	-116,815.87	-116,815.87
<b>Total Water - Equity Accounts</b>	<b>0.00</b>	<b>2,574,239.14</b>	<b>2,574,239.14</b>
Equity Adjustment Account	3,613,702.78	8,221,581.02	11,835,283.80
Net Income	-1,321,557.28	164,963.71	-1,156,593.57
<b>Total Equity</b>	<b>14,463,506.44</b>	<b>10,960,783.87</b>	<b>25,424,290.31</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,767,429.31</b>	<b>20,976,360.41</b>	<b>37,743,789.72</b>

**Montara Water & Sanitary District**  
**Restricted and Non Restricted Cash Assets**  
**July 2021 through June 2022**

Year to Date Cash Information	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Target Reserves</b>	<b>\$ Over/(Under) Targets</b>	<b>% Over/Under Targets</b>
<b>Sewer - Operations</b>															
Wells Fargo Operating - Sewer	3,536,057.78	3,089,496.88	2,830,027.26	2,862,974.00	1,651,598.61										
<b>Sewer - Reserve Accounts</b>															
CAMP	-	-	-	-	750,000.00										
LAIF -															
Capital Reserve	4,012,743.50	4,012,743.50	4,012,743.50	4,015,553.22	4,015,553.22								3,015,825.00	996,918.50	133%
Connection Fees Reserve	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00								150,000.00	44,600.00	130%
Operating Reserve	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00								486,261.00	(79,379.00)	84%
Sub-total	4,614,225.50	4,614,225.50	4,614,225.50	4,617,035.22	5,367,035.22	-	-	-	-	-	-	-			
<b>Water - Operations</b>															
Wells Fargo Operating - Water	904,988.43	920,081.06	935,565.86	951,916.00	967,019.35								329,816.00	575,172.43	274%
<b>Water - Reserve Accounts</b>															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00								1,948,750.00	(1,550,501.00)	20%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00								150,000.00	103,020.00	169%
SRF Reserve	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00								48,222.00	-	100%
Additional Reserve	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00										
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	-	-	-	-	-	-	-			
<b>Water - Restricted accounts</b>															
JP Morgan Chase - Water 2020 GO Bonds Fund	1,117,227.94	625,455.15	625,455.15	632,946.29	649,934.84	-	-	-	-	-	-	-			
First Republic Bank - Water GO Bonds Fund	3,883.92	3,853.92	3,823.92	-	-	-	-	-	-	-	-	-			
Sub-total	3,883.92	3,853.92	3,823.92	-	-	-	-	-	-	-	-	-			
<b>Total Cash and equivalents</b>	<b>10,921,883.57</b>	<b>9,998,612.51</b>	<b>9,754,597.69</b>	<b>9,810,371.51</b>	<b>9,381,088.02</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2021 through June 2022

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
4220 · Cell Tower Lease	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28								33,271.40	77,220.00	-43,948.60	43.09%
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,138.00		569.00	569.00								2,276.00	3,600.00	-1,324.00	63.22%
4420 · Administrative Fee (Remodel)														1,000.00	-1,000.00	
4430 · Inspection Fee (New Constr)		1,076.00		538.00	538.00								2,152.00	3,500.00	-1,348.00	61.49%
4440 · Inspection Fee (Remodel)														916.67	-916.67	
4450 · Mainline Extension Fees				6,000.00									6,000.00			
4460 · Remodel Fees	1,891.00	694.00	7,468.50	798.00	923.00								11,774.50	4,000.00	7,774.50	294.36%
4470 · Other Fees					876.40								876.40			
<b>Total 4400 · Fees</b>	1,891.00	2,908.00	7,468.50	7,905.00	2,906.40								23,078.90	13,016.67	10,062.23	177.3%
4510 · Grants		136.00											136.00			
4610 · Property Tax Receipts		107,781.16	1,214.48	220.94	26,124.08								135,340.66	277,750.00	-142,409.34	48.73%
4710 · Sewer Service Charges														3,484,472.00	-3,484,472.00	
4720 · Sewer Service Refunds, Customer	-5,785.92				-2,380.00								-8,165.92	-5,000.00	-3,165.92	163.32%
4760 · Waste Collection Revenues	1,053.19	3,584.83	912.03	3,348.70	829.64								9,728.39	25,000.00	-15,271.61	38.91%
4990 · Other Revenue				71.52									71.52			
<b>Total Income</b>	3,812.55	121,064.27	16,249.29	18,200.44	34,134.40								193,460.95	3,872,458.67	-3,678,997.72	5.0%
<b>Gross Profit</b>	3,812.55	121,064.27	16,249.29	18,200.44	34,134.40								193,460.95	3,872,458.67	-3,678,997.72	5.0%
<b>Expense</b>																
5000 · Administrative																
5190 · Bank Fees	2,739.72	575.21	608.21	568.67	624.88								5,116.69	7,000.00	-1,883.31	73.1%
5200 · Board of Directors																
5210 · Board Meetings		300.00	450.00		300.00								1,050.00	3,000.00	-1,950.00	35.0%
5220 · Director Fees		987.50	562.50		1,793.38								3,343.38	7,500.00	-4,156.62	44.58%
5230 · Election Expenses														75,000.00	-75,000.00	
<b>Total 5200 · Board of Directors</b>		1,287.50	1,012.50		2,093.38								4,393.38	85,500.00	-81,106.62	5.14%
5250 · Conference Attendance														2,500.00	-2,500.00	
5270 · Information Systems		332.50	62.50		1,823.00								2,218.00	4,000.00	-1,782.00	55.45%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance	1,176.00				13,762.58								14,938.58	5,000.00	9,938.58	298.77%
<b>Total 5300 · Insurance</b>	1,176.00				13,762.58								14,938.58	5,500.00	9,438.58	271.61%
5350 · LAFCO Assessment														2,500.00	-2,500.00	
5400 · Legal																
5420 · Meeting Attendance, Legal					5,079.00								5,079.00			
5430 · General Legal		5,378.00	7,772.45		8,763.05								21,913.50	200,000.00	-178,086.50	10.96%
5440 · Litigation		27,870.23	9,552.11		42,779.96								80,202.30			
<b>Total 5400 · Legal</b>		33,248.23	17,324.56		56,622.01								107,194.80	200,000.00	-92,805.20	53.6%
5510 · Maintenance, Office		260.00	310.00	7,017.04	260.00								7,847.04	8,000.00	-152.96	98.09%
5530 · Memberships					3,807.50								3,807.50			
5540 · Office Supplies		363.41	34.38		459.66								857.45	6,500.00	-5,642.55	13.19%
5550 · Postage		70.00											70.00	400.00	-330.00	17.5%
5560 · Printing & Publishing	46.90	370.44	43.99		3,574.72								4,036.05	1,500.00	2,536.05	269.07%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2021 through June 2022

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>5600 · Professional Services</b>																
5610 · Accounting		1,900.00	5,100.00		5,300.00								12,300.00	39,000.00	-26,700.00	31.54%
5620 · Audit					13,660.50								13,660.50	13,500.00	160.50	101.19%
5630 · Consulting	5,148.83	409.78	3,060.20		9,758.74								18,377.55	50,000.00	-31,622.45	36.76%
5640 · Data Services	899.50	8,383.50											9,283.00	6,500.00	2,783.00	142.82%
5650 · Labor & HR Support	213.50	213.50	427.00		213.50								1,067.50	2,500.00	-1,432.50	42.7%
5660 · Payroll Services	73.48	75.33	77.18	78.47	79.76								384.22	1,000.00	-615.78	38.42%
<b>Total 5600 · Professional Services</b>	<b>6,335.31</b>	<b>10,982.11</b>	<b>8,664.38</b>	<b>78.47</b>	<b>29,012.50</b>								<b>55,072.77</b>	<b>112,500.00</b>	<b>-57,427.23</b>	<b>48.95%</b>
5710 · San Mateo Co. Tax Roll Charges					119.00								119.00	200.00	-81.00	59.5%
5720 · Telephone & Internet	3,033.81	3,391.66	3,446.05		6,481.13								16,352.65	20,000.00	-3,647.35	81.76%
5730 · Mileage Reimbursement		70.20	722.17										792.37	200.00	592.37	396.19%
5740 · Reference Materials																
<b>5800 · Labor</b>																
5810 · CalPERS 457 Deferred Plan	1,511.73	1,515.71	1,490.85	1,450.84	1,488.40								7,457.53	18,364.00	-10,906.47	40.61%
5820 · Employee Benefits	3,545.56	3,545.56	7,091.12		3,545.56								17,727.80	43,823.00	-26,095.20	40.45%
5830 · Disability Insurance	147.42	147.42	147.42		294.84								737.10	1,941.00	-1,203.90	37.98%
5840 · Payroll Taxes	1,084.62	1,088.97	1,061.98	1,018.25	1,059.31								5,313.13	20,069.00	-14,755.87	26.47%
5850 · PARS	1,460.40	1,470.93	1,470.94	1,433.32	1,470.95								7,306.54	17,936.00	-10,629.46	40.74%
5900 · Wages																
5910 · Management	9,178.24	9,178.24	9,190.74	9,190.74	9,190.74								45,928.70	118,537.00	-72,608.30	38.75%
5920 · Staff	11,674.71	11,900.44	11,825.20	11,288.59	11,825.19								58,514.13	140,658.00	-82,143.87	41.6%
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	588.74	419.81	139.94	104.95	104.95								1,358.39	340.00	1,018.39	399.53%
<b>Total 5900 · Wages</b>	<b>21,616.69</b>	<b>21,673.49</b>	<b>21,330.88</b>	<b>20,759.28</b>	<b>21,295.88</b>								<b>106,676.22</b>	<b>261,335.00</b>	<b>-154,658.78</b>	<b>40.82%</b>
5960 · Worker's Comp Insurance				612.19									612.19	2,355.00	-1,742.81	26.0%
<b>Total 5800 · Labor</b>	<b>29,366.42</b>	<b>29,442.08</b>	<b>32,593.19</b>	<b>25,273.88</b>	<b>29,154.94</b>								<b>145,830.51</b>	<b>365,823.00</b>	<b>-219,992.49</b>	<b>39.86%</b>
<b>Total 5000 · Administrative</b>	<b>42,698.16</b>	<b>80,393.34</b>	<b>64,821.93</b>	<b>32,938.06</b>	<b>147,795.30</b>								<b>368,646.79</b>	<b>822,123.00</b>	<b>-453,476.21</b>	<b>44.84%</b>
<b>6000 · Operations</b>																
6170 · Claims, Property Damage														20,000.00	-20,000.00	
6195 · Education & Training														1,000.00	-1,000.00	
6200 · Engineering																
6220 · General Engineering	570.00	347.50	3,325.00	1,140.00	1,900.00								7,282.50	30,000.00	-22,717.50	24.28%
<b>Total 6200 · Engineering</b>	<b>570.00</b>	<b>347.50</b>	<b>3,325.00</b>	<b>1,140.00</b>	<b>1,900.00</b>								<b>7,282.50</b>	<b>30,000.00</b>	<b>-22,717.50</b>	<b>24.28%</b>
6320 · Equipment & Tools, Expensed																
6330 · Facilities																
6335 · Alarm Services	127.02	391.80	502.05		910.62								1,931.49	5,000.00	-3,068.51	38.63%
6337 · Landscaping														6,000.00	-6,000.00	
<b>Total 6330 · Facilities</b>	<b>127.02</b>	<b>391.80</b>	<b>502.05</b>		<b>910.62</b>								<b>1,931.49</b>	<b>11,000.00</b>	<b>-9,068.51</b>	<b>17.56%</b>
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,107.16		5,555.74		4,780.87								13,443.77	45,000.00	-31,556.23	29.88%
6420 · Pumping Maintenance, Generators					903.00								903.00			
6430 · Pumping Maintenance, General					3,503.76								3,503.76			
<b>Total 6400 · Pumping</b>	<b>3,107.16</b>		<b>5,555.74</b>		<b>9,187.63</b>								<b>17,850.53</b>	<b>45,000.00</b>	<b>-27,149.47</b>	<b>39.67%</b>



**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2021 through June 2022

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
<b>Total 6600 · Collection/Transmission</b>														10,000.00	-10,000.00	
6770 · Uniforms														200.00	-200.00	
6800 · Vehicles																
6810 · Fuel				283.08	157.42							440.50		1,000.00	-559.50	44.05%
6820 · Truck Equipment, Expensed														160.00	-160.00	
6830 · Truck Repairs				52.07	2.37							54.44		1,000.00	-945.56	5.44%
<b>Total 6800 · Vehicles</b>				335.15	159.79							494.94		2,160.00	-1,665.06	22.91%
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections		27,664.41	27,664.41	27,664.41	27,664.41							110,657.64		331,973.00	-221,315.36	33.33%
6920 · SAM Operations	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35							638,586.75		1,532,608.00	-894,021.25	41.67%
6940 · SAM Maintenance, Collection Sys				4,172.90								4,172.90		40,000.00	-35,827.10	10.43%
6950 · SAM Maintenance, Pumping		5,451.01										5,451.01		70,000.00	-64,548.99	7.79%
<b>Total 6900 · Sewer Authority Midcoastside</b>	127,717.35	160,832.77	155,381.76	159,554.66	155,381.76							758,868.30		1,974,581.00	-1,215,712.70	38.43%
<b>Total 6000 · Operations</b>	131,521.53	161,572.07	164,764.55	161,029.81	167,539.80							786,427.76		2,093,941.00	-1,307,513.24	37.56%
<b>Total Expense</b>	174,219.69	241,965.41	229,586.48	193,967.87	315,335.10							1,155,074.55		2,916,064.00	-1,760,989.45	39.61%
<b>Net Ordinary Income</b>	-170,407.14	-120,901.14	-213,337.19	-175,767.43	-281,200.70							-961,613.60		956,394.67	-1,918,008.27	-100.55%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)														100,000.00	-100,000.00	
7120 · Connection Fees (Remodel)		12,924.00		30,694.50								43,618.50		50,000.00	-6,381.50	87.24%
<b>Total 7100 · Connection Fees</b>		12,924.00		30,694.50								43,618.50		150,000.00	-106,381.50	29.08%
7200 · Interest Income - LAIF	3,764.31			2,809.72								6,574.03		40,000.00	-33,425.97	16.44%
<b>Total 7000 · Capital Account Revenues</b>	3,764.31	12,924.00		33,504.22								50,192.53		190,000.00	-139,807.47	26.42%
<b>Total Other Income</b>	3,764.31	12,924.00		33,504.22								50,192.53		190,000.00	-139,807.47	26.42%
<b>Other Expense</b>																
8000 · Capital Improvement Program																
8075 · Sewer	7,656.50	370,216.14	14,254.14	9,981.83	1,073.25							403,181.86		1,906,335.00	-1,503,153.14	21.15%
<b>Total 8000 · Capital Improvement Program</b>	7,656.50	370,216.14	14,254.14	9,981.83	1,073.25							403,181.86		1,906,335.00	-1,503,153.14	21.15%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	1,174.89	1,024.43	1,010.52	996.57	982.56							5,188.97		11,535.00	-6,346.03	44.99%
9200 · I-Bank Loan	1,765.38											1,765.38		20,700.00	-18,934.62	8.53%
<b>Total 9000 · Capital Account Expenses</b>	2,940.27	1,024.43	1,010.52	996.57	982.56							6,954.35		32,235.00	-25,280.65	21.57%
<b>Total Other Expense</b>	10,596.77	371,240.57	15,264.66	10,978.40	2,055.81							410,136.21		1,938,570.00	-1,528,433.79	21.16%
<b>Net Other Income</b>	-6,832.46	-358,316.57	-15,264.66	22,525.82	-2,055.81							-359,943.68		-1,748,570.00	1,388,626.32	20.59%
<b>Net Income</b>	<b>-177,239.60</b>	<b>-479,217.71</b>	<b>-228,601.85</b>	<b>-153,241.61</b>	<b>-283,256.51</b>							<b>-1,321,557.28</b>		<b>-792,175.33</b>	<b>-529,381.95</b>	<b>166.83%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2021 through June 2022

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
4220 · Cell Tower Lease																
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,138.00		569.00	569.00								2,276.00	5,000.00	-2,724.00	45.52%
4420 · Administrative Fee (Remodel)				569.00									569.00			
4430 · Inspection Fee (New Constr)		1,421.00		538.00	538.00								2,497.00	4,000.00	-1,503.00	62.43%
4440 · Inspection Fee (Remodel)				538.00									538.00	916.67	-378.67	58.69%
4450 · Mainline Extension Fees					88,019.00								88,019.00	2,750.00	85,269.00	3,200.69%
4460 · Remodel Fees																
<b>Total 4400 · Fees</b>		2,559.00		2,214.00	89,126.00								93,899.00	12,666.67	81,232.33	741.31%
4510 · Grants		136.00											136.00			
4610 · Property Tax Receipts		107,781.15	1,214.47	220.94	26,124.08								135,340.64	277,750.00	-142,409.36	48.73%
4740 · Testing, Backflow	3,000.00		3,730.00	2,625.00	4,125.00								13,480.00	18,000.00	-4,520.00	74.89%
4810 · Water Sales, Domestic	352,485.37	-28,745.51	134,256.33	140,891.11	140,783.23								739,670.53	1,900,000.00	-1,160,329.47	38.93%
4850 · Water Sales Refunds, Customer	-105.92	-1,066.00	-12,452.36		-263.31								-13,887.59	-3,000.00	-10,887.59	462.92%
4990 · Other Revenue				71.51	558.64								630.15			
<b>Total Income</b>	355,379.45	80,664.64	126,748.44	146,022.56	260,453.64								969,268.73	2,205,416.67	-1,236,147.94	43.95%
<b>Gross Profit</b>	355,379.45	80,664.64	126,748.44	146,022.56	260,453.64								969,268.73	2,205,416.67	-1,236,147.94	43.95%
<b>Expense</b>																
5000 · Administrative																
5190 · Bank Fees	30.00	30.00	30.00	39.63	63.54								193.17	1,500.00	-1,306.83	12.88%
5200 · Board of Directors																
5210 · Board Meetings		300.00	450.00		300.00								1,050.00	3,000.00	-1,950.00	35.0%
5220 · Director Fees		987.50	562.50		1,793.38								3,343.38	7,500.00	-4,156.62	44.58%
5230 · Election Expenses														75,000.00	-75,000.00	
<b>Total 5200 · Board of Directors</b>		1,287.50	1,012.50		2,093.38								4,393.38	85,500.00	-81,106.62	5.14%
5240 · CDPH Fees														13,000.00	-13,000.00	
5250 · Conference Attendance														3,000.00	-3,000.00	
5270 · Information Systems		332.50	62.50		1,823.00								2,218.00	5,000.00	-2,782.00	44.36%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance														5,000.00	-5,000.00	
<b>Total 5300 · Insurance</b>														5,500.00	-5,500.00	
5350 · LAFCO Assessment														3,000.00	-3,000.00	
5400 · Legal																
5430 · General Legal		5,498.00	9,752.45		13,914.05								29,164.50	140,000.00	-110,835.50	20.83%
5440 · Litigation		210.00			600.00								810.00			
<b>Total 5400 · Legal</b>		5,708.00	9,752.45		14,514.05								29,974.50	140,000.00	-110,025.50	21.41%
5510 · Maintenance, Office		658.13	310.00	7,017.04	436.25								8,421.42	8,000.00	421.42	105.27%
5530 · Memberships					18,987.50								18,987.50	27,000.00	-8,012.50	70.32%
5540 · Office Supplies		363.43	34.38		459.65								857.46	6,500.00	-5,642.54	13.19%
5550 · Postage	1,299.86	1,117.06	811.17		2,329.16								5,557.25	9,000.00	-3,442.75	61.75%
5560 · Printing & Publishing	46.90	370.43	43.98		4,119.22								4,580.53	5,000.00	-419.47	91.61%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2021 through June 2022

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>5600 · Professional Services</b>																
5610 · Accounting		1,900.00	5,100.00		5,300.00								12,300.00	39,000.00	-26,700.00	31.54%
5620 · Audit					13,660.50								13,660.50	13,500.00	160.50	101.19%
5630 · Consulting	5,148.82	409.77	3,060.18	1,855.00	9,758.72								20,232.49	55,000.00	-34,767.51	36.79%
5640 · Data Services	899.50												899.50	6,500.00	-5,600.50	13.84%
5650 · Labor & HR Support	213.50	213.50	427.00		213.50								1,067.50	2,000.00	-932.50	53.38%
5660 · Payroll Services	73.50	75.34	77.18	78.47	79.76								384.25	1,000.00	-615.75	38.43%
<b>Total 5600 · Professional Services</b>	<b>6,335.32</b>	<b>2,598.61</b>	<b>8,664.36</b>	<b>1,933.47</b>	<b>29,012.48</b>								<b>48,544.24</b>	<b>117,000.00</b>	<b>-68,455.76</b>	<b>41.49%</b>
5710 · San Mateo Co. Tax Roll Charges					119.00								119.00		119.00	100.0%
5720 · Telephone & Internet	3,545.86	3,938.36	3,992.57		7,628.80								19,105.59	25,000.00	-5,894.41	76.42%
5730 · Mileage Reimbursement		70.20	722.16										792.36	1,500.00	-707.64	52.82%
5740 · Reference Materials														800.00	-800.00	
5790 · Other Administrative																
<b>5800 · Labor</b>																
5810 · CalPERS 457 Deferred Plan	3,542.96	3,494.22	3,384.57	3,740.40	3,903.73								18,065.88	44,063.00	-25,997.12	41.0%
5820 · Employee Benefits	9,524.49	9,524.49	19,048.98		9,524.49								47,622.45	107,276.00	-59,653.55	44.39%
5830 · Disability Insurance	344.08	344.08	344.08		688.16								1,720.40	4,658.00	-2,937.60	36.93%
5840 · Payroll Taxes	3,418.03	3,358.81	3,218.25	3,628.03	3,808.15								17,431.27	50,453.00	-33,021.73	34.55%
5850 · PARS	2,980.50	2,991.05	2,991.06	3,287.00	3,445.34								15,694.95	38,383.00	-22,688.05	40.89%
<b>5900 · Wages</b>																
5910 · Management	9,178.26	9,178.26	9,190.76	9,190.76	9,190.76								45,928.80	118,537.00	-72,608.20	38.75%
5920 · Staff	33,992.11	34,139.82	33,956.29	38,286.29	40,592.99								180,967.50	526,927.00	-345,959.50	34.34%
5930 · Staff Certification	875.00	875.00	875.00	1,075.00	1,075.00								4,775.00	11,400.00	-6,625.00	41.89%
5940 · Staff Overtime	5,791.39	4,836.05	3,410.44	4,001.96	4,169.69								22,209.53	57,666.00	-35,456.47	38.51%
5950 · Staff Standby	2,282.01	2,315.56	2,084.82	2,319.90	2,199.80								11,202.09	27,723.00	-16,520.91	40.41%
<b>Total 5900 · Wages</b>	<b>52,118.77</b>	<b>51,344.69</b>	<b>49,517.31</b>	<b>54,873.91</b>	<b>57,228.24</b>								<b>265,082.92</b>	<b>742,253.00</b>	<b>-477,170.08</b>	<b>35.71%</b>
5960 · Worker's Comp Insurance				2,933.84									2,933.84	19,810.00	-16,876.16	14.81%
<b>Total 5800 · Labor</b>	<b>71,928.83</b>	<b>71,057.34</b>	<b>78,504.25</b>	<b>68,463.18</b>	<b>78,598.11</b>								<b>368,551.71</b>	<b>1,006,896.00</b>	<b>-638,344.29</b>	<b>36.6%</b>
<b>Total 5000 · Administrative</b>	<b>83,186.77</b>	<b>87,531.56</b>	<b>103,940.32</b>	<b>77,453.32</b>	<b>160,184.14</b>								<b>512,296.11</b>	<b>1,463,196.00</b>	<b>-950,899.89</b>	<b>35.01%</b>
<b>6000 · Operations</b>																
6160 · Backflow Prevention			93.49		597.14								690.63	1,000.00	-309.37	69.06%
6170 · Claims, Property Damage														10,000.00	-10,000.00	
<b>6180 · Communications</b>																
6185 · SCADA Maintenance		19.68			1,646.12								1,665.80	13,000.00	-11,334.20	12.81%
6180 · Communications - Other		290.00	6.50										296.50			
<b>Total 6180 · Communications</b>		<b>309.68</b>	<b>6.50</b>		<b>1,646.12</b>								<b>1,962.30</b>	<b>13,000.00</b>	<b>-11,037.70</b>	<b>15.1%</b>
6195 · Education & Training	275.00				100.00								375.00	9,000.00	-8,625.00	4.17%
<b>6200 · Engineering</b>																
6220 · General Engineering	500.00	-1,887.50											-1,387.50	20,000.00	-21,387.50	-6.94%
6230 · Water Quality Engineering		4,539.38	5,137.50	2,132.50	2,705.63								14,515.01	100,000.00	-85,484.99	14.52%
<b>Total 6200 · Engineering</b>	<b>500.00</b>	<b>2,651.88</b>	<b>5,137.50</b>	<b>2,132.50</b>	<b>2,705.63</b>								<b>13,127.51</b>	<b>120,000.00</b>	<b>-106,872.49</b>	<b>10.94%</b>
6320 · Equipment & Tools, Expensed	40.40	431.21	907.60	28.40	545.95								1,953.56	8,000.00	-6,046.44	24.42%
<b>6330 · Facilities</b>																
6335 · Alarm Services	127.02		110.25		127.02								364.29	2,000.00	-1,635.71	18.22%
6337 · Landscaping		850.00	1,900.00		1,050.00								3,800.00	15,000.00	-11,200.00	25.33%
6330 · Facilities - Other					76.55								76.55			
<b>Total 6330 · Facilities</b>	<b>127.02</b>	<b>850.00</b>	<b>2,010.25</b>		<b>1,253.57</b>								<b>4,240.84</b>	<b>17,000.00</b>	<b>-12,759.16</b>	<b>24.95%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2021 through June 2022

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
6370 · Lab Supplies & Equipment			185.13		323.04								508.17	4,000.00	-3,491.83	12.7%
6380 · Meter Reading					119.13								119.13	500.00	-380.87	23.83%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	6,117.99	2,058.25	10,579.23	2,072.20	8,629.84								29,457.51	90,000.00	-60,542.49	32.73%
6420 · Pumping Maintenance, Generators					383.00								383.00	10,000.00	-9,617.00	3.83%
6430 · Pumping Maintenance, General														5,000.00	-5,000.00	
6440 · Pumping Equipment, Expensed			129.31										129.31	700.00	-570.69	18.47%
<b>Total 6400 · Pumping</b>	<b>6,117.99</b>	<b>2,058.25</b>	<b>10,708.54</b>	<b>2,072.20</b>	<b>9,012.84</b>								<b>29,969.82</b>	<b>105,700.00</b>	<b>-75,730.18</b>	<b>28.35%</b>
6500 · Supply																
6510 · Maintenance, Raw Water Mains			253.13										253.13	2,500.00	-2,246.87	10.13%
6520 · Maintenance, Wells	394.38	229.98			300.12								924.48	15,000.00	-14,075.52	6.16%
6530 · Water Purchases					8,773.77								8,773.77	35,000.00	-26,226.23	25.07%
6500 · Supply - Other																
<b>Total 6500 · Supply</b>	<b>394.38</b>	<b>229.98</b>	<b>253.13</b>		<b>9,073.89</b>								<b>9,951.38</b>	<b>52,500.00</b>	<b>-42,548.62</b>	<b>18.96%</b>
6600 · Collection/Transmission																
6610 · Hydrants		5,690.20											5,690.20	5,000.00	690.20	113.8%
6620 · Maintenance, Water Mains		7,548.71	5,592.01		2,399.49								15,540.21	50,000.00	-34,459.79	31.08%
6630 · Maintenance, Water Svc Lines					3,065.43								3,065.43	20,000.00	-16,934.57	15.33%
6640 · Maintenance, Tanks		437.50											437.50	5,000.00	-4,562.50	8.75%
6650 · Maint., Distribution General				3,556.00	276.86								3,832.86	10,000.00	-6,167.14	38.33%
6670 · Meters			5,119.70										5,119.70	4,000.00	1,119.70	127.99%
<b>Total 6600 · Collection/Transmission</b>		<b>13,676.41</b>	<b>10,711.71</b>	<b>3,556.00</b>	<b>5,741.78</b>								<b>33,685.90</b>	<b>94,000.00</b>	<b>-60,314.10</b>	<b>35.84%</b>
6700 · Treatment																
6710 · Chemicals & Filtering	9,400.00	3,363.20	1,219.05		727.17								14,709.42	20,000.00	-5,290.58	73.55%
6720 · Maintenance, Treatment Equip.		5,702.53			951.50								6,654.03	15,000.00	-8,345.97	44.36%
6730 · Treatment Analysis	678.97	3,555.34	1,518.30		3,646.61								9,399.22	30,000.00	-20,600.78	31.33%
<b>Total 6700 · Treatment</b>	<b>10,078.97</b>	<b>12,621.07</b>	<b>2,737.35</b>		<b>5,325.28</b>								<b>30,762.67</b>	<b>65,000.00</b>	<b>-34,237.33</b>	<b>47.33%</b>
6770 · Uniforms					363.97								363.97	2,000.00	-1,636.03	18.2%
6800 · Vehicles																
6810 · Fuel	657.14	713.37	516.72	-283.08	1,693.69								3,297.84	7,000.00	-3,702.16	47.11%
6820 · Truck Equipment, Expensed					37.69								37.69	2,000.00	-1,962.31	1.89%
6830 · Truck Repairs	266.01	17.60		11.46	2.76								297.83	5,000.00	-4,702.17	5.96%
<b>Total 6800 · Vehicles</b>	<b>923.15</b>	<b>730.97</b>	<b>516.72</b>	<b>-271.62</b>	<b>1,734.14</b>								<b>3,633.36</b>	<b>14,000.00</b>	<b>-10,366.64</b>	<b>25.95%</b>
6890 · Other Operations			1,790.60		463.75								2,254.35			
<b>Total 6000 · Operations</b>	<b>18,456.91</b>	<b>33,559.45</b>	<b>35,058.52</b>	<b>7,517.48</b>	<b>39,006.23</b>								<b>133,598.59</b>	<b>515,700.00</b>	<b>-382,101.41</b>	<b>25.91%</b>
<b>Total Expense</b>	<b>101,643.68</b>	<b>121,091.01</b>	<b>138,998.84</b>	<b>84,970.80</b>	<b>199,190.37</b>								<b>645,894.70</b>	<b>1,978,896.00</b>	<b>-1,333,001.30</b>	<b>32.64%</b>
<b>Net Ordinary Income</b>	<b>253,735.77</b>	<b>-40,426.37</b>	<b>-12,250.40</b>	<b>61,051.76</b>	<b>61,263.27</b>								<b>323,374.03</b>	<b>226,520.67</b>	<b>96,853.36</b>	<b>142.76%</b>
<b>Other Income/Expense</b>																
<b>Other Income</b>																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)			20,815.00										20,815.00	100,000.00	-79,185.00	20.82%
7130 · Conn. Fees, PFP (New Constr)	2,131.36	9,470.36	27,835.57	2,183.36	18,937.49								60,558.14	50,000.00	10,558.14	121.12%
<b>Total 7100 · Connection Fees</b>	<b>2,131.36</b>	<b>9,470.36</b>	<b>48,650.57</b>	<b>2,183.36</b>	<b>18,937.49</b>								<b>81,373.14</b>	<b>150,000.00</b>	<b>-68,626.86</b>	<b>54.25%</b>
7600 · Bond Revenues, G.O.			3,667.22	756.70	16,231.85								20,655.77	983,546.00	-962,890.23	2.1%
7650 · Water System Reliability																
<b>Total 7000 · Capital Account Revenues</b>	<b>2,131.36</b>	<b>9,470.36</b>	<b>52,317.79</b>	<b>2,940.06</b>	<b>35,169.34</b>								<b>102,028.91</b>	<b>1,133,546.00</b>	<b>-1,031,517.09</b>	<b>9.0%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2021 through June 2022

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Total Other Income</b>	2,131.36	9,470.36	52,317.79	2,940.06	35,169.34								102,028.91	1,133,546.00	-1,031,517.09	9.0%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2021 through June 2022

													TOTAL			
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	25,523.75	79,582.78	66,094.87	35,594.08	41,812.59								248,608.07	1,198,750.00	-950,141.93	20.74%
Total 8000 · Capital Improvement Program	25,523.75	79,582.78	66,094.87	35,594.08	41,812.59								248,608.07	1,198,750.00	-950,141.93	20.74%
9000 · Capital Account Expenses																
9100 · Interest Expense - GO Bonds		6,698.26											6,698.26	77,805.00	-71,106.74	8.61%
9125 · PNC Equipment Lease Interest	518.78	1,024.44	1,010.52	996.57	982.59								4,532.90	11,535.00	-7,002.10	39.3%
9150 · SRF Loan														66,647.00	-66,647.00	
9210 · Conservation Program/Rebates	150.00	150.00	200.00		100.00								600.00		600.00	100.0%
Total 9000 · Capital Account Expenses	668.78	7,872.70	1,210.52	996.57	1,082.59								11,831.16	155,987.00	-144,155.84	7.59%
Total Other Expense	26,192.53	87,455.48	67,305.39	36,590.65	42,895.18								260,439.23	1,354,737.00	-1,094,297.77	19.22%
Net Other Income	-24,061.17	-77,985.12	-14,987.60	-33,650.59	-7,725.84								-158,410.32	-221,191.00	62,780.68	71.62%
Net Income	<b>229,674.60</b>	<b>-118,411.49</b>	<b>-27,238.00</b>	<b>27,401.17</b>	<b>53,537.43</b>								<b>164,963.71</b>	<b>5,329.67</b>	<b>159,634.04</b>	<b>3,095.2%</b>

# Montara Water & Sanitary District Check Detail

December 27 - 31, 2021

Date	Num	Name	Paid Amount	
<b>WARRANTS FOR JANUARY 6, 2022 AGENDA</b>				
<b>SPLIT</b>				
12/14/2021	12731	ACWA/JPIA	-13,098.54	PAID
12/02/2021	12714	Aztec Gardens	-850.00	PAID
12/02/2021	12717	CoastsideNet, Inc.	-81.84	PAID
12/07/2021	12730	Huntington National Bank	-13,370.00	PAID
12/02/2021	12722	IEDA	-427.00	PAID
12/02/2021	12723	KBA Document Solutions	-52.81	PAID
12/02/2021	12728	PCT	-600.00	PAID
12/29/2021	12735	A-B Communications	-173.60	
12/29/2021	12736	AT&T	-2,045.58	
12/29/2021	12737	AT&T	-464.41	
12/29/2021	12738	AT&T	-227.75	
12/29/2021	12739	AT&T	-723.22	
12/29/2021	12740	AT&T	-705.67	
12/29/2021	12743	Bay Alarm Company	-220.50	
12/29/2021	12746	CalPERS 457 Plan	-6,165.80	
12/29/2021	12747	Coastside Tree Service	-4,850.00	
12/29/2021	12748	Comcast	-280.72	
12/29/2021	12751	Fitzgerald Law Offices	-36,312.31	
12/29/2021	12754	Jim Harvey	-150.00	
12/29/2021	12755	Kathryn Slater-Carter	-150.00	
12/29/2021	12756	KBA Document Solutions	-62.44	
12/29/2021	12758	Maze & Associates	-4,400.00	
12/29/2021	12763	Office Depot	-71.16	
12/29/2021	12764	Office Depot	-201.24	
12/29/2021	12766	Pacific Gas & Electric	-6,291.65	
12/29/2021	12767	PARS	-844.13	
12/29/2021	12768	PCT	-600.00	
12/29/2021	12769	Peter Dekker	-150.00	
12/29/2021	12770	Rauch Communication Consultants, Inc.	-715.00	
12/29/2021	12771	Ric Lohman	-150.00	
12/29/2021	12772	Scott Boyd	-150.00	
12/29/2021	12776	Standard Insurance Co.	-491.50	
12/29/2021	12778	Tech Solutions	-906.25	
12/29/2021	12779	U.S. Bank Global Corporate Trust Svcs.	-10,107.58	
12/29/2021	12780	U.S. Bank PARS	-8,278.48	
12/29/2021	12783	White Glove Housekeeping	-500.00	
12/29/2021	12784	Villa Homes	-12,452.36	
01/03/2022	12785	Coastside Printers	-344.53	
01/03/2022	12786	IEDA	-427.00	
01/03/2022	12787	Kastama Strategic Consulting	-3,780.00	

## Montara Water & Sanitary District Check Detail

December 27 - 31, 2021

Date	Num	Name	Paid Amount	
<b>WATER</b>				
12/02/2021	12713	Andreini Brothers, Inc.	-6,691.29	PAID
12/02/2021	12715	Badger Meter, Inc.	-6,048.02	PAID
12/02/2021	12716	BSK Lab	-570.55	PAID
12/02/2021	12718	Core & Main	-3,335.58	PAID
12/02/2021	12719	Esbro Chemical	-202.02	PAID
12/02/2021	12720	Evoqua Water Technologies	-5,006.00	PAID
12/02/2021	12721	Grainger	-192.62	PAID
12/07/2021	12729	Hassett Hardware	-516.90	PAID
12/02/2021	12724	McMaster-Carr Supply Co.	-282.36	PAID
12/02/2021	12725	Mossa Excavation	-28,790.89	PAID
12/14/2021	12732	Pacific Gas & Electric	-1,909.05	PAID
12/02/2021	12726	SRT Consultants	-30,600.63	PAID
12/16/2021	12733	State Water Resources Control Board	-120,555.57	PAID
12/17/2021	12734	State Water Resources Control Board	-3,326.00	PAID
12/02/2021	12727	USA Blue Book	-1,509.13	PAID
12/29/2021	12741	AT&T Mobility	-748.79	
12/29/2021	12742	Balance Hydrologics, Inc.	-13,460.87	
12/29/2021	12744	BSK Lab	-10,297.60	
12/29/2021	12745	California Rural Water Association	-857.00	
12/29/2021	12749	Core & Main	-465.94	
12/29/2021	12750	Esbro Chemical	-463.84	
12/29/2021	12752	Hach Company	-170.99	
12/29/2021	12757	Linda Mar Ace Home Center	-73.18	
12/29/2021	12759	McMaster-Carr Supply Co.	-273.33	
12/29/2021	12760	MWSD Sewer to GO BOND	-2,201.20	
12/29/2021	12761	North Coast County Water District	-415.00	
12/29/2021	12765	Pacific Gas & Electric	-1,052.98	
12/29/2021	12781	Verdura Construction	-1,343.96	
12/29/2021	12782	Wells Fargo Remittance Center	-5,246.50	
01/03/2022	12789	SRT	-33,361.25	



# Montara Water & Sanitary District Check Detail

December 27 - 31, 2021

Date	Num	Name	Paid Amount	
<b>SEWER</b>				
12/29/2021	12753	Hue & Cry Security Systems, Inc.	-391.80	
12/29/2021	12762	Nute Engineering	-15,840.25	
01/03/2022	12788	Pacific Trenchless	-1,195,175.97	
12/29/2021	12773	Sewer Authority Mid-Coastside	-127,717.35	
12/29/2021	12774	Sewer Authority Mid-Coastside	-27,664.41	
12/29/2021	12775	SmartCover Systems	-6,735.00	
12/29/2021	12777	T & T Valve and Instrument	-2,006.42	



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 6, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: SAM Flow Report**

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The SAM Flow Report for November has not been prepared at this time and will be submitted with the next consent agenda

RECOMMENDATION:

This is for board information only



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 6, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of Current Investment Portfolio**

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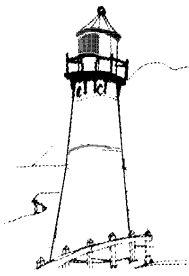
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The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- 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 November 2021 was 0.203%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The monthly interest rate for November was 0.0506%.
- 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 6, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

## **SUBJECT: Connection Permit Applications Received**

As of January 6, 2022 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
12-09-21	Kelly Peery	239 Beach, Moss Beach	SFD

As of January 6, 2022 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
12-09-21	Kelly Peery	239 Beach, Moss Beach	SFD

As of January 6, 2022 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
12-09-21	Kelly Peery	239 Beach, Moss Beach	SFD	Dom

### RECOMMENDATION:

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 6th, 2022

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.

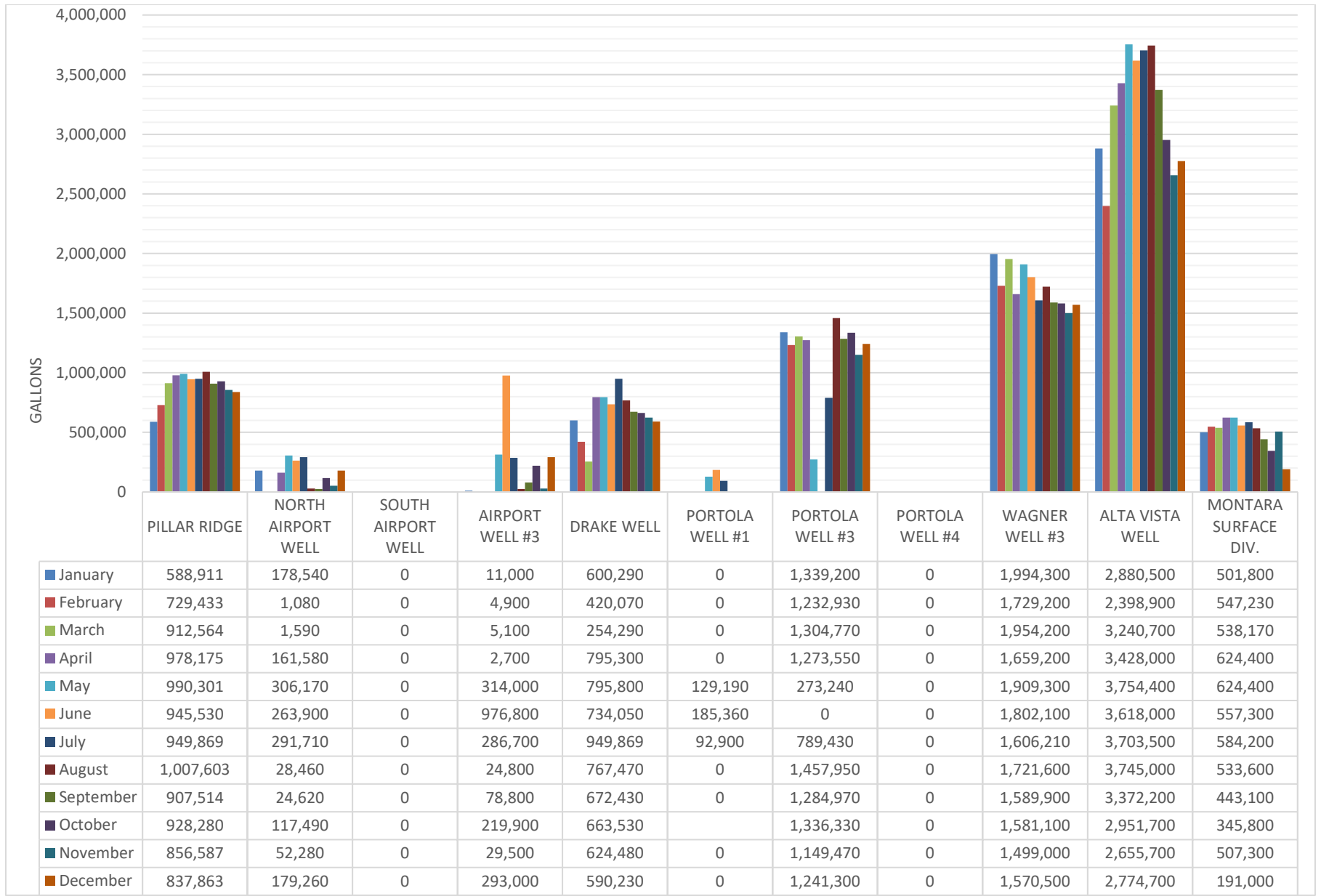
The first shows a consolidated from all sources by month. The second shows each water source the District uses, both wells and surface water. The production is shown in gallons of water produced.

## RECOMMENDATION:

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

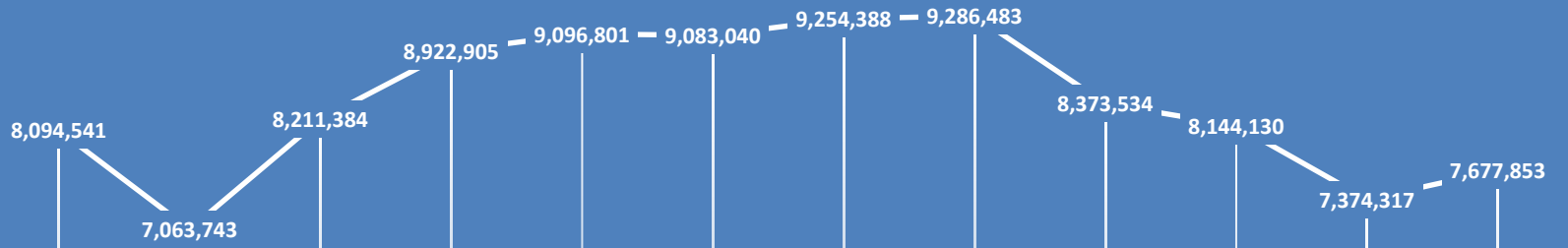
Attachments: 2

### Annual Water Production 2021



# TOTAL PRODUCTION 2021 (GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	8,094,541	7,063,743	8,211,384	8,922,905	9,096,801	9,083,040	9,254,388	9,286,483	8,373,534	8,144,130	7,374,317	7,677,853

MONTH



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: January 6th, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Rain Report**

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

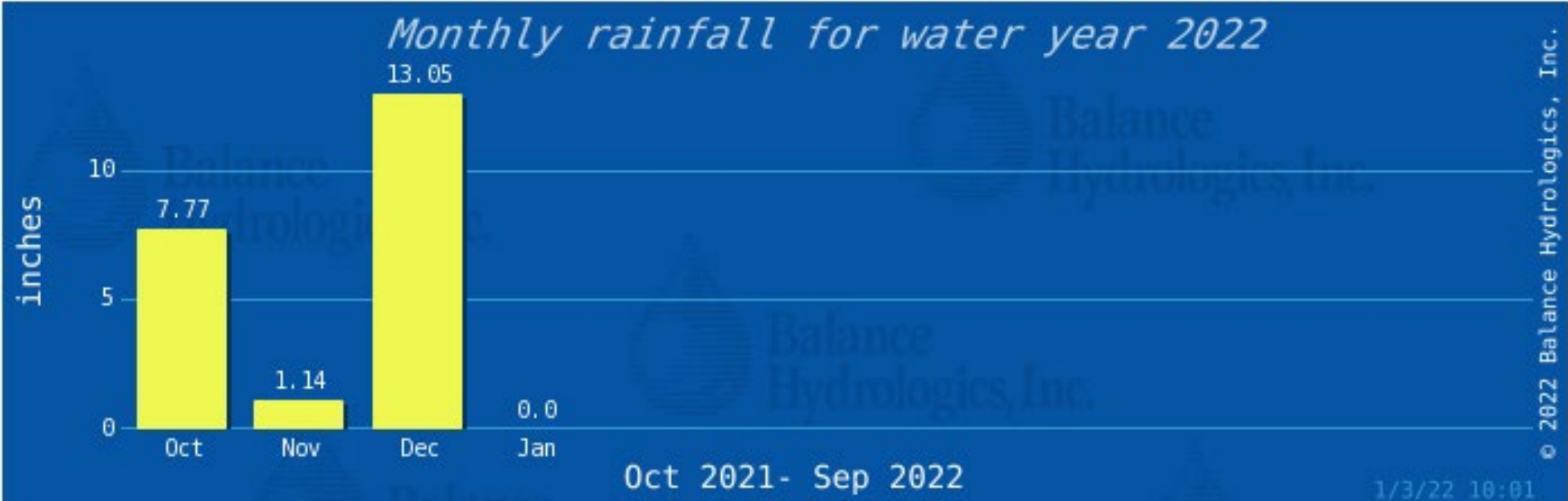
## RECOMMENDATION:

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

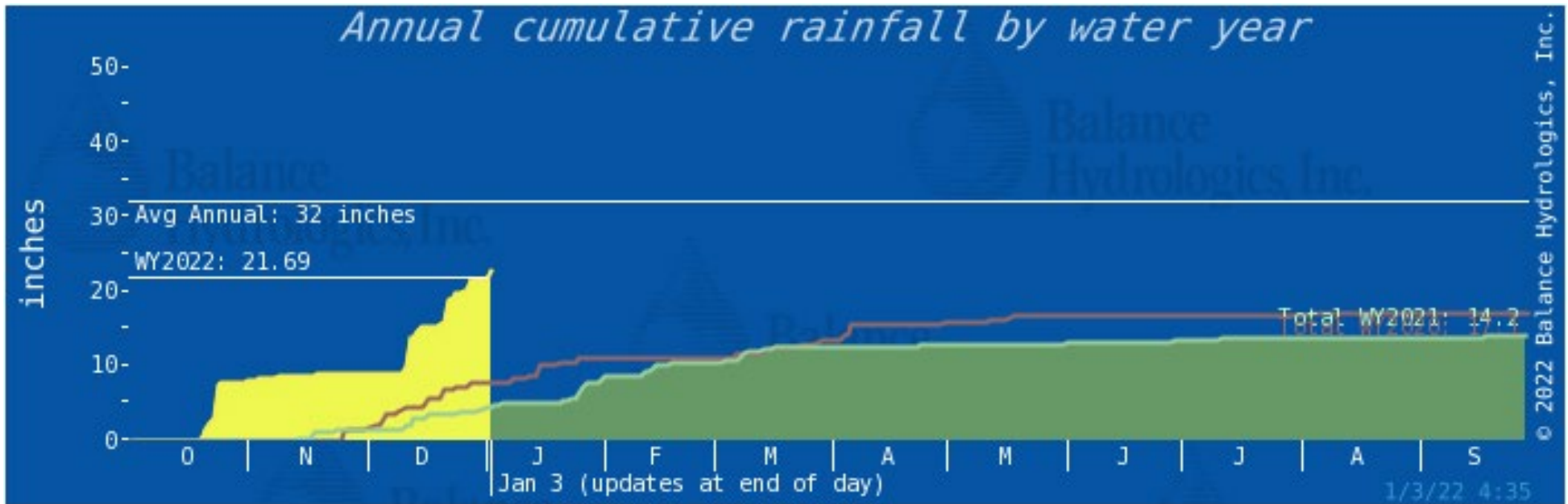
Attachments: 2



# Monthly Cumulative Rainfall



# Annual Cumulative Rainfall





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 6th, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Solar Energy Report**

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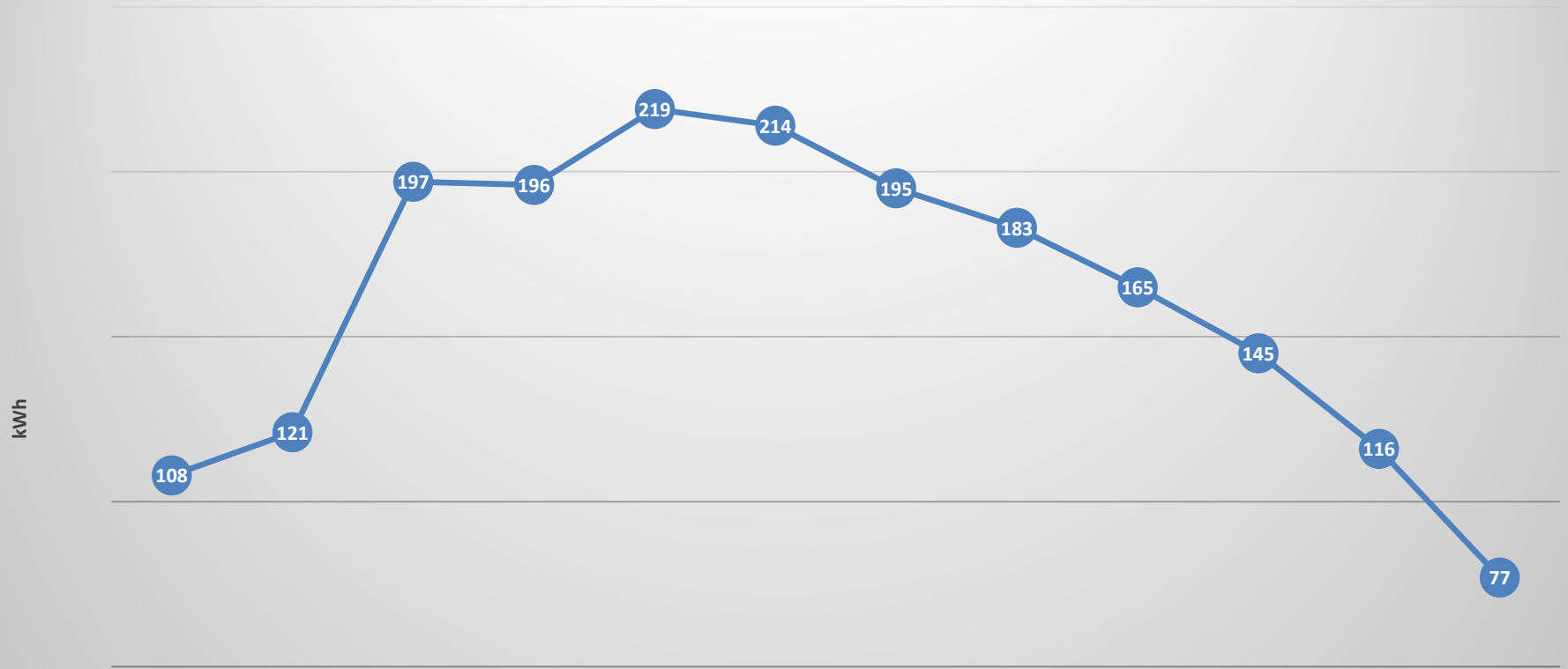
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 47,272 kWh and saved 80,362 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

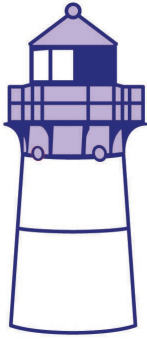
No action is required. This information is provided for the Board's information only.

Attachments: 1

## SOLAR ENERGY PRODUCED IN 2021 (kWh)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
total kWh	108	121	197	196	219	214	195	183	165	145	116	77



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Public Agency Retirement Service  
Report for October 2021.**

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The District has received the monthly PARS report for October 2021.

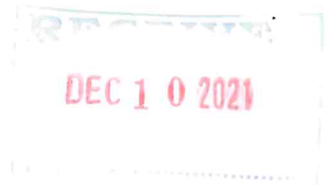
Contributions are calculated on a bi-weekly basis, and contributions are made on a monthly basis.

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

RECOMMENDATION:

This is for Board information only.

Attachment



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

**Monthly Account Report for the Period  
10/1/2021 to 10/31/2021**

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

Plan ID: P7-REP15A

### Account Summary

Source	Beginning Balance as of 10/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 10/31/2021
Contributions	\$1,234,426.23	\$7,972.39	\$52,320.51	\$572.53	\$1,128.45	\$0.00	\$1,293,018.15
<b>TOTAL</b>	<b>\$1,234,426.23</b>	<b>\$7,972.39</b>	<b>\$52,320.51</b>	<b>\$572.53</b>	<b>\$1,128.45</b>	<b>\$0.00</b>	<b>\$1,293,018.15</b>

### 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	4.23%	2.75%	29.2%	14.57%	12.25%	-	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.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **January 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act**

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AB361 was signed into law by the Governor on September 16, 2021 (effective October 1, 2021). AB361 amends Gov't. Code Section 54953 of the Brown Act by allowing local agencies to hold meetings remotely during emergency situations, under the following conditions:

1. An emergency situation arises that produces an imminent risk to public health and safety.
2. A state of emergency is declared (pursuant to Gov't. Code § 8625).
3. A local agency wishes to meet remotely via teleconferencing as a result of the emergency. A meeting notice/agenda are produced and posted, with an agenda item dedicated to consideration of a resolution to transition to teleconferenced meetings consistent with the terms of Gov't. Code § 54953, subdivision (e).
4. A resolution is passed by majority vote consistent with the terms of Gov't. Code § 54953, subdivision (e), paragraph (1), subparagraph (B) (i.e., determining that in-person meetings present imminent risks to the health or safety of attendees or when state or local officials impose or recommend social distancing measures. This resolution is valid for 30 days.
5. 30 days later: if the state of emergency remains active, a local agency may pass a resolution authorizing continued teleconferenced meetings upon finding that legislative body has both 1) reconsidered the circumstances of the state of emergency, and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person or state/local officials continue to impose or recommend social distancing measures.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **January 6, 2021**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

The Governor of the State of California declared a state of emergency on March 4, 2020 resulting from the COVID-19 pandemic; on March 10, 2020, the County of San Mateo also proclaimed the existence of a local emergency throughout the county as a result of COVID-19. Despite sustained efforts to reduce the threat, at present the Delta and Omnicron variants have been circulating in San Mateo County, are highly transmissible in indoor settings and require multi-component prevention strategies to reduce spread; despite high vaccination rates, San Mateo County is experiencing substantial levels of community transmission due to the Omnicron variant and while most COVID-19 cases are among unvaccinated residents, the proportion of breakthrough cases is increasing; hospitalizations have also increased, primarily among unvaccinated persons. Moreover, the small size of the District's Boardroom and administrative offices, as well as the lack of adequate ventilation and/or an air filtering system, further contribute to the unsafe indoor conditions for meeting in-person.

For the above reasons, holding in-person meetings poses an imminent risk to attendees and staff recommends that remote meetings are presently necessary to protect the health and safety of all attendees, including District staff and the Board of Directors.

## RECOMMENDATION:

Adopt Resolution Authorizing Remote Teleconference Meetings of the Board of Directors of the Montara Water & Sanitary District Under Government Code Section 54953 of the Brown Act During Existence of State of Emergency Conditions Related to the Covid-19 Pandemic

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC**

**WHEREAS**, Montara Water and Sanitary District (“District”) is a Sanitary District duly organized under the Sanitary District Act of 1923 (Health & Safety Code §§ 6400 – 6830) and a public agency formed as a special district and authorized under California law, by a special election of August 11, 1992 and MWSD Resolution 978, to exercise all powers of a county water district in the same manner as county water districts formed under the County Water District Law (Division 12 (commencing with Section 30000) of the Water Code) for the purpose of operating and maintaining wastewater and water facilities; and

**WHEREAS**, on March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19; and

**WHEREAS**, the District is committed to preserving and nurturing public access and participation in meetings of the District’s Board of Directors (“Board”); and

**WHEREAS**, all meetings of the Board are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Board conduct its business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and county caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, that the legislative body meeting in-person would present imminent risks to the health and safety of attendees; and

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC**

**WHEREAS**, such conditions now exist within the Montara Water and Sanitary District (“District”), specifically, by the Governor of the State of California’s executive order declaring a State Emergency as a result of the COVID-19 virus pandemic pursuant to Government Code section 8625 and by the County of San Mateo declaring a local emergency a result of the COVID-19 virus pandemic pursuant to Government Code section 8630 and Health and Safety Code Section 101080; and

**WHEREAS**, holding in-person meetings of the District’s Board of Directors (the “Board”) will present an imminent risk to the health and safety of Board members, District staff and attendees and directly impacts their ability to meet safely due to the SARS-CoV-2 B.1.617.2 (Delta) variant and Omicron Variant, which has been circulating in San Mateo County, is highly transmissible in indoor settings and requires multi-component prevention strategies to reduce spread; despite high vaccination rates, San Mateo County is experiencing substantial levels of community transmission due to the Delta variant and while most COVID-19 cases are among unvaccinated residents, the proportion of breakthrough cases is increasing; hospitalizations have also increased, primarily among unvaccinated persons; and

**WHEREAS**, the Board does hereby declare that the aforementioned conditions causing imminent risk to attendees if in-person meetings are held has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and to ratify the proclamation of state of emergency by the Governor of the State of California and the proclamation of emergency and orders of the County of San Mateo; and

**WHEREAS**, as a consequence of the state and local emergency, the Board does hereby declare that it shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC**

**WHEREAS**, the Board does hereby declare that the District shall take all measures necessary to ensure access to remote teleconference meetings for the public in accordance with paragraph (2) of subdivision (e) of section 54953.

**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:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and in-person meetings present imminent risk to attendees as heretofore described.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The District Manager and the Board Chair are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act, and to make adjustments in meeting practices and/or remote logistics to comply with this Resolution and local or state health orders to ensure the health and safety of employees and residents while maintaining critical District operations.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30-days from the date of its adoption, or (ii) such time as the Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board may continue to remotely teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Section 6. Rescission. Resolution No. 1669 establishing a temporary meeting location is hereby rescinded pursuant to Governor's Order N-08-21.

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER  
AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE  
MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN  
ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS  
RELATED TO THE COVID-19 PANDEMIC**

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

COUNTERSIGNED:

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

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 6<sup>th</sup> day of January 2022, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 6, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Date -  
Harte Sewer Pump Station**

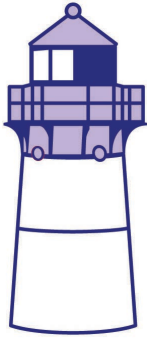
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On December 12 and 13 heavy rainfalls led to severe flooding all along the Coastside and resulted in the SAM centralized sewage plant to exceed its capacity of 15mgd flow for a prolonged time. In addition, effluent pumps were not able to keep up with the volume of treated sewage and flooded parts of the treatment plant. At the time MWSD sewage flows were held back in the walker tank located on MWSD property, GCSD's flows were diminished using the passive tanks located under the Burnham Strip.

Within the MWSD collection area the pump station at Date and Harte Street had trouble to keep up with the added volume of water due to the rains. SAM staff used a Vac Truck to remove additional liquid from the wet well of the station and transported it to the manhole on George and Date Street to reduce the flow in the pump station. In the morning of December 13, a Sanitary Sewer Overflow occurred in the vicinity of the pump station. Other spills in the Half Moon Bay collection system and the treatment plant emergencies depleted SAM's staff and equipment resources. SAM was not able to respond to the SSO at the time. Fortunately rains and resulting flows receded and pumps were able to catch up with normal flows. A total of 4069 gallons of sewer reached Montara Creek resulting in a Category 1 overflow. Montara Creek enters the Pacific Ocean in inaccessible area between 13 and 14<sup>th</sup> Street. Temporary measures to avoid further spills in later rains were immediately initiated. A trailer mounted pump and hose system was installed to aid the existing pumps.

At the December 16 Board meeting staff asked to add an action item to authorize funds for temporary measures as laid out below. An inspection revealed that the existing pump impellers are worn, and the pumps are not able to pump at capacity. The specific replacement parts are not immediately available and due to the older design and limited capacity not recommended.

- 1) SAM response, A1 Rental and overtime: \$15,000
- 2) Rental Portable Pump and Hose, \$6000/month, 3 month min, \$18,000
- 3) Parts to try to hook to existing force main to create a high capacity bypass point: \$15,000
- 4) Purchase two 4" Flygt pumps, (one could be used for temporary emergency supplemental (10 to 20 week delivery) \$60,000



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 6, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 5) Implementation of temporary electrical to install pump from line 4 above, \$15,000
- 6) Engineering Support \$15,000

The Board authorized a total of \$140,000 for the temporary measures needed to get the station safely through the rainy season. Staff is currently assessing additional emergency response equipment, like a trailer mounted pump or VAC trailer to be better equipped for any future emergencies. The estimated cost for this type of equipment that would be requested and authorized by the board at a future meeting is anywhere between \$65,000 and \$150,000.

A pump station rehabilitation to modern equipment is recommended. The rehabilitation will be authorized for public bid by the MWSD board and a contract awarded at a later meeting. The engineer's current recommendations for the necessary work are below:

- Wet Well resurfacing,
- Upgrade valve pit and FM connection,
- Upgrade electrical panel 100A service (New is Ideal, or a sub-panel next to original panel for a stop gap could be ~\$100K cheaper),
- Bigger concrete pad per code,
- possibly will require a new hatch lid,

The cost range for the project is estimated to be between \$900,000 and \$1.2M.

## RECOMMENDATION:

This item has been placed on the agenda for information and to allow the District sewer engineer to report further findings.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 6, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to read 'Clemens'.

**SUBJECT: Review and Possible Action Concerning Fiscal  
Year End Budget to Actual Review.**

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With the completion of the District's fiscal year end June 30, 2021 audit, District staff would like to present a comprehensive review of operations as compared to the adopted June 30, 2021 budget. This process will assist District staff with the up-coming budget preparation for fiscal year 2022-2023.

## RECOMMENDATION:

This is for Board information only.

Attachment





# MONTARA WATER AND SANITARY DISTRICT AGENDA

**For Meeting Of: January 6, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **SUBJECT: Executive Summary – June 30, 2021 fiscal year-end audit Budget vs. Actual**

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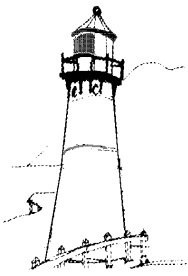
**Sewer Service Charges:** Total revenue of \$3,387,097 collected; \$144,610 above budget.

Budgeted revenues were budgeted to increase 7.86% due the adoption of a rate increase of 9% for all customer classes. The rate increase is due to take effect over a period of three fiscal years as shown in the table below and ends. Actual revenue collected in excess of budget by \$144,610 is accurate and verified through County remittance advice.

Proposed Sewer Rates				
Customer Class	Current Sewer Rates	Projected Rates Effective On or After		
		July 1 2020	July 1 2021	July 1 2022
<b>Rate Adjustment %</b>		9%	9%	9%
<b>Sewer Service Charge Rates<sup>1</sup></b>				
<i>Volumetric charge billed per hundred cubic feet (hcf) of metered water use.</i>				
<i>Subject to a minimum charge based on 48 hcf of annual sewer use (4 hcf per month).</i>				
Residential	\$21.07	\$22.97	\$25.04	\$27.29
Restaurants	36.55	39.84	43.43	47.34
Motels	22.18	24.18	26.36	28.73
Offices	18.98	20.69	22.55	24.58
General Commercial	20.33	22.16	24.15	26.32
Schools	19.28	21.02	22.91	24.97
Hospitals	21.01	22.90	24.96	27.21

**Water Sales:** Total revenue of \$1,950,147 collected; \$57,147 above budget. Usage figures were up to a very slight amount. It was expected they would be higher due to more people working from home, but our community still found a way to conserve.

**Sewer Fees:** Total revenue of \$217,114 collected; \$204,014 above budget.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 6, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Other revenue of \$189,253 incurred during the fiscal year includes a reimbursement of \$100,000 from the Sewer Authority Mid-Coastside for a shared CIP paving project.

**Water Fees & Other:** Total revenue of \$105,714 collected; \$90,714 above budget.

Mainline Extension fees accounted for \$85,905 were \$82,905 above budget and were the lion's share of the over-budget.

**Sewer Property Tax:** Total revenue of \$455,194 collected; \$180,194 above budget.

**Water Property Tax:** Total revenue of \$455,194 collected; \$180,194 above budget.

The District collected \$307K in ERAF apportionments, which was split 50/50 between Sewer and Water. Without the receipt of ERAF, the District would have collected approximately \$315K in property tax revenues per fund, meeting expectations.

**Sewer Personnel expense:** Total expense of \$378,403 incurred; \$16,365 above budget.

**Water Personnel expenses:** Total expense of \$931,379 incurred; \$8,498 below budget.

Sewer over budget – Due to the family composition and rising costs of healthcare, employee benefits were over budget by \$5,995. Management wages were also over budget by \$11,800.

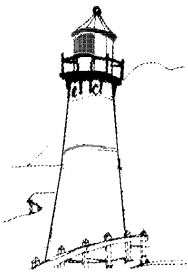
Water under budget –Due to the family composition and rising costs of healthcare, employee benefits were over budget by \$12,690 and management wages were also above budget by \$11,800.

We were able to keep the overall expenditure category below budget due to worker's compensation insurance costs being below budget by \$8,112. Staff wages were also below budget by \$18,025 due to an operator missing extended time due to an injury.

**Sewer Professional Services:** Total expense of \$387,368 incurred; \$197,668 above budget.

**Water Professional Services:** Total expense of \$239,051 incurred; \$32,551 above budget.

Sewer above budget – Legal and consulting costs associated with various litigation were over budget by \$163K.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 6, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Water above budget – Legal and consulting costs associated with various litigation were over budget by a total of approximately \$32K. Legal over budget by \$16K and consulting over budget by \$9K.

**Sewer Engineering:** Total expense of \$24,889 incurred; \$35,111 below budget.

**Water Engineering:** Total expense of \$70,345 incurred; \$149,655 below budget.

The majority of sewer engineering expenses were mainly attributed to capital improvement projects that were subsequent capitalized at fiscal year end.

During the budget process, the water enterprise was incurring large engineering bills due to on-going work with the State Water Boards for water quality engineering expenses. These costs were brought down due to the District satisfying water board requirements. Water quality engineering actual expenses decreased over \$59K from FY 19-20 to FY 20-21.

**Sewer Pumping:** Total expense of \$45,778 incurred; \$778 above budget.

**Water Pumping:** Total expense of \$83,950 incurred \$26,750 below budget.

Sewer & Water Fund: All costs associated with this line item are from PG&E.

Sewer fund budget over-runs in prior years are due to the increased PG&E costs at District pump houses. FY 20-21 budget increased these line items and fell under budget.

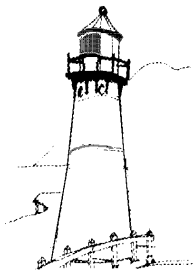
**Sewer Authority Mid-Coastside:** Total expense of \$1,866,454 incurred; \$82,336 below budget.

Both the O&M budget and collections budget were to the penny, due to no additional budget requests from SAM. The underbudget is due to the capitalization of pump station repair costs incurred by SAM and passed through to MWSD.

**Water Supply:** Total expense of \$43,586 incurred; \$6,086 above budget.

Water purchases were above budget and well maintenance expenses were above budget

**Water Collection/Transmission:** Total expense of \$119,605 incurred; \$39,105 above budget.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 6, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

On-going maintenance work performed on water mains or water service lines. Work performed by Mossa Excavation, Andreini Brothers, and R&B company.

**Water Treatment:** Total expense of \$73,758 incurred; \$11,242 below budget.

Increased costs associated with purchase of chemicals for water treatment were offset by savings in treatment analysis. Costs associated with the purchase of chemicals and equipment as well as the analysis of water samples by BSK lab, CA laboratory services, as well as North Coast County Water District.

**All other Accounts Sewer:** Total expense of \$41,136 incurred; \$29,974 below budget.

**All other Accounts Water:** Total expense of \$150,548 incurred; \$16,248 above budget.

Sewer below budget - Claim/property damage expenses were below budget and maintenance collection system expenses were below budget.

Water above budget – Increased costs associated with bond issue costs of \$66,381 were offset by savings in claims/property damage, SCADA maintenance, and vehicle costs.

**Sewer Capital Improvement:** \$1,985,272 budget. Total capitalized expenses \$790,008; \$1,195,264 below budget.

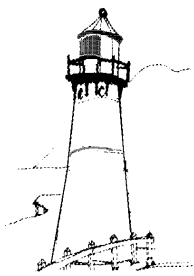
The Cabrillo Highway Express Sewer Project got underway in FY 18-19. The project is currently on-going and expected to progress through the 21-22 fiscal year.

Other capitalized projects include the implementation and installation of Smart Covers, SIP & GIS mapping.

**Water Capital Improvement:** \$1,108,750 budget. Total capitalized expenses \$400,200; \$708,550 below budget.

Major projects include the following:

- Alta Vista Tracer
- Pillar Ridge Well Rehab
- Portola Well Rehab
- Purchase of Generator



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 6, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**Sewer Connection Fees:** Total revenue of \$186,648 collected; \$36,648 above budget.

A total of 6 new construction connections sold.

**Water Connection Fees:** Total revenue of \$249,207 collected; \$99,207 above budget.

A total of 8 new construction connections sold.

**Water System Reliability Charges:**

Effective July 1, 2020, the District adopted the Water System Reliability Charge to provide a dedicated funding source to maintain and replace aging pipelines, tanks, pumps and other infrastructure in the District's water collection and distribution system. During the fiscal year the District collected \$949,243 in Water System Reliability Charges, \$50,757 below the budgeted amount of \$1,000,000.



# Montara Water & Sanitary

## Budgeted Cash Flow - Sewer

### Fiscal year 2020-21

#### Operating Cash Flow

Operating income	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sewer Service Charges	\$ 3,387,097	\$ 3,242,487	\$ 144,610
Cell Tower Lease	\$ 34,032	\$ 37,500	\$ (3,468)
Fees & Other	\$ 217,114	\$ 13,100	\$ 204,014
Property Tax	\$ 455,194	\$ 275,000	\$ 180,194
Waste Collection Revenues	\$ 27,202	\$ 24,000	\$ 3,202
<b>Total operating income</b>	<b>\$ 4,120,639</b>	<b>\$ 3,592,087</b>	<b>\$ 528,552</b>
<b>Operating expenses</b>			
Personnel	\$ (378,403)	\$ (362,038)	\$ 16,365
Professional Services	\$ (387,368)	\$ (189,700)	\$ 197,668
Facilities & Administration	\$ (54,253)	\$ (57,000)	\$ (2,747)
Engineering	\$ (24,889)	\$ (60,000)	\$ (35,111)
Pumping	\$ (45,778)	\$ (45,000)	\$ 778
Sewer Authority Mid-Coastside	\$ (1,866,454)	\$ (1,948,790)	\$ (82,336)
All other Accounts	\$ (41,136)	\$ (71,110)	\$ (29,974)
<b>Total operating expenses</b>	<b>\$ (2,798,282)</b>	<b>\$ (2,733,638)</b>	<b>\$ 64,644</b>
<b>Net Cash Flow Provided by Operations</b>	<b>\$ 1,322,357</b>	<b>\$ 858,449</b>	

#### Investment cash flow

<b>Investment income</b>			
Interest Revenue	\$ 38,726	\$ 60,000	\$ (21,274)
<b>Total investment income</b>	<b>\$ 38,726</b>	<b>\$ 60,000</b>	<b>\$ (21,274)</b>
<b>Investment expenses</b>			
Capital Improvement Program	\$ (790,008)	\$ (1,985,272)	\$ (1,195,264)
<b>Total investment expenses</b>	<b>\$ (790,008)</b>	<b>\$ (1,985,272)</b>	<b>\$ (1,195,264)</b>
<b>Net Cash Flow Used by Investments</b>	<b>\$ (751,282)</b>	<b>\$ (1,925,272)</b>	

#### Financing cash flow

<b>Financing income</b>			
Connection Fees	\$ 186,648	\$ 150,000	\$ 36,648
<b>Total financing income</b>	<b>\$ 186,648</b>	<b>\$ 150,000</b>	<b>\$ 36,648</b>
<b>Financing expenses</b>			
Loan Interest Expense	\$ (34,647)	\$ (35,116)	\$ (469)
Loan Principal Payment	\$ (93,520)	\$ (93,512)	\$ 8
<b>Total financing expenses</b>	<b>\$ (128,167)</b>	<b>\$ (128,628)</b>	<b>\$ (461)</b>
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$ 58,481</b>	<b>\$ 21,372</b>	
<b>Total Cash Flow Provided by All Activities</b>	<b>\$ 629,556</b>	<b>\$ (1,045,451)</b>	

## Two-Year Comparative Income Statement

### Sewer Comparison - Actuals

6/30/2020 vs. 6/30/2021

	[Current Period]	[Prior Period]	Variance	Percent Change
	July 1, 2020 - June 30, 2021	July 1, 2019 - June 30, 2020		
<b>Revenue</b>				
Sewer Service Charges	3,387,097	3,078,983	308,114	10.01%
Cell Tower Lease	34,032	42,687	(8,655)	-20.28%
Fees & Other	217,114	13,561	203,554	1501.04%
Property Tax	455,194	407,337	47,857	11.75%
Waste Collection Revenues	27,202	24,353	2,849	11.70%
<b>Net Sales</b>	<b>4,120,639</b>	<b>3,566,921</b>	<b>553,718</b>	<b>15.52%</b>
<b>Expenses</b>				
Personnel	378,403	362,677	15,726	4.34%
Professional Services	387,368	246,117	141,251	57.39%
Facilities & Administration	54,253	54,974	(721)	-1.31%
Engineering	24,889	35,060	(10,171)	-29.01%
Pumping	45,778	39,587	6,191	15.64%
Sewer Authority Mid-Coastside	1,866,454	1,870,688	(4,234)	-0.23%
Depreciation	486,330	474,270	12,060	2.54%
All other Accounts	41,136	1,606	39,530	2461.22%
<b>Total Expenses</b>	<b>3,284,612</b>	<b>3,084,979</b>	<b>199,633</b>	<b>6.47%</b>
<b>Net Operating Income</b>	<b>836,027</b>	<b>481,942</b>	<b>354,085</b>	<b>73.47%</b>
<b>Non-Operating</b>				
Connection Fees - Revenue	186,648	280,972	(94,324)	-33.57%
LAIF interest - Revenue	38,726	105,107	(66,381)	-63.16%
PNC equipment lease - Expense	(13,384)	(15,151)	1,768	-11.67%
I-Bank Loan - Expense	(21,263)	(23,801)	2,538	-10.66%
<b>Total Other Income (Expense)</b>	<b>190,727</b>	<b>347,127</b>	<b>(156,400)</b>	<b>-45.06%</b>
<b>Capital Improvement Program</b>	<b>790,008</b>	<b>388,528</b>	<b>401,480</b>	<b>103.33%</b>



## MWSD — Fiscal Year 2020-2021 budget actual - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>Approved Budget</u>		<u>Variance</u>
				<u>2020-21</u>	<u>2020-21 Actual</u>	
Cell Tower Lease:	4220	36,752	42,687	37,500	34,032	(3,468)
Administrative Fees (New Construction):	4410	3,647	3,794	3,600	4,932	1,332
Administrative Fees (Remodel):	4420		542	1,000	548	(452)
Inspection Fees (New Construction):	4430	3,448	3,584	3,500	3,626	126
Inspection Fees (Remodel):	4440		512	1,000	518	(482)
Mainline Extension Fees:	4450					
Remodel Fees:	4460	5,376	2,999	4,000	10,601	6,601
Other Fee:	4470				7,500	7,500
Grants:	4510		112		136	136
Property Tax Receipts:	4610	404,079	407,337	275,000	455,194	180,194
Sewer Service Charges:	4710	2,610,244	3,086,734	3,246,487	3,429,746	183,259
Sewer Service Refunds, Customer:	4720	496	(7,751)	(4,000)	(42,650)	(38,650)
Waste Collection Revenues:	4760	23,172	24,353	24,000	27,202	3,202
Other Revenue:	4990	2,825	2,018		189,253	189,253
<b>Total Operating Revenue:</b>		<b>3,090,039</b>	<b>3,566,921</b>	<b>3,592,087</b>	<b>4,120,639</b>	<b>528,552</b>
<b>Operating Expenses</b>						
Bank Fees:	5190	6,875	6,592	6,750	8,517	(1,767)
Board Meetings:	5210	3,928	3,861	3,000	4,050	(1,050)
Director Fees:	5220	2,288	4,125	2,000	3,525	(1,525)
Election Expenses:	5230	4,265		5,000		5,000
Conference Attendance:	5250	2,467	35	2,500		2,500
Information Systems:	5270	1,725	9,746	4,000	6,875	(2,875)
Fidelity Bond:	5310	438		500	438	63
Property & Liability Insurance:	5320	7,737	1,394	8,000	9,851	(1,851)
LAFCO Assessment:	5350	1,794	2,060	2,500	5,318	(2,818)
Meeting Attendance, Legal:	5420	14				
General Legal:	5430	25,260	89,445	100,000	59,520	40,480
Litigation:	5440	158,255	49,445		203,505	(203,505)
Maintenance, Office:	5510	7,230	4,614	8,000	4,096	3,904
Meetings, Local:	5520					
Memberships:	5530		600		600	(600)
Office Supplies:	5540	5,681	6,388	6,000	4,094	1,906





## MWSD — Fiscal Year 2020-2021 budget actual - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>Approved Budget</u>		<u>Variance</u>
				<u>2020-21</u>	<u>2020-21 Actual</u>	
Postage:	5550	2,043	654	2,000	463	1,537
Printing & Publishing:	5560	2,490	980	5,000	1,397	3,603
Accounting:	5610	26,503	37,875	32,000	34,978	(2,978)
Audit:	5620	13,000	8,150	13,000	13,150	(150)
Consulting:	5630	25,261	50,500	35,000	66,299	(31,299)
Data Services:	5640	6,079	7,173	6,200	6,386	(186)
Labor & HR Support:	5650	2,442	2,562	2,500	2,562	(62)
Payroll Services:	5660	949	967	1,000	968	32
Other Professional Services:	5690					
San Mateo County Tax Roll Charges:	5710	119	119	1,000	119	881
Telephone & Internet:	5720	25,300	31,129	20,000	32,546	(12,546)
Mileage Reimbursement:	5730	1,570	327	1,500		1,500
Reference Materials:	5740	87		200	55	145
Other Administrative:	5790	448	608		94	(94)
CalPERS 457 Deferred Plan:	5810	18,955	20,180	17,508	18,545	(1,037)
Employee Benefits:	5820	52,115	50,680	49,096	55,091	(5,995)
Disability Benefits:	5830	1,360	1,709	1,876	1,747	129
Payroll Taxes:	5840	15,610	16,217	19,134	17,028	2,106
PARS:	5850	19,459	20,480	17,062	18,122	(1,060)
Worker's Compensation Insurance:	5960	2,622	2,837	3,688	2,699	988
Management:	5910	112,113	114,041	116,211	128,011	(11,800)
Staff :	5920	125,760	132,421	133,905	131,838	2,067
Staff Certification:	5930	1,800	2,225	1,800	1,913	(113)
Staff Overtime:	5940	1,435	1,888	1,760	3,411	(1,651)
Staff Standby:	5950					
Claims, Property Damage:	6170	20,514	632	20,000	976	19,024
Education & Training:	6195	559		1,000		1,000
Meeting Attendance, Engineering:	6210					
General Engineering:	6220	33,584	35,060	60,000	24,889	35,111
Equipment & Tools, Expensed:	6320			1,000		1,000
Alarm Services:	6335	5,028	6,133	10,000	6,688	3,312
Landscaping:	6337	2,588	4,468	6,000	4,875	1,125
Pumping Fuel & Electricity:	6410	44,881	39,587	45,000	45,778	(778)



## MWSD — Fiscal Year 2020-2021 budget actual - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>Approved Budget</u>		<u>Variance</u>
				<u>2020-21</u>	<u>2020-21 Actual</u>	
Pumping Maintenance, General:	6430					
Maintenance, Collection System:	6660	550		10,000		10,000
Uniforms:	6770		126			
Fuel:	6810	1,021	848	1,000	687	313
Truck Equipment, Expensed:	6820	27	439	160	38	122
Truck Repairs:	6830	423	622	1,000	88	912
Other Operations:	6890		(29,919)			
SAM Collections:	6910	329,965	341,549	254,153	281,817	(27,664)
SAM Operations:	6920	1,316,715	1,529,139	1,584,637	1,584,637	0
SAM Prior-Year Adjustment:	6930					
SAM Maintenance, Collection System:	6940			40,000		40,000
SAM Maintenance, Pumping:	6950	82,999		70,000		70,000
Depreciation:	5260	408,078	474,270		486,330	(486,330)
<b>Total Operations Expense:</b>		<b>2,932,410</b>	<b>3,084,979</b>	<b>2,733,639</b>	<b>3,284,612</b>	<b>(550,973)</b>
<b>Net Change in position from Operations:</b>		<b>157,629</b>	<b>481,942</b>	<b>858,448</b>	<b>836,027</b>	<b>1,079,524</b>
<b><u>Non Operating Revenue / Expense</u></b>						
Connection Fees, Residential New Const:	7110	246,161	225,264	100,000	183,873	83,873
Connection Fees, Residential Remodel:	7120	66,218	55,708	50,000	2,774	(47,226)
Connection Fees - Other:	7100					
Employee Loans:	7700					
LAIF, Interest:	7200	99,073	105,107	60,000	38,726	(21,274)
<b>Total Non Operating Revenue:</b>		<b>411,451</b>	<b>386,079</b>	<b>210,000</b>	<b>225,374</b>	<b>15,374</b>
<b><u>Financing Expense</u></b>						
PNC Equipment Lease:	9125	17,492	15,151	13,461	13,384	(77)
I-Bank Loan:	9200	22,382	23,801	21,655	21,263	(392)
<b>Total Financing Expense:</b>		<b>39,874</b>	<b>38,952</b>	<b>35,116</b>	<b>34,647</b>	<b>(469)</b>



# Montara Water & Sanitary

## Budgeted Cash Flow - Water

### Fiscal year 2020-21

#### Operating Cash Flow

Operating income	Actual	Budget	Variance
Water Sales	\$ 1,950,147	\$ 1,893,000	\$ 57,147
Cell Tower Lease	\$ 33,985	\$ 37,500	\$ (3,515)
Fees & Other	\$ 105,714	\$ 15,000	\$ 90,714
Property Tax	\$ 455,194	\$ 275,000	\$ 180,194
Backflow Testing	\$ 15,828	\$ 18,000	\$ (2,172)
<b>Total operating income</b>	<b>\$ 2,560,868</b>	<b>\$ 2,238,500</b>	<b>\$ 322,368</b>
<b>Operating expenses</b>			
Personnel	\$ (931,379)	\$ (939,877)	\$ (8,498)
Professional Services	\$ (239,051)	\$ (206,500)	\$ 32,551
Facilities & Administration	\$ (86,157)	\$ (71,000)	\$ 15,157
Engineering	\$ (70,345)	\$ (220,000)	\$ (149,655)
Pumping	\$ (83,950)	\$ (110,700)	\$ (26,750)
Supply	\$ (43,586)	\$ (37,500)	\$ 6,086
Collection/Transmission	\$ (119,605)	\$ (80,500)	\$ 39,105
Treatment	\$ (73,758)	\$ (85,000)	\$ (11,242)
All Other Accounts	\$ (150,548)	\$ (134,300)	\$ 16,248
<b>Total operating expenses</b>	<b>\$ (1,798,378)</b>	<b>\$ (1,885,377)</b>	<b>\$ (86,999)</b>
<b>Net Cash Flow Provided by Operations</b>	<b>\$ 762,490</b>	<b>\$ 353,123</b>	

#### Investment cash flow

Investment income			
GO Bonds, Assessment Receipts	\$ 1,195,387	\$ 1,150,436	\$ 44,951
Water System Reliability Charge	\$ 949,243	\$ 1,000,000	\$ (50,757)
<b>Total investment income</b>	<b>\$ 2,144,630</b>	<b>\$ 2,150,436</b>	<b>\$ (5,806)</b>
<b>Investment expenses</b>			
Capital Improvement Program	\$ (400,200)	\$ (1,108,750)	\$ (708,550)
<b>Total investment expenses</b>	<b>\$ (400,200)</b>	<b>\$ (1,108,750)</b>	<b>\$ (708,550)</b>
<b>Net Cash Flow Used by Investments</b>	<b>\$ 1,744,430</b>	<b>\$ 1,041,686</b>	

#### Financing cash flow

Financing income			
Connection Fees	\$ 249,207	\$ 150,000	\$ 99,207
<b>Total financing income</b>	<b>\$ 249,207</b>	<b>\$ 150,000</b>	<b>\$ 99,207</b>
<b>Financing expenses</b>			
Long Term Debt - Interest Expense	\$ (210,796)	\$ (292,561)	\$ (81,765)
Long Term Debt - Principal Payment	\$ (1,969,586)	\$ (1,175,875)	\$ 793,711
<b>Total financing expenses</b>	<b>\$ (2,180,382)</b>	<b>\$ (1,468,436)</b>	<b>\$ 711,946</b>
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$ (1,931,175)</b>	<b>\$ (1,318,436)</b>	
<b>Total Cash Flow Provided by All Activities</b>	<b>\$ 575,745</b>	<b>\$ 76,373</b>	

## Two-Year Comparative Income Statement

Water Comparison - Actuals  
6/30/2020 vs. 6/30/2021

	[Current Period]	[Prior Period]	Variance	Percent Change
	July 1, 2020 - June 30, 2021	July 1, 2019 - June 30, 2020		
<b>Revenue</b>				
Water Sales	1,950,147	1,971,796	(21,649)	-1.10%
Cell Tower Lease	33,985	42,687	(8,702)	-20.38%
Fees & Other	105,714	73,410	32,305	44.01%
Property Tax	455,194	407,337	47,856	11.75%
Backflow Testing	15,828	25,761	(9,933)	-38.56%
<b>Net Sales</b>	<b>2,560,868</b>	<b>2,520,990</b>	<b>39,877</b>	<b>1.58%</b>
<b>Expenses</b>				
Personnel	931,379	833,822	97,557	11.70%
Professional Services	239,051	230,831	8,220	3.56%
Facilities & Administration	86,157	72,681	13,475	18.54%
Engineering	70,345	129,213	(58,868)	-45.56%
Pumping	83,950	104,561	(20,611)	-19.71%
Supply	43,586	47,284	(3,698)	-7.82%
Collection/Transmission	119,605	75,351	44,254	58.73%
Treatment	73,758	72,437	1,321	1.82%
Depreciation	1,256,042	1,019,962	236,080	23.15%
All other Accounts	150,548	123,098	27,450	22.30%
<b>Total Expenses</b>	<b>3,054,420</b>	<b>2,709,240</b>	<b>345,180</b>	<b>12.74%</b>
<b>Net Operating Income</b>	<b>(493,552)</b>	<b>(188,250)</b>	<b>(305,302)</b>	<b>162.18%</b>
<b>Non-Operating</b>				
Connection Fees - Revenue	249,207	308,236	(59,029)	-19.15%
GO Bonds Assessment - Revenue	949,243	1,191,631	(242,388)	-20.34%
PNC equipment lease - Expense	(13,384)	(15,151)	1,768	-11.67%
GO Bonds Interest - Expense	(126,949)	(221,777)	94,828	-42.76%
SRF Interest - Expense	(69,614)	(72,938)	3,324	-4.56%
Conservation Program - Expense	(850)	(1,350)	500	-37.04%
<b>Total Other Income (Expense)</b>	<b>987,654</b>	<b>1,188,651</b>	<b>(200,997)</b>	<b>-16.91%</b>
<b>Capital Improvement Program</b>	<b>400,200</b>	<b>907,030</b>	<b>(506,830)</b>	<b>-55.88%</b>



## MWSD — Fiscal Year 2020-2021 budget actual - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Approved Budget</u> <u>2020-21</u>	<u>2020-21</u> <u>Actual</u>	<u>Variance</u>
Cell Tower Lease:	4220	36,752	42,687	37,500	33,985	(3,515)
Administrative Fees (New Construction):	4410	3,126	4,336	5,000	6,028	1,028
Administrative Fees (Remodel):	4420	0	1,084	0	548	548
Inspection Fees (New Construction):	4430	2,956	4,096	4,000	5,698	1,698
Inspection Fees (Remodel):	4440	0	1,536	1,000	518	(482)
Mainline Extension Fees:	4450	3,119	0	3,000	85,905	82,905
Remodel Fees:	4460	1,900	1,421	2,000	0	(2,000)
Other Fees:	4470	3,382	4,400	0	489	489
Grants:	4510	280	112	0	136	136
Property Tax Receipts:	4610	404,079	407,337	275,000	455,194	180,194
Testing, Backflow:	4740	18,420	25,761	18,000	15,828	(2,172)
Water Sales:	4810	1,892,091	1,973,134	1,896,000	1,952,964	56,964
Water Sales, Fire Protection:	4820					0
Water Sales Refunds, Customer:	4850	(4,670)	(1,338)	(3,000)	(2,817)	183
Other Revenue:	4990	3,936	56,424	0	6,393	6,393
<b>Total Operating Revenue:</b>		<b>2,365,369</b>	<b>2,520,990</b>	<b>2,238,500</b>	<b>2,560,868</b>	<b>322,368</b>
<b><u>Operating Expenses</u></b>						
Bank Fees:	5190	3,495	1,434	1,500	1,777	(277)
Board Meetings:	5210	3,928	3,861	3,000	4,050	(1,050)
Director Fees:	5220	2,288	4,125	2,000	3,525	(1,525)
Election Expenses:	5230	4,265	0	5,000	0	5,000
Bond Issue Costs - Expense:	5235			0	66,381	(66,381)
CDPH Fees:	5240	10,530	12,405	11,000	12,004	(1,004)
Conference Attendance:	5250	2,467	243	3,000	0	3,000
Information Systems:	5270	10,185	18,631	5,000	6,875	(1,875)
Fidelity Bond:	5310	438	0	500	438	63
Property & Liability Insurance:	5320	2,215	1,173	5,000	0	5,000
LAFCO Assessment:	5350	2,520	2,759	2,500	5,872	(3,372)



## MWSD — Fiscal Year 2020-2021 budget actual - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Approved Budget</u> <u>2020-21</u>	<u>2020-21</u> <u>Actual</u>	<u>Variance</u>
Meeting Attendance, Legal:	5420	14				0
General Legal:	5430	24,250	123,406	100,000	116,294	(16,294)
Litigation:	5440					0
Maintenance, Office:	5510	11,015	6,414	8,000	10,653	(2,653)
Meetings, Local:	5520	41	(142)	0	0	0
Memberships:	5530	22,236	23,026	27,000	24,540	2,460
Office Supplies:	5540	7,244	6,525	6,000	4,098	1,902
Postage:	5550	9,318	11,567	4,000	13,451	(9,451)
Printing & Publishing:	5560	3,213	2,171	7,000	1,397	5,603
Accounting:	5610	26,503	37,875	32,000	34,978	(2,978)
Audit:	5620	13,000	8,150	13,000	13,150	(150)
Consulting:	5630	28,471	56,893	55,000	64,713	(9,713)
Data Services:	5640	0	900	3,000	6,386	(3,386)
Labor & HR Support:	5650	2,442	2,641	2,500	2,562	(62)
Payroll Services:	5660	949	967	1,000	968	32
Other Professional Services:	5690	480				0
San Mateo Co. Tax Roll Charges:	5710	119	119	3,000	119	2,881
Telephone & Internet:	5720	31,642	36,093	20,000	40,647	(20,647)
Mileage Reimbursement:	5730	2,188	623	2,000	75	1,925
Reference Materials:	5740	0	0	800	55	745
Other Administrative:	5790	791	500	1,000	729	271
CalPERS 457 Deferred Plan:	5810	38,266	42,604	44,948	44,923	25
Employee Benefits:	5820	84,851	85,042	107,614	120,304	(12,690)
Disability Benefits:	5830	3,366	3,564	4,752	4,041	711
Payroll Taxes:	5840	39,124	43,195	51,267	47,306	3,961
Worker's Compensation Insurance:	5960	12,579	14,274	22,444	14,332	8,112



## MWSD — Fiscal Year 2020-2021 budget actual - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Approved Budget</u> <u>2020-21</u>	<u>2020-21</u> <u>Actual</u>	<u>Variance</u>
Management:	5910	112,113	114,042	116,211	128,011	(11,800)
Staff :	5920	356,877	407,112	464,762	446,737	18,025
Staff Certification:	5930	9,275	10,625	11,400	11,213	188
Staff Overtime:	5940	45,516	45,849	54,781	48,498	6,283
Staff Standby:	5950	24,705	25,485	23,003	26,514	(3,511)
PARS:	5850	37,916	42,031	38,695	39,501	(806)
Backflow Prevention:	6160	764	326	1,000	1,528	(528)
Claims, Property Damage:	6170	22	392	10,000	0	10,000
SCADA Maintenance:	6185	12,061	2,468	13,000	4,816	8,184
Communications - Other:	6180				771	(771)
Internet & Telephone, Communications:	6187					0
Education & Training:	6195	5,098	4,372	9,000	639	8,361
Meeting Attendance, Engineering:	6210		0	0	0	0
General Engineering:	6220	1,467	12,390	20,000	1,352	18,648
Water Quality Engineering:	6230	420,284	116,823	200,000	68,993	131,007
Equipment & Tools, Expensed:	6320	11,867	17,500	12,000	6,943	5,057
Alarm Services:	6335	718	1,040	5,000	1,249	3,751
Landscaping:	6337	5,811	6,950	15,000	13,932	1,068
Facilities other:	6330		249			0
Lab Supplies & Equipment:	6370	2,251	9,432	4,000	993	3,007
Meter Reading:	6380		10	0	121	(121)
Pumping Fuel & Electricity:	6410	77,011	75,074	90,000	75,172	14,828
Pumping Maintenance, Generators:	6420	21,339	20,908	15,000	8,014	6,986
Pumping Maintenance, General:	6430	3,448	17	5,000	751	4,249
Pumping Equipment, Expensed:	6440	478	8,562	700	13	687
Maintenance, Raw Water Mains:	6510	1,857	27	2,500	37	2,463
Maintenance, Wells:	6520	8,635	13,281	5,000	9,193	(4,193)
Water Purchases:	6530	26,826	33,976	30,000	34,355	(4,355)
Hydrants:	6610		6,481	1,000	10,557	(9,557)



## MWSD — Fiscal Year 2020-2021 budget actual - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Approved Budget</u> <u>2020-21</u>	<u>2020-21</u> <u>Actual</u>	<u>Variance</u>
Maintenance, Water Mains:	6620	46,952	40,201	50,000	43,561	6,439
Maintenance, Water Service Lines:	6630	3,506	6,384	15,000	40,898	(25,898)
Maintenance, Tanks:	6640	1,593	5,141	4,000	4,510	(510)
Maintenance, Distribution General:	6650	7,341	10,890	8,000	8,623	(623)
Maintenance, Collection System:	6660	414				0
Meters:	6670	8,177	6,253	2,500	11,456	(8,956)
Chemicals & Filtering:	6710	20,233	39,914	20,000	38,934	(18,934)
Maintenance, Treatment Equipment:	6720	28,456	13,805	20,000	5,546	14,454
Treatment Analysis:	6730	45,055	18,718	45,000	29,278	15,722
Uniforms:	6770	11,459	3,702	2,000	1,635	365
Vehicles - Other:	6800		183			0
Fuel:	6810	6,541	6,237	10,000	6,677	3,323
Truck Equipment, Expensed:	6820	309	3,433	2,000	217	1,783
Truck Repairs:	6830	2,411	3,694	5,000	498	4,502
Other Operations:	6890	43	4,265			0
Depreciation:	5260	982,039	991,413	0	1,026,154	(1,026,154)
Amortization:	5265	28,549	28,549	0	229,888	(229,888)
<b>Total Operations Expense:</b>		<b>2,783,849</b>	<b>2,709,240</b>	<b>1,885,377</b>	<b>3,054,419.89</b>	<b>(1,169,043)</b>
<b>Net Change in position from Operations:</b>		<b>(418,480)</b>	<b>(188,250)</b>	<b>353,123</b>	<b>(493,552)</b>	<b>1,491,411</b>
<b><u>Non Operating Revenue / Expense</u></b>						
Connection Fees, Residential New Const:	7110	151,098	223,718	100,000	89,474	(10,526)
Connection Fees, Residential Remodel:	7120					0
Connection Fees, Residential Fire:	7130	164,056	84,517	50,000	155,910	105,910
Connection Fees, Residential Remodel Fire:	7140	2,032			3,823	3,823
Connection Fees, Well Conversion:	7150					0
General Obligation Bonds, Assessment Receipts:	7600	1,182,939	1,191,631	1,150,436	1,195,387	44,951
Water System Reliability:	7650			1,000,000	949,243	(50,757)





## MWSD — Fiscal Year 2020-2021 budget actual - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>Approved Budget</u> <u>2020-21</u>	<u>2020-21</u> <u>Actual</u>	<u>Variance</u>
<b>Total Non Operating Revenue:</b>		<b>1,500,125</b>	<b>1,499,867</b>	<b>2,300,436</b>	<b>2,393,837</b>	<b>93,401</b>
<b>Financing Expenses</b>						
PFP Connection Expenses:	9075					0
General Obligation Bonds:	9100	242,762	221,777	208,611	126,949	81,662
PNC Equipment Lease:	9125	17,492	15,151	13,461	13,384	77
State Revolving Fund Loan:	9150	78,501	72,938	70,489	69,614	875
I-Bank Loan:	9200	43,714	(13,785)			0
Conservation Program/Rebates:	9210	1,500	1,350	3,000	850	2,150
<b>Total Financing Expense:</b>		<b>383,970</b>	<b>297,431</b>	<b>295,561</b>	<b>210,796</b>	<b>84,765</b>

# Fiscal year 2020-2021 Budget Operating Reserves

## WATER

**Operating Reserve:**

The District's Water Operating Reserve target is two months of operating expenses. Based on fiscal year **2020-21** budget the amount of operating reserves is as follows:

**Target calculation**

\$	1,885,377	12	Budgeted FY20/21 expenditures Months
<hr/>			
\$	157,115	x 2	Monthly budgeted operating expenses Two months expenditures
<hr/>			
\$	314,230		Target Reserve
<hr/> <hr/>			

**Actual reserve at fiscal year June 30, 2021**

**\$46,009**

**Actual Operating Funds @ June 30, 2021**

**\$890,174**

## SEWER

**Operating Reserve:**

For the District's Sewer Operating Reserve, the **maximum** target amount shall equal ten months' of operating expenses and the **minimum** target amount shall equal two months' of operating expenses.

Based on fiscal year **2020-21** budget the amount of operating reserves is as follows:

**Minimum Target**

\$	2,733,639	12	Budgeted FY20/21 expenditures Months
<hr/>			
\$	227,803	x 2	Monthly budgeted operating expenses Monthly budgeted operating expenses
<hr/>			
\$	455,607		Minimum Target Reserve
<hr/> <hr/>			

**Maximum Target**

\$	2,733,639	12	Budgeted FY20/21 expenditures Months
<hr/>			
\$	227,803	x 10	Monthly budgeted operating expenses Monthly budgeted operating expenses
<hr/>			
\$	2,278,033		Maximum Target Reserve
<hr/> <hr/>			

**Actual reserve at fiscal year June 30, 2021**

**\$ 406,882**

**Actual Operating Funds @ June 30, 2021**

**\$ 3,757,181**

# Fiscal year 2020-2021 Budget

## Capital Reserve Connection Fee Reserve

### Capital Reserve:

For the Water and Sewer capital reserves, the target amounts are based on district engineers' estimates of the annual costs to replace water and sewer facilities and the five year capital improvement plans (CIP). Each Utility enterprise shall have a separate capital reserve. The maximum target amount shall equal the highest total annual amount shown in the CIP applicable to existing customers plus the district engineer's estimate of annual replacement capital project costs. The minimum target amount shall equal the lowest total annual amount shown in the CIP applicable to existing customers plus the district engineers' estimate of annual replacement capital project costs.

### WATER

#### Minimum Target

\$	1,108,750	Lowest year CIP existing customers (fiscal year 2020-21)
\$	750,000	Engineer estimate
<hr/>		
\$	1,858,750	Minimum target

#### Maximum Target

\$	3,001,105	Highest year CIP existing customers (fiscal year 2024-25)
\$	750,000	Engineer estimate
<hr/>		
\$	3,751,105	Maximum target

#### Actual reserve at fiscal year June 30, 2021

\$ 398,249

### SEWER

#### Minimum Target

\$	1,985,272	Lowest year CIP existing customers (fiscal year 2020-21)
\$	1,177,000	Engineer estimate
<hr/>		
\$	3,162,272	Minimum target

#### Maximum Target

\$	2,482,125	Highest year CIP existing customers (fiscal year 2024-25)
\$	1,177,000	Engineer estimate
<hr/>		
\$	3,659,125	Maximum target

#### Actual reserve at fiscal year June 30, 2021

\$ 4,008,979

# Fiscal year 2020-2021 Budget

## Capital Reserve Connection Fee Reserve

### CONNECTION FEE RESERVE

#### Connection Fees:

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

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

#### WATER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve. Fiscal year 2020-21 amount to be reserved is \$**280,000**.

#### Actual reserve at fiscal year June 30, 2021

\$ 253,020

#### SEWER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve. Fiscal year 2019-20 amount to be reserved is \$200,000.

#### Actual reserve at fiscal year June 30, 2021

\$ 194,600

# **Sewer**

## **Personnel**

CalPERS 457 Deferred Plan:	5810
Employee Benefits:	5820
Disability Benefits:	5830
Payroll Taxes:	5840
PARS:	5850
Worker's Compensation Insurance:	5960
Management:	5910
Staff:	5920
Staff Certification:	5930
Staff Overtime:	5940
Staff Standby:	5950

## **Professional Services**

Accounting:	5610
Audit:	5620
Consulting:	5630
Data Services:	5640
Labor & HR Support:	5650
Payroll Services:	5660
Other Professional Services:	5690
Meeting Attendance, Legal:	5420
General Legal:	5430
Litigation:	5440

## **Facilities & Administration**

Alarm Services:	6335
Landscaping:	6337
Office Supplies:	5540
Postage:	5550
Printing & Publishing:	5560
Telephone & Internet:	5720
Other Administrative:	5790
Maintenance, Office:	5510

## **Engineering**

Meeting Attendance, Engineering:	6210
General Engineering:	6220

## **Pumping**

Pumping Fuel & Electricity:	6410
Pumping Maintenance, General:	6430

## **Sewer Authority Mid-Coastside**

SAM Collections:	6910
SAM Operations:	6920
SAM Prior-Year Adjustment:	6930
SAM Maintenance, Collection System:	6940
SAM Maintenance, Pumping:	6950

## **All other Accounts**

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Conference Attendance:	5250
Information Systems:	5270
Fidelity Bond:	5310
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Memberships:	5530
San Mateo County Tax Roll Charges:	5710
Mileage Reimbursement:	5730
Reference Materials:	5740
Claims, Property Damage:	6170
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Maintenance, Collection System:	6660
Uniforms:	6770
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Total Other Operations:	6890

# **Water**

## **Personnel**

CalPERS 457 Deferred Plan:	5810
Employee Benefits:	5820
Disability Benefits:	5830
Payroll Taxes:	5840
PARS:	5850
Worker's Compensation Insurance:	5960
Management:	5910
Staff:	5920
Staff Certification:	5930
Staff Overtime:	5940
Staff Standby:	5950

## **Professional Services**

Accounting:	5610
Audit:	5620
Consulting:	5630
Labor & HR Support:	5650
Payroll Services:	5660
Other Professional Services:	5690
Meeting Attendance, Legal:	5420
General Legal:	5430
Litigation:	5440

## **Facilities & Administration**

Alarm Services:	6335
Landscaping:	6337
Office Supplies:	5540
Postage:	5550
Printing & Publishing:	5560
Fidelity Bond:	5310
Maintenance, Office:	5510
Telephone & Internet:	5720
Other Administrative:	5790

## **Engineering**

Meeting Attendance, Engineering:	6210
General Engineering:	6220
Water Quality Engineering:	6230

## **Pumping**

Pumping Fuel & Electricity:	6410
Pumping Maintenance, Generators:	6420

## **Supply**

Maintenance, Raw Water Mains:	6510
Maintenance, Wells:	6520
Water Purchases:	6530

## **Collection/Transmission**

Hydrants:	6610
Maintenance, Water Mains:	6620
Maintenance, Water Service Lines:	6630
Maintenance, Tanks:	6640
Maintenance, Distribution General:	6650
Meters:	6670

## **Treatment**

Chemicals & Filtering:	6710
Maintenance, Treatment Equipment:	6720
Treatment Analysis:	6730

## **All other Accounts**

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Bond Issue Costs - Expense	5235
CDPH Fees:	5240
Conference Attendance:	5250
Information Systems:	5270
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Memberships:	5530
Mileage Reimbursement:	5730
Reference Materials:	5740
Backflow Prevention:	6160
Claims, Property Damage:	6170
SCADA Maintenance:	6185
Internet & Telephone, Communications:	6187
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Lab Supplies & Equipment:	6370
Meter Reading:	6380
Uniforms:	6770
Vehicles - Other:	6800

Pumping Maintenance, General:	6430	Fuel:	6810
Pumping Equipment, Expensed:	6440	Truck Equipment, Expensed:	6820
		Truck Repairs:	6830
		Other Operations:	6890
		Water:	8100



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 6, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning  
Appointment of Board Officers and Committee  
Assignments for 2021**

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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 2022.

RECOMMENDATION:

Appoint District Officers and Committee assignments for 2022.

Attachment



# **MONTARA WATER AND SANITARY DISTRICT**

## **BOARD OFFICERS, AGENCY REPRESENTATIVES AND COMMITTEE ASSIGNMENTS**

### **BOARD OF DIRECTORS**

<b>POSITION</b>	<b>APPOINTMENTS 2021</b>	<b>CURRENT APPOINTMENTS 2022</b>
<b>President</b>	<b>Scott Boyd</b>	
<b>President Pro Tem</b>	<b>Jim Harvey</b>	
<b>Secretary</b>	<b>Ric Lohman</b>	
<b>Secretary Pro Tem</b>	<b>Alternates: Jim Harvey Kathryn Slater-Carter</b>	
<b>Treasurer</b>	<b>Peter Dekker</b>	

### **AGENCY REPRESENTATIVES**

<b>AGENCY</b>	<b>APPOINTMENTS 2021</b>	<b>CURRENT APPOINTMENTS 2022</b>
<b>SAM Representatives</b>	<b>Kathryn Slater-Carter Ric Lohman</b>  Alternates: Scott Boyd Jim Harvey Peter Dekker	
<b>CSDA Member</b>	<b>Ric Lohman</b>  Scott Boyd (Alternate) Jim Harvey (Alternate) Kathryn Slater-Carter (Alternate) Peter Dekker (Alternate)	
<b>ACWA Member*</b>	<b>Ric Lohman</b> Peter Dekker (Alternate)	

# **MONTARA WATER AND SANITARY DISTRICT**

## **STANDING COMMITTEES**

<b>COMMITTEE</b>	<b>APPOINTMENTS 2021</b>	<b>CURRENT APPOINTMENTS 2022</b>
<b>Budget &amp; Finance</b>	<b>Peter Dekker Jim Harvey</b>	
<b>Personnel</b>	<b>Kathryn Slater-Carter Jim Harvey</b>	

## **AD HOC COMMITTEES**

<b>COMMITTEE</b>	<b>APPOINTMENTS 2021</b>	<b>CURRENT APPOINTMENTS 2022</b>
<b>Recycling/Solid Waste</b>	<b>Kathryn Slater-Carter Jim Harvey</b>	
<b>Outreach/Newsletter</b>	<b>Kathryn Slater-Carter Peter Dekker</b>	
<b>Legislative</b>	<b>Kathryn Slater-Carter</b>	
<b>Strategic Plan Progress</b>	<b>Kathryn Slater-Carter Peter Dekker</b>	
<b>Connect-the-Coast</b>	<b>Kathryn Slater-Carter Peter Dekker</b>	
<b>Recology/Pillar Ridge</b>	<b>Kathryn Slater-Carter Jim Harvey</b>	

Note: Terms for all positions begin January 1, 2022 and end December 31, 2022 unless otherwise indicated by the Board of Directors.

\* ACWA also includes ACWA/JPIA