



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

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

---

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

# AGENDA

**District Board of Directors**

**February 3, 2022 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/87168455372?pwd=N2xRc3JOdGNPTlJlY0VydjV2YmNxQT09>

MEETING ID: 871 6845 5372

Password: 801457

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&sho\\_wtabssearch=false&autostart=false](https://videoplayer.telvue.com/player/wuZKb9gwEY7sMACIIsr7VSJglB35kNZA/stream/159?fullscreen=true&sho_wtabssearch=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 January 6 and January 20, 2022, and Special Board Meeting January 19, 2022.](#)
2. [Approve Financial Statements December.](#)
3. [Approve Warrants for February 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 November 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 Temporary Amendment to Personnel Manual and Geneneral Manager's Employment Agreement Concerning Vacation Payout and Accruals Due to the COVID-19 Pandemic.](#)

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

Case Name: *Montara Water and Sanitary District v. The Dow Chemical Company, et al.* (San Bernardino County Superior Court No. CGC-05-438267)

**CONFERENCE 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**  
**January 6, 2022**

**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 7:32 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 Accountant, Peter Medina  
District Sewer Engineer Pippin Cavagnaro  
Kastama Consulting, Alison Kastama

District Counsel Christine Fitzgerald announced that tonight's meeting Agenda incorrectly states the date of January 6, 2021 due to a clerical error. The actual date is as reflected in the minutes, January 6, 2022.

## **PRESIDENT'S STATEMENT –**

Director Boyd stated that there has been some good rain with over 21” of rain on the rain year. The average is about 32”, so another 12” of rain or so is needed to get to “average.” Some new restrictions have come from the State, such as not using potable water to wash driveway or sidewalks, and other common-sense things. Please continue to be water wise.

General Manager Clemens Heldmaier added that a public workshop is planned January 19<sup>th</sup> at 6:30pm, outlining the candidacy process, deadlines and requirements. The first public workshop of their Academy series is on the website. He encourages anyone that is interested in becoming a director to participate.

Director Boyd reminded that beginning this month, kitchen waste can now be added to the green waste bin. If you are not composting at home, you can now do so by adding it to the green bin. More information is posted on MWSD website (<http://mwsd.montara.org/>) and the Recology of the Coast website (<https://www.recology.com/recology-of-the-coast/pacifica/>).

## **ORAL COMMENTS**

Gregg Dieguez thanked the Board for holding the Academy workshops and encouraging new leaders. He is concerned that four members of the Midcoast Community Council (MCC) are coming up for election in the Fall and there is a possibility that none of them will rerun. Between the Montara Water and Sanitary District's (MWSD) Board and the many other Boards which work as virtually unpaid servants, he wants to encourage people to apply for leadership positions. He hopes during the workshops the directors will highlight the benefits to attract people to do this kind of service. It is very important. He also requested MWSD have the same link for every meeting.

Director Slater-Carter reminded everyone that green waste/kitchen waste is now combined and will be picked up on a weekly basis. She thinks paper towels and food contaminated paper products can now be composted. Please check the Recology website.

Director Boyd added that this is a statewide mandate. KQED forum had a really good program on this on January 4th. Please search for KQED forum green waste (<https://www.kqed.org/forum/2010101887168/new-state-law-mandates-composting-to-reduce-emissions-from-food-waste>) and you can listen to the episode. It is very informative with some great advice.

Lisa Ketcham said that on December 2<sup>nd</sup> she spoke with the Board about equity for the homeowners at Pillar Ridge in reference to the Recology contract, and she had

not received any information from the committee. When might they expect green waste bins and what would be the size? Also, the residents received a direct mailer about the Community Service Academy and she appreciates the information. She requested receiving the newsletters in the future. Pillar Ridge management withheld the newsletter to the residents, citing that some of the information didn't apply to Pillar Ridge and it would cause confusion. If that is the case, please modify future newsletters for Pillar Ridge. They want to stay informed.

Director Slater-Carter replied that the State has specific provisions in reference to green waste, and she is hopeful that they will be able to accommodate Pillar Ridge with the smaller green waste cans. She will contact Ms. Ketcham tomorrow so they can discuss this further.

Director Harvey added that General Manager Chris Porter was really busy in December and will work on resolving this issue soon.

#### **PUBLIC HEARING - none**

#### **CONSENT AGENDA**

- 1. Approve Minutes for Regular Scheduled Board Meeting December 2 and December 16, 2021**
- 2. Approve Financial Statements for November 2021**
- 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**

Director Dekker made a motion to approve the Consent Agenda items 1-10, and Director Slater-Carter 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 that it is urgent that they continue remote meetings due to the current state of the pandemic. Staff recommends

adopting 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. This allows the Board to continue remote meetings during the existence of the state emergency conditions related to the COVID 19 pandemic.

Director Slater-Carter 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 Dekker seconded the motion, and the motion passed unanimously 5-0.

## **2. Review and Possible Action Concerning Date-Harte Sewer Pumpstation**

General Manager Clemens Heldmaier stated that this was brought to the Board during the last meeting as an emergency agenda item. This is a follow-up of the situation, including future costs. District Sewer Engineer Pippin Cavagnaro will be presenting a summary.

District Sewer Engineer Pippin Cavagnaro said that they coordinated with the Sewer Authority (SAM), a pump rental company, and Andreini to install a diesel-powered portable pump and hose. This is in place to supplement the pumpstation. Due to the immediacy to install the system, they ran a hose up the street to a discharge manhole location. They plan to connect the pump more permanently into the existing force main closer to the station. SAM can now use that pump if they need to in place of the District pumps. They had a survey out to look at the elevations, and are working with a pump supply company for future pumps to replace the existing pumps with modern designs that are more effective and efficient. Their goal is to get the pumps ordered as soon as possible, then get a public bid to have a contractor make the installations that need to be done. They are planning to get a more detailed inspection of the electrical panel and hopes to be able to save some of the existing housing to save money. They are on-trac with SAM to handle any storms in the short term, in the next week they should be looking at their designs, and hopefully in a few months be looking at permanent repairs.

General Manager Clemens Heldmaier stated that there was a Category One sewer overflow at that station, and a total of 4,069 gallons reached Montara Creek which flows to the ocean. SAM brought out a report at the board meeting (during the storm), and a lot of what was said turned out not to be true. SAM had no authority from MWSD to do this and should not provide the public with any information before MWSD has an opportunity to review and investigate it first.

Director Harvey inquired about the rented supplemental pump. It was only used once during a strong storm and is currently not in use.

District Sewer Engineer Pippin Cavagnaro confirmed that it is in place to prevent a spill during another rain event. Their goal is a phased approach with supplemental pumping, first reducing the monthly cost, and eventually transferring that cost of hardware that the District owns. The fines from the State for a repeat offense can be up to \$10 per gallon. The risk to the District is significant financially and causing potential deliberate harm to the environment if they leave a system in place that is having problems and not addressing supplemental support.

General Manager Clemens Heldmaier added that two nights after the storm, another storm occurred and a contractor was on site that had the capability of transporting sewage which helped to prevent a spill.

Director Slater-Carter said that she would like to discuss when they could talk about SAM and the things that saved SAM from enormous problems, as part of this pump solution. In the report, there were pictures of how flooded the SAM facility was and there were other situations going on that she would like to know more about. She would like to get a more thorough report on that.

Gregg Dieguez stated the capacity of SAM is 15 million gallons a day rate of flow, measured at instant flow. What is the capacity of the Intertie Pipeline System (IPS) to discharge into SAM at maximum peak flow? How much of that 15 million gallons could have been the Intertie Pipeline System? Also, neighbors adjacent to SAM were also flooded. It was his understanding that SAM said they did not have a spill, and contained everything at the plant by using a portable pump and avoided a spill. However, the pictures show water all over the ground. He thought that was storm water, not sewage.

District Sewer Engineer Pippin Cavagnaro replied that those are questions that should be directed to General Manager Kishen Prathivadi.

Director Lohman said that a full report will be given at the next SAM meeting.

Director Slater-Carter replied that there is a creek near the neighborhood that flooded the neighborhood. SAM was not spilling sewage. She thinks that any water in the buildings is considered to be contaminated and was pumped back into the SAM outflow system. It was not sewage from SAM. It was the disturbed wetland and creek area that was flooding that neighborhood. That neighborhood was created on top of a wetland and disturbed the natural flows and there are consequences.

Gregg Dieguez said he was confused by the phrase "volume of treated sewage and flooded parts of the treatment plant," in the report. He will ask SAM. Who is responsible for resolving these issues at the pumpstation? SAM or MWSD?

Director Boyd replied that this was discussed at length at the last meeting. SAM staff was spread too thin to cover everything. They did some response, MWSD did some response, there was some teamwork, but with limited staff and equipment, there is only so much that can be done. General Manager Clemens Heldmaier made it pretty clear that he and General Manager Kishen Prathivadi will have some discussions about how to prepare for such future events.

Gregg Dieguez asked if SAM had responded could this spill have been prevented?

General Manager Clemens Heldmaier replied that if SAM had responded with the appropriate equipment, it could have been prevented. He also thinks that the effluent pumps at SAM could not keep up. That is treated wastewater that is released to the ocean, not sewage. They will have to wait for the report from SAM.

Director Boyd cautioned everyone that they need to let SAM speak to the details of what is happening inside its operations. They can speculate, but understand that nothing that is being said here is authoritative on that. General Manager Kishen Prathivadi should speak to the events that occurred.

Director Slater-Carter added this will be discussed at the SAM meeting. Please send any questions ahead of time to the general manager. She suggested Mr. Dieguez send his questions to Kishen Prathivadi.

### **3. Executive Summary – June 30, 2021 Fiscal Year-End Audit Budget vs. Actual Review.**

General Manager Clemens Heldmaier stated that this is a review and comparison of the projected budget for last year versus the actual budget, and it helps the district in preparing the current budget. He also thanked Director Dekker for his assistance and suggestions.

District Accountant Peter Medina announced this is the fiscal year end budget as compared to the audited financial statements. This was presented to the Board last month and the figures were presented without material error. This report compares those figures to the MWSD budget. The monthly reports in the Consent Agenda packet are on a cash basis. Transactions take place for services rendered in a given month, billed at the end of the month, then paid. So, there is often a lag. When they present the figures, they often show that they are either over or under budget on a number of items. When they get to the audit, they have about 60 days for the accrual period, and they capture all the entries and report. There were a few larger transactions this last year, mainly the debt refi. Those types of things are items that can't be budgeted for. For the most part, it is captured in March, April and May of the year before. Then twelve months go by. The budget gives them the opportunity to compare and guide them as to what to expect the next

year. This report compares activity on a fund-by-fund basis and year by year basis. The executive summary shows the various variances. There are some SAM expenses that are capitalized. They are budgeted from an activity's standpoint then at the end of the year they are capitalized and move to the balance sheet. For CIP they had expected millions of dollars in expenditures and that didn't happen. Overall, they are pretty close to what was budgeted.

#### **4. Review and Possible Action Concerning Appointment of Board Officers and Committee Assignments for 2021.**

General Manager Clemens Heldmaier said that is the time to assign Board officer positions and committee assignments.

A discussion ensued about everyone doing so well last year in their positions, and it was decided that all officers and committees remain the same this year for 2022. Director Slater-Carter made a motion for all officers and committees this year continue for 2022, and Director Dekker seconded the motion. A roll call vote was taken, and the motion passed unanimously 5-0.

### **REPORTS**

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

Director Lohman stated there has been a lot of strife at SAM. There is a pending Ordinance to change the JPA which they are opposed to. There was a special meeting to accept the audit, in order to apply for a prestigious award. They had done wonders to repair damages from prior administrations. At the next meeting, they will be transitioning to new leadership.

Director Slater-Carter commented staff just got over some contemporary illnesses and the facility is dry. She commended SAM staff and Peter Medina for their hard work in getting the finances in order. She encouraged everyone to go to the SAM website and open Open.gov, where the finances are available to review.

District Accountant Peter Medina added that having the audit issued within the calendar year was very important, considering where they were two years ago. A lot of the things they had in the last few years were nonexistent this year.

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

Gregg Dieguez also commended the improvement in the SAM financials. In the scoping project for the El Granada Wildfire Resiliency (which he expects to have an impact on the MWSD service area), they are going to start on Monday. Their team will be meeting with the consultants Panorama and RCD. There will be a community wide listening session on January 25<sup>th</sup> at 6:00pm. He encourages

anyone concerned about wildfire to attend. He posted information on Next Door and Coastside Buzz.

**3. CSDA Report (Lohman) –**

Director Lohman reported that the next meeting is in early February.

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

Director Lohman reported the next meeting is January 17<sup>th</sup>.

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

**6. Directors' Report - none**

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

General Manager Clemens Heldmaier said there was a big leak out in the Distillery area in Moss Beach during the holiday week. It was a larger operation at a time when staff was short. His written report will be in a subsequent meeting.

District Counsel Christine Fitzgerald announced that there is an item on the Closed Session agenda that Director Lohman will be recusing himself due to a conflict of interest, government code § 87100, due to the proximity of his property in relation to the Real property. He will leave the meeting electronically, and not participate by audio or video.

**FUTURE AGENDAS**

**BRIEF RECESS at 8:40 pm**

**CONVENE IN CLOSED SESSION 8:45 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)

**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 10:00 pm**

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

Respectfully Submitted,

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

Approved on the 3rd, February 2022

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



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

**SPECIAL BOARD OF DIRECTORS MEETING**  
**January 19, 2022**

**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**

**SPECIAL SESSION BEGAN AT 6:33 p.m.**

**CALL TO ORDER**

**ROLL CALL**

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

Directors Absent: Lohman

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

Others Present: District Counsel, Christine Fitzgerald  
Kastama Consulting, Alison Kastama

**PRESIDENT'S STATEMENT**

Director Boyd stated that tonight is the second in a series of workshops. Also, on Friday the Court issued a preliminary ruling supporting Montara Water & Sanitary District (MWSD) and Granada Community Services District's motions against the City of Half Moon Bay's 2017 lawsuit. Half Moon Bay (HMB) has spent almost five

years attempting to shift its financial obligations onto its northern neighbors. This lawsuit has been a drain on their time, energy, and money. He is looking forward to working together on resuming delayed and/or halted projects, because the community deserves the protection that SAM is there to provide. They will discuss this more at tomorrow's meeting.

## **ORAL COMMENTS**

Director Slater-Carter thanked Michelle Dragony for publishing the tentative ruling on Coastside Buzz (<https://www.coastsidebuzz.com/>). It has also been posted on by Director Boyd on Next Door (Nextdoor.com).

Michelle Dragony asked when the transcripts from the meeting will become available.

Director Slater-Carter replied it will be about two weeks.

**PUBLIC HEARING - none**  
**CONSENT AGENDA - none**  
**OLD BUSINESS - none**  
**NEW BUSINESS**

### **1. Elected Community Service Academy Session 2 – Candidate Application and Board Election Procedures.**

Alison Kastama announced the Elected Community Service Academy session two. This is the second session of three planned sessions for the Academy with the goal to promote a culture of community service and build understanding about elected leadership roles and securing elected office. They encourage all to take on leadership roles critical to the long-term welfare of the local community services, like the Montara Water and Sanitary District (MWSD).

General Manager Clemens Heldmaier introduced himself and gave a summary of MWSD functions and its operations. He encouraged people to take a look at MWSD's website, under the *News* tab, <http://mwsd.montara.org/news-and-information/latest-news> , and watch the virtual tours of the District's water and sewer systems.

Alison Kastama gave an overview of elected positions available on the Coast: The Montara Water and Sanitary District, Midcoast Community Council, Coastside Fire Protection District, Cabrillo Unified School District, the 13<sup>th</sup> Senate District, San Mateo County District, and the 22<sup>nd</sup> Assembly District. Elected officials often have the most impact on decisions affecting the local community that they serve.

Session One focused on the directors' role in making decisions on policies, resolutions, ordinances, finance, etc. that allow the District to function efficiently. All those actions have to be taken in public.

### Best Resources

San Mateo County Elections: [www.shapethefuture.org](http://www.shapethefuture.org)  
Download the *Candidate Guide* for the November 8, 2022 election when available later this year.

Fair Political Practices Commission: [www.fppc.ca.gov](http://www.fppc.ca.gov)

Montara Water & Sanitary District Board & Elections:  
<http://mwsd.montara.org/board-agendas/board-election-procedure>

### Requirements for the Candidacy Application Process

Candidates must be at least 18 yrs. old and a registered voter.  
For MWSD Director, you must also reside within the boundaries of the MWSD District.

Elections for MWSD are consolidated with the San Mateo County General Election, and positions are held every even numbered year. The next election is November 8, 2022, and each Board member is elected at-large, for a 4-year term. Three District Board terms will expire in 2022 (Harvey, Lohman, and Dekker). The County Elections Office conducts the election and nomination documentation and questions should be directed to them (650-312-5222) or [www.shapethefuture.org](http://www.shapethefuture.org).

### Official Filings

Candidate filing period opens **July 18, 2022** and **closes August 12, 2022**. Don't wait until the last minute to file the documents in case corrections are needed.

School and District candidates should contact the San Mateo County Registration and Elections Division. City candidates should contact the City Clerk.

Make an appointment to declare your candidacy. In 2020, forms were allowed to be mailed; however, it is recommended to visit the Election Office to verify that all forms are filled out correctly.

### Required Forms:

- Declaration of Candidacy  
Name, position filing for, ballot designation, provide signatures etc.
- Ballot Designation Worksheet  
Up to three key words placed under the candidate's name on the ballot



Short description of who you are, profession, etc. and it will be your responsibility to justify what you are proposing to put on the ballot. You will need to provide evidence the role that you are claiming.

- Candidate Statement  
Statement published of why you should be elected to the position, etc. This is an important profile of who you are, what you want to achieve, and why you are seeking office. It is the main way for the public to know who you are if you don't have an opportunity to meet them walking through precincts or door to door. There is a character-based name form if you have a name in a character form that you would like to be represented in that form (e.g., Chinese).
- Permission to Post Personal Information
- Standard Employment Verification
- Code of Ethics (optional)

There is a sample ballot and official voter information pamphlet sign off process. It should be accurate to the statement and information provided on the forms.

There is a filing fee due when filing forms; bring cash or check

After you file, your name should be on the *Roster of Candidates* which indicates you are included on the ballot. If your name is not on the list, call the Filing Office.

Fair Political Practices Commission: [www.fppc.ca.gov](http://www.fppc.ca.gov)

- Ensures that public is aware of contributions made to candidates and where their financial interests and interactions may overlap with the work they may be doing at a public office.
- Must file Form 501 Candidate Intention Statement
  - Usually provided by the Elections Office and can be filed through the Elections Office
- Must file form 700 Statement of Economic Interests
  - Filed annually which declares economics interests. It is available to the public.
- Must decide if you will be raising over \$2,000 dollars
  - Campaign Finance Disclosure Statement should be filed electronically with the Registration and Elections Division
  - Campaign Finance Reports is where the public can view campaign disclosure forms for candidates, committees and office holders.
  - There is a calendar available for important filing dates.

### Budget Costs

- Candidate statement is approximately \$200 dollars
- Voter Data is \$125 dollars - provides information to help target/focus outreach efforts to the people that are going to vote

- Commercial printing for 1700 two-sided black/white 5.5" x 8.5" cards approximately \$900 dollars
- First class mailing of 5.5" x 8.5" to all addresses in District approximately \$2,000 dollars.

Montara Water and Sanitary District Board 2021 Precincts (they may shift depending on re-districting):

- 37201
- 37203
- 37204
- 37205
- 37206
- 37207
- 37209
- 37210

#### Outreach & Campaign Concepts

- Meeting and engaging community members in precincts
- Mailing and distributing literature
- Posting and relocating large signage throughout District
- Meeting voters at public locations, e.g., Post Offices
- Attending Midcoast Community Council meetings or other forums

#### After the Election

- MWSD reaches out to newly elected Board Members
- MWSD certifies election at the board meeting
- Members take Oath of Office in December board meeting.
- If you ran a campaign then you must decide to maintain or terminate campaign bank account and maintain complete FPPC filings

Director Harvey said when you go to the Elections office, they will give you a calendar, with all the important dates and deadlines. It is extremely helpful. He found the people in this community to be very nice. When he went door to door, they were very pleasant, responsive, and appreciative. So, campaigning is a fun thing. It is a pleasure being on the Board and serving the community. He was inspired to run for a director position during the time MWSD was trying to acquire the water service. He wanted to ensure that the water service was controlled by the community. The other directors are warm and welcoming. Although they may have their differences in opinions, everyone is very collegial, and you will find it to be very rewarding.

Alison Kastama commented that being an elected candidate would be one of the best ways to get to know your community.

Director Dekker said he recalled that the documents were emailed to him, and after a lot of back and forth through emails, he went to the Election Office and they helped him to fill out the forms. They were very helpful. Initially he was an appointee to fill in for a director who left, and went through an interview process by the Board. When he ran for election, he was unopposed, and didn't have to campaign or go door-to-door. He has been very pleased with the work being done by the Board and felt very welcome.

Alison Kastama commented that Director Dekker was a good fit for the director role, and was lucky to be able to save campaigning costs during the last election.

Director Slater-Carter stated the most successful tactic is making yourself known to the voters, and the best way to do that is to meet people. In Montara and Moss Beach that means standing by the post office (observing their rules) and introducing yourself to people. You will find that the people are very interested in finding out who will be representing them, and care about people who care about the community. People spend a lot of money, but a slick flyer doesn't say much. She spent as little money as possible, and as much time as possible meeting people. She thinks meeting people makes the difference. Getting an endorsement from someone is nice but he/she can only vote for you once. If you raise funds you have to report it, and then you need a treasurer. You need to follow the rules.

Director Boyd stated that he concurs with Director Dekker and Director Slater-Carter. Most people don't want to think about where their water comes from, where their sewage goes, or what happens to the garbage. They just want things to work. Some of the problems in trying to provide it all takes a team of people. It is an honor and a pleasure working with such great people. Even in the midst of strong disagreements, it is great to work with people who invest themselves in working together to solve problems. They don't always have to agree. They will get there eventually. It is something that is worthwhile and rewarding. Everyone brings something special to the board. Director Slater-Carter, who ran a couple of commercial establishments having to deal with difficult corporate masters as well as challenges in dealing with lots of customers in the retail environment, Director Harvey with his experiences in the medical field, Director Dekker with his background in finances and an eagle eye for details, Director Lohman who served on the Granada and SAM Board. They've had some tough challenges, and they worked on it together and tackled some really big things, such as taking over the water system. This was a multi-year process to get it done because the corporation that owned and operated the water system was taking the money and investing almost nothing in the ground. It took a lot of work to get to the point where that could happen. And that was big—a small district taking on a big corporation that owned a lot of water systems. It was in desperate condition, and now it is in great condition. That is because members of the public met, voted, and

together they took measures to the public to gain support for raising the money and buying the water company. This is the value of team work, and it is so worthwhile. When he was freshly appointed to the Board, he felt lost and thought he had to master all the details and read every word. He was so relieved to find out it was a team, and he could do his part. In regards to campaigning, the experience of going door to door is terrific, eye-opening and one of the richest experiences that he's had and really made him feel like a part of the community in a way that nothing else has ever substituted for that. Some people have said it is a thankless job, but that is not true. Many people are so appreciative and thankful for the work they do. Now he encourages some of those people that are grateful to step up and serve. In the *Attorneys Guide to Becoming a Public Official* one of the things it says is "Congratulations on getting elected. You are now a little bit of public property." Alison talked about financial disclosures. The financial disclosures are important for anything to do with a conflict of the responsibilities in a public office. It is important that any possible conflict be put on paper. In exchange for that, you get to be part of the team and do important work that benefits the neighborhood and everyone in your community. Please give it some consideration. He is eager to share with anyone interested. You don't need any experience to start; almost all of them started with virtually no experience. Please feel free to reach out.

Alison Kastama said the third session will be in Spring 2022. This will be a recap and possibly a mock board with the public.

General Manager Clemens Heldmaier added for anyone interested to feel free to reach out to him. The League of Women's Voters hosts candidate forums that are well attended and considered by many voters. He recommends participating in them. It is a great campaigning tool that shouldn't be overlooked.

Bill Softkey thanked the Board for the information and asked if there is a role for scientific insight on this Board. He is a biologist and physicist and would love to understand the details of the water and sewer processes, and he might be able to help. While he understands it is technically part of what they do because they make the system work, he doesn't know if the board members' understanding of those things makes a difference or not. He would be a scientific voice.

Alison Kastama stated that the background he has brings a great amount to the role. She suggesting watching the video about the water system.

Director Slater-Carter replied that one of the things that make a Board great is the variety of skills and the ability to ask questions. In politics, people will give advisory statements but one needs to know if it is appropriate for your district and your district's interests. With a business and education background, she felt she lacked experience, but she learned and cared about public health and what it costs to live in our community. She said one of the best campaign and decision-making tools is to attend the Board meetings.



Director Boyd stated that they value expertise as applied to the things they are working with. He noted General Manager Clemens Heldmaier has a background in geology, and co-published a paper, *“Planning for Increased Climate Extremes and Strategies for Managing Groundwater Withdrawals from High Yielding Bedrock Wells in Coastal California”*. He recommended reaching out to General Manager Clemens Heldmaier and the other directors. They can provide a lot of material.

Director Harvey stated that Form 700 only has to include those things that may be a conflict.

Alison Kastama reminded people of the various past videos available to watch on the MWSD website.

Director Slater-Carter reminded everyone to tune in to the meeting tomorrow.

**REPORTS (none)**

**FUTURE AGENDAS**

**ADJOURNMENT at 7:40 pm**

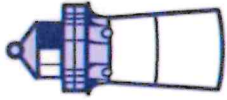
The district has a curfew of 10:30 pm for all meetings. The meeting may be extending for one hour by vote of the Board.

Respectfully Submitted,

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

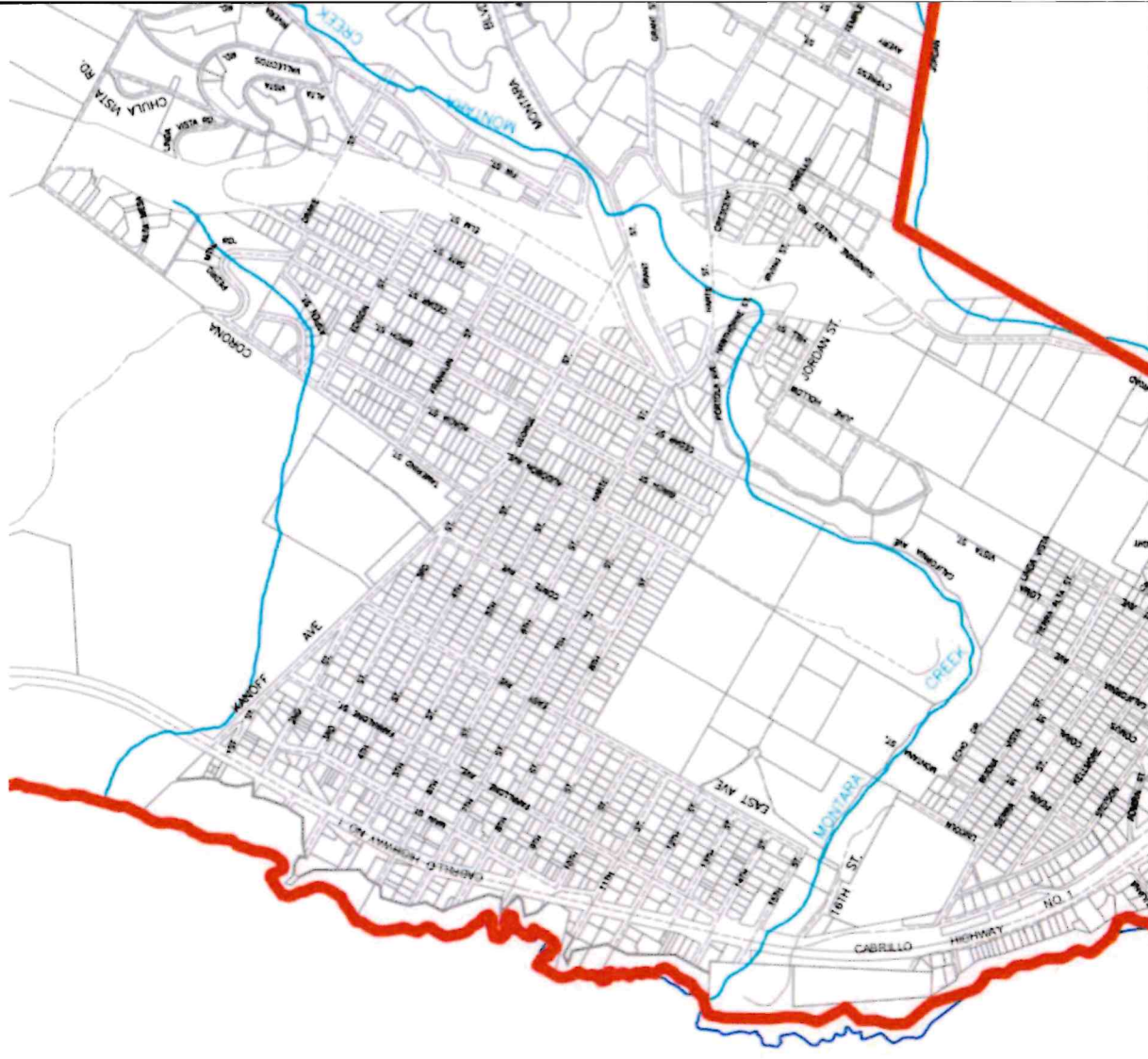
Approved on the 3rd, February 2022

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



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

# Mission

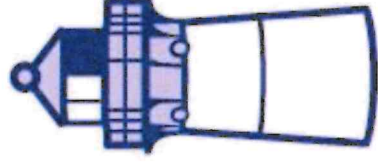


**To sensitively manage the natural resources entrusted to our care, to provide the people of Montara and Moss Beach with reliable, high-quality water, wastewater, and trash disposal services at an equitable price, and to ensure the fiscal and environmental vitality of the district for future generations.**



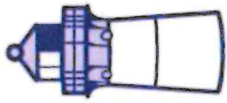


# Elected Community Service Academy: Session No. 2



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





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

# Academy Mission

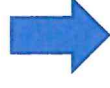
To promote a culture of community service  
and build understanding in the  
**community** about elected leadership roles  
and securing elected office.

# How to ask a question:



- **Chat a question to Alison**

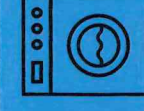
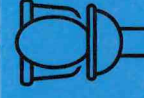
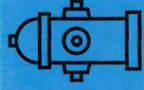
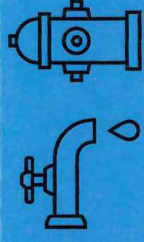
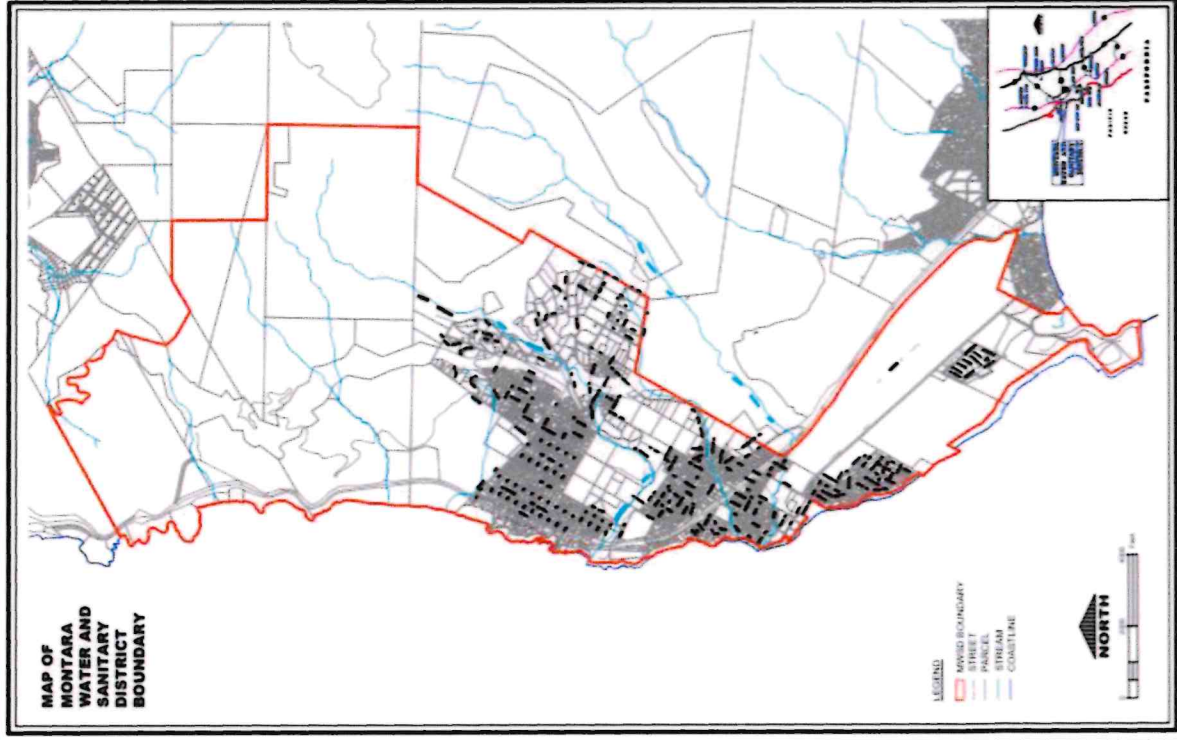
At the bottom of your screen, click on Chat  
A sidebar should appear





# Montara Water and Sanitary District

- Formed in 1958 to manage Montara and Moss Beach's local sewage.
- Water service added in 2003 following community's purchase of privately-owned, poorly managed local water system.
- Garbage collection thru contract with Recology.





# What's Our Every Day?



**MONTANA WATER AND SANITARY DISTRICT**  
 1000 W. 10TH AVENUE  
 BUTTE, MONTANA 59717-1000  
 (406) 253-3336

STAFF: 1000

REVENUE & EXPENSE STATEMENT  
 2013-2014

Category	Actual	Spencer
Operating Expenses	2,500,000	2,500,000
Capital Expenses	1,000,000	1,000,000
Depreciation	500,000	500,000
Income Tax	100,000	100,000
Interest	200,000	200,000
Other	100,000	100,000
<b>Total Expenses</b>	<b>4,400,000</b>	<b>4,400,000</b>
Operating Revenue	3,500,000	3,500,000
Capital Revenue	1,000,000	1,000,000
Depreciation	500,000	500,000
Income Tax	100,000	100,000
Interest	200,000	200,000
Other	100,000	100,000
<b>Total Revenue</b>	<b>5,400,000</b>	<b>5,400,000</b>
<b>Surplus</b>	<b>1,000,000</b>	<b>1,000,000</b>

**Montana Water and Sanitary District**  
 WITH SYSTEMS AND SERVICES TO SUPPORT THE DISTRICT'S WATER SUPPLY AND WASTEWATER TREATMENT AND DISTRIBUTION SYSTEMS.

The Montana Water and Sanitary District (MSD) is a public utility that provides water supply and wastewater treatment and distribution services to the residents of the state. The District is a public utility that provides water supply and wastewater treatment and distribution services to the residents of the state. The District is a public utility that provides water supply and wastewater treatment and distribution services to the residents of the state.



**Montana Water & Sanitary Districts**  
**Revenue & Expense Statement**  
**2013-2014**

Category	Actual	Spencer
Operating Expenses	2,500,000	2,500,000
Capital Expenses	1,000,000	1,000,000
Depreciation	500,000	500,000
Income Tax	100,000	100,000
Interest	200,000	200,000
Other	100,000	100,000
<b>Total Expenses</b>	<b>4,400,000</b>	<b>4,400,000</b>
Operating Revenue	3,500,000	3,500,000
Capital Revenue	1,000,000	1,000,000
Depreciation	500,000	500,000
Income Tax	100,000	100,000
Interest	200,000	200,000
Other	100,000	100,000
<b>Total Revenue</b>	<b>5,400,000</b>	<b>5,400,000</b>
<b>Surplus</b>	<b>1,000,000</b>	<b>1,000,000</b>



# Who is Elected to Serve Our Community?

**State:** 13<sup>th</sup> Senate District: Josh Becker      22<sup>nd</sup> Assembly District: Kevin Mullin

**County:** San Mateo County District 3: Don Horsley

**Midcoast Community Council:** A San Mateo County Municipal Advisory Council  
7 members elected representatives, 4-year terms from Montara, Moss Beach,  
El Granada, Princeton, and Miramar.

**Local:** Coastside Fire Protection District: 5 elected directors, 4-year terms

Cabrillo Unified School District: 5 elected trustees

MWSD Board – 5 Directors

- Scott Boyd, President
- Jim Harvey, President Pro Tem
- Ric Lohman, Secretary
- Peter Dekker, Treasurer
- Kathryn Slater-Carter, Director



# What is the Process to Run for Elected Office?

## Requirements

### Official Filings:

- Candidacy
- Statements
- Campaign Finance

### Campaign:

- Statements / Platform
- Outreach
- Fundraising

# Best Resources

San Mateo County Elections:

[shapethefuture.org](http://shapethefuture.org)

(650) 312-5222

Look for this!



<b>Elections</b>	
Current Election	▶
Ways to Vote	▶
How to Vote Videos	
Change of Mailing Address	
Am I Registered to Vote / Ballot Tracking	
Voter Registration	▶
Candidates & Campaigns	▶
California Voter's Choice Act	▶
Election Security and Accuracy	
Past Elections & Results	▶
Election Jobs	▶
Resources	▶
Español, 中文, 한국어, Filipino	▶
FAQs	

Fair Political Practices Commission

[www.fppc.ca.gov](http://www.fppc.ca.gov)

Montara Water & Sanitary District Board & Elections:

[mwsd.montara.org/board-agendas/board-election-procedure](http://mwsd.montara.org/board-agendas/board-election-procedure)



# Be Sure to Download:

From San Mateo County Elections:  
[shapethefuture.org](http://shapethefuture.org) 

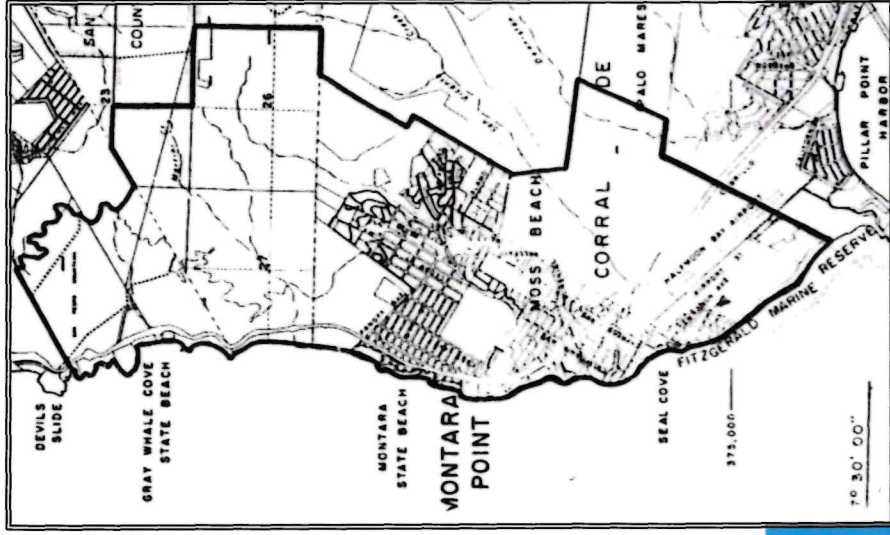
**Download the Candidate Guide  
for the November 8, 2022 Election!**  
*(Ready later this year!)*

<b>Elections</b>	
Current Election	➤
Ways to Vote	➤
How to Vote Videos	
Change of Mailing Address	
Am I Registered to Vote / Ballot Tracking	
Voter Registration	➤
Candidates & Campaigns	➤
California Voter's Choice Act	➤
Election Security and Accuracy	
Past Elections & Results	➤
Election Jobs	➤
Resources	➤
Español, 中文, 한국어, Filipino	➤
FAQs	



# What is Required?

Candidates must meet requirements for the position they seek. Typically 18 years old and a registered voter.



For the Montara Water & Sanitary District Board, a candidate must be:

- A registered voter AND
- Reside within the boundaries of the District.



# When are the MWSD Elections?

MWSD consolidated their District election cycle with the General election cycle in 2015.

- District elections are held every even numbered year in November (2020, 2022, etc). Elections are consolidated with the County General elections. **Next Election: Nov. 8, 2022**
  - Each Board Member is elected at large, for a 4-year term.
  - Terms are even-numbered years.
  - 3 District terms will expire in 2022 (Harvey, Lohman, Dekker).

- The County Elections Office is the Election Officer for the District and conducts the election. Nomination papers may be obtained from and election questions directed to:

San Mateo County Elections (650) 312-5222 [shapethefuture.org](http://shapethefuture.org)

# Filing to Be A Candidate

## MARK YOUR CALENDARS for the November 8, 2022 Election:

**Candidate Filing Period Opens: July 18, 2022**

**Candidate Filing Period Closes: August 12, 2022**

The Candidate Filing Period for regularly scheduled elections opens 113 days before Election Day and closes 88 days before Election Day.

**For school and special district candidates, the San Mateo County Registration & Elections Division is the Election Official.**

Contact the San Mateo County Registration & Elections Division and notify the Filing Officer that you are a potential candidate (city candidates contact the City Clerk).

**Make an appointment to declare your candidacy.**

Forms cannot be mailed to you.



# Get a Candidate Appt.!

*(Or Take a Tour!)*

1 SELECT BRANCH

San Mateo County Registration & Elections Division, San Mateo

2 SELECT SERVICE

Choose a service

- Obtain Certificate of Voter Registration
- Election Office Tour 1-4 people
- Election Office Tour 5+ People
- Register or Re-Register to Vote
- Obtain Voter Registration Forms
- Candidate Services

# Director Perspective – Jim Harvey

21 Years of Service as an Elected MWSD Director since 2002

What is important to remember when you are considering being an elected candidate?

What do you recall regarding the process to file for candidacy?



# Filing to Be A Candidate

## Required Forms and Process

You must contact San Mateo County Elections to receive the forms.

In 2020, forms were accepted via email, but expect at least one visit to the Election Office in person.

### Required Forms:

- Declaration of Candidacy
- Ballot Designation Worksheet
- Candidate Statement of Qualifications (Form with attached Statement)
- Standard Employment Verification
- Permission to Post Personal Information
- Code of Ethics – you can choose to sign

# Filing to Be A Candidate

## Ballot Designation

### **Ballot Designation**

Candidates have the option of using a ballot designation. The ballot designation is the word, or group of not more than three (3) words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate.

## Candidate Statement

Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the **Elections Official**. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.



# Declaration of Candidacy



**California Secretary of State  
DECLARATION OF CANDIDACY  
Voter-Nominated and Nonpartisan Offices**

November 3, 2020, Presidential General Election (Elections Code §§ 20, 200, 8002.5, 8040, 10511, 10602, 13105)

**For County  
Elections and  
Secretary of  
State Official  
USE ONLY**

Official Filing Form

Max Church  
San Mateo County Elections Official  
By: L. De Sagum  
Date Issued: 17-Jul-2020

Filed in County of \_\_\_\_\_

Max Church  
San Mateo County Elections Official  
By: \_\_\_\_\_  
Date Received: \_\_\_\_\_

Secretary of State Official

I hereby declare myself a candidate for the nomination/election to the office of Montara Water and Sanitary District, Board of Directors, Full Term to be voted for at the Presidential General Election to be held on November 3, 2020, and declares the following to be true:

My name is Scott Boyd  
First Middle-Initial (optional) Last

**1** Candidate Name, Office, and Political Party Preference

**IMPORTANT NOTE:** A ballot designation is optional. If one is requested, a completed **BALLOT DESIGNATION WORKSHEET** must be submitted. If no ballot designation is requested, write "NONE" and initial in the box. (Elections Code §§ 13107, 13107.3)

I request my name and ballot designation to appear on the ballot as follows:

Scott Boyd  
Incumbent / Software Engineering Manager  
Print Your Name for Use on the Ballot  
Print Ballot Designation Requested

Candidate initials below if NO ballot designation is preferred:

\_\_\_\_\_

I meet the statutory and constitutional qualifications for this office (including, but not limited to, citizenship and residency). I am at present an incumbent of the following public office (if any): Montara Water & Sanitary District, Member, Board of Directors

I have not been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.  
If nominated/elected, I will accept the nomination/election and not withdraw. **X**

Signature of Candidate

I, Scott Boyd do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Candidate

**4** Oath of Office

# Ballot Designation Worksheet



**California Secretary of State  
BALLOT DESIGNATION WORKSHEET**  
(Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form must be completed, or it will not be accepted and you will not be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information MUST be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC RECORD.**

Candidate Information <b>1</b>	Candidate Name:	Scott Boyd	Gender (optional, for translation use only):	N/A	
	Office:	Montara Water & Sanitary District Members, Board of Directors	Email:		
	Home Address:				
	Mailing Address:				
	Business Address:	N/A			
	Phone Number(s) Business:	650-520-0054	Home/Mobile:	N/A	Fax:
Attorney Information <b>2</b>	Attorney Name (or other person authorized to act on your behalf):	N/A			
	Address:	N/A			
	Phone Number(s) Business:	N/A	Mobile:	N/A	Fax:

**You may select as your ballot designation one of the following designations:**

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/)].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.



# Ballot Designation Worksheet

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

**It is your responsibility to justify your proposed ballot designation and to provide all requested details.**

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

# Ballot Designation Worksheet

## Requires Proof of Designation/Employment



California Secretary of State  
BALLOT DESIGNATION WORKSHEET  
Page 2

If your proposed ballot designation contains one or more slashes ("/") separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.

Justification for use of 1 <sup>st</sup> PVO:	Current officeholder, elected to the office in 2016		
Current or most recent job title:	Incumbent	Start/End Dates:	2016/present
Employer Name or Business:	Montara Water & Sanitary District		
Person who can verify this information:	Name:	Phone Number(s):	Email:
Justification for use of 2 <sup>nd</sup> PVO:	N/A		
Current or most recent job title:	Start/End Dates:		
Employer Name or Business:	Start/End Dates:		
Person who can verify this information:	Name:	Phone Number(s):	Email:
Justification for use of 3 <sup>rd</sup> PVO:	N/A		

Justification for use of Proposed Ballot Designation(s) if you are proposing alternate ballot designations, please provide justification for use of those on Page 3.



# Candidate Statement (for Voter Guide)



OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
RECORDER & ELECTIONS**  
COUNTY OF SAN MATEO

**MARK CHURCH**  
CHIEF ELECTIONS OFFICER &  
ASSESSOR-COUNTY CLERK-RECORDER

## Candidate Statement of Qualifications

(Elections Code §13307)

Word Count Limit:

- 200 words
- 250 words
- 400 words

Submit a hard copy of your candidate statement. Statements must be prepared in paragraph format and must not go over the word limit. Statements must also be emailed to the Elections Official as a Word document.

As a candidate for \_\_\_\_\_  
Montara Water and Sanitary District, Member, Board of Directors, Full Term  
(Name of Office Sought)

at the November 3, 2020 Presidential General Election, I submit the following statement of qualifications:

### Candidate Statement of Qualification

**Name:** \_\_\_\_\_  
Scott Boyd  
**Occupation:** \_\_\_\_\_  
Incumbent / Software Engineering Manager  
(same as ballot name)  
(optional)  
**Age:** \_\_\_\_\_  
(optional)

**Statement of Qualifications:** Statement must be attached to this form

# Character-Based Name Form



California Secretary of State  
**CHARACTER-BASED NAME FORM**  
(Elections Code § 13211.7)

Candidate Name, Character-based name, and Office

Candidate Name: **Scott Boyd**

1

Character-based Name: **N/A**

Office: **Montara Water and Sanitary District, Member, Board of Directors, Full Term**

Check at least one box below and attach supporting documents. (If you do not have a character-based name, leave this section blank and go to Section 3.)

I would like to use a character-based name given by birth (please provide a birth certificate or valid identification for verification). Attach supporting documentation and provide a description:

Character-based name  
Attach supporting documents

2

I do not have a character-based name by birth, but I identify by a particular character-based name (please provide proof you have been known and identified within the public by that character-based name for the past two years). Attach supporting documentation and provide a description:



# Filing to Be A Candidate

## Sample Ballot Sign-Off

### Sample Ballot & Official Voter Information Pamphlet Sign-Off Process

Final copies of how candidate statements will appear in the Sample Ballot & Official Voter Information Pamphlet will be sent to each individual for "sign-off" approval. Changes will only be made if the finalized version differs from the hard copy submitted or if a gross error was made on the part of the Registration & Elections Division.

## Candidate Statement Fee

### Candidate Statement Fee Calculations (Example)

Candidate statement costs are based on the actual printing cost of the Sample Ballot & Official Voter Information Pamphlets. The estimated fee collected for the candidate's statement of qualifications is based upon the following three costs:

- (1) Printing
- (2) Postage
- (3) Translation of statement into Chinese and Spanish

*(Must be paid cash or  
check at time of  
submittal)*

# Filing as a Candidate

**Don't wait until the last minute to file your documents!** If there is a problem, you may not be able to fix it in time.

The San Mateo County Registration & Elections Division does not schedule appointments for the last day of the filing period.

**After you file, check the Roster of Candidates to see if you are qualified.** If the roster of candidates indicates that you are not qualified, call the Filing Officer to see what you still have to do to get qualified.



# Director Perspective - Peter Dekker

2 Year of Service as an Appointed MWSD Director – Appointed 2019, Elected 2020

You initially joined the Board as an appointee. What filings were you required to submit?

In 2020, you became an incumbent candidate, with the subsequent required filings. What would you tell a perspective candidate about the candidate process?

*Candidate filings have multiple forms which can be confusing. Each form needs to be complete and correctly completed. I recommend you visit the Elections Office to review the forms in person. It's very helpful, and you can get your questions answered immediately.*

# FPPC Campaign Disclosures:



CALIFORNIA  
Fair Political Practices Commission

California's Political Reform Act of 1974 (GC §§ 81000-9101) requires candidates to file periodic campaign statements which disclose contributions received and expenditures made. The Act is administered and enforced by California's Fair Political Practices Commission. You may contact the Commission's Technical Assistance Division at: 428 J Street, Suite 620, Sacramento, CA 95814; phone 916.322.5660 (toll-free 1-866-ASK-FPPC) or visit their website at [www.fppc.ca.gov](http://www.fppc.ca.gov).



# FPPC: What is Required?

## Form 501 – Candidate Intention Statement

Who: All Candidates

When: Before raising or spending any money, including personal funds.

With: Local Filing Officer



## Form 410 – Statement of Organization

## Form 470 – Campaign Statement Short Form

**Statement of Economic Interest, Form 700, and disclose personal financial holdings.**



# FPPC: Form 700

## CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

### STATEMENT OF ECONOMIC INTERESTS COVER PAGE A PUBLIC DOCUMENT

Date Initial Filing Received  
*Filing Official Use Only*

Please type or print in ink.

NAME OF FILER (LAST)

(FIRST)

(MIDDLE)

#### 1. Office, Agency, or Court

Agency Name *(Do not use acronyms)*  
Montara Water & Sanitary District

Division, Board, Department, District, if applicable

Board of Directors

Your Position

Director

► If filing for multiple positions, list below or on an attachment. *(Do not use acronyms)*

Agency: \_\_\_\_\_

Position: \_\_\_\_\_

#### 2. Jurisdiction of Office *(Check at least one box)*

State

Judge, Retired Judge, Pro Tem Judge, or Court Commissioner  
*(Statewide Jurisdiction)*

Multi-County \_\_\_\_\_

County of \_\_\_\_\_

City of \_\_\_\_\_

Other Special District

#### 3. Type of Statement *(Check at least one box)*

Annual: The period covered is January 1, 2019, through  
December 31, 2019.

Leaving Office: Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(Check one circle.)*



# Director Perspective – Kathryn Slater-Carter

26 Years of Service as an Elected MWSD Director 1995 to present

There are many options when running a campaign. Did you raise campaign funds?

What did you consider the most successful campaign tactics in the MWSD community? The MWSD community really supports those who spend time to understand the issues and reach out to meet members of the community. Spend time learning about the District and then talking with members of the community.

# FPPC: What is Required?

Form 410 – Statement of Organization	Form 470 – Campaign Statement Short Form
<p><b>Who:</b> Candidates and organizations who raise \$2,000 or more.</p>	<p><b>Who:</b> Candidates who do not plan to raise or spend \$2,000 or more for their campaign, and do not have an open committee.</p>
<p><b>When:</b> Anytime, but required to be filed within 10 days of reaching \$2,000 in contributions (or within 24 hours if \$2,000 level is reached in final 16 days before Election Day)</p>	<p><b>When:</b> Any time, but no later than the date the first pre-election statement is due. Statement covers entire calendar year.</p>
<p><b>With:</b> Original &amp; copy to Secretary of State, one copy to Local Filing Officer</p>	<p><b>With:</b> Local Filing Office</p>



# How to File Financial Filings

## **Campaign Finance Disclosure Filing:**

Candidates and committees involved in San Mateo County elections can file their Campaign Finance Disclosure Statements electronically with the Registration & Elections Division.

## **Campaign Finance Reports:**

The general public can view and print redacted campaign disclosure forms for candidates, committees and officeholders in image format filed pursuant to State and County law. Information on this site is searchable by election, candidate/officeholder, committee name and measure.



# When to File Financial Filings

**Fair Political Practices Commission**  
**Filing Schedule for**  
**Candidates and Controlled Committees for Local Office**  
**Who Will be Voted Upon at the November 8, 2022 Election**

Deadline	Period	Form	Notes
Aug 1, 2022 Semi-Annual	* - 6/30/22	<a href="#">460</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Within 24 Hours Contribution Reports	8/10/22 – 11/8/22	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon November 8, 2022.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.</li> </ul>
Sep 29, 2022 1 <sup>st</sup> Pre-Election	7/1/22 – 9/24/22	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Oct 27, 2022 2 <sup>nd</sup> Pre-Election	9/25/22 – 10/22/22	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>File by personal delivery or guaranteed overnight service. The committee may also file online, if available.</li> </ul>
Jan 31, 2023 Semi-Annual	10/23/22 – 12/31/22	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2022.</li> </ul>

# What's Your Budget? Some Costs

- Candidate Statement Fee: ~\$200.00
- Voter Data: \$125.00
- Printing only of 1700 two-sided black & white 5.5" x 8.5": ~\$900.00
- First class mailing of 5.5" x 8.5" postcards to all addresses in MWSD: ~\$2000.00



# Why Voter Data?



OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
 RECORDER & ELECTIONS**  
 COUNTY OF SAN MATEO

**MARK CHURCH**  
 CHIEF ELECTIONS OFFICER &  
 ASSESSOR-COUNTY CLERK-RECORDER

Information Requested	Qty	Price Per File	Subtotal
<input type="checkbox"/> <b>Voter Registration – Voter Data</b> (electronic only) <b>Option 1: Data File with All San Mateo County Voters</b> <input type="checkbox"/> Single File Format with Voting History for 5 elections: 06/2018, 11/2016, 6/2016, 11/2015, 6/2014 <b>Option 2: Customized Data File</b> Specify customized district, precinct and/or party: <input type="checkbox"/> Single File Format with Voting History for any 5 elections (specify below). If none specified, the history for the last 5 statewide elections will be provided. <input type="checkbox"/> Two File Format with ALL Voting History (Data in one file, history in another)		\$125	\$
<input type="checkbox"/> <b>Vote by Mail – Voter Data</b> (electronic only) <b>Option 1: Data File Subscription</b> <input type="checkbox"/> Daily Vote by Mail Data File Updates; All County Wide Eligible Voters; Challenged Signature Data <b>Option 2: Customized Data File</b> Specify customized district, precinct and/or party: <input type="checkbox"/> File provided one time only, or <input type="checkbox"/> files provided on the following dates: _____		\$125	\$
<input type="checkbox"/> <b>In-Office Voter Information Lookup</b> <input type="checkbox"/> <b>Paper Print-Out</b> (Limited Usability) <input type="checkbox"/> with Phone Numbers or <input type="checkbox"/> Last Primary Voted		No Charge	\$ 0
Make checks payable to <b>San Mateo County Elections</b> . Cash or check only.		<b>Total</b>	\$ 0

eo County, or you may specify certain school/special  
 le will contain:  
 d mailing address  
 mber  
 o Precinct number / group  
 o Date of registration  
 o Email address  
 for county-wide elections from the last 5 statewide  
 ting history from other elections available upon request)

e.org. Precinct-by-precinct Statements of Votes Cast for the  
 Earlier precinct-by-precinct Statements of Votes Cast are

1) CD-ROM or FTP up/download. Due to size limits, they are

hose who are using the information for the following:  
 made available to anyone wishing to communicate with  
 ho in connection with a specific candidate or campaign, wish  
 sors researching voting patterns and other academics  
 ted access.  
 imunicate with voters concerning legislation, vendors who  
 is, political parties and persons or organizations

communicating with the voters about political issues whether or not this use is in conjunction with a specific election.  
 • **GOVERNMENTAL PURPOSES:** For example: the Jury Commissioner, District Attorney, Public Defender or other public government agency.



# What Precincts?



For the Montara Water & Sanitary  
District Board (2021 Precincts):

- 37201
- 37203
- 37204
- 37205
- 37206
- 37207
- 37209
- 37210

# Outreach & Campaign Concepts



Previous Candidates for MWSD  
Board have:

- Walked precincts
- Mailed or dropped literature
- Posted large signage
- Met voters at public locations: Post Office, etc.
- Drive or relocate signage through District
- Attend Mid-Coast Community Council Mtgs

# Director Perspective - Scott Boyd

23 Years of Service as an MWSD Director – Appointed 1998, Elected Thereafter

On the importance of succession planning and encouraging community service through elected office...

Closing thoughts...



# What Happens After the Election?

1. MWSD reaches out to the successful newly elected Board Members.
2. MWSD Board certifies Election at Board Mtg.
3. Invite all Board Members to attend and take Oath of Office at Board Meeting in December.
4. Maintain or Terminate Campaign Bank Account and Maintain Complete FPCC Filings!

# What is Required After Election?

## After the Election

After the election, a successful candidate has the option of **maintaining** his/her committee and campaign bank account, or **terminating** the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Hold funds for use in a future election.

To redesignate a committee, (see the FPPC Manual for information on re-designating a committee)

An officeholder who wishes to terminate a committee must both a Form 410 and Form 460

# Elected Community Service Academy

**July 2021**

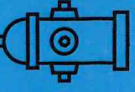
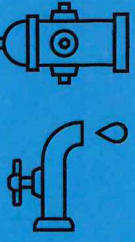
**Academy Session No. 1: Board Roles and Responsibilities**

**Fall 2021**

**Academy Session No. 2: The Election Process**

**Spring 2022**

**Academy Session No. 3: The Recap  
The Mock Board: Campaign to Election to Meeting**





# Questions? Thoughts?



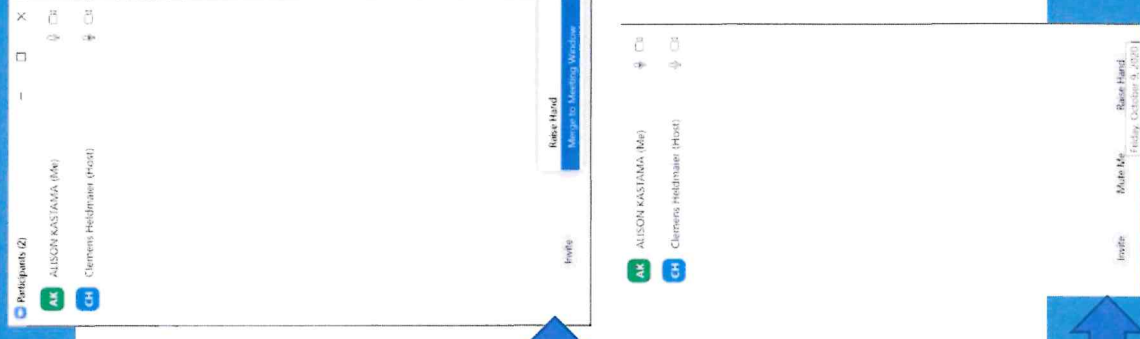
- **Raise a hand**

At the bottom of your screen, click on Participants  
A sidebar should appear

- **ON PHONE: Raise Hand - Press \*9 (Unmute \*6)**

- **Chat a question to Host - Alison**

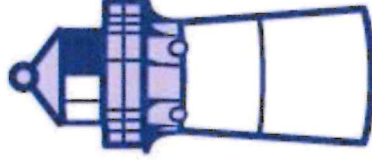
At the bottom of your screen, click on Chat  
A sidebar should appear



Questions:

[info@mwsd.net](mailto:info@mwsd.net)

<http://mwsd.montara.org/>



**Montara Water  
and Sanitary District**

*Serving the Community of Montara and Moss Beach*



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

**REGULAR BOARD OF DIRECTORS MEETING**  
**January 20, 2022**

**MINUTES**

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

**REGULAR SESSION BEGAN AT 7:31 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

**PRESIDENT'S STATEMENT**

Director Boyd stated that they have had some rain, and the water year is looking better. We're still in a drought, and it is really good to be in a community that is water wise. Let's keep that up. In other news, in the almost five-year lawsuit that



Half Moon Bay dropped on the Montara Water and Sanitary District (MWSD) and Granada Community Services District (GCSD), the issue was the pipeline system that connects MWSD, GCSD and Half Moon Bay to the plant. After over 40 years of being part of our Joint Powers Authority agency, known as the Sewer Authority Midcoastside (SAM), Half Moon Bay no longer believed they got any benefit from the pipeline system. They sued. This could mean a doubling of costs for MWSD and GCSD for their participation in SAM. And, in a preliminary ruling last week, the Court, after hearing all the arguments, indicated that the language of the contract is plain: everyone participates in all aspects of the system. The placement of the plant means that one of the agencies is likely not going to directly need that pipeline. In order to have a single system, which all three agencies agreed to, in order to have one treatment plant, there has to be a way to get it all there. And that thing together, is a benefit to all of them because it lets them have one plant. Right now, the preliminary ruling is very much in line with what Montara and Granada have been saying for almost five years. This is very good news for the Midcoast. He thinks this is good news for everyone, because we are going to do a better job at the Sewer Authority Midcoast, with all three participants fully engaged in taking care of the parts of the system that make the whole system work for the people who need it and the Coastside and its environment. There was a follow-up hearing with the judge on Tuesday, and some additional arguments were presented. Half Moon Bay had a lot to say, Granada had a few things to say, and Montara had nothing to say, as the preliminary ruling was in agreement with the position that Montara has steadfastly been presenting that we are all in it together. He is looking forward to rebuilding relationships and helping SAM get more functional again. He commended those on the SAM Board, staff and crew for doing great work through all the turmoil.

## **ORAL COMMENTS**

Gregg Dieguez stated that he did not see the evidence of all the benefits the wet weather storage and IPS provided to Half Moon Bay in the presentation of evidence. The Court recognized the benefit of the existence of the IPS as a benefit to Half Moon Bay. Why didn't Montara present more evidence? Was it because the cost of discovery in testimony? Was there a reason SAM staff couldn't testify to the benefits?

Director Boyd replied that the litigation is still on-going; the matter is not closed. Quite a bit has gone into evidence. He thinks the court is looking at the language of the contract, and it is a contract matter. It is not necessary to establish the "whys" and "wherefores" of how the parties came to the agreement. The agreement is the agreement. When you make an agreement, you don't have to be right when you make it. It comes down to "is that what you agreed to?" They have talked a lot about what is fair, but what is important to present to the Court are the things that are going to matter for the matter to be decided.

Gregg Dieguez asked when will the costs and closed session discussions be available for public records.

Director Boyd replied that they may choose to say some things, but what happens in closed session stays in closed session. It is not how the Brown Act works. When you have to deliberate on behalf of a constituent base on matters the Brown Act allows closed sessions for that responsibility. You have a lot of things that you have to consider where having the ability to discuss it freely with counsel is vital, and a lot of that is about arriving at good decisions to do the good job for the people of the community. The State government of California has decided it appropriate to provide for deliberation of certain matters behind closed doors. It is common across the country. It would be extremely hamstringing to try to require all of that to be done in public.

Director Slater-Carter said that the judge's tentative ruling is on Coastside Buzz (<https://www.coastsidebuzz.com/>). She was disappointed that the Half Moon Bay Review didn't publish anything about the lawsuit and their lack of interest. She found a letter on a link from Coastside Buzz from Half Moon Bay to the Midcoast Community Council from June 2021. It lays out their arguments in their briefs, and if you read that letter and the judge's tentative decision from the court, you will see how the judge came to his decision. She thanked Mr. Dieguez for getting it on the agenda at the MCC.

Gregg Dieguez added that he wrote a letter to the editor that was posted in the Half Moon Bay Review on the recent almost overflow at SAM. In his concluding paragraph when he pointed out that this demonstrated the benefit of the IPS to Half Moon Bay, the middle sentence was pulled out, without comment to him and that letter was published with that sentence missing. He couldn't understand why the editor of the Half Moon Bay Review would pull out a sentence regarding the lawsuit.

Director Slater-Carter asked what did it say.

Gregg Dieguez said the IPS was a benefit to Half Moon Bay, clearly.

Carlyle Young commented that Half Moon Bay also did some editing on something she submitted in the past. She thinks Half Moon Bay tries to play nice with the Half Moon Bay people. She asked how long ago was the deficiency of the electrical building at SAM brought up? Half Moon Bay didn't want to fund any capital improvements at that time.

Director Slater-Carter said she thinks it was prior to 2012.

Director Boyd asked for clarification of her term "deficiency." Some electrical issues have been resolved, others have not. The generator being below sea level has not been resolved due to the high cost of moving it. They have had some good

amount of electrical work done that was necessary and there remains more to be done.

Carlyle Young replied that at the last meeting, SAM seemed eager to fast track that part of all the delayed capital improvements at that plant. She asked if the December 13<sup>th</sup> rain event, in which the wet weather storage prevented a possible overflow to SAM, was included as evidence, and if MWSD will publish their combined legal expenses to defend this lawsuit once it is done.

District Counsel Christine Fitzgerald replied that all the evidence was submitted a month and a half prior to the rain event.

Director Boyd commented that they will have to see. SAM is planning to get some numbers together. He stands by the press release earlier. There was a lot of money wasted, as well as time and opportunity. It is time to rebuild the relationship and get things back to spending money on SAM.

**PUBLIC HEARING - none**  
**CONSENT AGENDA - none**  
**OLD BUSINESS - none**  
**NEW BUSINESS**

**1. Review and Possible Action Concerning Water System Capital Improvements Program Implementation.**

General Manager Clemens Heldmaier stated this is an informational item, and he wants the Board to be aware of the status of this capital improvement project and how it has changed. Tanya Yurovsky will be presenting.

District Water Engineer Tanya Yurovski stated as General Manager Clemens Heldmaier indicated this is part of the Water System capital improvement program implementation funded by the Water Reliability charges. Originally, the Pillar Ridge Reliability project was proposed to be done in phases over a number of years due to its high cost. However, the Department of Water Resources issued a Small Community Drought Relief Program that includes 192 million dollars of funding that is currently available for projects that provide immediate or near-term water supply reliability benefits for small water suppliers and rural communities. This project is a perfect fit, and it aims to improve small communities' drought and water shortage resiliency preparedness. Staff reviewed the grant requirements and repackaged the project to include improvements scheduled for next fiscal year. The district is eligible to apply for this grant funding and they are hoping to get the entire project funded. The mission of this funding program is so well aligned with the current needs at Pillar Ridge, they thought a slight delay and repackaging would be warranted provided they would be eligible to apply, which they are.



This is somewhat similar to the shovel ready projects that they had a few years back from the federal government funding. Unfortunately, the District wasn't qualified for that. However, this is a state program that the District is qualified for. The applications are processed as they are received. It is first come first serve until the funds are exhausted or committed and/or expires December 20, 2023 (whichever comes first). The grant program requires that the project be implemented by June 30, 2024. CEQA compliance is required and a CEQA exemption process needs to be initiated prior to the submission of the grant application, which they are doing right now. What this would allow them to do is improve the entire Districts water reliability by rehabilitation of the ground water supply wells at Pillar Ridge. The aquifer at Pillar Ridge has very strong drought resistant characteristics. However, the rate at which the water is being extracted is impeded by the existing infrastructure. So, the wells would need to be rehabilitated and a new transmission main access point up to optimizing existing ground water supply and capitalize on its groundwater resiliency will be installed. The other big part of this is rehabilitation of the existing treatment plant. It is not optimized for the water quality issues that are present now, and the flow capacity limits the wells' ability to operate at their rated capacity. So, these two limited factors will be resolved with this project. The new treatment plant will produce high quality effluent, treatment redundancy and that would in turn increase water supply reliability allowing more capacity to be used from the existing wells. The electrical systems of the treatment plant will also be upgraded. They will also address the existing treated water tanks. They are undersized and old and will need to be upgraded as well. They will also include replacement of the existing hydro nematic system. Lastly, construction of new infrastructure to hydraulically connect the Pillar Ridge distribution system to the rest of the MWSD distribution system to integrate the system further into the District. This will improve drought preparedness and resiliency for the entire water system and provide additional flexibility to respond to potential supply emergencies within the system. They are hoping to get the majority of it paid by grant funding. Approval of the CEQA document and project approval will be brought to the Board in a few weeks.

Lisa Ketcham asked if a CDP is required.

District Water Engineer Tanya Yurovski replied that they will apply for an exemption because it is CEQA exempt. Once they get the exemption from CEQA approved they will apply for a CDX.

Lisa Ketcham asked how long will the water treatment plant and the tanks be offline.

District Water Engineer Tanya Yurovski said the idea is to construct it this year and minimize the outages as much as possible. The units that will be brought in can be plugged in. So, they will be removing one unit and putting the new one in. She thinks there will be minimal disruption.

General Manager Clemens Heldmaier added that the valve configuration is such that they can pressurize the Pillar Ridge system through the Montara system, and they can utilize that during any tank construction.

Lisa Ketcham said when they connected that way in the past, they were instructed to throttle the valve down, and asked if there will be any valve restrictions this time.

General Manager Clemens Heldmaier said that they don't need to consider the valve restriction anymore. They do it for operational benefits. It simply avoids water hammers. They are able to throttle the valve and pressurize the system appropriately.

Lisa Ketcham asked if the new taller storage tanks can be painted a natural muted green to blend in with the Pillar Point background.

General Manager Clemens Heldmaier replied that all their tanks are painted to blend in with the surrounding environment.

Lisa Ketcham asked if MWSD considered including a catchment wall to protect the equipment from a possible landslide. In 2006, there was a mudslide that took the fence out but stopped short of damaging the equipment. There is also one behind the clubhouse.

Director Slater-Carter thanked Lisa for her suggestions. She recalls seeing the retaining wall behind the clubhouse. That is along an earthquake fault. They need to ensure they have the appropriate engineering to withstand those kinds of problems, and SRT has a lot of earthquake zone experience, and she knows it will be included. Is there a way of making more upgraded connections to the Montara system?

District Water Engineer Tanya Yurovski replied that it is included and will be robust for everyone.

Carlisle Young asked if MWSD has considered buying the property for sale where the Mid-Pen housing project was proposed.

Director Dekker asked when they will know if the grant is approved.

District Water Engineer Tanya Yurovski replied she doesn't know. They are hoping that it will be no longer than 4 weeks.

Director Dekker said that he is looking at the 5-year CIP and the amounts set aside for Pillar Ridge and wants to be informed about the impact if the grant is denied.

Lisa Ketcham asked about the reference to the zones. Is the Pillar Ridge zone just Pillar Ridge or a larger area? What about the Schoolhouse zone? Can she get a map?

District Water Engineer Tanya Yurovski replied that the Pillar Ridge zone is just Pillar Ridge, and the Schoolhouse zone is quite large. She is not sure a map can be provided to the public.

General Manager Clemens Heldmaier added that the Department of Homeland Security does not allow them to share their water system maps to the public. He thinks a general schematic of the pressure zones may be available to send her.

Lisa Ketcham asked if a zone is an area pressurized by the same source.

General Manager Clemens Heldmaier replied yes. There are 13 zones in total, with 4 in Moss Beach.

Director Boyd commented that General Manager Clemens Heldmaier will send her something that will help her see it more clearly.

Gregg Dieguez asked how many years since acquisition has it been? What is the gross and net cost of the capital improvements? What is the estimated remaining life of the assets after servicing? In reference to the earthquake zone, is there special protection insurance or hazard provisions that need to be made? What is the perpetual cost of asset replenishment? He will send the questions in writing.

Director Boyd added the Board packet has drawings and more details about the project if anyone is interested. They will work with the community to find a paint color that is appropriate.

## **2. Review of MWSD's Receipt of Association of California Water Agencies Joint Powers Authority President's Special Recognition Award.**

General Manager Clemens Heldmaier said this is the 6<sup>th</sup> year that MWSD has received this award from ACWA JPIA. It shows that staff is doing a great job. They are one of the last agencies to have a COVID outbreak which can result in workers comp claims.

Director Boyd thanked the staff and crew for good practices and intention.

Director Slater-Carter commended staff for their dedication and care that it takes in doing their jobs.



## REPORTS

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

Director Slater-Carter said on January 10<sup>th</sup>, the general manager presented an analysis and illustrations of the flows coming into the plant. It showed that SAM was within 6 inches of their 400,000-gallon tank overflowing. MWSD has asked SAM repeatedly to put in the full recommended 600,000 gallons that was recommended in the peer review during the plant expansion.

They have also been discussing the Non-Domestic Waste Source Control program and working on a new set of Ordinances for it, and it will be presented and discussed on Monday. When the lawsuit is over, they may be able to get the numbers for SAM. She encouraged people to read the preliminary judgement on Coastside Buzz.

Carlyle Young added that in the general manager's presentation it was noted that the storage tanks in the Burnham Strip were also almost full, meaning that all the sewage to the north of Half Moon Bay was being stored there. This means that Half Moon Bay was using 100% of the sewer plant during the storm and it almost overflowed. Is that incorrect?

Director Slater-Carter concurred and said there was overflows and they are fortunate that they had overflows in their own sanitary system.

Carlyle Young commented that she read in the Half Moon Bay Review that they have a 9-million-dollar storm water project that they can't fund right now, and she hopes that Half Moon Bay doesn't try to get SAM to take on that Pilarcitos creek overflow issue.

Director Harvey added that there were overflows in the treated discharge in the pump room and parking lot, causing flooding. It couldn't pump fast enough to the outfall.

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

Gregg Dieguez said he had a meeting with a company called Aquacycl that makes modular treatment small units to drop BOD and CODs. One of their specialties is small breweries. He will be doing more research on what the demand they have and what possible applicability that technology might have before making any suggestions. He also contacted the Regional Water Quality Control Board on the procedures of reporting spills by citizens and will publish that once the procedures are confirmed. That is relevant because there are citizens in Pacifica and Half Moon Bay that believe that there are spills that have not been reported. So, citizens will be able to do something separately. At the MCC they spent some time finalizing a draft letter to Connect-the-Coast also known as the Comprehensive Transportation Management plan. They have dissenting opinions and are trying to come to a consensus among the

Council about different things. They will be discussing and hopefully adopting the letter. There will be other people probably sending in additional comments about the whole Connect-the-Coastside. They will also be discussing off-leash dog walking, which he expects to be lengthy. They are being asked to endorse a one year off leash pilot permit at Quarry Park and Pillar Point Bluff. On January 25<sup>th</sup> they have an open meeting for the community to talk to the consultants of the County about wildfire risks in El Granada, but the discussion can range further afield. The concern that some of them have is that they hear accurately the scope and severity of the risk that the community perceives.

Carlyle Young said she saw the letter on the MCC website by Dave Olson, and the court case of Lake County was not mentioned, in which a judge overturned an approval of a big development project because an emergency evacuation was not completed to the judge's satisfactory.

Gregg Dieguez replied that he will double check the letter. He thinks it does say something about the fact that it doesn't treat evacuation.

Carlyle Young commented that the letter should specifically reference that lawsuit because it is court precedent now. She will send her own letter.

Gregg Dieguez said he and Carlyle can work on it together. He will be writing a letter also.

**3. CSDA Report (Lohman) – none**

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

Ric Lohman said Martha Poyatos is retiring and resigned from the Board. An interim manager has been appointed. An interim budget was presented. LAFCo has a bunch of webinars.

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

**6. Directors' Report - none**

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

**FUTURE AGENDAS - none**

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

**BRIEF RECESS at 8:35 pm**

**CONVENE IN CLOSED SESSION 8:40 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)

**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**

As to the closed session item pertaining to anticipated litigation - Significant Exposure to Litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code § 54956.9 (1 potential case) -the Board unanimously approved a settlement in the form of a stipulated judgment signed by Sabrina Brennan and her attorney John Sarsfield resolving a claim she made under the California Voting Rights Act.

**ADJOURNMENT at 9:40 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 3rd, February 2022

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: February 3, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

---

---

**Budget vs. Actual – Sewer July 2021 thru December 31, 2021 - Variances  
over \$2,000:**

- 4400 Fees, \$21,974 above Budget – December 2021 included \$3k payment from Chaney Construction. Variance will balance as we progress through the year.
- 4610 Property Tax Receipts, \$130,620 above Budget – Property taxes collected outside of budgeted months. Large payment of \$133k received in December 2021.
- 4710 Sewer Service Charges, \$20,147 above Budget – Received higher sewer service charges than anticipated.
- 4720 Sewer Service Refunds, Customers, \$18,020 below budget - Sewer service engineering service of \$12k for customer in December 2021.
- **Overall Total Operating Income for the period ending December 31, 2021 was \$156,598 above budget. Total income received to date is \$2,092,869.**
- 5190 Bank Fees, \$2,230 above Budget – Annual fee for I-Bank was paid in July.
- 5200 Board of Directors, \$37,382 below Budget – No election expenses paid to date.
- 5300 Insurance, \$12,189 above Budget – Property insurance renewal was paid in November 2021.
- 5400 Legal, \$33,349 above Budget – Larger litigation expenses incurred for month of December related to HMB vs. MWSD, GCSD.
- 5510 Maintenance, Office, \$4,097 above Budget – Large expense of \$6,817 paid in October for Dry Rot repair to office.
- 5540 Office Supplies, \$2,221 below Budget – Variance will balance as we progress through the year.
- 5560 Printing & Publishing, \$3,344 above Budget – Large printing expense of \$3,532.83 related to 3354ci printer in November.
- 5610 Accounting, \$5,000 below Budget – Due to timing.
- 5620 Audit, \$6,910 above Budget – Due to timing.
- 5630 Consulting, \$5,843 below Budget – Due to timing.
- 5640 Data Services, \$6,033 above Budget – Large bill of \$8K paid in August for EDS parcel management.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5720 Telephone & Internet, \$8,777 above Budget – Variance will balance throughout Fiscal Year.
- 5800 Labor, \$7,630 below Budget – Management wages & payroll taxes lower than expected.
- 6170 Claims, Property Damage, \$10,000 below Budget – No claims paid to date.
- 6200 Engineering, \$2,018 below Budget – Variance will balance throughout Fiscal Year.
- 6600 Collection/Transmission, \$5,000 below Budget – No costs paid to date.
- 6910 SAM Collections, \$27,664 below Budget – Due to timing.
- 6940 SAM Maintenance, Collection Sys, \$15,827 below Budget – Due to timing.
- 6950 SAM Maintenance, Pumping, \$29,549 below Budget – Due to timing.
- **Overall Total Operating Expenses for the period ending December 31, 2021 were \$93,338 below Budget.**
- **Total overall Expenses for the period ending December 31, 2021 were \$71,980 below budget. For a net ordinary Income of \$228,578 budget vs. actual. Actual net ordinary Income is \$706,817.**
- 7100 Connection Fees, \$31,382 below Budget – No new connection fees for new construction received in December.
- 7200 Interest Income, LAIF, \$13,426 below budget – Q1/Q2 allocation lower due to lower interest rates.
- 8000 CIP, \$537,157 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: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **Budget vs. Actual – Water July 2021 thru December 31, 2021 - Variances over \$2,000:**

- 4400 Fees, \$88,506 above Budget – Large payment received for \$88K during the November
- 4610 Property Tax Receipts, \$130,620 above Budget – Property taxes collected outside of budgeted months. Large payment of \$133k received in December 2021.
- 4740 Testing Backflow, \$7,480 above Budget – Higher number of testing occurred.
- 4810 Water Sales, Domestic, \$50,971 below Budget – Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending December 31, 2021 was \$176,368 above budget. Total revenue received to date is \$1,279,243.**
- 5200 Board of Directors, \$37,382 below Budget – No election expenses paid to date.
- 5240 CDPH Fees, \$3,174 below Budget – Variance will balance out further into fiscal year.
- 5300 Insurance, \$2,750 – No fees paid to date.
- 5400 Legal, \$29,868 below Budget – Legal expenses are lower than anticipated.
- 5510 Maintenance, Office, \$4,671 above Budget - Large expense of \$6,817 paid in October for Dry Rot repair to office.
- 5530 Memberships, \$6,345 above Budget – 2022 Annual Agency Dues paid in November for \$15K.
- 5540 Office Supplies, \$2,221 below Budget – Variance will balance out further into fiscal year.
- 5550 Postage, \$2,460 above Budget – expenses are higher than anticipated.
- 5560 Printing & Publishing, \$2,138 above Budget – Large printing expense related to 3354ci printer in November.
- 5610 Accounting, \$5,000 below Budget – Due to timing.
- 5620 Audit, \$6,911 above Budget – Due to timing.
- 5630 Consulting, \$6,488 below Budget – Due to timing.
- 5640 Data service, \$2,351 below Budget – Due to timing.
- 5720 Telephone & Internet, \$9,877 above Budget - Variance will balance out further into fiscal year.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: February 3, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5800 Labor, \$54,005 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, \$5,000 below Budget – No costs paid to date.
- 6180 Communications, \$4,538 below Budget – Minimal costs paid to date.
- 6195 Education & Training, \$4,125 below Budget – Minimal costs paid to date.
- 6200 Engineering, \$43,855 below Budget – Minimal costs paid to date.
- 6400 Pumping, \$16,772 below Budget – Minimal costs to date.
- 6500 Supply, \$13,136 below Budget – Minimal costs to date.
- 6700 Treatment, \$15,671 above Budget – Larger costs than anticipated.
- 6800 Vehicles, \$2,550 below Budget – Lower costs than anticipated.
- **Overall Total Operating Expenses for the period ending December 31, 2021 were \$71,652 below Budget.**
- **Total overall Expenses for the period ending December 31, 2021 were \$185,797 below budget. For a net ordinary income of \$362,165 budgeted vs. actual. Actual net ordinary income is \$475,592.**
- 7100 Connection Fees, \$74,924 above Budget – Budget is divided evenly over twelve months. Variance will balance out throughout the fiscal year. Two new connections in December 2021.
- 7650 Water System Reliability, \$542,892 above Budget – Received higher charges than anticipated.
- 8000 CIP, \$280,503 below Budget – More projects will begin later in fiscal year.
- 9100 GO Bond interest expense \$33,492 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 December 2021

	Jul - Dec 21	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	39,925.68	38,610.00	1,315.68
4400 · Fees			
4410 · Administrative Fee (New Constr)	2,845.00	1,800.00	1,045.00
4420 · Administrative Fee (Remodel)	0.00	499.98	-499.98
4430 · Inspection Fee (New Constr)	2,690.00	1,750.02	939.98
4440 · Inspection Fee (Remodel)	0.00	499.98	-499.98
4450 · Mainline Extension Fees	6,000.00		
4460 · Remodel Fees	16,113.00	1,999.98	14,113.02
4470 · Other Fees	876.40		
<b>Total 4400 · Fees</b>	<b>28,524.40</b>	<b>6,549.96</b>	<b>21,974.44</b>
4510 · Grants	136.00		
4610 · Property Tax Receipts	269,495.49	138,875.00	130,620.49
4710 · Sewer Service Charges	1,762,383.05	1,742,236.02	20,147.03
4720 · Sewer Service Refunds, Customer	-20,519.92	-2,500.02	-18,019.90
4760 · Waste Collection Revenues	12,852.38	12,499.98	352.40
4990 · Other Revenue	71.52		
<b>Total Income</b>	<b>2,092,868.60</b>	<b>1,936,270.94</b>	<b>156,597.66</b>
<b>Gross Profit</b>	<b>2,092,868.60</b>	<b>1,936,270.94</b>	<b>156,597.66</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	5,730.10	3,499.98	2,230.12
5200 · Board of Directors			
5210 · Board Meetings	1,650.00	1,500.00	150.00
5220 · Director Fees	3,718.38	3,750.00	-31.62
5230 · Election Expenses	0.00	37,500.00	-37,500.00
<b>Total 5200 · Board of Directors</b>	<b>5,368.38</b>	<b>42,750.00</b>	<b>-37,381.62</b>
5250 · Conference Attendance	0.00	1,249.98	-1,249.98
5270 · Information Systems	2,671.12	1,999.98	671.14
5300 · Insurance			
5310 · Fidelity Bond	0.00	250.02	-250.02
5320 · Property & Liability Insurance	14,938.58	2,500.02	12,438.56
<b>Total 5300 · Insurance</b>	<b>14,938.58</b>	<b>2,750.04</b>	<b>12,188.54</b>
5350 · LAFCO Assessment	0.00	1,249.98	-1,249.98
5400 · Legal			
5420 · Meeting Attendance, Legal	5,079.00		
5430 · General Legal	31,621.26	100,000.02	-68,378.76
5440 · Litigation	96,649.10		
<b>Total 5400 · Legal</b>	<b>133,349.36</b>	<b>100,000.02</b>	<b>33,349.34</b>
5510 · Maintenance, Office	8,097.04	4,000.02	4,097.02
5530 · Memberships	3,807.50		
5540 · Office Supplies	1,028.59	3,250.02	-2,221.43
5550 · Postage	70.00	199.98	-129.98
5560 · Printing & Publishing	4,093.68	750.00	3,343.68



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

	Jul - Dec 21	Sewer Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	14,500.00	19,500.00	-5,000.00
5620 · Audit	13,660.50	6,750.00	6,910.50
5630 · Consulting	19,157.12	25,000.02	-5,842.90
5640 · Data Services	9,283.00	3,250.02	6,032.98
5650 · Labor & HR Support	1,281.00	1,249.98	31.02
5660 · Payroll Services	463.98	499.98	-36.00
<b>Total 5600 · Professional Services</b>	<b>58,345.60</b>	<b>56,250.00</b>	<b>2,095.60</b>
5710 · San Mateo Co. Tax Roll Charges	119.00	100.02	18.98
5720 · Telephone & Internet	18,776.53	10,000.02	8,776.51
5730 · Mileage Reimbursement	792.37	100.02	692.35
5740 · Reference Materials	0.00	0.00	0.00
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	8,721.15	9,181.98	-460.83
5820 · Employee Benefits	21,182.15	21,911.52	-729.37
5830 · Disability Insurance	884.52	970.50	-85.98
5840 · Payroll Taxes	6,152.95	10,034.52	-3,881.57
5850 · PARS	8,815.10	8,968.02	-152.92
5900 · Wages			
5910 · Management	55,194.44	59,268.48	-4,074.04
5920 · Staff	71,100.92	70,329.00	771.92
5930 · Staff Certification	1,050.00	900.00	150.00
5940 · Staff Overtime	1,568.30	169.98	1,398.32
<b>Total 5900 · Wages</b>	<b>128,913.66</b>	<b>130,667.46</b>	<b>-1,753.80</b>
5960 · Worker's Comp Insurance	612.19	1,177.50	-565.31
<b>Total 5800 · Labor</b>	<b>175,281.72</b>	<b>182,911.50</b>	<b>-7,629.78</b>
<b>Total 5000 · Administrative</b>	<b>432,469.57</b>	<b>411,061.56</b>	<b>21,408.01</b>
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	0.00	10,000.02	-10,000.02
6195 · Education & Training	0.00	499.98	-499.98
6200 · Engineering			
6220 · General Engineering	12,982.50	15,000.00	-2,017.50
<b>Total 6200 · Engineering</b>	<b>12,982.50</b>	<b>15,000.00</b>	<b>-2,017.50</b>
6320 · Equipment & Tools, Expensed	0.00	0.00	0.00
6330 · Facilities			
6335 · Alarm Services	2,433.54	2,500.02	-66.48
6337 · Landscaping	2,425.00	3,000.00	-575.00
<b>Total 6330 · Facilities</b>	<b>4,858.54</b>	<b>5,500.02</b>	<b>-641.48</b>
6400 · Pumping			
6410 · Pumping Fuel & Electricity	16,589.60	22,500.00	-5,910.40
6420 · Pumping Maintenance, Generators	903.00		
6430 · Pumping Maintenance, General	3,503.76		
<b>Total 6400 · Pumping</b>	<b>20,996.36</b>	<b>22,500.00</b>	<b>-1,503.64</b>

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

	Jul - Dec 21	Sewer Budget	\$ Over Budget
<b>6600 · Collection/Transmission</b>			
6660 · Maintenance, Collection System	0.00	4,999.98	-4,999.98
<b>Total 6600 · Collection/Transmission</b>	0.00	4,999.98	-4,999.98
<b>6770 · Uniforms</b>	0.00	100.02	-100.02
<b>6800 · Vehicles</b>			
6810 · Fuel	440.50	499.98	-59.48
6820 · Truck Equipment, Expensed	0.00	79.98	-79.98
6830 · Truck Repairs	54.44	499.98	-445.54
<b>Total 6800 · Vehicles</b>	494.94	1,079.94	-585.00
<b>6900 · Sewer Authority Midcoastside</b>			
6910 · SAM Collections	138,322.05	165,986.52	-27,664.47
6920 · SAM Operations	766,304.10	766,303.98	0.12
6940 · SAM Maintenance, Collection Sys	4,172.90	19,999.98	-15,827.08
6950 · SAM Maintenance, Pumping	5,451.01	34,999.98	-29,548.97
<b>Total 6900 · Sewer Authority Midcoastside</b>	914,250.06	987,290.46	-73,040.40
<b>Total 6000 · Operations</b>	953,582.40	1,046,970.42	-93,388.02
<b>Total Expense</b>	1,386,051.97	1,458,031.98	-71,980.01
<b>Net Ordinary Income</b>	706,816.63	478,238.96	228,577.67
<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	49,999.98	-49,999.98
7120 · Connection Fees (Remodel)	43,618.50	25,000.02	18,618.48
<b>Total 7100 · Connection Fees</b>	43,618.50	75,000.00	-31,381.50
<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	95,000.00	-44,807.47
<b>Total Other Income</b>	50,192.53	95,000.00	-44,807.47
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8075 · Sewer	416,010.61	953,167.50	-537,156.89
<b>Total 8000 · Capital Improvement Program</b>	416,010.61	953,167.50	-537,156.89

11:02 AM

01/27/22

Accrual Basis

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

	Jul - Dec 21	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	6,157.54	6,020.24	137.30
9200 · I-Bank Loan	11,872.96	10,592.00	1,280.96
<b>Total 9000 · Capital Account Expenses</b>	<b>18,030.50</b>	<b>16,612.24</b>	<b>1,418.26</b>
<b>Total Other Expense</b>	<b>434,041.11</b>	<b>969,779.74</b>	<b>-535,738.63</b>
<b>Net Other Income</b>	<b>-383,848.58</b>	<b>-874,779.74</b>	<b>490,931.16</b>
<b>Net Income</b>	<b>322,968.05</b>	<b>-396,540.78</b>	<b>719,508.83</b>



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

July through December 2021

	Jul - Dec 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)	2,845.00	2,500.02	344.98
4420 · Administrative Fee (Remodel)	569.00		
4430 · Inspection Fee (New Constr)	3,035.00	1,999.98	1,035.02
4440 · Inspection Fee (Remodel)	538.00	499.98	38.02
4450 · Mainline Extension Fees	88,019.00	1,500.00	86,519.00
4460 · Remodel Fees	0.00	0.00	0.00
<b>Total 4400 · Fees</b>	<b>95,006.00</b>	<b>6,499.98</b>	<b>88,506.02</b>
4510 · Grants	136.00		
4610 · Property Tax Receipts	269,495.45	138,875.00	130,620.45
4740 · Testing, Backflow	16,480.00	9,000.00	7,480.00
4810 · Water Sales, Domestic	899,028.94	949,999.98	-50,971.04
4850 · Water Sales Refunds, Customer	-1,533.59	-1,500.00	-33.59
4990 · Other Revenue	630.15		
<b>Total Income</b>	<b>1,279,242.95</b>	<b>1,102,874.96</b>	<b>176,367.99</b>
<b>Gross Profit</b>	<b>1,279,242.95</b>	<b>1,102,874.96</b>	<b>176,367.99</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	238.21	750.00	-511.79
5200 · Board of Directors			
5210 · Board Meetings	1,650.00	1,500.00	150.00
5220 · Director Fees	3,718.38	3,750.00	-31.62
5230 · Election Expenses	0.00	37,500.00	-37,500.00
<b>Total 5200 · Board of Directors</b>	<b>5,368.38</b>	<b>42,750.00</b>	<b>-37,381.62</b>
5240 · CDPH Fees	3,326.00	6,499.98	-3,173.98
5250 · Conference Attendance	0.00	1,500.00	-1,500.00
5270 · Information Systems	2,671.13	2,500.02	171.11
5300 · Insurance			
5310 · Fidelity Bond	0.00	250.02	-250.02
5320 · Property & Liability Insurance	0.00	2,500.02	-2,500.02
<b>Total 5300 · Insurance</b>	<b>0.00</b>	<b>2,750.04</b>	<b>-2,750.04</b>
5350 · LAFCO Assessment	0.00	1,500.00	-1,500.00
5400 · Legal			
5430 · General Legal	39,322.25	70,000.02	-30,677.77
5440 · Litigation	810.00		
<b>Total 5400 · Legal</b>	<b>40,132.25</b>	<b>70,000.02</b>	<b>-29,867.77</b>
5510 · Maintenance, Office	8,671.42	4,000.02	4,671.40
5530 · Memberships	19,844.50	13,500.00	6,344.50
5540 · Office Supplies	1,028.60	3,250.02	-2,221.42
5550 · Postage	6,959.81	4,500.00	2,459.81
5560 · Printing & Publishing	4,638.15	2,500.02	2,138.13

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

	Jul - Dec 21	Water Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	14,500.00	19,500.00	-5,000.00
5620 · Audit	13,660.50	6,750.00	6,910.50
5630 · Consulting	21,012.05	27,499.98	-6,487.93
5640 · Data Services	899.50	3,250.02	-2,350.52
5650 · Labor & HR Support	1,281.00	1,000.02	280.98
5660 · Payroll Services	464.01	499.98	-35.97
<b>Total 5600 · Professional Services</b>	<b>51,817.06</b>	<b>58,500.00</b>	<b>-6,682.94</b>
5710 · San Mateo Co. Tax Roll Charges	119.00	0.00	119.00
5720 · Telephone & Internet	22,376.75	12,499.98	9,876.77
5730 · Mileage Reimbursement	817.86	750.00	67.86
5740 · Reference Materials	0.00	400.02	-400.02
5790 · Other Administrative	0.00	0.00	0.00
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	21,833.05	22,031.52	-198.47
5820 · Employee Benefits	57,266.64	53,638.02	3,628.62
5830 · Disability Insurance	2,064.48	2,329.02	-264.54
5840 · Payroll Taxes	21,114.77	25,226.52	-4,111.75
5850 · PARS	19,738.51	19,191.48	547.03
<b>5900 · Wages</b>			
5910 · Management	55,194.56	59,268.48	-4,073.92
5920 · Staff	224,209.09	263,463.48	-39,254.39
5930 · Staff Certification	5,850.00	5,700.00	150.00
5940 · Staff Overtime	25,827.12	28,833.00	-3,005.88
5950 · Staff Standby	13,411.44	13,861.50	-450.06
<b>Total 5900 · Wages</b>	<b>324,492.21</b>	<b>371,126.46</b>	<b>-46,634.25</b>
5960 · Worker's Comp Insurance	2,933.84	9,904.98	-6,971.14
<b>Total 5800 · Labor</b>	<b>449,443.50</b>	<b>503,448.00</b>	<b>-54,004.50</b>
<b>Total 5000 · Administrative</b>	<b>617,452.62</b>	<b>731,598.12</b>	<b>-114,145.50</b>
<b>6000 · Operations</b>			
6160 · Backflow Prevention	690.63	499.98	190.65
6170 · Claims, Property Damage	0.00	4,999.98	-4,999.98
<b>6180 · Communications</b>			
6185 · SCADA Maintenance	1,720.90	6,499.98	-4,779.08
6180 · Communications - Other	296.50		
<b>Total 6180 · Communications</b>	<b>2,017.40</b>	<b>6,499.98</b>	<b>-4,482.58</b>
6195 · Education & Training	375.00	4,500.00	-4,125.00
<b>6200 · Engineering</b>			
6220 · General Engineering	1,475.00	10,000.02	-8,525.02
6230 · Water Quality Engineering	14,670.01	49,999.98	-35,329.97
<b>Total 6200 · Engineering</b>	<b>16,145.01</b>	<b>60,000.00</b>	<b>-43,854.99</b>
6320 · Equipment & Tools, Expensed	5,226.99	4,000.02	1,226.97

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

	Jul - Dec 21	Water Budget	\$ Over Budget
<b>6330 · Facilities</b>			
6335 · Alarm Services	474.54	1,000.02	-525.48
6337 · Landscaping	7,075.00	7,500.00	-425.00
6330 · Facilities - Other	450.52		
<b>Total 6330 · Facilities</b>	<b>8,000.06</b>	<b>8,500.02</b>	<b>-499.96</b>
<b>6370 · Lab Supplies &amp; Equipment</b>	781.74	1,999.98	-1,218.24
<b>6380 · Meter Reading</b>	119.13	250.02	-130.89
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	35,565.36	45,000.00	-9,434.64
6420 · Pumping Maintenance, Generators	383.00	4,999.98	-4,616.98
6430 · Pumping Maintenance, General	0.00	2,500.02	-2,500.02
6440 · Pumping Equipment, Expensed	129.31	349.98	-220.67
<b>Total 6400 · Pumping</b>	<b>36,077.67</b>	<b>52,849.98</b>	<b>-16,772.31</b>
<b>6500 · Supply</b>			
6510 · Maintenance, Raw Water Mains	253.13	1,249.98	-996.85
6520 · Maintenance, Wells	952.88	7,500.00	-6,547.12
6530 · Water Purchases	8,773.77	17,500.02	-8,726.25
6500 · Supply - Other	3,162.16		
<b>Total 6500 · Supply</b>	<b>13,141.94</b>	<b>26,250.00</b>	<b>-13,108.06</b>
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	5,690.20	2,500.02	3,190.18
6620 · Maintenance, Water Mains	18,012.57	25,000.02	-6,987.45
6630 · Maintenance, Water Svc Lines	7,909.82	10,000.02	-2,090.20
6640 · Maintenance, Tanks	437.50	2,500.02	-2,062.52
6650 · Maint., Distribution General	4,707.61	4,999.98	-292.37
6670 · Meters	11,167.72	1,999.98	9,167.74
<b>Total 6600 · Collection/Transmission</b>	<b>47,925.42</b>	<b>47,000.04</b>	<b>925.38</b>
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	20,381.28	10,000.02	10,381.26
6720 · Maintenance, Treatment Equip.	7,107.02	7,500.00	-392.98
6730 · Treatment Analysis	20,682.37	15,000.00	5,682.37
<b>Total 6700 · Treatment</b>	<b>48,170.67</b>	<b>32,500.02</b>	<b>15,670.65</b>
<b>6770 · Uniforms</b>	363.97	1,000.02	-636.05
<b>6800 · Vehicles</b>			
6810 · Fuel	4,050.35	3,499.98	550.37
6820 · Truck Equipment, Expensed	37.69	1,000.02	-962.33
6830 · Truck Repairs	362.12	2,500.02	-2,137.90
<b>Total 6800 · Vehicles</b>	<b>4,450.16</b>	<b>7,000.02</b>	<b>-2,549.86</b>



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

July through December 2021

	Jul - Dec 21	Water Budget	\$ Over Budget
6890 · Other Operations	2,712.29		
<b>Total 6000 · Operations</b>	<b>186,198.08</b>	<b>257,850.06</b>	<b>-71,651.98</b>
<b>Total Expense</b>	<b>803,650.70</b>	<b>989,448.18</b>	<b>-185,797.48</b>
<b>Net Ordinary Income</b>	<b>475,592.25</b>	<b>113,426.78</b>	<b>362,165.47</b>
<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)	79,474.00	49,999.98	29,474.02
7130 · Conn. Fees, PFP (New Constr)	70,450.41	25,000.02	45,450.39
<b>Total 7100 · Connection Fees</b>	<b>149,924.41</b>	<b>75,000.00</b>	<b>74,924.41</b>
<b>7600 · Bond Revenues, G.O.</b>	<b>493,404.23</b>	<b>491,773.02</b>	<b>1,631.21</b>
<b>7650 · Water System Reliability</b>	<b>542,892.30</b>	<b>0.00</b>	<b>542,892.30</b>
<b>Total 7000 · Capital Account Revenues</b>	<b>1,186,220.94</b>	<b>566,773.02</b>	<b>619,447.92</b>
<b>Total Other Income</b>	<b>1,186,220.94</b>	<b>566,773.02</b>	<b>619,447.92</b>
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8100 · Water	318,871.73	599,374.98	-280,503.25
<b>Total 8000 · Capital Improvement Program</b>	<b>318,871.73</b>	<b>599,374.98</b>	<b>-280,503.25</b>
<b>9000 · Capital Account Expenses</b>			
9100 · Interest Expense - GO Bonds	6,698.26	40,190.00	-33,491.74
9125 · PNC Equipment Lease Interest	5,501.47	6,020.24	-518.77
9150 · SRF Loan	32,828.28	33,819.00	-990.72
9210 · Conservation Program/Rebates	600.00	0.00	600.00
<b>Total 9000 · Capital Account Expenses</b>	<b>45,628.01</b>	<b>80,029.24</b>	<b>-34,401.23</b>
<b>Total Other Expense</b>	<b>364,499.74</b>	<b>679,404.22</b>	<b>-314,904.48</b>
<b>Net Other Income</b>	<b>821,721.20</b>	<b>-112,631.20</b>	<b>934,352.40</b>
<b>Net Income</b>	<b>1,297,313.45</b>	<b>795.58</b>	<b>1,296,517.87</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	4,319,574.12										
<b>Sewer - Reserve Accounts</b>																
CAMP	-	-	-	-	750,000.00	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	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	194,600.00							150,000.00	44,600.00	130%	
Operating Reserve	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00							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	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	984,569.84							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	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	253,020.00							150,000.00	103,020.00	169%	
SRF Reserve	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00							48,222.00	-	100%	
Additional Reserve	46,009.00	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	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	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>12,066,614.02</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	6,654.28							39,925.68	77,220.00	-37,294.32	51.7%
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,138.00		569.00	569.00	569.00							2,845.00	3,600.00	-755.00	79.03%
4420 · Administrative Fee (Remodel)														1,000.00	-1,000.00	
4430 · Inspection Fee (New Constr)		1,076.00		538.00	538.00	538.00							2,690.00	3,500.00	-810.00	76.86%
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00	
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	4,338.50							16,113.00	4,000.00	12,113.00	402.83%
4470 · Other Fees					876.40								876.40			
<b>Total 4400 · Fees</b>	<b>1,891.00</b>	<b>2,908.00</b>	<b>7,468.50</b>	<b>7,905.00</b>	<b>2,906.40</b>	<b>5,445.50</b>							<b>28,524.40</b>	<b>13,100.00</b>	<b>15,424.40</b>	<b>217.74%</b>
4510 · Grants		136.00											136.00			
4610 · Property Tax Receipts		107,781.16	1,214.48	220.94	26,124.08	134,154.83							269,495.49	277,750.00	-8,254.51	97.03%
4710 · Sewer Service Charges						1,762,383.05							1,762,383.05	3,484,472.00	-1,722,088.95	50.58%
4720 · Sewer Service Refunds, Customer	-5,785.92				-2,380.00	-12,354.00							-20,519.92	-5,000.00	-15,519.92	410.4%
4760 · Waste Collection Revenues	1,053.19	3,584.83	912.03	3,348.70	829.64	3,123.99							12,852.38	25,000.00	-12,147.62	51.41%
4990 · Other Revenue				71.52									71.52			
<b>Total Income</b>	<b>3,812.55</b>	<b>121,064.27</b>	<b>16,249.29</b>	<b>18,200.44</b>	<b>34,134.40</b>	<b>1,899,407.65</b>							<b>2,092,868.60</b>	<b>3,872,542.00</b>	<b>-1,779,673.40</b>	<b>54.04%</b>
<b>Gross Profit</b>	<b>3,812.55</b>	<b>121,064.27</b>	<b>16,249.29</b>	<b>18,200.44</b>	<b>34,134.40</b>	<b>1,899,407.65</b>							<b>2,092,868.60</b>	<b>3,872,542.00</b>	<b>-1,779,673.40</b>	<b>54.04%</b>
<b>Expense</b>																
5000 · Administrative																
5190 · Bank Fees	2,739.72	575.21	608.21	568.67	624.88	613.41							5,730.10	7,000.00	-1,269.90	81.86%
5200 · Board of Directors																
5210 · Board Meetings		300.00	450.00		300.00	600.00							1,650.00	3,000.00	-1,350.00	55.0%
5220 · Director Fees		987.50	562.50		1,793.38	375.00							3,718.38	7,500.00	-3,781.62	49.58%
5230 · Election Expenses														75,000.00	-75,000.00	
<b>Total 5200 · Board of Directors</b>		<b>1,287.50</b>	<b>1,012.50</b>		<b>2,093.38</b>	<b>975.00</b>							<b>5,368.38</b>	<b>85,500.00</b>	<b>-80,131.62</b>	<b>6.28%</b>
5250 · Conference Attendance														2,500.00	-2,500.00	
5270 · Information Systems		332.50	62.50		1,823.00	453.12							2,671.12	4,000.00	-1,328.88	66.78%
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>	<b>1,176.00</b>				<b>13,762.58</b>								<b>14,938.58</b>	<b>5,500.00</b>	<b>9,438.58</b>	<b>271.61%</b>
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	9,707.76							31,621.26	200,000.00	-168,378.74	15.81%
5440 · Litigation		27,870.23	9,552.11		42,779.96	16,446.80							96,649.10			
<b>Total 5400 · Legal</b>		<b>33,248.23</b>	<b>17,324.56</b>		<b>56,622.01</b>	<b>26,154.56</b>							<b>133,349.36</b>	<b>200,000.00</b>	<b>-66,650.64</b>	<b>66.68%</b>
5510 · Maintenance, Office		260.00	310.00	7,017.04	260.00	250.00							8,097.04	8,000.00	97.04	101.21%
5530 · Memberships					3,807.50								3,807.50			
5540 · Office Supplies		363.41	34.38		459.66	171.14							1,028.59	6,500.00	-5,471.41	15.82%
5550 · Postage		70.00											70.00	400.00	-330.00	17.5%
5560 · Printing & Publishing	46.90	370.44	43.99		3,574.72	57.63							4,093.68	1,500.00	2,593.68	272.91%

**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	2,200.00							14,500.00	39,000.00	-24,500.00	37.18%
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	779.57							19,157.12	50,000.00	-30,842.88	38.31%
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	213.50							1,281.00	2,500.00	-1,219.00	51.24%
5660 - Payroll Services	73.48	75.33	77.18	78.47	79.76	79.76							463.98	1,000.00	-536.02	46.4%
<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>3,272.83</b>							<b>58,345.60</b>	<b>112,500.00</b>	<b>-54,154.40</b>	<b>51.86%</b>
<b>5710 - San Mateo Co. Tax Roll Charges</b>					119.00								119.00	200.00	-81.00	59.5%
<b>5720 - Telephone &amp; Internet</b>	3,033.81	3,391.66	3,446.05		6,481.13	2,423.88							18,776.53	20,000.00	-1,223.47	93.88%
<b>5730 - Mileage Reimbursement</b>		70.20	722.17										792.37	200.00	592.37	396.19%
<b>5740 - Reference Materials</b>																
<b>5800 - Labor</b>																
5810 - CalPERS 457 Deferred Plan	1,511.73	1,515.71	1,490.85	1,450.84	1,488.40	1,263.62							8,721.15	18,364.00	-9,642.85	47.49%
5820 - Employee Benefits	3,545.56	3,545.56	7,091.12		3,545.56	3,454.35							21,182.15	43,823.00	-22,640.85	48.34%
5830 - Disability Insurance	147.42	147.42	147.42		294.84	147.42							884.52	1,941.00	-1,056.48	45.57%
5840 - Payroll Taxes	1,084.62	1,088.97	1,061.98	1,018.25	1,059.31	839.82							6,152.95	20,069.00	-13,916.05	30.66%
5850 - PARS	1,460.40	1,470.93	1,470.94	1,433.32	1,470.95	1,508.56							8,815.10	17,936.00	-9,120.90	49.15%
<b>5900 - Wages</b>																
5910 - Management	9,178.24	9,178.24	9,190.74	9,190.74	9,190.74	9,265.74							55,194.44	118,537.00	-63,342.56	46.56%
5920 - Staff	11,674.71	11,900.44	11,825.20	11,288.59	11,825.19	12,586.79							71,100.92	140,658.00	-69,557.08	50.55%
5930 - Staff Certification	175.00	175.00	175.00	175.00	175.00	175.00							1,050.00	1,800.00	-750.00	58.33%
5940 - Staff Overtime	588.74	419.81	139.94	104.95	104.95	209.91							1,568.30	340.00	1,228.30	461.27%
<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>22,237.44</b>							<b>128,913.66</b>	<b>261,335.00</b>	<b>-132,421.34</b>	<b>49.33%</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>29,451.21</b>							<b>175,281.72</b>	<b>365,823.00</b>	<b>-190,541.28</b>	<b>47.91%</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>63,822.78</b>							<b>432,469.57</b>	<b>822,123.00</b>	<b>-389,653.43</b>	<b>52.6%</b>
<b>6000 - Operations</b>																
6170 - Claims, Property Damage														20,000.00	-20,000.00	
6195 - Education & Training														1,000.00	-1,000.00	
<b>6200 - Engineering</b>																
6220 - General Engineering	570.00	347.50	3,325.00	1,140.00	1,900.00	5,700.00							12,982.50	30,000.00	-17,017.50	43.28%
<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>5,700.00</b>							<b>12,982.50</b>	<b>30,000.00</b>	<b>-17,017.50</b>	<b>43.28%</b>
<b>6320 - Equipment &amp; Tools, Expensed</b>																
<b>6330 - Facilities</b>																
6335 - Alarm Services	127.02	391.80	502.05		910.62	502.05							2,433.54	5,000.00	-2,566.46	48.67%
6337 - Landscaping						2,425.00							2,425.00	6,000.00	-3,575.00	40.42%
<b>Total 6330 - Facilities</b>	<b>127.02</b>	<b>391.80</b>	<b>502.05</b>		<b>910.62</b>	<b>2,927.05</b>							<b>4,858.54</b>	<b>11,000.00</b>	<b>-6,141.46</b>	<b>44.17%</b>
<b>6400 - Pumping</b>																
6410 - Pumping Fuel & Electricity	3,107.16		5,555.74		4,780.87	3,145.83							16,589.60	45,000.00	-28,410.40	36.87%
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>3,145.83</b>							<b>20,996.36</b>	<b>45,000.00</b>	<b>-24,003.64</b>	<b>46.66%</b>
<b>6600 - Collection/Transmission</b>																
6660 - Maintenance, Collection System														10,000.00	-10,000.00	
<b>Total 6600 - Collection/Transmission</b>														<b>10,000.00</b>	<b>-10,000.00</b>	
<b>6770 - Uniforms</b>														200.00	-200.00	



**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>6800 · Vehicles</b>																
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%
<b>6900 · Sewer Authority Midcoastside</b>																
6910 · SAM Collections		27,664.41	27,664.41	27,664.41	27,664.41	27,664.41							138,322.05	331,973.00	-193,650.95	41.67%
6920 · SAM Operations	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35							766,304.10	1,532,608.00	-766,303.90	50.0%
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	155,381.76							914,250.06	1,974,581.00	-1,060,330.94	46.3%
<b>Total 6000 · Operations</b>	131,521.53	161,572.07	164,764.55	161,029.81	167,539.80	167,154.64							953,582.40	2,093,941.00	-1,140,358.60	45.54%
<b>Total Expense</b>	174,219.69	241,965.41	229,586.48	193,967.87	315,335.10	230,977.42							1,386,051.97	2,916,064.00	-1,530,012.03	47.53%
<b>Net Ordinary Income</b>	-170,407.14	-120,901.14	-213,337.19	-175,767.43	-281,200.70	1,668,430.23							706,816.63	956,478.00	-249,661.37	73.9%
<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	12,828.75							416,010.61	1,906,335.00	-1,490,324.39	21.82%
<b>Total 8000 · Capital Improvement Program</b>	7,656.50	370,216.14	14,254.14	9,981.83	1,073.25	12,828.75							416,010.61	1,906,335.00	-1,490,324.39	21.82%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	1,174.89	1,024.43	1,010.52	996.57	982.56	968.57							6,157.54	11,535.00	-5,377.46	53.38%
9200 · I-Bank Loan	1,765.38					10,107.58							11,872.96	20,700.00	-8,827.04	57.36%
<b>Total 9000 · Capital Account Expenses</b>	2,940.27	1,024.43	1,010.52	996.57	982.56	11,076.15							18,030.50	32,235.00	-14,204.50	55.94%
<b>Total Other Expense</b>	10,596.77	371,240.57	15,264.66	10,978.40	2,055.81	23,904.90							434,041.11	1,938,570.00	-1,504,528.89	22.39%
<b>Net Other Income</b>	-6,832.46	-358,316.57	-15,264.66	22,525.82	-2,055.81	-23,904.90							-383,848.58	-1,748,570.00	1,364,721.42	21.95%
<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>1,644,525.33</b>							<b>322,968.05</b>	<b>-792,092.00</b>	<b>1,115,060.05</b>	<b>-40.77%</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																
<b>4400 · Fees</b>																
4410 · Administrative Fee (New Constr)		1,138.00		569.00	569.00	569.00							2,845.00	5,000.00	-2,155.00	56.9%
4420 · Administrative Fee (Remodel)				569.00									569.00			
4430 · Inspection Fee (New Constr)		1,421.00		538.00	538.00	538.00							3,035.00	4,000.00	-965.00	75.88%
4440 · Inspection Fee (Remodel)				538.00									538.00	1,000.00	-462.00	53.8%
4450 · Mainline Extension Fees					88,019.00								88,019.00	3,000.00	85,019.00	2,933.97%
4460 · Remodel Fees																
<b>Total 4400 · Fees</b>		2,559.00		2,214.00	89,126.00	1,107.00							95,006.00	13,000.00	82,006.00	730.82%
4510 · Grants		136.00											136.00			
4610 · Property Tax Receipts		107,781.15	1,214.47	220.94	26,124.08	134,154.81							269,495.45	277,750.00	-8,254.55	97.03%
4740 · Testing, Backflow	3,000.00		3,730.00	2,625.00	4,125.00	3,000.00							16,480.00	18,000.00	-1,520.00	91.56%
4810 · Water Sales, Domestic	352,485.37	-28,745.51	134,256.33	140,891.11	140,783.23	159,358.41							899,028.94	1,900,000.00	-1,000,971.06	47.32%
4850 · Water Sales Refunds, Customer	-105.92	-1,066.00			-263.31	-98.36							-1,533.59	-3,000.00	1,466.41	51.12%
4990 · Other Revenue				71.51	558.64								630.15			
<b>Total Income</b>	<b>355,379.45</b>	<b>80,664.64</b>	<b>139,200.80</b>	<b>146,022.56</b>	<b>260,453.64</b>	<b>297,521.86</b>							<b>1,279,242.95</b>	<b>2,205,750.00</b>	<b>-926,507.05</b>	<b>58.0%</b>
<b>Gross Profit</b>	<b>355,379.45</b>	<b>80,664.64</b>	<b>139,200.80</b>	<b>146,022.56</b>	<b>260,453.64</b>	<b>297,521.86</b>							<b>1,279,242.95</b>	<b>2,205,750.00</b>	<b>-926,507.05</b>	<b>58.0%</b>
<b>Expense</b>																
<b>5000 · Administrative</b>																
5190 · Bank Fees	30.00	30.00	30.00	39.63	63.54	45.04							238.21	1,500.00	-1,261.79	15.88%
<b>5200 · Board of Directors</b>																
5210 · Board Meetings		300.00	450.00		300.00	600.00							1,650.00	3,000.00	-1,350.00	55.0%
5220 · Director Fees		987.50	562.50		1,793.38	375.00							3,718.38	7,500.00	-3,781.62	49.58%
5230 · Election Expenses																
<b>Total 5200 · Board of Directors</b>		1,287.50	1,012.50		2,093.38	975.00							5,368.38	85,500.00	-80,131.62	6.28%
5240 · CDPH Fees						3,326.00							3,326.00	13,000.00	-9,674.00	25.59%
5250 · Conference Attendance													3,000.00		-3,000.00	
5270 · Information Systems		332.50	62.50		1,823.00	453.13							2,671.13	5,000.00	-2,328.87	53.42%
<b>5300 · Insurance</b>																
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	
<b>5400 · Legal</b>																
5430 · General Legal		5,498.00	9,752.45		13,914.05	10,157.75							39,322.25	140,000.00	-100,677.75	28.09%
5440 · Litigation		210.00			600.00								810.00			
<b>Total 5400 · Legal</b>		5,708.00	9,752.45		14,514.05	10,157.75							40,132.25	140,000.00	-99,867.75	28.67%
5510 · Maintenance, Office		658.13	310.00	7,017.04	436.25	250.00							8,671.42	8,000.00	671.42	108.39%
5530 · Memberships					18,987.50	857.00							19,844.50	27,000.00	-7,155.50	73.5%
5540 · Office Supplies		363.43	34.38		459.65	171.14							1,028.60	6,500.00	-5,471.40	15.83%
5550 · Postage	1,299.86	1,117.06	811.17		2,329.16	1,402.56							6,959.81	9,000.00	-2,040.19	77.33%
5560 · Printing & Publishing	46.90	370.43	43.98		4,119.22	57.62							4,638.15	5,000.00	-361.85	92.76%

**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	2,200.00							14,500.00	39,000.00	-24,500.00	37.18%
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	779.56							21,012.05	55,000.00	-33,987.95	38.2%
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	213.50							1,281.00	2,000.00	-719.00	64.05%
5660 - Payroll Services	73.50	75.34	77.18	78.47	79.76	79.76							464.01	1,000.00	-535.99	46.4%
<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>3,272.82</b>							<b>51,817.06</b>	<b>117,000.00</b>	<b>-65,182.94</b>	<b>44.29%</b>
<b>5710 - San Mateo Co. Tax Roll Charges</b>					119.00								119.00		119.00	100.0%
5720 - Telephone & Internet	3,545.86	3,938.36	3,992.57		7,628.80	3,271.16							22,376.75	25,000.00	-2,623.25	89.51%
5730 - Mileage Reimbursement		70.20	722.16			25.50							817.86	1,500.00	-682.14	54.52%
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	3,767.17							21,833.05	44,063.00	-22,229.95	49.55%
5820 - Employee Benefits	9,524.49	9,524.49	19,048.98		9,524.49	9,644.19							57,266.64	107,276.00	-50,009.36	53.38%
5830 - Disability Insurance	344.08	344.08	344.08		688.16	344.08							2,064.48	4,658.00	-2,593.52	44.32%
5840 - Payroll Taxes	3,418.03	3,358.81	3,218.25	3,628.03	3,808.15	3,683.50							21,114.77	50,453.00	-29,338.23	41.85%
5850 - PARS	2,980.50	2,991.05	2,991.06	3,287.00	3,445.34	4,043.56							19,738.51	38,383.00	-18,644.49	51.43%
<b>5900 - Wages</b>																
5910 - Management	9,178.26	9,178.26	9,190.76	9,190.76	9,190.76	9,265.76							55,194.56	118,537.00	-63,342.44	46.56%
5920 - Staff	33,992.11	34,139.82	33,956.29	38,286.29	40,592.99	43,241.59							224,209.09	526,927.00	-302,717.91	42.55%
5930 - Staff Certification	875.00	875.00	875.00	1,075.00	1,075.00	1,075.00							5,850.00	11,400.00	-5,550.00	51.32%
5940 - Staff Overtime	5,791.39	4,836.05	3,410.44	4,001.96	4,169.69	3,617.59							25,827.12	57,666.00	-31,838.88	44.79%
5950 - Staff Standby	2,282.01	2,315.56	2,084.82	2,319.90	2,199.80	2,209.35							13,411.44	27,723.00	-14,311.56	48.38%
<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>59,409.29</b>							<b>324,492.21</b>	<b>742,253.00</b>	<b>-417,760.79</b>	<b>43.72%</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>80,891.79</b>							<b>449,443.50</b>	<b>1,006,896.00</b>	<b>-557,452.50</b>	<b>44.64%</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>105,156.51</b>							<b>617,452.62</b>	<b>1,463,196.00</b>	<b>-845,743.38</b>	<b>42.2%</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	55.10							1,720.90	13,000.00	-11,279.10	13.24%
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>55.10</b>							<b>2,017.40</b>	<b>13,000.00</b>	<b>-10,982.60</b>	<b>15.52%</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				2,862.50							1,475.00	20,000.00	-18,525.00	7.38%
6230 - Water Quality Engineering		4,539.38	5,137.50	2,132.50	2,705.63	155.00							14,670.01	100,000.00	-85,329.99	14.67%
<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>3,017.50</b>							<b>16,145.01</b>	<b>120,000.00</b>	<b>-103,854.99</b>	<b>13.45%</b>
6320 - Equipment & Tools, Expensed	40.40	431.21	907.60		545.95	3,301.83							5,226.99	8,000.00	-2,773.01	65.34%
<b>6330 - Facilities</b>																
6335 - Alarm Services	127.02		110.25		127.02	110.25							474.54	2,000.00	-1,525.46	23.73%
6337 - Landscaping		850.00	1,900.00		1,050.00	3,275.00							7,075.00	15,000.00	-7,925.00	47.17%
6330 - Facilities - Other					76.55	373.97							450.52			
<b>Total 6330 - Facilities</b>	<b>127.02</b>	<b>850.00</b>	<b>2,010.25</b>		<b>1,253.57</b>	<b>3,759.22</b>							<b>8,000.06</b>	<b>17,000.00</b>	<b>-8,999.94</b>	<b>47.06%</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	273.57							781.74	4,000.00	-3,218.26	19.54%
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	6,107.85							35,565.36	90,000.00	-54,434.64	39.52%
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>6,107.85</b>							<b>36,077.67</b>	<b>105,700.00</b>	<b>-69,622.33</b>	<b>34.13%</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		28.40	300.12								952.88	15,000.00	-14,047.12	6.35%
6530 · Water Purchases					8,773.77								8,773.77	35,000.00	-26,226.23	25.07%
6500 · Supply - Other						3,162.16							3,162.16			
<b>Total 6500 · Supply</b>	<b>394.38</b>	<b>229.98</b>	<b>253.13</b>	<b>28.40</b>	<b>9,073.89</b>	<b>3,162.16</b>							<b>13,141.94</b>	<b>52,500.00</b>	<b>-39,358.06</b>	<b>25.03%</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	2,472.36							18,012.57	50,000.00	-31,987.43	36.03%
6630 · Maintenance, Water Svc Lines					3,065.43	4,844.39							7,909.82	20,000.00	-12,090.18	39.55%
6640 · Maintenance, Tanks		437.50											437.50	5,000.00	-4,562.50	8.75%
6650 · Maint., Distribution General				3,556.00	276.86	874.75							4,707.61	10,000.00	-5,292.39	47.08%
6670 · Meters			5,119.70			6,048.02							11,167.72	4,000.00	7,167.72	279.19%
<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>14,239.52</b>							<b>47,925.42</b>	<b>94,000.00</b>	<b>-46,074.58</b>	<b>50.98%</b>
6700 · Treatment																
6710 · Chemicals & Filtering	9,400.00	3,363.20	1,219.05		727.17	5,671.86							20,381.28	20,000.00	381.28	101.91%
6720 · Maintenance, Treatment Equip.		5,702.53			951.50	452.99							7,107.02	15,000.00	-7,892.98	47.38%
6730 · Treatment Analysis	678.97	3,555.34	1,518.30		3,646.61	11,283.15							20,682.37	30,000.00	-9,317.63	68.94%
<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>17,408.00</b>							<b>48,170.67</b>	<b>65,000.00</b>	<b>-16,829.33</b>	<b>74.11%</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	752.51							4,050.35	7,000.00	-2,949.65	57.86%
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	64.29							362.12	5,000.00	-4,637.88	7.24%
6800 · Vehicles - Other																
<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>816.80</b>							<b>4,450.16</b>	<b>14,000.00</b>	<b>-9,549.84</b>	<b>31.79%</b>
6890 · Other Operations			1,790.60		463.75	457.94							2,712.29			
<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>52,599.49</b>							<b>186,198.08</b>	<b>515,700.00</b>	<b>-329,501.92</b>	<b>36.11%</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>157,756.00</b>							<b>803,650.70</b>	<b>1,978,896.00</b>	<b>-1,175,245.30</b>	<b>40.61%</b>
<b>Net Ordinary Income</b>	<b>253,735.77</b>	<b>-40,426.37</b>	<b>201.96</b>	<b>61,051.76</b>	<b>61,263.27</b>	<b>139,765.86</b>							<b>475,592.25</b>	<b>226,854.00</b>	<b>248,738.25</b>	<b>209.65%</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			58,659.00							79,474.00	100,000.00	-20,526.00	79.47%
7130 · Conn. Fees, PFP (New Constr)	2,131.36	9,470.36	27,835.57	2,183.36	18,937.49	9,892.27							70,450.41	50,000.00	20,450.41	140.9%
<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>68,551.27</b>							<b>149,924.41</b>	<b>150,000.00</b>	<b>-75.59</b>	<b>99.95%</b>
7600 · Bond Revenues, G.O.			3,667.22	756.70	16,231.85	472,748.46							493,404.23	983,546.00	-490,141.77	50.17%
7650 · Water System Reliability						542,892.30							542,892.30		542,892.30	100.0%
<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>1,084,192.03</b>							<b>1,186,220.94</b>	<b>1,133,546.00</b>	<b>52,674.94</b>	<b>104.65%</b>
<b>Total Other Income</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>1,084,192.03</b>							<b>1,186,220.94</b>	<b>1,133,546.00</b>	<b>52,674.94</b>	<b>104.65%</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>Other Expense</b>																
<b>8000 · Capital Improvement Program</b>																
<b>8100 · Water</b>	25,523.75	79,582.78	66,094.87	35,594.08	41,812.59	70,263.66							318,871.73	1,198,750.00	-879,878.27	26.6%
<b>Total 8000 · Capital Improvement Program</b>	25,523.75	79,582.78	66,094.87	35,594.08	41,812.59	70,263.66							318,871.73	1,198,750.00	-879,878.27	26.6%
<b>9000 · Capital Account Expenses</b>																
<b>9100 · Interest Expense - GO Bonds</b>		6,698.26											6,698.26	77,805.00	-71,106.74	8.61%
<b>9125 · PNC Equipment Lease Interest</b>	518.78	1,024.44	1,010.52	996.57	982.59	968.57							5,501.47	11,535.00	-6,033.53	47.69%
<b>9150 · SRF Loan</b>						32,828.28							32,828.28	66,647.00	-33,818.72	49.26%
<b>9210 · Conservation Program/Rebates</b>	150.00	150.00	200.00		100.00								600.00		600.00	100.0%
<b>Total 9000 · Capital Account Expenses</b>	668.78	7,872.70	1,210.52	996.57	1,082.59	33,796.85							45,628.01	155,987.00	-110,358.99	29.25%
<b>Total Other Expense</b>	26,192.53	87,455.48	67,305.39	36,590.65	42,895.18	104,060.51							364,499.74	1,354,737.00	-990,237.26	26.91%
<b>Net Other Income</b>	-24,061.17	-77,985.12	-14,987.60	-33,650.59	-7,725.84	980,131.52							821,721.20	-221,191.00	1,042,912.20	-371.5%
<b>Net Income</b>	<b>229,674.60</b>	<b>-118,411.49</b>	<b>-14,785.64</b>	<b>27,401.17</b>	<b>53,537.43</b>	<b>1,119,897.38</b>							<b>1,297,313.45</b>	<b>5,663.00</b>	<b>1,291,650.45</b>	<b>22,908.59%</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of December 31, 2021

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	4,319,574.12	0.00	4,319,574.12
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>9,686,609.34</b>	<b>0.00</b>	<b>9,686,609.34</b>
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	984,569.84	984,569.84
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>2,380,004.68</b>	<b>2,380,004.68</b>
<b>Total Checking/Savings</b>	<b>9,686,609.34</b>	<b>2,380,004.68</b>	<b>12,066,614.02</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	21,948.11	21,948.11
Accounts Rec. - Water Residents	0.00	159,109.40	159,109.40
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>432,702.41</b>	<b>432,702.41</b>
<b>Total Accounts Receivable</b>	<b>-13,198.86</b>	<b>432,702.41</b>	<b>419,503.55</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>9,673,410.48</b>	<b>2,855,363.41</b>	<b>12,528,773.89</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 December 31, 2021

<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	84,583.00	0.00	84,583.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<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>2,772,130.08</b>	<b>0.00</b>	<b>2,772,130.08</b>
<b>Water - Other Assets</b>			
Def'd Amts Related to Pensions	0.00	188,265.00	188,265.00
Due from Sewer	0.00	1,015,460.68	1,015,460.68
<b>Total Water - Other Assets</b>	<b>0.00</b>	<b>1,203,725.68</b>	<b>1,203,725.68</b>
<b>Total Other Assets</b>	<b>2,772,130.08</b>	<b>1,203,725.68</b>	<b>3,975,855.76</b>
<b>Due From/(To)</b>			
Sewer	0.00	541,330.31	
Water	-541,330.31	0.00	
<b>Total Due From/(To)</b>	<b>-541,330.31</b>	<b>541,330.31</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>18,889,709.98</b>	<b>21,545,508.45</b>	<b>40,435,218.43</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable - Sewer	193,152.97	0.00	193,152.97
Accounts Payable - Water	0.00	102,365.68	102,365.68
<b>Total Accounts Payable</b>	<b>193,152.97</b>	<b>102,365.68</b>	<b>295,518.65</b>
<b>Other Current Liabilities</b>			
Water - Net Pension Liability	0.00	-40,021.00	-40,021.00
Sewer - Net Pension Liability	-17,981.00	0.00	-17,981.00
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	9,338.91	0.00	9,338.91
Deposits Payable	17,909.43	0.00	17,909.43
Interest Payable	656.12	0.00	656.12
PNC Equip. Loan - S/T	34,594.88	0.00	34,594.88
<b>Total Sewer - Current Liabilities</b>	<b>62,499.34</b>	<b>0.00</b>	<b>62,499.34</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	-28,118.47	-28,118.47
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	34,594.84	34,594.84
SRF Loan Payable X109 - Current	0.00	88,728.96	88,728.96
Temporary Construction Meter	0.00	29,886.33	29,886.33
<b>Total Water - Current Liabilities</b>	<b>0.00</b>	<b>602,332.18</b>	<b>602,332.18</b>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	-1,429.24	0.00	-1,429.24
<b>Total Payroll Liabilities</b>	<b>-1,429.24</b>	<b>0.00</b>	<b>-1,429.24</b>
<b>Total Other Current Liabilities</b>	<b>43,089.10</b>	<b>562,311.18</b>	<b>605,400.28</b>
<b>Total Current Liabilities</b>	<b>236,242.07</b>	<b>664,676.86</b>	<b>900,918.93</b>

## Montara Water &amp; Sanitary District

## Funds Balance Sheet

As of December 31, 2021

1/27/22

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	11,473.00	0.00	11,473.00
Water	0.00	25,537.00	25,537.00
<b>Total Deferred Inflows (Pensions)</b>	<b>11,473.00</b>	<b>25,537.00</b>	<b>37,010.00</b>
<b>Total Long Term Liabilities</b>	<b>2,068,580.37</b>	<b>9,258,795.75</b>	<b>11,327,376.12</b>
<b>Total Liabilities</b>	<b>2,304,822.44</b>	<b>9,923,472.61</b>	<b>12,228,295.05</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	600,937.64	0.00	600,937.64
<b>Total Sewer - Equity Accounts</b>	<b>12,655,482.71</b>	<b>0.00</b>	<b>12,655,482.71</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	-600,937.64	-600,937.64
<b>Total Water - Equity Accounts</b>	<b>0.00</b>	<b>2,090,117.37</b>	<b>2,090,117.37</b>
Equity Adjustment Account	3,606,436.78	8,234,605.02	11,841,041.80
Net Income	322,968.05	1,297,313.45	1,620,281.50
<b>Total Equity</b>	<b>16,584,887.54</b>	<b>11,622,035.84</b>	<b>28,206,923.38</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,889,709.98</b>	<b>21,545,508.45</b>	<b>40,435,218.43</b>



## Montara Water & Sanitary District Check Detail

January 24 - 28, 2022

Date	Num	Name	Paid Amount	
<b>WARRANTS FOR THE FEBRUARY 3, 2022 AGENDA</b>				
SPLIT				
01/07/2022	12800	ACWA/JPIA	-13,098.54	PAID
01/05/2022	12790	Aztec Gardens	-1,050.00	PAID
01/05/2022	12791	CoastsideNet, Inc.	-81.84	PAID
01/05/2022	12793	Huntington National Bank	-13,370.00	PAID
01/05/2022	12794	Office Depot	-175.27	PAID
01/05/2022	12797	Tech Solutions	-450.00	PAID
01/14/2022	12804	ACWA/JPIA Workers Comp Qtr 2	-4,066.99	PAID
01/21/2022	12807	Pacific Gas & Electric	-7,907.73	PAID
01/28/2022	12808	A-B Communications	-199.18	
01/28/2022	12809	AT&T	-714.49	
01/28/2022	12810	AT&T	-468.22	
01/28/2022	12811	AT&T	-229.66	
01/28/2022	12812	AT&T	-718.54	
01/28/2022	12813	AT&T	-3,200.08	
01/28/2022	12816	Bay Alarm Company	-254.04	
01/28/2022	12818	CalPERS 457 Plan	-6,070.85	
01/28/2022	12820	Coastside Tree Service	-5,950.00	
01/28/2022	12821	Comcast	-286.98	
01/28/2022	12826	Fitzgerald Law Offices	-31,130.80	
01/28/2022	12830	Jim Harvey	-150.00	
01/28/2022	12831	Kastama Strategic Consulting	-13,649.93	
01/28/2022	12832	Kathryn Slater-Carter	-150.00	
01/28/2022	12833	KBA Document Solutions	-26.59	
01/28/2022	12834	Maze & Associates	-7,500.00	
01/28/2022	12840	Office Depot	-80.86	
01/28/2022	12841	Office Depot	-65.76	
01/28/2022	12844	PARS	-844.13	
01/28/2022	12845	PCT	-600.00	
01/28/2022	12846	Peter Dekker	-150.00	
01/28/2022	12848	Rauch Communication Consultants, Inc.	-676.25	
01/28/2022	12849	Recology of the Coastside	-14,313.11	
01/28/2022	12850	Ric Lohman	-150.00	
01/28/2022	12851	Scott Boyd	-150.00	
01/28/2022	12855	Standard Insurance Co.	-491.50	
01/28/2022	12857	U.S. Bank PARS	-9,537.85	
01/28/2022	12861	White Glove Housekeeping	-520.00	

# Montara Water & Sanitary District

## Check Detail

January 24 - 28, 2022

Date	Num	Name	Paid Amount	
<b>WATER</b>				
01/05/2022	12799	Eric Trefelner	-47.19	PAID
01/05/2022	12792	Hassette Ace Hardware	-248.27	PAID
01/05/2022	12795	Pacific Gas & Electric	-1,661.86	PAID
01/05/2022	12796	State Water Resources Control Board	-11,617.51	PAID
01/05/2022	12798	USA Blue Book	-216.13	PAID
01/12/2022	12801	Bay Area Air Quality Management District	-3,787.00	PAID
01/12/2022	12802	Phil's Tire Pros & auto Care	-1,157.14	PAID
01/12/2022	12803	State Water Resources Control Board	-763.00	PAID
01/20/2022	12805	Grundfos CBS Inc. - Hayward	-7,212.00	PAID
01/21/2022	12806	Mossa Excavation	-2,574.20	PAID
01/28/2022	12814	AT&T Mobility	-474.54	
01/28/2022	12815	Balance Hydrologics, Inc.	-2,001.22	
01/28/2022	12817	BSK Lab	-464.80	
01/28/2022	12819	CLA-VAL	-1,005.50	
01/28/2022	12862	Clinton Miles	-145.00	
01/28/2022	12822	Core & Main	-1,007.40	
01/28/2022	12823	County of San Mateo Dept Public Works	-9,382.62	
01/28/2022	12824	Esbro Chemical	-455.84	
01/28/2022	12825	Evoqua Water Technologies	-5,006.00	
01/28/2022	12827	Hach Company	-115.82	
01/28/2022	12828	Half Moon Bay Building & Garden, Inc.	-144.38	
01/28/2022	12836	Mossa Excavation	-3,548.04	
01/28/2022	12835	MWSD GO BOND	-473,706.70	
01/28/2022	12837	North Coast County Water District	-380.00	
01/28/2022	12838	North Coast County Water District	-380.00	
01/28/2022	12842	Pacific Gas & Electric	-1,091.10	
01/28/2022	12847	Phil's Tire Pros & auto Care	-1,087.08	
01/28/2022	12856	T & T Valve and Instrument	-595.44	
01/28/2022	12858	USA Blue Book	-517.96	
01/28/2022	12859	USALCO	-920.19	
01/28/2022	12860	Wells Fargo Remittance Center	-3,542.93	

# Montara Water & Sanitary District

## Check Detail

January 24 - 28, 2022

Date	Num	Name	Paid Amount
<b>SEWER</b>			
01/28/2022	12829	Hue & Cry Security Systems, Inc.	-391.80
01/28/2022	12839	Nute Engineering	-11,283.75
01/28/2022	12843	Pacific Trenchless, Inc.	-836,462.83
01/28/2022	12852	Sewer Authority Mid-Coastside	-27,664.41
01/28/2022	12853	Sewer Authority Mid-Coastside	-127,717.35
01/28/2022	12854	Sewer Authority Mid-Coastside	-26,893.48



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: SAM Flow Report for November and December  
2021**

---

---

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

- Flow Report for November and December 2021.
- Collection System Monthly Overflow Report – November and December 2021.

The Average Daily Flow for Montara was 0.285 MGD in November and 0.738 MGD in December 2021. There was no reportable overflow in November in the Montara System and one reportable overflow due to wet weather/mechanical in December. SAM indicates there were 1.33 inches of rain in November and 12.56 inches of rain in December 2021.

## RECOMMENDATION:

Review and file.

Attachments



## Attachment A

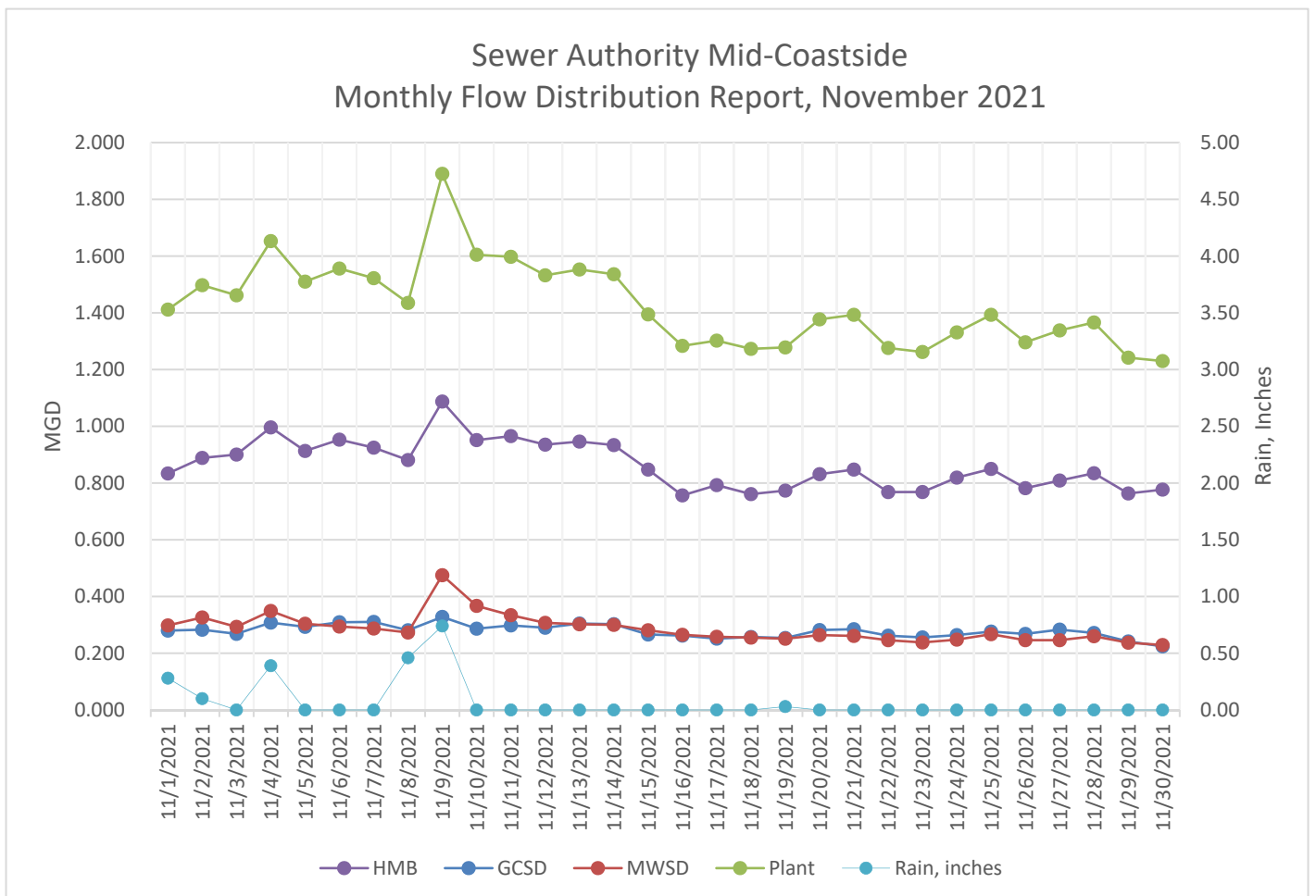
### Flow Distribution Report Summary for November 2021

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

Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.863	60.5%
Granada Community Services District	0.278	19.5%
Montara Water and Sanitary District	<u>0.285</u>	<u>20.0%</u>
<b>Total</b>	<b>1.426</b>	<b>100.0%</b>



# Sewer Authority Mid-Coastside

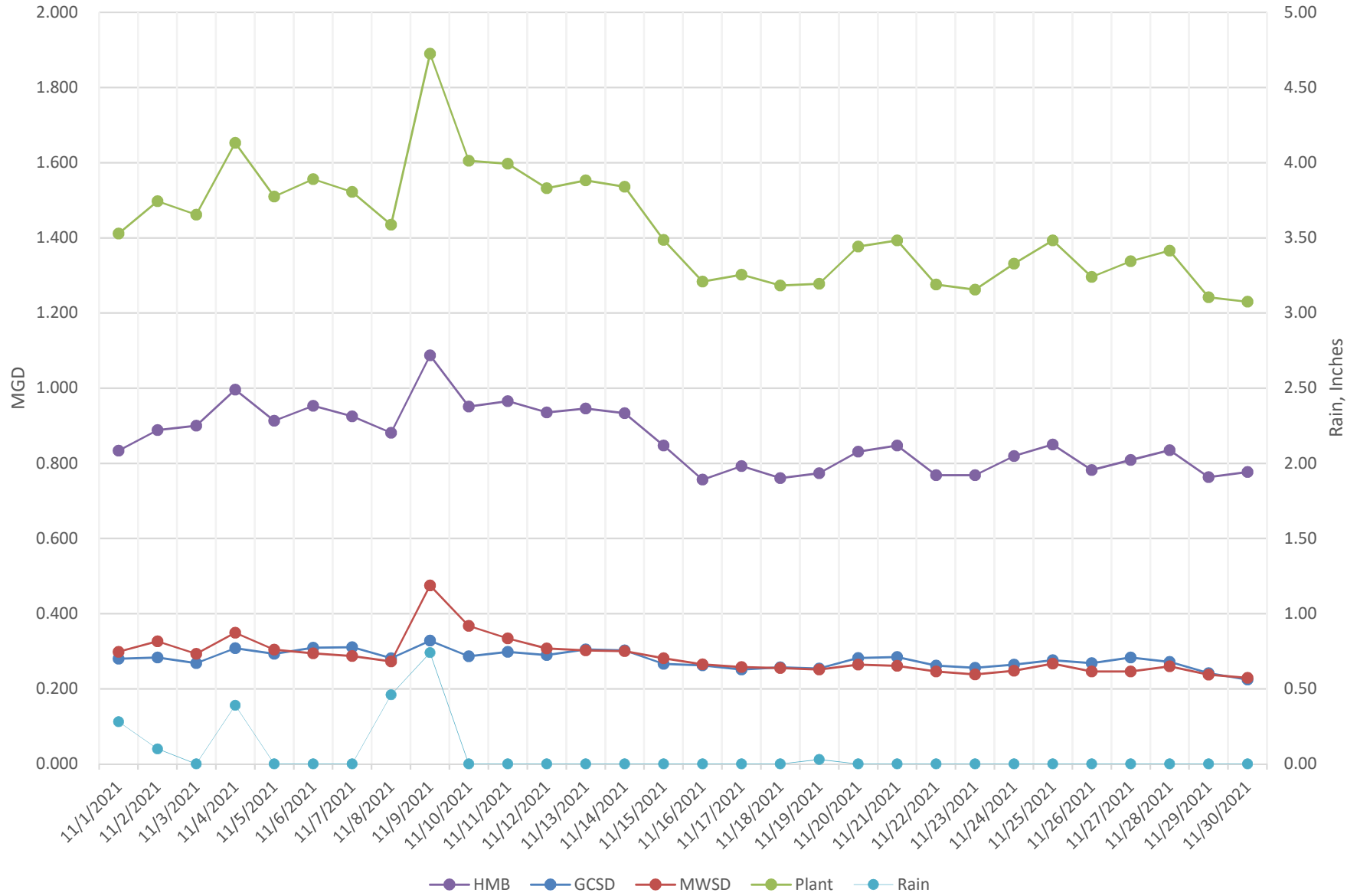
## Monthly Flow Distribution Report for November 2021

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
11/1/2021	0.834	0.280	0.298	1.411	0.28	0.16	0.21
11/2/2021	0.889	0.283	0.326	1.497	0.10	0.11	0.10
11/3/2021	0.900	0.268	0.293	1.462	0.00	0.00	0.00
11/4/2021	0.996	0.308	0.349	1.653	0.39	0.41	0.26
11/5/2021	0.913	0.293	0.304	1.510	0.00	0.00	0.00
11/6/2021	0.953	0.309	0.294	1.556	0.00	0.00	0.00
11/7/2021	0.925	0.310	0.287	1.522	0.00	0.00	0.00
11/8/2021	0.881	0.281	0.273	1.435	0.46	0.37	0.38
11/9/2021	1.087	0.328	0.475	1.890	0.74	0.34	0.30
11/10/2021	0.951	0.287	0.367	1.605	0.00	0.00	0.00
11/11/2021	0.965	0.298	0.334	1.597	0.00	0.00	0.00
11/12/2021	0.935	0.290	0.307	1.532	0.00	0.00	0.00
11/13/2021	0.946	0.305	0.302	1.553	0.00	0.00	0.00
11/14/2021	0.934	0.302	0.300	1.536	0.00	0.01	0.00
11/15/2021	0.847	0.266	0.281	1.394	0.00	0.00	0.00
11/16/2021	0.756	0.262	0.265	1.284	0.00	0.00	0.00
11/17/2021	0.793	0.251	0.258	1.302	0.00	0.00	0.00
11/18/2021	0.761	0.257	0.255	1.273	0.00	0.00	0.00
11/19/2021	0.773	0.254	0.251	1.278	0.03	0.05	0.08
11/20/2021	0.831	0.282	0.264	1.377	0.00	0.00	0.00
11/21/2021	0.847	0.285	0.261	1.393	0.00	0.02	0.00
11/22/2021	0.768	0.262	0.246	1.276	0.00	0.00	0.00
11/23/2021	0.768	0.256	0.238	1.262	0.00	0.00	0.00
11/24/2021	0.819	0.264	0.248	1.331	0.00	0.00	0.00
11/25/2021	0.850	0.276	0.267	1.393	0.00	0.00	0.00
11/26/2021	0.782	0.268	0.246	1.296	0.00	0.00	0.00
11/27/2021	0.809	0.283	0.246	1.338	0.00	0.00	0.00
11/28/2021	0.835	0.271	0.260	1.366	0.00	0.00	0.00
11/29/2021	0.763	0.242	0.237	1.242	0.00	0.00	0.00
11/30/2021	0.777	0.224	0.229	1.230	0.00	0.00	0.00
<b>Totals</b>	<b>25.889</b>	<b>8.345</b>	<b>8.561</b>	<b>42.795</b>	<b>2.00</b>	<b>1.47</b>	<b>1.33</b>

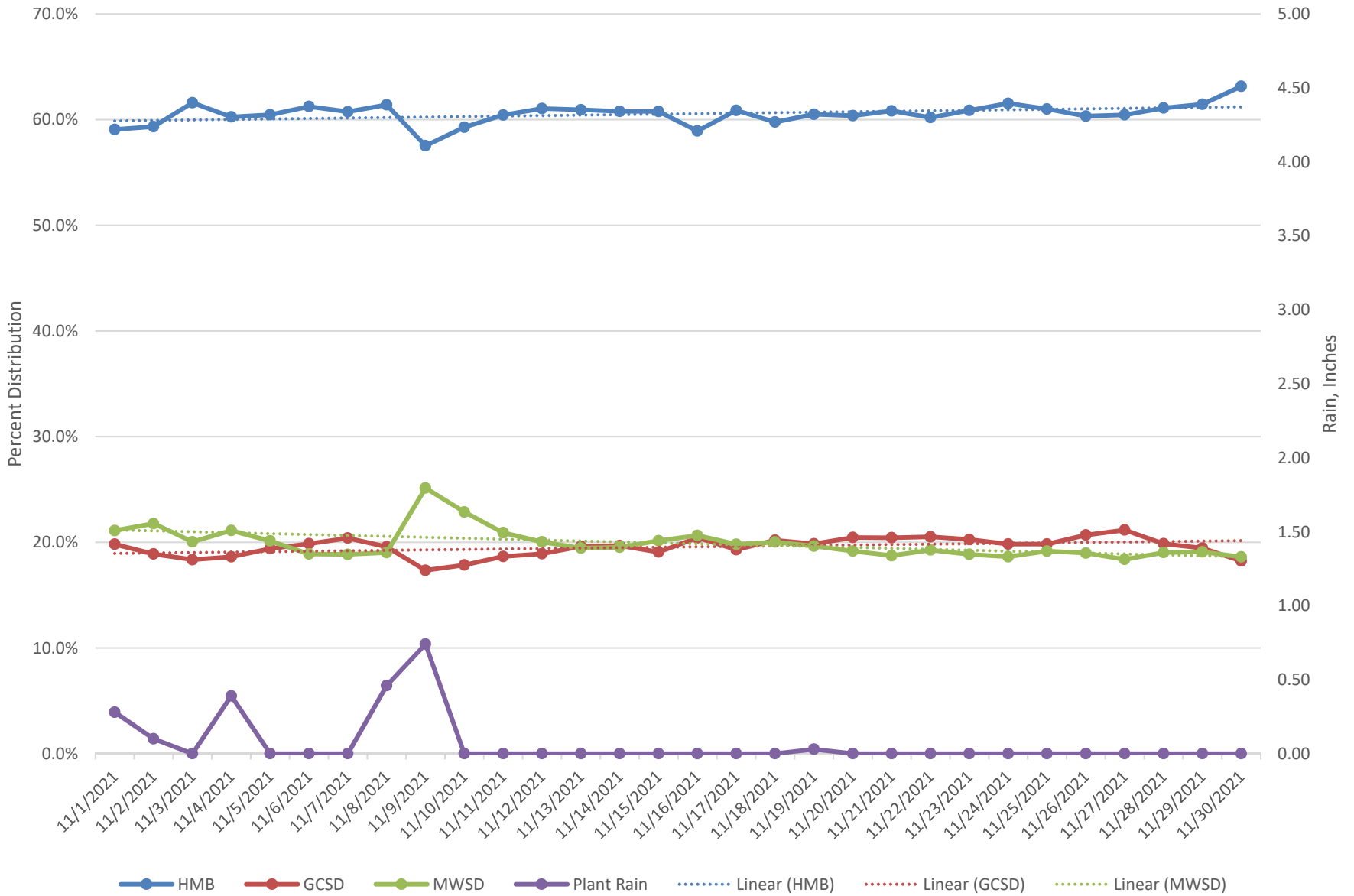
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.756	0.224	0.229	1.230
<b>Average</b>	<b>0.863</b>	<b>0.278</b>	<b>0.285</b>	<b>1.426</b>
Maximum	1.087	0.328	0.475	1.890
<b>Distribution</b>	<b>60.5%</b>	<b>19.5%</b>	<b>20.0%</b>	<b>100.0%</b>

## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, November 2021



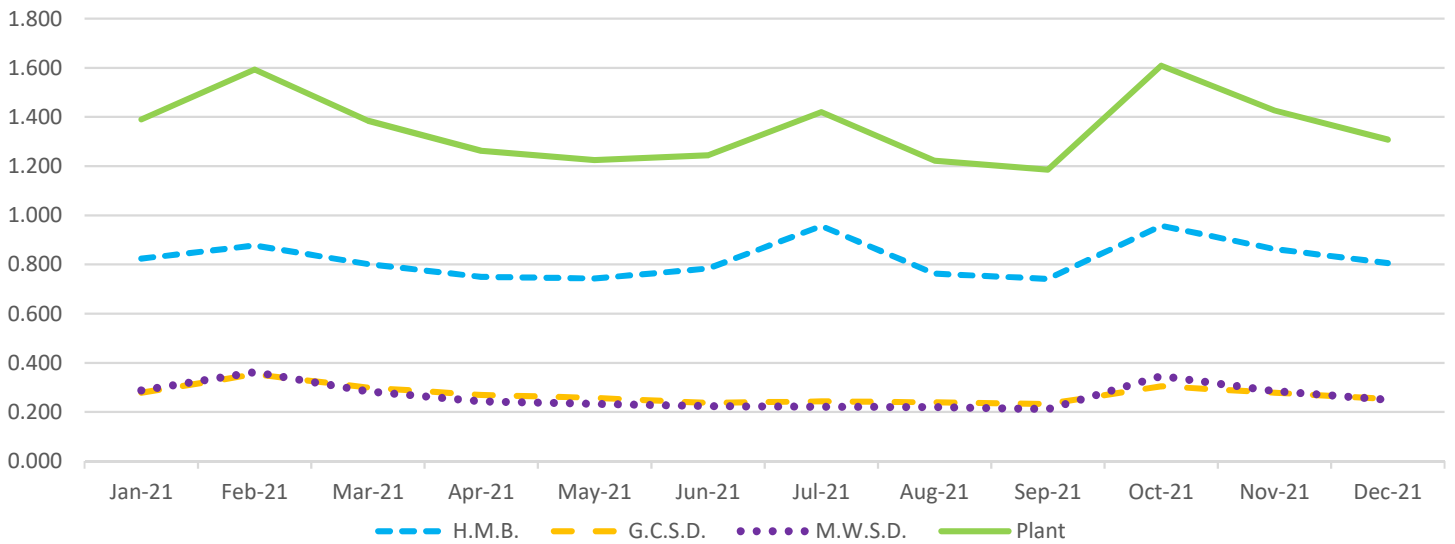
## Percent Distribution November 2021



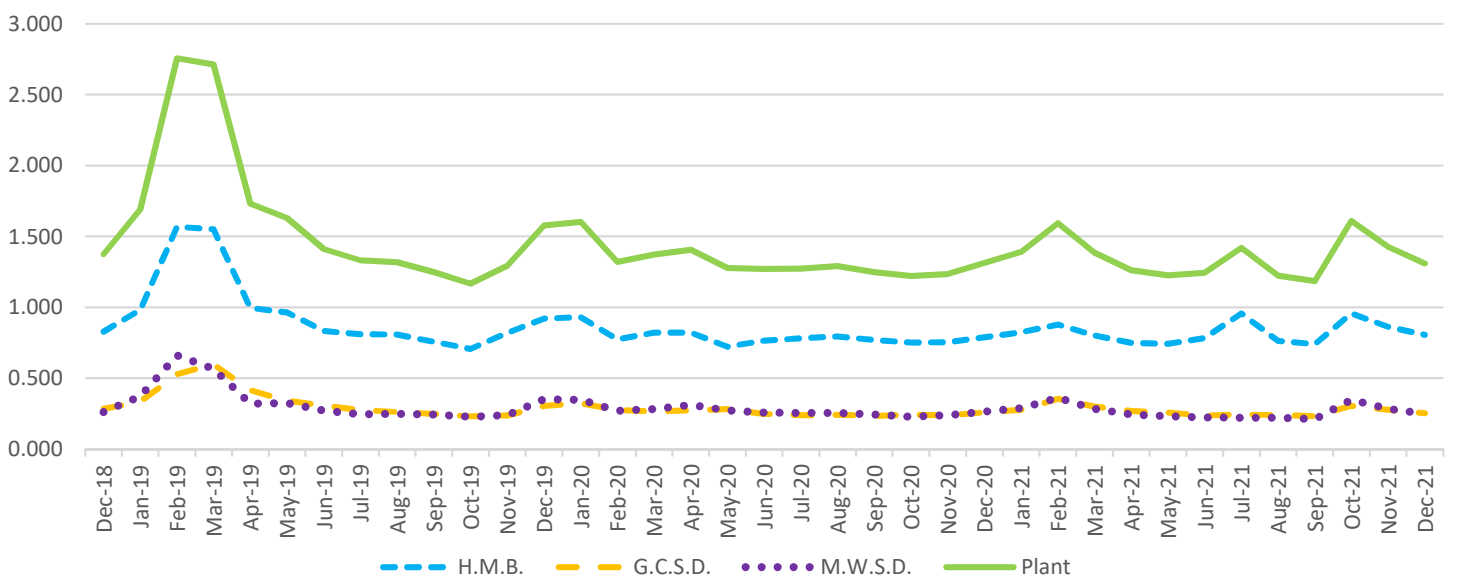


### Most recent flow calibration March 2021 PS, March 2021 Plant

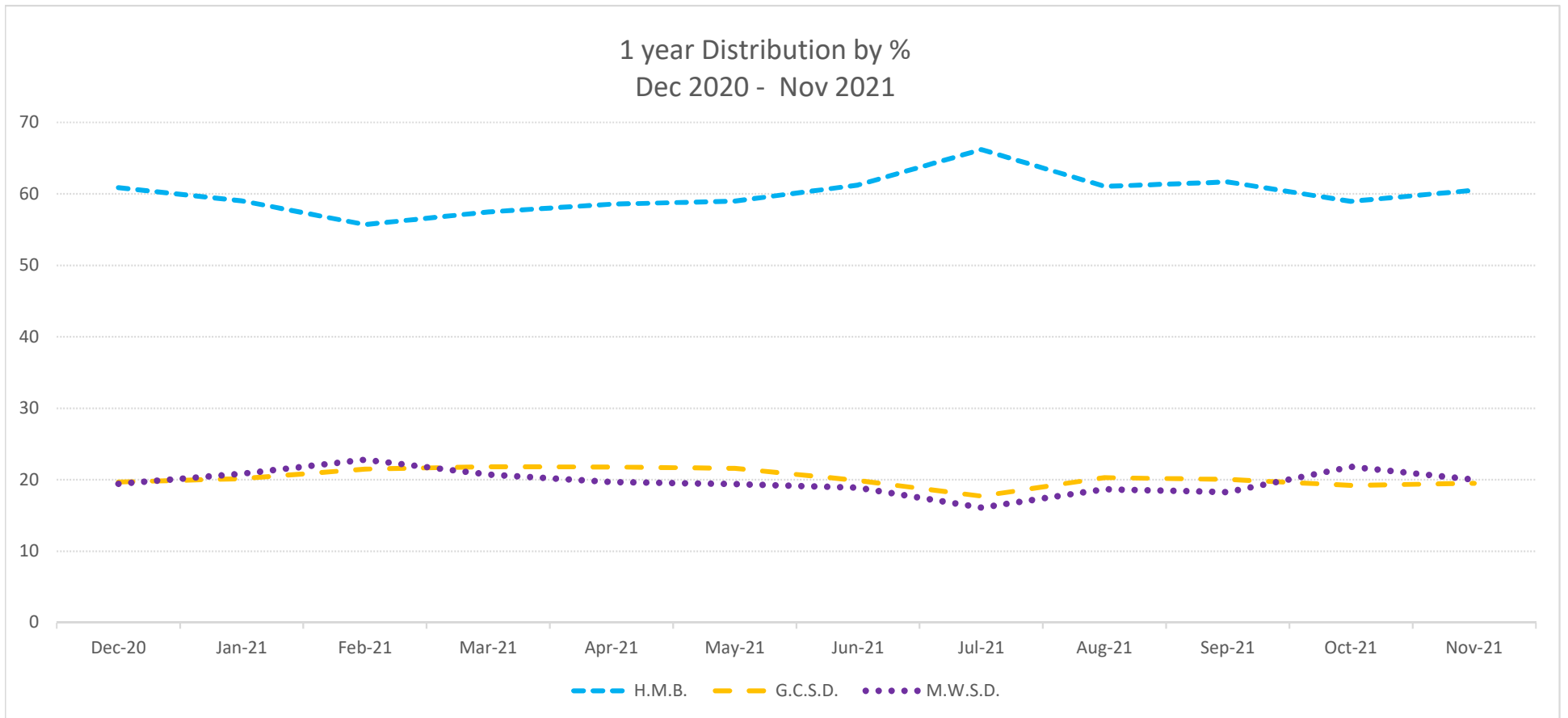
One Year Flow Chgart  
Dec 2020 - Nov 2021



Three Year Flow Chart  
Dec 2018 - Nov 2021



# Flow based percent distribution based for past year



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, November 2021

## November 2021

	Total	Number of S.S.O's			
		HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	1	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>100%</b>			

## 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	2	1	0	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	2	1	0	1	0
<b>Total</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>
		<b>50%</b>	<b>0%</b>	<b>50%</b>	<b>0%</b>

## Reportable SSOs

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

## SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSD	MWSD	SAM
November 2021	1.0	2.7	0.0	0.0	0.0
12 Month Moving Total	3.8	5.4	0.0	7.4	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	5.4	0.0	7.4	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

## 12 Month Rolling Total Sewer Cleaning Summary

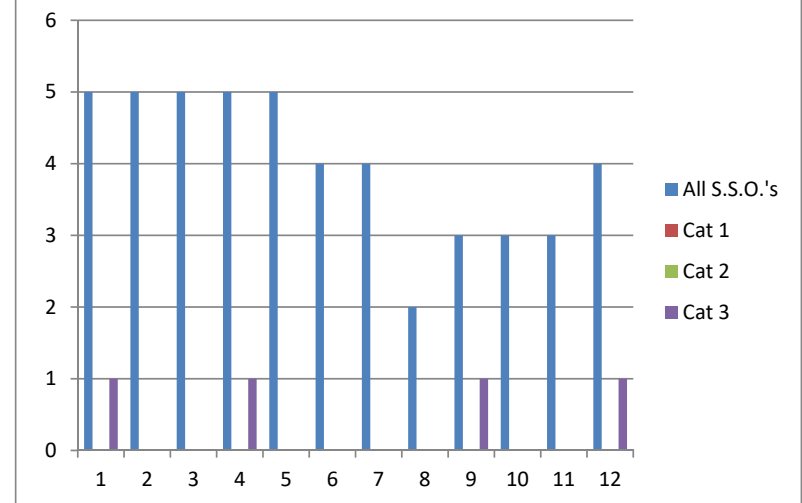
Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Dec - 20	17,235	16,367	4,540	38,142	7.2
Jan - 21	9,147	11,987	2,909	24,043	4.6
Feb - 21	8,887	7,652	5,483	22,022	4.2
Mar - 21	12,401	11,943	4,691	29,035	5.5
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5

Annual ft	131,031	104,840	77,672	313,543	
-----------	---------	---------	--------	---------	--

Annual Mi.	24.8	19.9	14.7		59.4
------------	------	------	------	--	------

Attachment C

12 Month Moving SSO Totals Through November 2021



# Attachment A

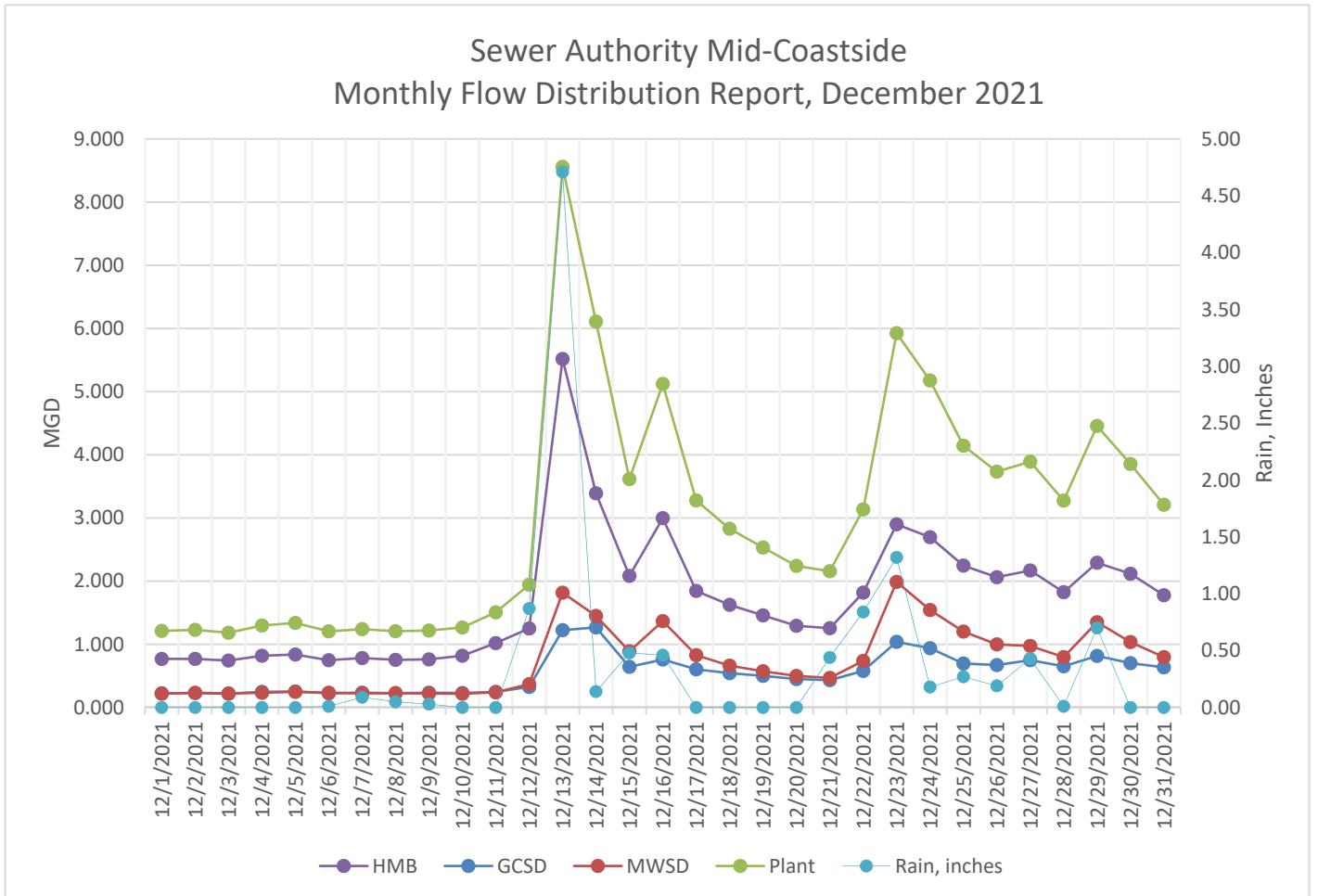
## Flow Distribution Report Summary for December 2021

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

Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.724	57.4%
Granada Community Services District	0.542	18.0%
Montara Water and Sanitary District	<u>0.738</u>	<u>24.6%</u>
Total	3.003	100.0%





# Sewer Authority Mid-Coastside

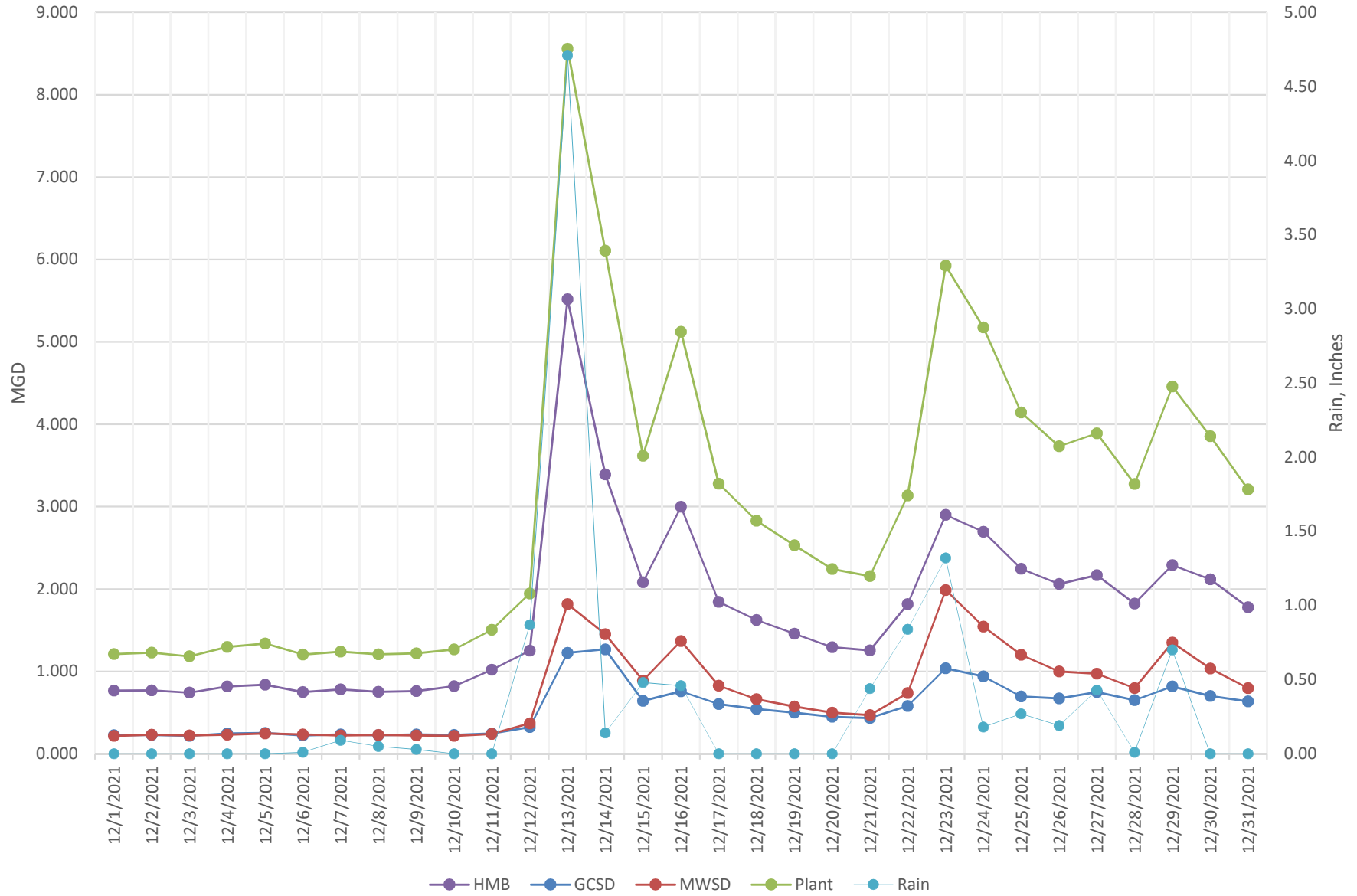
## Monthly Flow Distribution Report for December 2021

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
12/1/2021	0.769	0.225	0.218	1.212	0.00	0.00	0.00
12/2/2021	0.770	0.227	0.232	1.229	0.00	0.00	0.00
12/3/2021	0.743	0.218	0.222	1.183	0.00	0.00	0.00
12/4/2021	0.819	0.247	0.232	1.298	0.00	0.00	0.00
12/5/2021	0.838	0.253	0.248	1.339	0.00	0.00	0.00
12/6/2021	0.749	0.223	0.234	1.206	0.01	0.02	0.03
12/7/2021	0.783	0.234	0.223	1.240	0.09	0.07	0.09
12/8/2021	0.753	0.225	0.229	1.207	0.05	0.09	0.03
12/9/2021	0.762	0.234	0.222	1.218	0.03	0.03	0.03
12/10/2021	0.820	0.229	0.217	1.266	0.00	0.00	0.00
12/11/2021	1.019	0.247	0.240	1.506	0.00	0.00	0.00
12/12/2021	1.251	0.324	0.369	1.944	0.87	0.85	0.90
12/13/2021	5.518	1.224	1.817	8.559	4.71	5.67	3.22
12/14/2021	3.390	1.268	1.450	6.108	0.14	0.18	0.06
12/15/2021	2.083	0.643	0.890	3.616	0.48	0.63	0.91
12/16/2021	2.997	0.759	1.367	5.123	0.46	0.50	0.39
12/17/2021	1.845	0.605	0.828	3.277	0.00	0.01	0.01
12/18/2021	1.625	0.543	0.662	2.830	0.00	0.00	0.00
12/19/2021	1.457	0.501	0.574	2.532	0.00	0.00	0.00
12/20/2021	1.293	0.450	0.499	2.242	0.00	0.00	0.00
12/21/2021	1.255	0.433	0.469	2.157	0.44	0.37	0.33
12/22/2021	1.819	0.579	0.737	3.135	0.84	0.40	0.31
12/23/2021	2.899	1.039	1.988	5.926	1.32	2.77	3.56
12/24/2021	2.696	0.938	1.543	5.177	0.18	0.15	0.27
12/25/2021	2.246	0.696	1.202	4.144	0.27	0.39	0.27
12/26/2021	2.063	0.671	0.999	3.733	0.19	0.68	0.45
12/27/2021	2.169	0.749	0.974	3.892	0.43	0.35	0.29
12/28/2021	1.825	0.652	0.798	3.275	0.01	0.02	0.01
12/29/2021	2.291	0.817	1.350	4.458	0.70	0.92	1.40
12/30/2021	2.117	0.702	1.036	3.855	0.00	0.00	0.00
12/31/2021	1.777	0.636	0.797	3.210	0.00	0.00	0.00
<b>Totals</b>	<b>53.440</b>	<b>16.792</b>	<b>22.866</b>	<b>93.098</b>	<b>11.22</b>	<b>14.10</b>	<b>12.56</b>

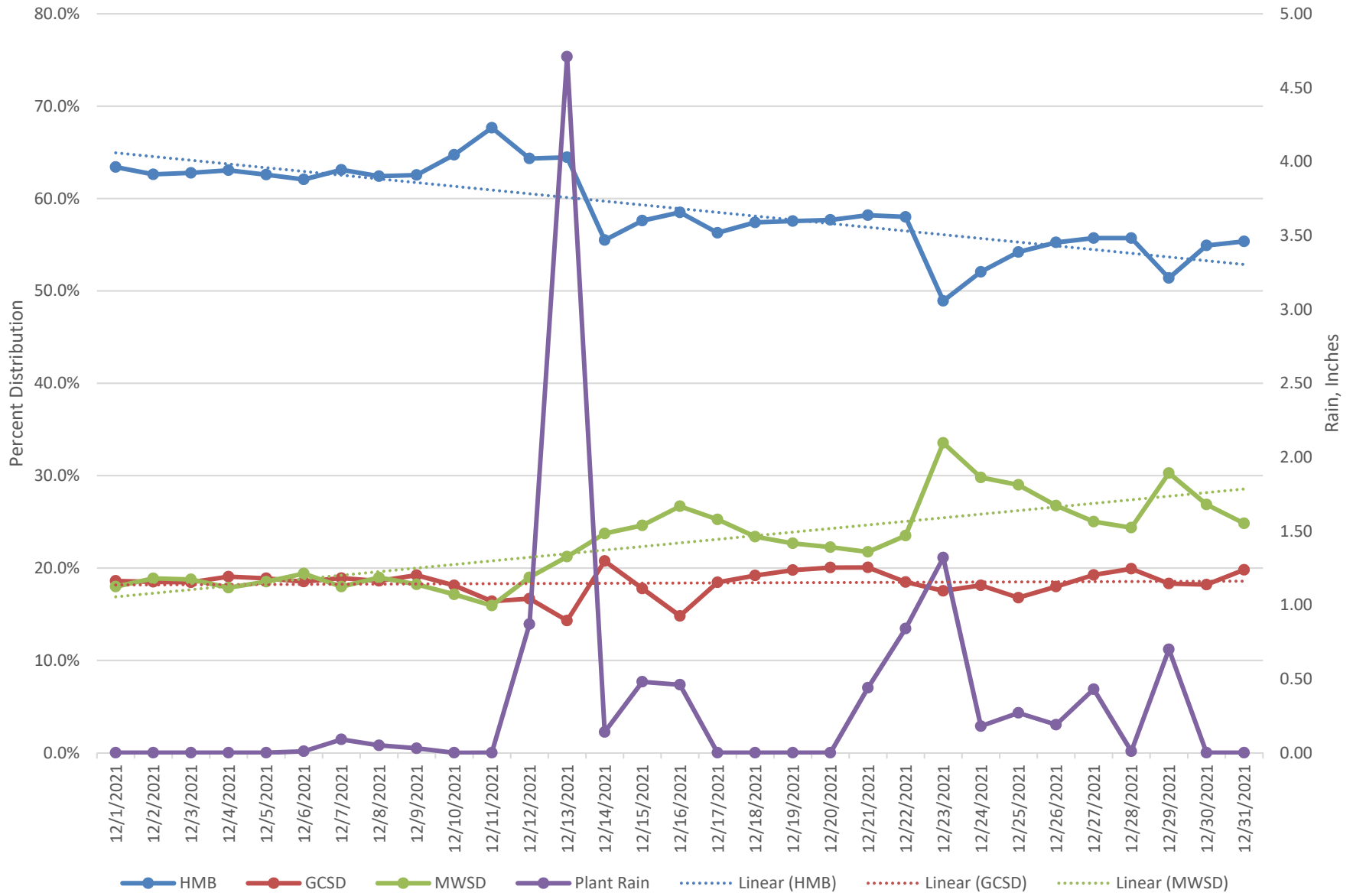
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.743	0.218	0.217	1.183
<b>Average</b>	<b>1.724</b>	<b>0.542</b>	<b>0.738</b>	<b>3.003</b>
Maximum	5.518	1.268	1.988	8.559
<b>Distribution</b>	<b>57.4%</b>	<b>18.0%</b>	<b>24.6%</b>	<b>100.0%</b>

## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, December 2021

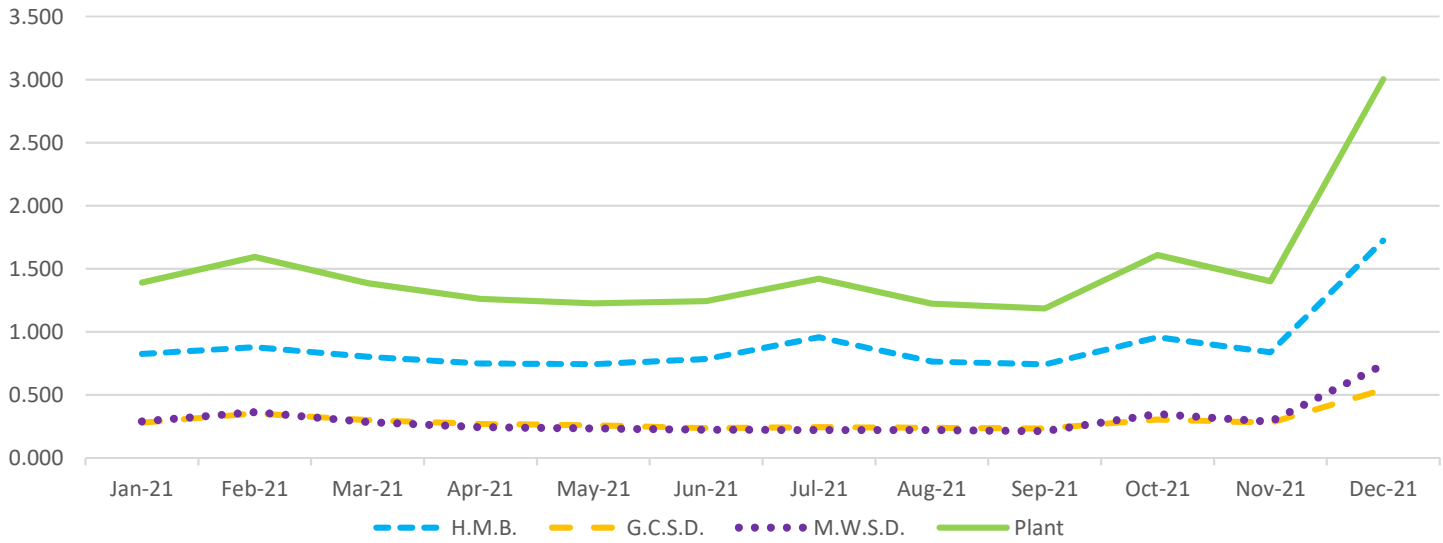


### Percent Distribution December 2021

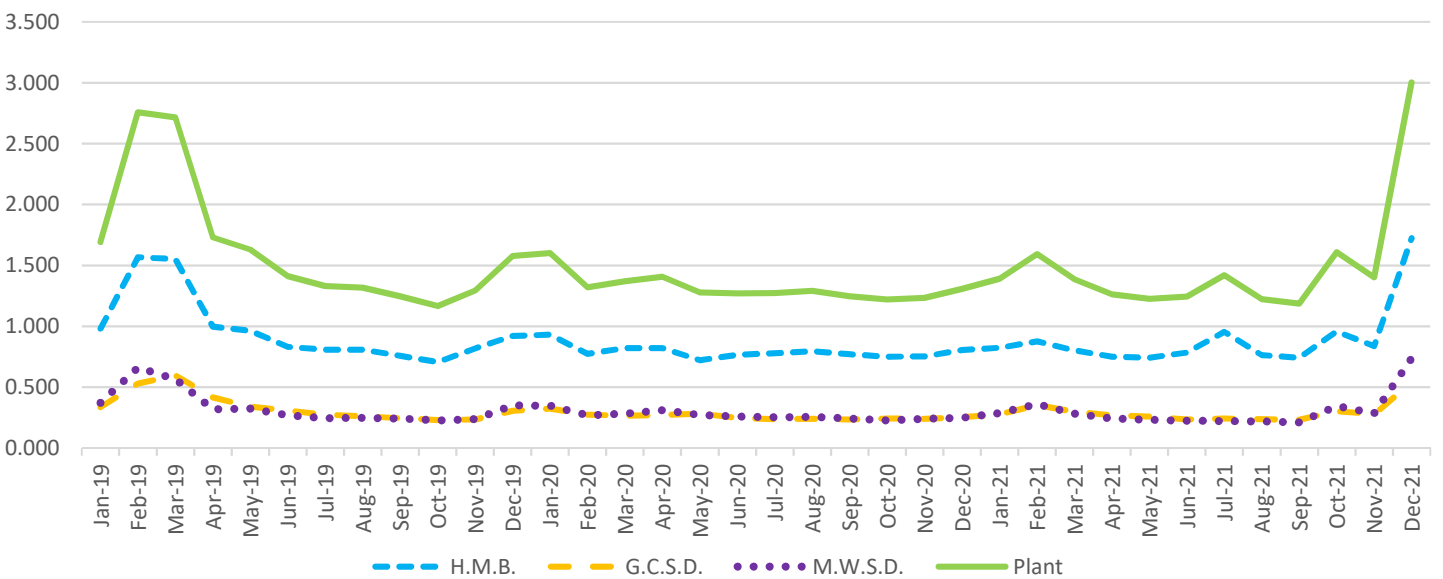


### Most recent flow calibration March 2021 PS, March 2021 Plant

One Year Flow Chgart  
Jan 2021 - Dec 2021

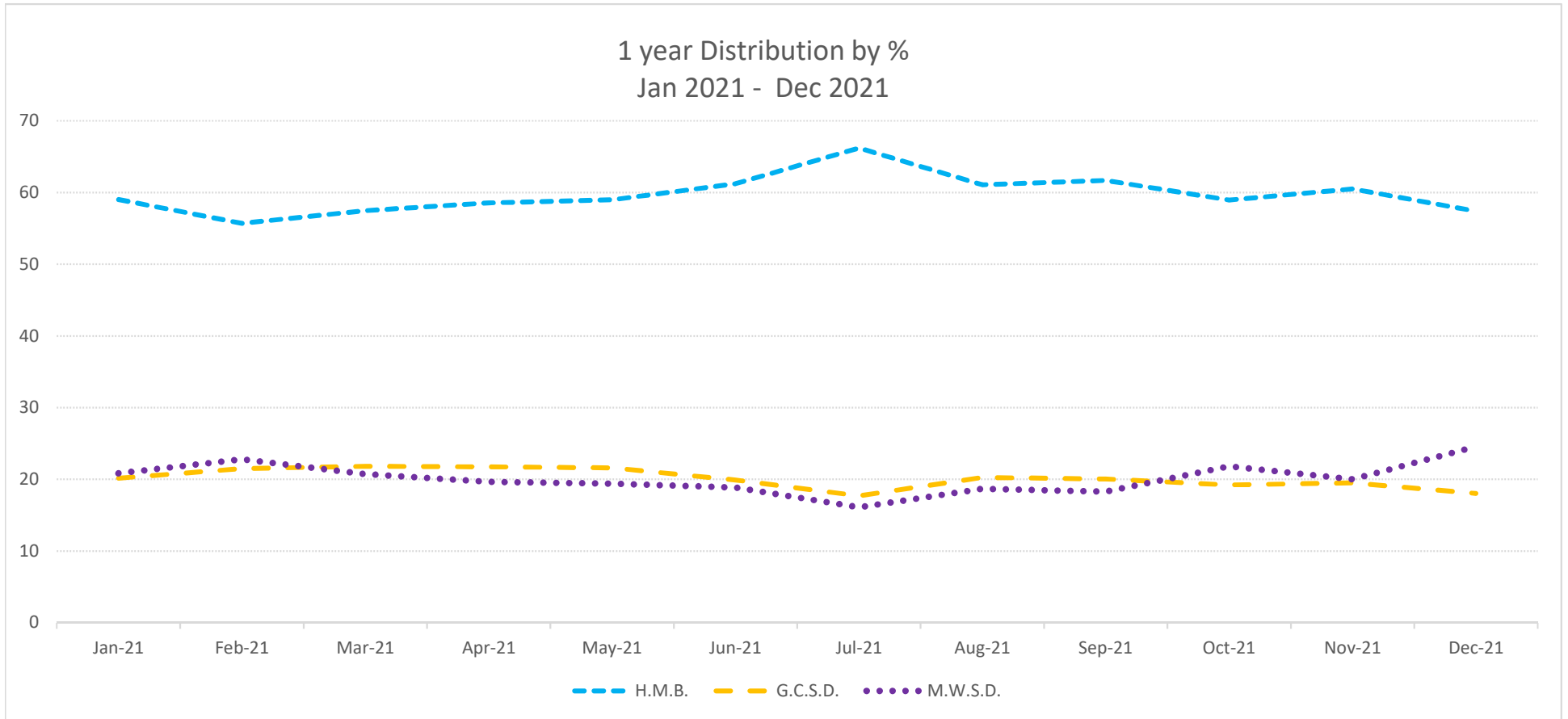


Three Year Flow Chart  
Jan 2019 - Dec 2021





# Flow based percent distribution based for past year



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, December 2021

## December 2021

	<b>Total</b>	<i>Number of S.S.O's</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
		<b>50%</b>		<b>50%</b>	

## 12 Month Moving Total

	<b>Total</b>	<i>12 month rolling Number</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
Roots	1	1	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	2	1	0	1	0
<b>Total</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>
		<b>60%</b>	<b>0%</b>	<b>40%</b>	<b>0%</b>

## Reportable SSOs

	<b>Total</b>	<i>Reportable Number of S.S.O.'s</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
December 2021	2	1	0	1	0
12 Month Moving Total	5	3	0	2	0

## SSOs / Year / 100 Miles

	<b>Total</b>	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
December 2021	1.9	2.7	0.0	3.7	0.0
12 Month Moving Total	4.8	8.1	0.0	7.4	0.0
Category 1	1.9	2.7	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	5.4	0.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

## 12 Month Rolling Total Sewer Cleaning Summary

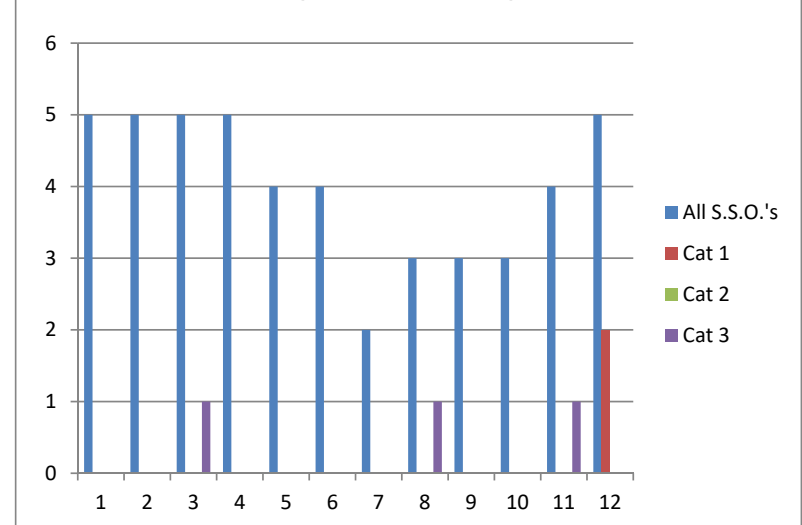
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Jan - 21	9,147	11,987	2,909	24,043	4.6
Feb - 21	8,887	7,652	5,483	22,022	4.2
Mar - 21	12,401	11,943	4,691	29,035	5.5
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5

Annual ft	115,219	98,135	80,435	293,789	
-----------	---------	--------	--------	---------	--

Annual Mi.	21.8	18.6	15.2		55.6
------------	------	------	------	--	------

Attachment C

## 12 Month Moving SSO Totals Through December 2021





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 3, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of Current Investment Portfolio**

---

---

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for December 2021 was 0.212%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The monthly interest rate for December was 0.0512%.
- 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: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Connection Permit Applications Received**

As of February 3, 2022 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
1-5-22	Michael Freestone	0 Sierra St., Moss Beach	SFD
01-26-22	Sara Copeland	350 9 <sup>th</sup> Street, Montara	SFD
01-26-22	Moss Beach Associates	2180 Vallemar, Moss Beach	SFD

As of February 3, 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
1-5-22	Michael Freestone	0 Sierra St., Moss Beach	SFD
01-26-22	Sara Copeland	350 9 <sup>th</sup> Street, Montara	SFD
01-26-22	Moss Beach Associates	2180 Vallemar, Moss Beach	SFD

As of February 3, 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
--------------	----------------	--------------	-----------	--------------------





# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **February 3, 2022**

TO: **BOARD OF DIRECTORS**

FROM: **Clemens Heldmaier, General Manager**

<b>1-5-22</b>	<b>Michael Freestone</b>	<b>0 Sierra St., Moss Beach</b>	<b>SFD</b>	<b>DOM</b>
<b>01-26-22</b>	<b>Sara Copeland</b>	<b>350 9<sup>th</sup> Street, Montara</b>	<b>SFD</b>	<b>01-26-22</b>
<b>01-26-22</b>	<b>Moss Beach Associates</b>	<b>2180 Vallemar, Moss Beach</b>	<b>SFD</b>	<b>01-26-22</b>

**RECOMMENDATION:**

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 3rd, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Water Production Report**

---

---

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

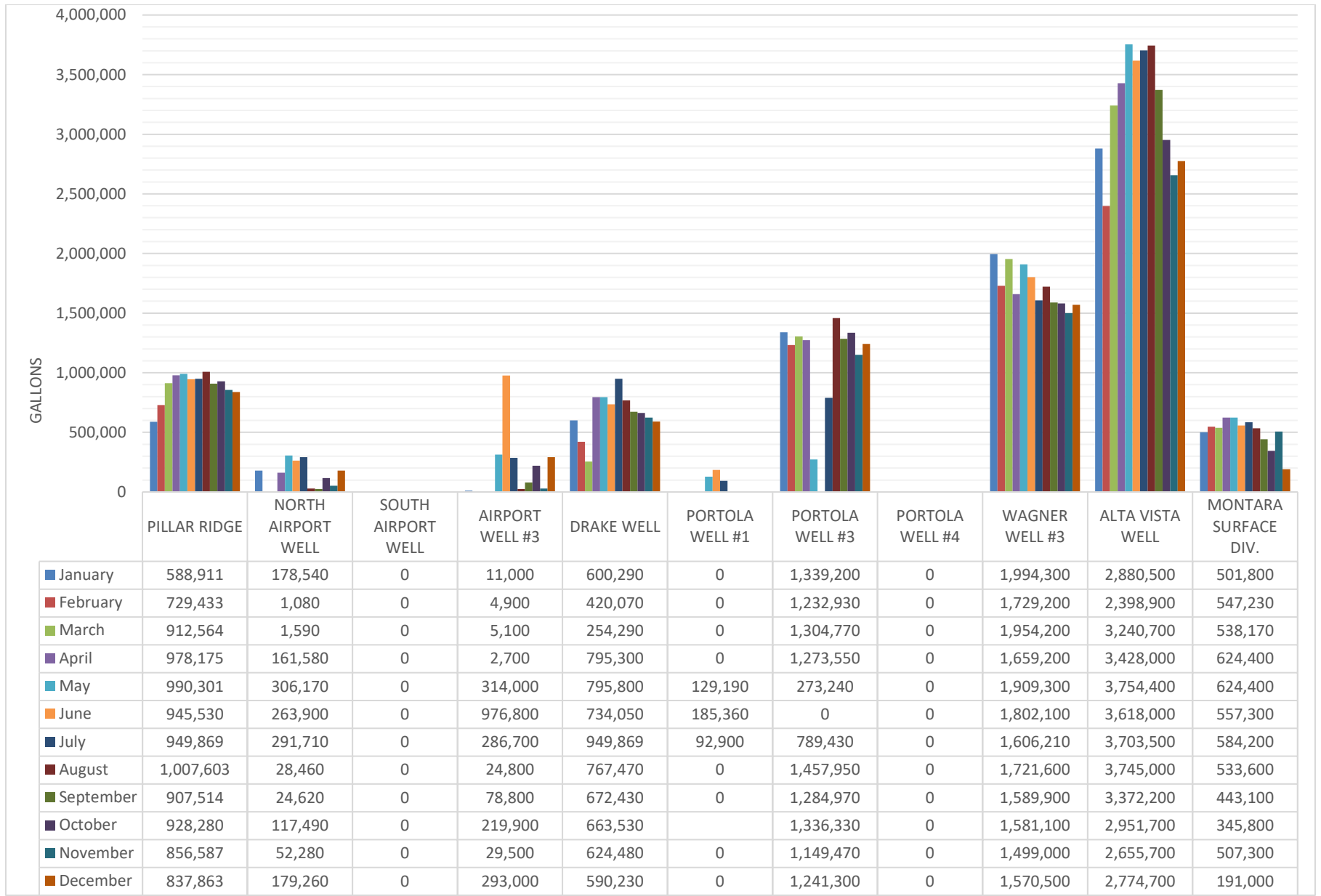
The first shows a consolidated from all sources by month. The second shows each water source the District uses, both wells and surface water. The production is shown in gallons of water produced.

## RECOMMENDATION:

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

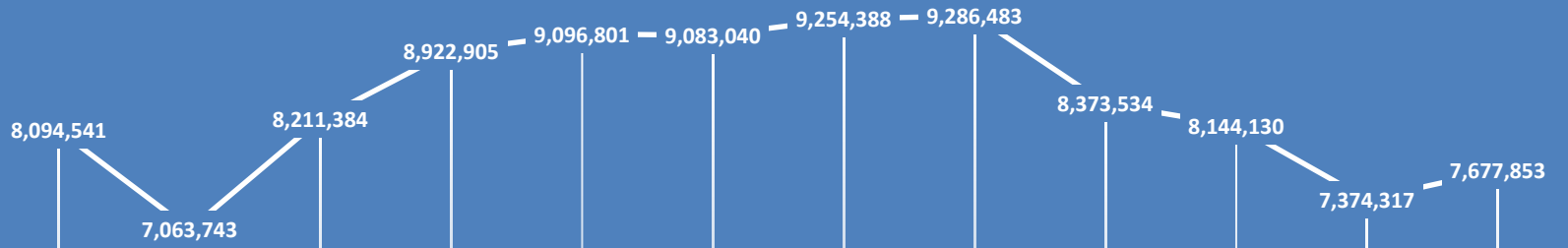
Attachments: 2

### 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: February 3rd, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Rain Report**

---

---

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

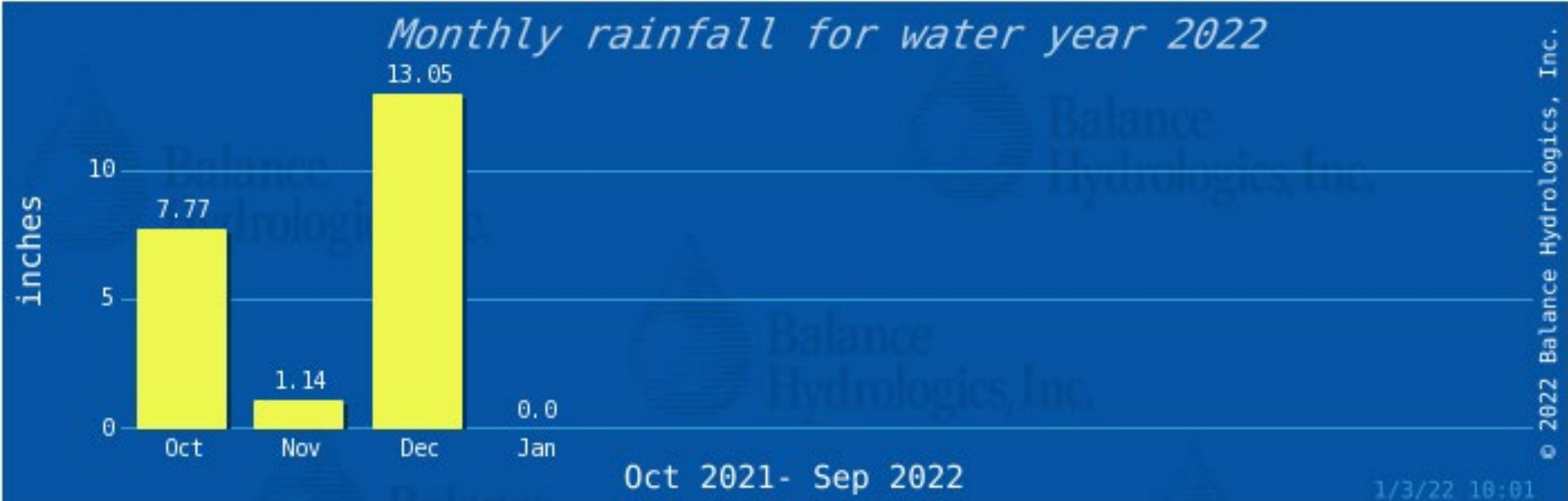
## RECOMMENDATION:

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

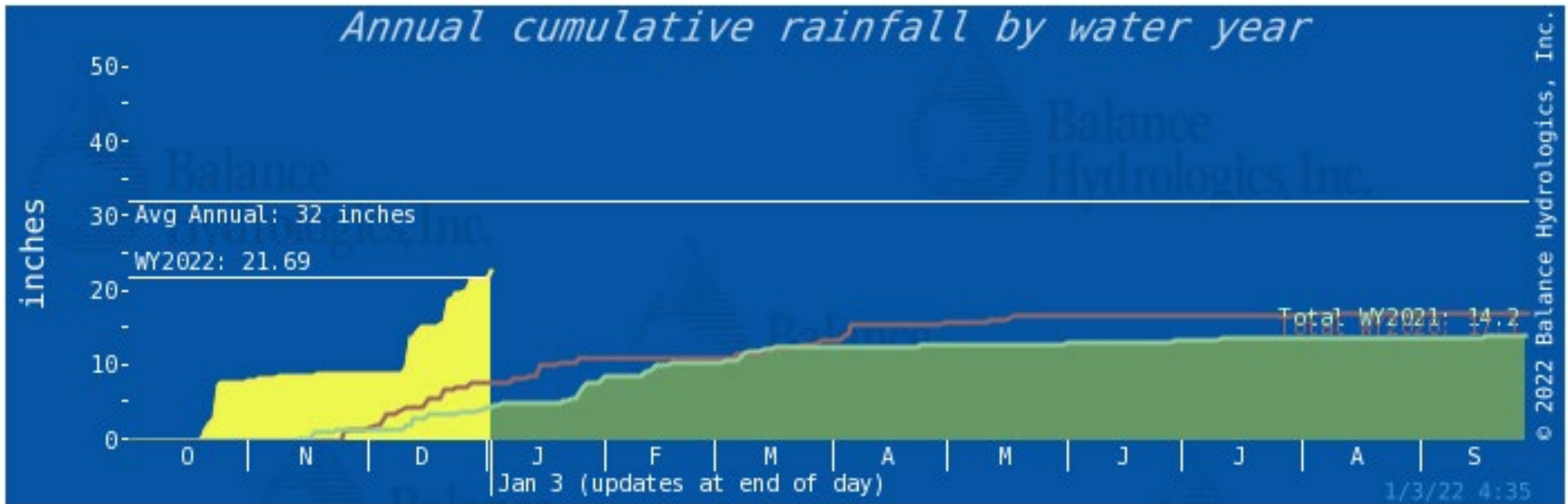
Attachments: 2



# Monthly Cumulative Rainfall



# Annual Cumulative Rainfall





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 3rd, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Solar Energy Report**

---

---

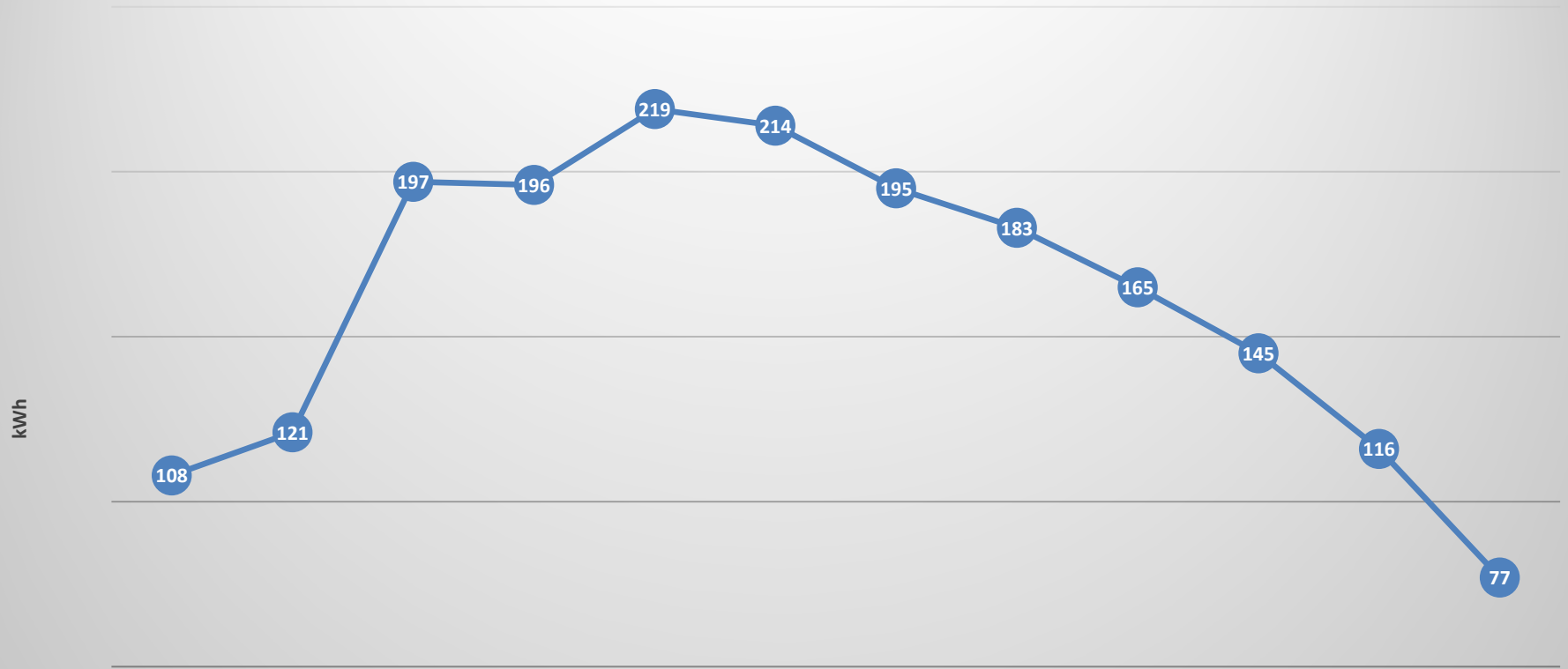
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 47,272 kWh and saved 80,362 lbs of CO<sub>2</sub>.

## 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: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

---

---

The District has received the monthly PARS report for November 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  
11/1/2021 to 11/30/2021**

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 11/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 11/30/2021
Contributions	\$1,293,018.15	\$8,516.31	(\$22,788.40)	\$595.37	\$1,128.45	\$0.00	\$1,277,022.24
<b>TOTAL</b>	<b>\$1,293,018.15</b>	<b>\$8,516.31</b>	<b>(\$22,788.40)</b>	<b>\$595.37</b>	<b>\$1,128.45</b>	<b>\$0.00</b>	<b>\$1,277,022.24</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	-1.76%	-1%	16.29%	13.32%	11.39%	-	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.

**November 2021 PARS Statement  
Detail Information**

PARS Beginning Balance as of November 1, 2021      \$ 1,293,018.15

**Contributions:**

October 15, 2021 Calculation

Wages	\$	34,697.94	
Employer - 6.92%	\$	2,432.33	
Employee - 7.75%	\$	1,977.78	
Contributions Subtotal			\$ 4,410.10

October 31, 2021 Calculation

Wages	\$	32,639.06	
Employer - 6.92%	\$	2,288.00	
Employee - 7.75%	\$	1,818.21	
Contributions Subtotal			\$ 4,106.21

Rounding 0.01

Total Contributions thru October	\$	8,516.32	
Rounding			(0.01)
	\$	8,516.31	

Earnings (\$22,788.40)

Expenses \$ (595.37)

Distributions \$ (1,128.45)

PARS Ending Balance as of November 2021      \$ 1,277,022.24

Fund Impact - PARS Wages		
Sewer	Water	Total
\$ 10,491.73	\$ 24,206.22	\$ 34,697.94
\$ 735.47	\$ 1,696.86	\$ 2,432.33


Sewer	Water	Total
\$ 9,955.13	\$ 22,683.94	\$ 32,639.06
\$ 697.85	\$ 1,590.14	\$ 2,288.00



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

---

---

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: **February 3, 2022**

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 3<sup>rd</sup> day of February 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: February 3, 2022

TO: Board of Directors  
FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Temporary Amendment to Personnel Manual and General Manager's Employment Agreement Concerning Vacation Payout and Accruals Due to the COVID-19 Pandemic.**

---

Currently the District employee manual limits the vacation accrual time for all employees to 30 days and allows employees to take up to 5 days of their accrued vacation leave per year as compensation. Vacation requests need to be submitted by February 28 of each year.

Due to the extraordinary circumstances presented by the current pandemic staff and the District's labor counsel recommend a temporary increase in the accruals from 30 days to 55 days for 2022, permit an optional vacation pay of up to an additional 20 days before the FY end 21-22, the same option for 6 floating holidays, and allow for more flexibility for the General Manager to schedule and approve staff vacation requests in 2022.

## RECOMMENDATION:

Adopt Resolution No.\_\_\_\_, Resolutiuon adopting a temporary amendment to the Personnel Manual and General Manager's Employment Agreement concerning vacation payout and accruals due to the COVID-19 Pandemic.

Attachment

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

**RESOLUTION ADOPTING A TEMPORARY AMENDMENT TO THE PERSONNEL MANUAL AND GENERAL MANAGER'S EMPLOYMENT AGREEMENT CONCERNING VACATION PAYOUT AND ACCRUALS DUE TO THE COVID-19 PANDEMIC**

**WHEREAS**, under current District policies and the Personnel Manual, which governs the terms and conditions of employment for all District staff including the General Manager, employees may accrue up to 30 days of vacation leave, and any excess accruals will be paid to the employee on the last pay period of each quarter. Every employee must take at least two weeks (or 10 days) of their accrued vacation leave each year, and may also elect to take up to five days of their accrued vacation leave per year paid as compensation or paid into the District's Deferred Compensation Plan or the District's Health Savings Account;

**WHEREAS**, under the Employment Agreement between the District and the General Manager, dated January 1, 2017, Section 5 provides that the General Manager earns 30 days of vacation leaves per employment year, and he is subject to the same 30 day accrual cap as all other employees;

**WHEREAS**, due to the continuing impacts of COVID-19, staff requests approval to implement a temporary amendment to the District's Personnel Manual and the General Manager's Employment Agreement concerning vacation payout and accruals;

**WHEREAS**, to support federal, state and county efforts in combating the continuing impacts of COVID-19, and by taking a proactive approach, the District will benefit from protecting its personnel and the community in mitigating against the risk of COVID-19 transmission;

**WHEREAS**, this temporary amendment also establishes guidelines



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

**RESOLUTION ADOPTING A TEMPORARY AMENDMENT TO THE PERSONNEL MANUAL AND GENERAL MANAGER'S EMPLOYMENT AGREEMENT CONCERNING VACATION PAYOUT AND ACCRUALS DUE TO THE COVID-19 PANDEMIC**

and procedures to allow employees to take leave in order to maintain a healthy, safe, and productive workforce;

**WHEREAS**, the Board of Directors has considered all information related to this matter, as presented at the public meetings of the District identified herein, including any supporting reports by District staff, and any information provided during public meetings.

**NOW THEREFORE,**

**BE IT RESOLVED BY THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT AS FOLLOWS:**

1. The Board hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the Board's adoption of this Resolution.

2. The Board hereby: (a) approves the recommendations specified in the staff report and supporting documents, attached hereto as Exhibit "A," and incorporated herein by reference; and (b) authorizes the General Manager to implement the provisions as set forth in the aforementioned documents.

3. This Resolution shall take effect immediately upon its adoption.

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

COUNTERSIGNED:

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

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

**RESOLUTION ADOPTING A TEMPORARY AMENDMENT TO THE  
PERSONNEL MANUAL AND GENERAL MANAGER'S EMPLOYMENT  
AGREEMENT CONCERNING VACATION PAYOUT AND ACCRUALS DUE  
TO THE COVID-19 PANDEMIC**

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 3<sup>rd</sup> day of February, 2022, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:


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

# memo



To: Honorable Board of Directors  
Montara Water & Sanitary District

Through: Clemens Heldmaier, General Manager  
Christine Fitzgerald, *Esq.*, General Counsel

From: Christopher K. Boucher, *Esq.* 

Date: January 27, 2022

Re: Impact of COVID-19 and Employee Vacation

---

Please accept this memorandum which sets forth the background information in advance of the February 3, 2021 Board meeting to consider the issue related to employee vacation accruals. As further discussed below, due to the ongoing circumstances presented by COVID-19 which impacted employees' ability to take time off in 2021, Board authorization is requested to: i) temporarily increase the accruals cap from 30 days to 55 days for 2022; ii) permit an optional vacation "cash out" of up to an additional 20 days at the employee's choice before the end of FY 21-22; iii) permit an optional "cash out" of up to 6 floating holidays at the employee's choice before the end of the calendar year; and, iv) allow for more flexibility for the General Manager to schedule and approval staff vacation requests in 2022.

## I. BACKGROUND INFORMATION

In accordance with existing District policies and the Personnel Manual, which governs the terms and conditions of employment for all District staff including the General Manager,<sup>1</sup> employees may accrue up to 30 days of vacation leave, and any excess accruals will be paid to the employee on the last pay period of each quarter. Every employee must take at least two weeks (or 10 days) of their accrued vacation leave each year. Also, employees may also elect to take up to five days of their accrued vacation leave per year paid as compensation or paid into the District's Deferred Compensation Plan or the District's Health Savings Account.

Additionally, employees receive six days of floating holidays per calendar year, which is "use it or lose it" and must be taken prior to the end of the calendar year, as the leave does not roll over to the following calendar year if not used.

---

<sup>1</sup> Under the General Manager's Employment Agreement, Section 5 provides an exception in which that the General Manager earns 30 days of vacation leaves per employment year. However, the General Manager is subject to the same 30 day accrual cap as all other employees.

As a result of the continuing effects of COVID-19, it has been difficult for District employees to take a vacation due to factors such as varying public health orders for travel, personal reasons, and bona fide operational needs in order to maintain District operations as an essential governmental service and critical infrastructure due to COVID-19. As a result, for employees who have excess leave accrual balances over the 30 day limit, they will be subject to the “cash out” provisions as specified in the Personnel Manual.

Separately, the Personnel Manual requires that employees must submit vacation requests by February 28 of each year and vacation scheduling to be completed not later than March 15 for each calendar year. However, given the continued uncertainty related to COVID-19, flexibility will likely be needed in order to appropriately review employee requests and schedule vacation in a manner that will ensure the needs of the District’s needs are met year-round.

## **II. RECOMMENDATION**

Based on our assessment of the above, and in consideration of the ongoing and extraordinary circumstances presented by COVID-19, it is recommended that the Board consider and approve the following: i) a temporary increase in the accruals cap from 30 days to 50 days for 2022; ii) permit an optional vacation “cash out” of up to an additional 20 days at the employee’s choice before the end of FY 21-22; iii) permit an optional “cash out” of up to 6 floating holidays at the employee’s choice before the end of the calendar year; and, iv) to allow for more flexibility for the General Manager to schedule and approval staff vacation requests in 2022.

Also, we recommend that these exceptions to the existing Personnel Manual provisions governing vacation accrual cap should sunset in 2022. Specifically, we recommend that options i), iii) and iv) above should sunset on December 31, 2022, while option ii) should sunset on June 30, 2022. Given the time needed to process payroll, staff who wish to “cash out” any additional leaves must make such an election in writing following any instructions which will be set forth by the General Manager to allow for sufficient time to process any cash out requests by the requisite deadlines.

## **III. THE ONGOING CHALLENGES OF COVID-19 TO DISTRICT OPERATIONS**

In March 2020, the Board declared a local emergency due to the circumstances presented by COVID-19. Since that time, District staff have provided continuing and dedicated support in ensuring that all District functions are effectively carried out, both in carrying out key administrative and operational functions.

With ongoing public health concerns related to individual travels both outside the region as well as internationally, avoiding the travel associated with extended time off has been an effective tool that many employers utilize to reduce the risk of COVID-19 transmission in the workplace. Further, the latest variants, including the Omicron<sup>2</sup> and IHU, is expected to spread more easily than the original SARS-CoV-2 virus, and these measures would contribute to ensuring employee and community safety and further mitigate the present challenges related to COVID-19.

---

<sup>2</sup> See <https://www.cdc.gov/coronavirus/2019-ncov/variants/omicron-variant.html>.

In light of this, a temporary change in allowing employees to “bank” additional days of vacation typically have a positive impact on encouraging employees to defer their travel plans, and instead, to take time off in the future where more certainty related to the fight against COVID-19 is expected (such as the vaccine and/or other potential treatment and care options).

#### **IV. ADVANTAGES OF THE RECOMMENDED APPROACH**

The recommended approach, as discussed in Section II above, present the following advantages:

- It provides full staffing to the District to ensure continuity of operations. Especially considering the relative small size of the District’s staff, having staff around could also be helpful in case of other emergencies (i.e. winter storms) and to have a contingent staff, in case anyone is sick during the pandemic.
- It fosters positive employee relations by acknowledging the employees’ continued contributions over the past year and for their commitment to the District and doing their part towards protecting public health.
- Allowing an optional “cash out” provision at the employee’s choice is consistent with the District’s current practice of cashing out excess vacation accrual balances, as well as incentivizes employees to provide critical services in the case of the “use it or lose it” floating holidays scenario.

#### **V. FINANCIAL IMPACT**

As the District’s Personnel Manual specifies that employees will be paid for any excess vacation accrual balances not taken beyond the 30 day cap, a temporary change in allowing employees to bank additional days of vacation likely will not have any financial impact to the District’s current year fiscal budget, assuming the additional time will be taken off in 2022, which is already budgeted under salary expenses. The cash out of floating holidays is anticipated to have minimal financial impact.

#### **VI. CLOSING / RECOMMENDATION**

Accordingly, we recommend that the Board consider the recommendation to: i) allow employees to defer up to an additional 20 days of vacation into 2022 (and thereby increasing the vacation accrual cap from 30 days to 50 days); ii) permit an optional vacation “cash out” of up to an additional 20 days at the employee’s choice before the end of FY 21-22 (in addition to the five days they are currently allowed to cash out under the Personnel Manual); iii) permit an optional “cash out” of up to 6 floating holidays at the employee’s choice before the end of the calendar year; and, iv) authorize the General Manager to put this temporary measure in place as a non-precedent setting arrangement due to the COVID-19 pandemic through December 31, 2022.

Further, we recommend that the Board authorize the General Manager put into place a vacation request and approval system that will best meet the District’s operations for 2022.

Staff will be available to discuss this matter with the Board at its February 3 meeting.






# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: General Manager's Report**

---

---

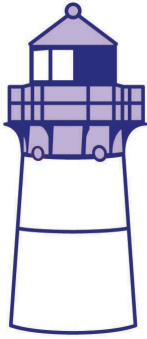
December 2021

## 811 Dig Alerts

- 11/29/21-Marine Blvd x Etheldore St. Work type: transformer changeout for PG&E
  - 741 Harte St x Birch St. Work to repair water line.
- 11/30/21- 201 3rd St x Main. Work to test and treat utility pole.
- 12/1/21- 50 Hermosa. Work to install new pole. No water.
- 12/7 /21 – 830 Buena Vista St. Move out
- 12/8/21-171 Alton Ave x Park Way. Work to install resevoir tank. No water.
  - 761 Lancaster x Etheldore. Work type: stump grinding. Water marker and tree removal contractor notified that tree is above water main.
  - 580 Marine x Pearl Ave. work to instrall anchors on 2 poles. Water marked.
  - 330 3rd st x Farallon. New driveway approach and replace culvert. Work alredy completed before water was marked. Operator spoke with contractor.
- 1210/21- 201 3rd x Main. Work to hand dig to test and treat utility pole. No water.
  - 86 Madrone. Work to tench and repair water leak. Previously marked, marks checked.
  - 580 Marine Blvd. x Pearl Ave. work to install anchors on 2 poles. Previously marked, marks checked.
  - 538 5th x Le Conte Ave. work to install foundation and driveway. No water.

## Work Orders

- 11/23/21-184 4th. MOVO, leave water on, no door tag.
  - 601 Vue De Mar. MOVO, leave water on, no door tag.
- 11/24/21-404 3rd. MOVO, leave water on, no door tag.
  - 452 5th. MOVO, leave water on, no door tag.
- 11/29/21- 263 Nevada. Customes found leak and had repaired. Profile was taken and customer notified of findings.
- 11/30/21- 370 3rd. MOVO, water turned off and left door tag.
  - 1030 Birch. MOVO, water turned off and left door tag.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 12/1/21- 403 5th st. MOVO. Homeowner moving, take final read. leave water on. No door tag.
  - 370 3rd. MOVI. New owners. Please make sure water is on and take a meter read.
  - 227 8th. Tamper, please repair. Meter reprogrammed on new trimble unit. Tamper was cleared and meter is now operating properly.
  - 350 4th. Tamper, please repair. Meter reprogrammed on new Trimble unit. Tamper was cleared and meter is now operating properly.
- 12/3/21- 1030 birch st. MOVI. Take final read and turn water on.
- 12/7/21- 830 Buena Vista. MOVO. New home owner. Take final read. Leave water on and no need to leave door tag.
- 12/8/21-100 7th. MOVI. New homeowners. Take final read and leave water off.
  - 576 6th. Customer had a leaking water heater and is concerned about high bill. Custome believes leak is fixed and requests a profile. Profile taken, leak has ended. Customer notified of findings.
- 375 7th. MOVO. New home owners. Take final read and leave water on.

## After Hours Call Outs

- 12/5 - Thermal Fault at Wagner well, reset and back to normal
- 12/9 – 4:00am Thermal Fault at Wagner well, reset and back to normal
- 12/9 – 5pm planned power outage at pillar ridge concluded, when power came back on pillar ridge treatment plant had a flipped breaker on the blower fan. Reset and got plant running.
- 12/9 – 11:30pm Thermal Fault at Wagner well, reset and backl to normal. Called Calcon to come diagnose problem. Found to be clogged air filter in VDF cabinet. Will replace all filters at all sites.
- 12/11 – 7:37pm A customer called in about water running from 5th st to george st. found it to be a sump pump discharge line. No action needed
- 12/14 – 6pm low pressure at Airport North. Found a ball valve closed from work done at site that day
- 12/24 – Leak on water main at 100 Beach, old repair failed looked to be due to movement in the geology of the area. Had to make a temporary repair due to large dead tree drectly on top of water main & no excavation company being available.
- 12/26 – 100 Beach revisit, District Staff was able to chainsaw and remove tree with excavator help, discovered 4 previous repairs and an abandoned 2” connection on a rotten saddle. Removed approx. 12’ of pipe but was



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- unable to make full seal on old welded steel pipe with parts from shop. Emergency parts supplier was not available. Contacted neighboring Water Agency (CCWD) Superintendent for parts support. Was able to secure site and get water on with only slight drip. Waiting on two different vendors for parts, also CCWD working on parts.
- 12/28 – at 04:00 A.M. on-call operator received low pressure alarm / rate of fall on water tank due to a separate section of water main breaking loose. This section was approximately 25' away on a different segment of pipe behind a large cement thrust block. Also seemed to be directly related to geologic movement. Operations had to shut down main due to full separation, four homes and Moss Beach Distillery restaurant were affected. Brought bottled water to customers and were able to 'high-line' two of the customers for non-potable water use. After removing approximately a total of 50' of water main that contained 9 previous repairs & the old thrust block we brought the elevation of the new water main up to level with proper bedding material and compacted to proper density. CCWD provided key part that was critical to the repair, an articulating joint that moved in two different directions allowing us to make the transition between the two existing mains. Clean up was extensive and took two days after repair. Outage was 6 hours.

## Repairs and Leaks

- 12/2 - Serviced Portola Tank 6v DC Batteries, semi annual check. added distilled water to top off batteries
- 12/7 - 740 Heart street wet spot, dug down and concluded the water was collecting at the low point from the pipe bursting project. No water or sewer leaks.
- 12-7 - 720 Heart st had a broken meter stop. We crimped the line and replaced with a new meter stop.
- 12/8 - Diversion supply line was broken by a falling tree branch. Removed broken parts and replaced 12ft with new pipe.
- 12/8 – found Pillar Ridge Park 4" backflow device leaking, tried to flush debris out of pressure relief valve with no success. Alerted Paul Bowman to service Backflow device.
- 12/14 – found Airport North Production meter to be off, pulled meter and found the impeller to not be rotating freely. Replaced with working unit on shelf, will send out meter for repairs.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 12/16 – Begin first phase of Portola Tank rehab. Shut down line from end of Las Flores rd. to Portola Tank. Cut section out and instal a 2” shut off valve at base of tank to be able to isolate tank during phase 2 of rehab.

## Misc

- 12/14 - Deliver quartely sample to BKS in Manteca
- 12/15 – Assist SAM with Heart/Date st. pump station overflow, brought ditch pump and 200’of firehose, offered any other assitance as needed.
- Repaced all VFD cabinet filters at all well sites
- 12/16 – Cut and remove fallen tree from Portola Tank road
- 12/16- Pump out water and inspect all PRV stations

January 2022

## 811 Dig Alerts

- 1/5/2022 – 300 4th, work to install new asphate driveway
- 1/7/2022 – 370 2nd, work to install trench for electric service
- 1/10/2022 – Marine Blvd, work to change out transformers
  - 640 Vue De Mar Ave, work to grind tree stump
- 1/12/2022 – 2006 Vallemar, work to abandon gas service
  - Vallemar st, work to install landscaping and irrigation
- 

## Work Orders

- 1/3/2022 – 4 missed reads gathered after meter reading
- 1/7/2022 – 1285 Le Conte Ave, meter read taken for move in move out
  - 2011 Carlos St, meter read taken for move in move out
  - 1/10/2022 – 530 Stetson St, leak investigation, no ongoing water usage at time of taking profile. Reported findings to customer
  - 701 Buena Vista, helped Customer locate meter and took profile to diagnose possible leak. Isolated Customers house valve and usage on meter did not subside, recommended to customer that they check service line for leak in between the meter and the house.
  - 930 Etheldore, meter read taken for move in move out



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

## After Hours Call Outs

- 1/12/22 – 9pm- found Alta Vista Treatment Plant to not be flowing but was running. Shut down to inspect and flow meter was obstructed by turbidite buildup in pipe. Cleaned and reinstalled for proper operation
- 1-15-22- 3pm -Electrical issue at PRTP caused Corona Well to shut off – switched production to Ritero Well. Discovered problem in pressure switch – replaced and put Corona Well back into production.

## Repairs and Leaks

- 1/27/22 – 11th st. PRV (Pressure Reducing Valve) station pilotry had failed. Blow off valve opened to relieve high pressure. Shut down 6” ClayVal and repaired with stainless steel fitting.

## Miscellaneous

- 1/19/22 - Emptied “sludge beds” at Raw water tank with Dave Mossa and crew, removing the mud/dirt build up and tamped down sand for uniformity.
- Removed and cleaned up dump yard of old debris/materials from previous emergency repairs.
- 1/21/22 – Replaced rusted security door at Alta Vista Treatment Plant with new unit, assembled, painted, and hung security door with new lock and keys.
- 1/28/22 – solar wiring at Portola tank had become loose over time and melted the fuse block. Replaced fuse block and secured all wiring.
- Private well sampling for customer at 321 13th St.
- Jetted out drainage system at AVTP

## Fixture Unit Counts

- 480 Cypress ave
- 580 Marine Blvd





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 3, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**General Manager Leave:** The General Manager will be out of the office on February 18, 21 and 22.

**Covid-19:** MWSD offices remain closed to the public since March 16, 2020. SOP's for Covid-19 office and employee safety were updated since new health orders were issued. Non-essential construction and permitting is allowed in SMC and MWSD operations is working at full capacity always adhering to social distancing guidelines.

## RECOMMENDATION:

This is for Board information only.