



**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

July 7, 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/88552582210?pwd=bn-j7Y81Vw3L5xcil7Be4tMgbRgfhQ.1>

MEETING ID: 885 5258 2210

Password: 563852

CALL IN PHONE NUMBER: +1 669 900 9128

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

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

Public Comment

In accordance with the Government Code, members of the public may address the Board on specific agenda items when the matter is announced by the Board President. Any other item of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. A "raise hand" button is available for every Zoom user wishing to speak and should be used to alert the President of the intent to comment.

Upon request, this Agenda and written agenda materials will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or accommodation in order to participate in the public meeting should be emailed to info@mwsd.net 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 (none)

CONSENT AGENDA

1. [Approve Minutes for Regular Scheduled Board Meeting June 2, and Special Board Meeting June 8, 2022.](#)
2. [Approve Financial Statements for May 2022.](#)
3. [Approve Warrants for July 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 April 2022.](#)

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.](#)

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)
- Case Name: *Olympian Gulf Properties, Inc. v. Keet Nerhan, dba KN Properties, et. al.* (San Mateo County Superior Court No. 22-CIV-0148)

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

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

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

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



MONTARA WATER & SANITARY
DISTRICT

REGULAR BOARD OF DIRECTORS MEETING
June 2, 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 7:31 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Dekker, Harvey, and Slater-Carter; Lohman (joined at 7:33pm)

Directors Absent: none

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

Others Present: District Counsel, Christine Fitzgerald
District Accountant, Peter Medina
District Water Engineer, Tanya Yurovski
Kastama Consulting, Alison Kastama
Virginia Chang-Kiraly

PRESIDENT'S STATEMENT –

Director Boyd stated this is the third year of drought. And although their District is well situated because they have made preparations and the community has been water wise, the State is requiring more and more conservation statewide. Please keep up what you are doing and be aware of how much water is being used. Pay attention to what is going on and they will get through this together.

ORAL COMMENTS - none

PUBLIC HEARING

1. Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.

General Manager Clemens Heldmaier stated this is an annual item each fiscal year, from July 1st through June 30th. Every year the Master Fee Schedule is adjusted in accordance with indices. The sewer service charges are scheduled to increase 9%, according to their Prop 218 process in 2020. The connection charges will increase 24.52% and it is tied to the California Cost of Construction Index from April to April. Other fees tied to labor will increase by 5%. Staff recommendation is to open the public hearing, consider relevant public testimony, close the public hearing, and adopt the Ordinance of the Montara Water and Sanitary District (MWSD) restating and amending the Master Fee Schedule.

Director Boyd opened the public hearing for comment.

Gregg Dieguez stated the financial condition of the public works utilities is a serious matter, both on the Midcoast and nationally. He feels that when he completes his research, they will find that things are worse than other districts. He recognizes this will be a significant impact, but based on his research, water and sewer rate will be increasing for some time. It is an essential service with an essential cost with problems that continually need to be updated. In general, he supports what they are doing.

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

Director Boyd commented the manner they go about in setting the rates is normal practice and done every year.

Director Slater-Carter commented that they have to follow state standards in calculating their rates. It is based on the fact that they have an idea of what their future costs will be. There is much work to be done. They are partners in a JPA

with El Granada and Half Moon Bay, and there was a lot of years of deferred maintenance that is catching up with them. They can't defer some of these things even a year, and with inflation they need to keep their budget in line. They need to stay even with inflation and their structural needs. Being an independent District means the money stays in the District and they are not paying for other people's boondoggles.

Director Dekker made a motion to adopt the Ordinance of the Montara Water and Sanitary District (MWSD) restating and amending the Master Fee Schedule. Director Lohman seconded the motion. A roll call vote was taken and the motion passed unanimously 5-0.

2. Review and Possible Action Confirming Reports on Sewer Service Charges and Water System Reliability Charges for FY 2022-2023, and Delinquent Refuse Collection Charges and Water Service Charges for FY 2021-2022.

General Manager Clemens Heldmaier stated that the District Code provides for collection of delinquent water service and refuse collection charges under the tax roll. The Health and Safety Code requires that in order for sewer service charges and water system reliability charges to be placed on the property tax roll, a public hearing must be held. They are asking the Board to allow the District to go through the process this year. The tax roll is prepared, but not published. Staff recommendation is to open the public hearing, allow pertinent public testimony, close the public hearing, and adopt the Resolution of the Montara Water and Sanitary District overruling protests and confirming reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year 2022-2023 and delinquent refuse collection and water service charges for Fiscal Year 2021-2022, certifying list of lots or parcels of land and corresponding charges against said lots or parcels and directing transmittal of said certified list and charges to County Controller for entry on the current Assessment Roll.

Director Boyd opened the public hearing for testimony. Hearing none, he closed the public hearing.

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

Director Harvey requested a copy of the tax roll.

Director Lohman made a motion to adopt the Resolution of the Montara Water and Sanitary District overruling protests and confirming reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year 2022-2023 and delinquent refuse collection and water service charges for Fiscal Year 2021-2022, certifying list of lots or parcels of land and corresponding charges against said lots

or parcels and directing transmittal of said certified list and charges to County Controller for entry on the current Assessment Roll. Director Dekker seconded the motion A roll call vote was taken and the motion passed unanimously 5-0.

CONSENT AGENDA

- 1. Approve Minutes for Finance Committee Meeting May 9, 2022 and Regular Scheduled Board Meeting May 19, 2022.**
- 2. Approve Financial Statements for April 2022**
- 3. Approve Warrants for June 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 March 2022**

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

OLD BUSINESS - none

NEW BUSINESS

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

General Manager Clemens Heldmaier stated this resolution allows them to hold this meeting and the special meeting coming up via teleconference this month. Staff recommendation is to adopt the Resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water & Sanitary District under Government Code Section 54953 of the Brown Act during existence of State of Emergency conditions related to the Covid-19 Pandemic.

Director Slater-Carter commented that she heard the Bay Area is in the top percentile for active cases of COVID in California. She just finished having COVID, and had she not had the PCR test she would not have known she had it, and could have transmitted it to others. She had minimal symptoms. She is glad they can do this, and hopes it can continue until it gets somewhat resolved.

Director Boyd added that Alameda County just reinstated indoor mask rules in public spaces.

Director Lohman made a motion to adopt the Resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water & Sanitary District under Government Code Section 54953 of the Brown Act During Existence of State of Emergency Conditions Related to the Covid-19 Pandemic. Director Dekker seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

2. Review and Possible Action Concerning Approval of 2022/2023 Water and Sewer Budget and Capital Improvement Programs.

General Manager Clemens Heldmaier stated this is the third time the budget is being reviewed by the Board, and the Finance Committee has also reviewed it. There have been a few changes since the last Board review. There is a cost-of-living increase for all non-exempt employees built into the budget, as well as some extra funds in Personnel to allow for restructuring of staff and resuming employment of temp workers as needed. Staff recommendation is to authorize a 5.00% Cost of Living increase for all non-exempt employees, and adopt the Resolution of the Montara Water and Sanitary District approving the budget for the Fiscal year 2022- 2023.

District Accountant Peter Medina said there has been some changes to the budget. They re-examined the elections expenses, and brought them back to current levels of \$75,000 dollars for each side, water and sewer. For property taxes they budgeted flat, and applied a 4% increase per fund. In reference to connection fees, the amounts fluctuate throughout the year and they budget for about 5 connections annually. This year, with the CPI increase the connection fees will be increased by 25%, and that is why the number looks larger. In past few years, they have not kept up with inflation. Additionally, there was an administrative error in payroll calculations that has been fixed that changed the numbers slightly. On the Water Capital Improvement Projects, the storage tank rehabilitation has been added. Instead of 5% CPI they used 7%, and anticipate costs to increase going forward.

General Manager Clemens Heldmaier added that the extra \$200,000 dollars is for the rehabilitation of Portola Tank Road.

District Accountant Peter Medina stated that the Staff Retention program was also added, \$500,000 dollars over a 5-year period.

General Manager Clemens Heldmaier added the Staff Retention program does not affect the next fiscal year. It is for the concept of employee housing. It is a discussion they would like to initiate this year, and hope to move forward with something sooner than later.

District Accountant Peter Medina stated that on the sewer side they are still anticipating a budget surplus of \$54,400 dollars. However, on the water side, they

now anticipate to go into reserves by about \$182,000 dollars. These are the major changes that took place from the previous version in May.

Carlisle Young asked if the Water Reliability Charge will increase.

General Manager Clemens Heldmaier replied no.

Carlisle Young asked why the Water Reliability Charge is mingled with the sewer service on the property taxes. Can it have its own line item?

General Manager Clemens Heldmaier replied that there is a significant cost to do that, and that is why it is consolidated into one line item.

Carlisle Young asked when the GO Bond assessment ends.

District Accountant Peter Medina replied that their last payment is August 1, 2028.

Director Slater-Carter added that next year is their 20th year as a water district. She asked what was discussed at the Finance Committee and how they got there.

Director Dekker said they looked at last year's budget and carefully compared his records of the checks approved. Some of the total amounts to contractors or legal expenses, for example, were higher than what was budgeted for. In the end, it was determined that the discrepancies occurred because some portions of the check were not registered under the expense of the payee but was classified as CIP related and moved to a different area of the budget. This created some difficulties in determining how much of the total amount flows into CIP or stays with the budget item. They clarified it and worked it out. They looked in detail at the various costs and studied those items that are out of the ordinary.

General Manager Clemens Heldmaier added that Director Dekker keeps track of the checks that the District pays, puts all the expenditures in spreadsheets. It is very good to have that second control.

District Accountant Peter Medina commented he views the expenses account by account. One check issued to a vendor may be apportioned into several budget general ledger line items. Director Dekker looks at all the checks that the District issues and he catches on to items that they have not discussed before.

Director Boyd said Director Dekker is providing an additional internal control. He said Director Dekker is a stellar example of what one volunteer public servant can bring to the table. However, it is not the standard that everyone is required to bring. He encourages people interested not to be intimidated.

Director Boyd asked if they can approve both items together in one motion.

District Counsel Christine Fitzgerald replied yes.

Director Dekker made a motion to authorize a 5.00% Cost of Living increase for all non-exempt employees, and adopt the Resolution of the Montara Water and Sanitary District approving the budget for the Fiscal year 2022- 2023. Director Harvey seconded the motion. A roll call vote was taken and the motion passed unanimously 5-0.

Director Slater-Carter requested that they find a way to continue to double-check the expenses like this, so that when they have new board members, they can maintain their high level of accountability and transparency.

General Manager Clemens Heldmaier said in reference to ERAF the district was notified by San Mateo County that ERAF funds would be taken from special districts to facilitate their shortfall in other areas. So, special districts will not receive any excess ERAF refunds going forward. This is tied to an amendment in the ERAF law.

Director Slater-Carter asked if anything can be done about this.

General Manager Clemens Heldmaier said the District is working with CSDA and other organizations to figure out a solution. There may be further action that they will approach the Board with going forward.

Carlisle Young commented that she read an article on the internet that five counties were miscalculating their ERAF from the State, San Mateo being one of them, and it might be why the District is losing their ERAF share. That might be why they changed the law.

General Manager Clemens Heldmaier said that the way the law is written is very complicated and there are different ways to interpret the calculations.

Director Slater-Carter asked Carlisle Young to send her a copy of the article.

Carlisle Young said she would look and send it if she finds it.

3. Review and Possible Action Concerning Professional Services Agreement with RVE Accounting.

General Manager Clemens Heldmaier stated Peter Medina has left Maze Associates and now works as principal with RVE Accounting. MWSD would like to continue working with Mr. Medina. They did not have a contract with Maze Associates, but feels it important to request an agreement moving forward so the services provided are clear. An agreement has been drafted and staff recommendation is to approve the RVE Accounting agreement and authorize the general manager to sign and execute the contract.

Director Dekker asked about Peter Medina's rates. Aren't there some tasks being done by others at a different rate?

General Manager Clemens Heldmaier replied that some fees were higher but Mr. Medina is introducing some efficiencies, so the costs won't necessarily go up.

District Accountant Peter Medina replied that in Maze's billing structure, they had a blended fee component for the various people that worked on the engagement. He is on his own, and will be doing all the work. Maze work went through various channels of review before it reached him for presentation, and now that is no longer the case. If he can do the work in a fraction of the time, then there will be a savings there.

Director Dekker made a motion to approve the RVE Accounting agreement and authorize the general manager to sign and execute the contract. Director Slater-Carter seconded the motion. A roll call vote was taken and the motion passed unanimously 5-0.

4. Review and Possible Action Concerning Adoption of Appropriations Limit for FY 2022-2023.

General Manager Clemens Heldmaier stated this is a calculation done every year to ensure an agency doesn't receive too much revenue in property taxes. Staff recommendation is to adopt the Resolution of the Montara Water and Sanitary District Determining the 2022-2023 Appropriation Limit.

District Accountant Peter Medina said that this ensures that the District is not receiving too much revenue in property taxes, and the proceeds are being spent appropriately. If the District were to receive too much revenue, it could be spent in narrowly defined perimeters. It is a calculation utilizing California Department of Finance factors for population and price index. This is reviewed and audited each year.

Director Harvey made a motion to adopt the Resolution of the Montara Water and Sanitary District Determining the 2022-2023 Appropriation Limit. Director Dekker seconded the motion. A roll call vote was taken and the motion passed unanimously 5-0.

5. Conclusion of Elected Community Service Academy.

General Manager Clemens Heldmaier announced the presentation of the Elected Community Service Academy. It is the third and last session of the series. It will be held Wednesday, June 8, 2022 at 6:30pm. He will be traveling, and may not be present.

Alison Kastama said this will be the final session. The prior meetings covered various input from current and former board members, roles and responsibilities of the Board, and the candidate and campaign process. There will be a recap at this meeting, and they will be talking with the Board members about their backgrounds and the elements that makes a successful Board member. This is an effort to encourage and enlighten anyone interested in the Board and/or any other elected positions in the community. There will also be a special guest speaker. Alison will be moderating and presenting if General Manager Clemens Heldmaier is not available. It is a publicly noticed meeting, and information is posted on the website as well as mailers being sent.

Director Slater-Carter asked what the focus will be.

Alison Kastama replied it will be a re-cap of content from the last two meeting, as well as some background information about the Board members and what it brings to the role he/she serves in.

Director Boyd invited everyone to attend.

Virginia Chang Kiraly stated that it might be helpful to add on to the agenda the different types of elected offices and special district Boards. Special district Boards are an essential service, and helping people to understand that special districts have a very crucial role in their communities is important.

General Manager Clemens Heldmaier requested that an urgency item be added to the agenda. They received the elections paperwork from San Mateo County for the November election, and they have three seats up at this time. Part of the paperwork they get is the procedure of stating the limitation of words that the candidates can use, and notification be paid by the candidate or district. Typically, the District has the candidate limit the wording to 200 words and have the candidate pay the costs themselves. This year the County is requiring a resolution to be adopted essentially stating that. They just received the paperwork and it is due by July 6th. Since they do not have a Board meeting that would allow them to discuss it, that is why he is asking it be added as an urgency item, which would be to adopt the resolution in concept.

Director Dekker made a motion to add the urgency item to the agenda. Director Harvey seconded it. A roll call vote was taken and the motion passed unanimously 5-0.

General Manager Clemens Heldmaier showed the draft resolution. They have to also send a map and the election service agreement. In the draft resolution the statement shall be limited to 200 or 400 words, and the notification to be paid by the District or the candidate. Usually, the district limits the words to 200 words and all costs are paid by the candidate.

Director Boyd said the 200-word count uses less space and keeps the costs to the candidate low.

Director Harvey made a motion to adopt the resolution with the items General Manager Clemens Heldmaier specified. 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 Slater-Carter said they approved the purchase for main power feed cables and a partial replacement of the busduct. Montara asked SAM to find a cost-effective cover over the busduct system.

Director Boyd added the busduct is a lot of copper that brings power in from the transformer into one of the buildings that distributes power into the plant which involves a lot of very heavy-duty motors and such.

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

3. California Special Districts Associations Report (Lohman) - none

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

Director Lohman said they are in the process of finding a replacement director for Martha. The County has to vote and they were both absent at the last meeting. They have a schedule for the Municipal Services Reviews, and at least for the next year, with the possible exception of the Harbor District, nothing is planned.

General Manager Clemens Heldmaier added there is the annexation of RCD coming up, and MWSD was asked to comment. If Director Lohman has any comments, please let him know.

Director Lohman added the RCD is expanding its sphere of influence to the entire County.

5. Attorney's Report (Fitzgerald)

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.

6. Directors' Report - none

7. General Manager's Report (Heldmaier)

General Manager Clemens Heldmaier stated the newsletter has a link to their newest water quality report for the year 2021. He will be on vacation June 7-June 27, 2022.

FUTURE AGENDAS

BRIEF RECESS at 8:55 pm

CONVENE IN CLOSED SESSION 9:00 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 Gov. Code § 54956.9 (1 potential case)

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

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

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA

Agency Negotiators: District General Manager; District General Counsel

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

Ranch Under Negotiation: Price and Terms of Payment.

REPORT OF ACTION TAKEN IN CLOSED SESSION

ADJOURNMENT at 9:50 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 7th, July 2022

Signed _____
President

FOR SPECIAL DISTRICTS USE

RESOLUTION NO.

A RESOLUTION OF THE _____ (JURISDICTION NAME) CALLING FOR AN ELECTION TO BE HELD ON _____ (ELECTION DATE) FOR THE ELECTION OF _____ (NUMBER OF MEMEBERS) MEMBERS OF THE GOVERNING BOARD

The Governing Board of the _____ (jurisdiction name) hereby resolves as follows:

WHEREAS, an election is hereby called to be held in and for the _____ (jurisdiction name) on _____ (election date) to elect _____ (number of members) members of the Governing Board for a full term of ____ years each, and _____ (number of members) members of the Governing Board for a short term of ____ years each.

WHEREAS, pursuant to Elections Code 10002, the Governing Board of the _____ (jurisdiction name) hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor – County Clerk – Recorder (the “Chief Elections Officer”) as the County Elections Official for the purpose of rendering services in the conduct of the election to be held on _____ (election date).

WHEREAS, the election to be held on _____ (election date) will be conducted at-large or by district (**choose one**).

(If at-large) Each governing board member shall reside in the jurisdiction and shall be elected by the registered voters of the entire jurisdiction.

(If by district) Each governing board member shall reside in the sub district area where she or he seeks to represent and shall be elected by the registered voters of the entire jurisdiction (at-large) or the registered voters of that particular sub district area (by district) **(choose one)**.

WHEREAS, pursuant to Elections Code 10509, not less than 125 days prior to the date of the election, the jurisdiction secretary shall deliver a notice to the Chief Elections Officer. The notice shall bear the secretary's signature and the district seal and shall also contain both of the following:

- (a) The elective offices of the jurisdiction to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.
- (b) Whether the jurisdiction or the candidate is to pay for the publication of a candidate statement.

WHEREAS, pursuant to Elections Code 10522, not less than 125 days prior to the date of the election, the _____ (jurisdiction name) shall deliver to the Chief Elections Officer a map showing the boundaries of the jurisdiction and the boundaries of the divisions of the jurisdiction, if any, within the County and a statement indicating in which divisions a member of the Governing Board is to be elected and whether any elective officer is to be elected at large at the next general district election.

WHEREAS, the General Manager of the _____ (jurisdiction name) hereby is authorized and directed to enter an Elections Service Agreement with the Chief Elections Officer regarding the election to be held on _____ (election date) to outline the detailed services to be provided by both the _____ (jurisdiction name) and the Chief Elections Officer.

WHEREAS, the Chief Elections Officer shall send an itemized invoice to the _____ (jurisdiction name) for all services provided pursuant to the Elections Service Agreement after the election is conducted and all related costs are determined. The _____ (jurisdiction name) agrees to submit payment on the full amount of the invoice to the County of San Mateo within forty-five (45) days of the date of the invoice.

BE IT FURTHER RESOLVED that pursuant to Elections Code 13307, each candidate for the Governing Board to be voted in the election to be held on _____ (election date) may prepare a candidate statement on the appropriate form provided by the Chief Elections Officer. Such statement shall be limited to _____ (number of words) words. The prorated costs of printing, mailing and translating the statements shall be paid by _____ (choose one: jurisdiction or candidate).

I hereby certify the foregoing Resolution was duly and regularly passed and adopted by the Governing Board of the _____ (jurisdiction name) at a regular meeting thereof held on this _____ day of _____, 2022, by the following votes:



MONTARA WATER & SANITARY
DISTRICT

SPECIAL BOARD OF DIRECTORS MEETING
June 8, 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 6:35 p.m.

CALL TO ORDER

ROLL CALL

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

Staff Present: District Clerk, Tracy Beardsley

Others Present: District Counsel, Christine Fitzgerald
Kastama Consulting, Alison Kastama
Virginia Chan Kiraly

PRESIDENT'S STATEMENT

Director Boyd welcomed everyone. Virginia Chang Kiraly is present as a special guest, elected representative, and well members of the community. This is designed to be an interactive session, not just for those here, but also watching later, and anyone you might talk to. He said they want to increase participation and encouraged everyone to participate.

ORAL COMMENTS - none
PUBLIC HEARING - none
CONSENT AGENDA - none
OLD BUSINESS - none
NEW BUSINESS

1. Elected Community Service Academy Session 3 – Candidate Application and Board Election Procedures.

Alison Kastama announced the Elected Community Service Academy Session Three. This is the last 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. In prior sessions, current and past Board members gave insightful and thoughtful comments, and focused on a collaborative conversation on elected community service. Tonight, they will do a recap on the Board roles and responsibilities and the election process, and talk about the difference between local, special district, and other jurisdiction positions, as well as the concept of bringing Board member's unique background to the elective role.

Alison Kastama gave an overview of the Montara Water and Sanitary District's (MWSD) operation and history.

Alison Kastama gave an overview of elected positions available on the Coast. Local agencies include the Montara Water and Sanitary District, Coastside Fire Protection District, Cabrillo Unified School District. County agencies include the Midcoast Community Council, and San Mateo County District 3. Then there is the 13th Senate District, the 22nd Assembly District.

Board member duties include:

- Ensure community member interests are represented
 - Attend meetings and discuss, direct, and vote on decisions, policies and actions.
 - Provide information to the community on actions, policies, and decisions.
- Setting policy and direction
- Budget
 - Setting budget, paying bills, and oversight of expenditures
- Setting rates
 - Rates are the foundation of district financing
 - Affects consumer behavior
- Approving contracts
- Legal discussion and decisions
- Representing the district on other boards and/or committees
- Supporting the workforce and work

Best Resources

San Mateo County Elections: www.shapethefuture.org
Download the *Candidate Guide* for the November 8, 2022 election

Director Boyd commended County staff for being so nice, thorough, and helpful. He recommended visiting the office if you need guidance.

Requirements for the Candidacy Application Process

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

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.

Required Forms:

- Declaration of Candidacy
Name, position filing for, ballot designation, provide signatures etc.
- Ballot Designation Worksheet
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 office voter information 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

- 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.

Outreach & Campaign Concepts

- Meeting and engaging community members in precincts
- Mailing and distributing literature
- Posting and relocating large signage throughout District
- Meet voters at public locations, e.g., Post Offices
- Attend Midcoast Community Council meetings and/or other forums, such as League of Women Voters Candidate Forum.

After the election

- MWSD reaches out to new 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
- File Form 700

Director Slater-Carter stated that during the water moratorium, the County was allowing homeowners to build wells without a lot of direction or oversight in the local area. So, she was motivated to run for the Sanitary District so she can enact change. She met great people that shared her passion for the Coast and the importance and character of their community. She summarized how the water system was acquired by the community. El Granada also added park powers to their sanitary district and now they are Community Services District. It is the people who live here that make the difference. The Board members are compensated \$75.00 dollars a meeting at MWSD. They are Board members because they care about the community, and it has been rewarding to be a Board member, and making it a reflection of the people who live there, and not a created community by someone at a distance with a different point of view on what their shared community is. She also encouraged Board members to also get involved in County and State affairs, so they are heard. She mentioned how the District was able to help the community keep the top of Montara Mountain intact when the SFPUC threatened to modify it.

Alison Kastama highlighted how government at the local level by local people result in better policies and actions and contribute to the smooth operation of a special district.

Director Slater-Carter added that there are some in Half Moon Bay who feel it beneficial to take part of Montara. However, she feels being independent is best—they take care of their own community.

Alison Kastama said General Manager Clemens Heldmaier is traveling and could not join the meeting. His role as General Manager is to serve as a hub between Board and staff, oversee operations, and implement policies set by the Board. He has enjoyed the vision of democracy at work, seeing firsthand how decisions are made resulting in great things for the community.

Alison Kastama stated that every Board member brings a unique background and perspective to an elected role, providing a breadth of skills, knowledge, and vision that bring valuable contributions to their discussions and decisions.

Virginia Change Kiraly said the best thing people can do is be engaged at the local level and make a difference there. She is on two Boards, the San Mateo County Harbor District Board of Commissioners, as well as the Menlo Park Fire Protection District Board of Directors. With a background in finance, she feels that the most important responsibility for an elected representative is to mind the treasury. They are the steward of the public's money. When she was newly elected to the Fire Protection Board, she was concerned that she didn't know anything about the operations. She learned and understood the operations of the Fire District with the help of staff. Relevant operational experience can be learned, and everyone brings their own experience to the table. Special districts are unique, and usually provides

an essential service. During the pandemic and the CZU fire, they also had to manage emergency services for their community following safety guidelines to ensure the health and safety of everyone. For the majority of special districts, revenue comes from property taxes, and they have to manage their funds very carefully. They always strive to be fiscally healthy--building reserves, paying down debt, and planning for the future. Their Districts were able to pay down their pension liabilities and debt, build projects, and improve the community infrastructure and services.

Director Lohman stated that his background is in computers, and he had no desire to get involved in politics until an issue with zoning laws came up in his neighborhood. He went to the Board of Supervisors and was dismissed as inconsequential. Motivated by anger, he joined the Midcoast Community Council and begin his political career. He was elected to El Granada Sanitary District and they were able to get parks powers. They are now Granada Community Services District. That was the first time any special district in San Mateo County had added a function. Since Montara is an unincorporated area, special districts are the only authority they have, and it is significant. He loves being an elected official, and has met a lot of great people. This district has accomplished a lot of great things for the community. Recently, they were able to stop the SFPUC from altering Montara Mountain.

Director Harvey stated he moved to the Coastside in 1985 was concerned about the current water company's lack of responsibility in maintaining and investing in the water system despite constant rate increases. He got together with Gary Warhaftig and Peter Dekker and formed the Montara Moss Beach Water Improvement Association. They spoke up against the PUC rate increases, and worked with Senator Quentin Cop towards acquiring the water system. Director Harvey ran for office, and participated in getting the bond measure passed to buy out CalAm to acquire the water system. They have their own water sources, make their own decisions, and remain independent. He enjoys serving as a director and finds it very rewarding. It doesn't take any special skills--just common sense, reading the material, and making intelligent decisions.

Director Dekker said he is originally from Holland and has lived in many countries. He settled here, and his children grew up in this area; he got to know a lot of people. In 1991, he joined Director Harvey and Gary Warhaftig as a Board member of the Montara Moss Beach Water Improvement Association, in an effort to improve the water situation. In 2019, he was appointed to the Board to fill a vacancy, and then elected the next year. Not only do they have a very capable General Manager and staff, the Board is fantastic. He enjoys being on the Board. The issues they discuss are interesting and there is lots of input from every member. It is a great way to get to know the community better.

Director Boyd said that they are a team—not only the Board members, but staff, crew, and consultants. Together they tackle big and little problems and everything

in between. Situations change and there are lots of equipment and pipes to manage and maintain in the most cost-effective way. They would love to have a luxury system, but no one wants to spend the money for that. They wrestle with that tension between what they spend and what is good enough to be in the ground. They also work with other agencies, such as the Coastal Commission, the County Board of Supervisors, neighboring sewer and water agencies, neighboring cities, Resource Conservation District, community groups, state legislators, state regulators, Caltrans. If you look at the five members of the Board as it is composed right now, they have a lot of common interests but each has a unique perspective. Together as a team they have managed to take an idea that one of them had and turn it into something that the District has done something about. They care for the community's needs, infrastructure and the viability of the agency, making sure that at the end of the day members of the community can turn their water on, flush their toilets, and open the drain, and know that the water is going to flow in the right direction. They are the only elected governing legislative body for their unincorporated community. That is one reason it is so important to take the time to get to know and collaborate with their neighboring electives and agencies. It is an honor to do this. He offered some advice that successful Board members are doing--they are meeting and talking to people in the community, listening and learning what their views are on issues within the scope of the agency, coming to the meetings with open ears and listening carefully. There is a lot to take in—from the community, other Board members, staff, and consultants. He also encouraged reading the Board packets, doing research for an occasional relevant state law, asking questions, and start out volunteering. Even if you are not elected, the best way to give it a test run is to see what you can do to volunteer. Some people come to each meeting. Everyone here has done some level of volunteering.

Bill Softky commented how great it is that Montara water system is a local science project—no one else has that. High school students should be building models of it.

Director Boyd added that there are also fog monitoring stations. There has been some really good science done, for Noah and help out with the currents along the Coast.

Director Slater-Carter said on their website there is a link to Balance Hydrologics that shows the rainfall from the last three years. There are also rainfall logs from the Airport that go back about 100 years.

Director Boyd added that General Manager Clemens Heldmaier and Mark Woyshner of Balance Hydrologics have published some excellent research papers.

Director Slater-Carter asked if anyone is interested in a tour at the sewer plant.

Alison Kastama added that before COVID they were planning to provide tours of the water system. They are hoping to do this in the near future.

Dan Reid asked how many positions are open and how does that work?

Director Boyd replied that there are three positions open. It is at large, so as many people run, the top three vote getters are then elected. Some people may campaign together, which helps with costs and demonstrates collegiality. They will be moving to District elections in 2024, and there will be one representative from each of the five districts.

Bill Softky asked why they are going to District elections.

Director Boyd replied that State legislation passed a law to make it very easy to force an agency's hand into going to District elections. They were presented with a lawyer's demand, and there wasn't a lot of options. District elections was the easiest way to protect the interests of the District. They have been focusing on reaching out to the community in those areas where they don't typically have people participating in those meetings. It will be good for the agency to have people from more geographic parts of the community.

Bill replied that this benefits large districts, not small districts. These are numerical laws which have to do with the amount of correlations and what it means to get a representative.

Director Boyd said that the law as written did not spend a lot of energy concentrating on small districts. The law is a rather blunt instrument as written. It needs to get improved. Its very difficult because the intent is to take under represented communities, particularly of color, and help them get a voice they deserve in government. To stand against this law in any way, gives the impression that it is a stand against the underrepresented communities. In the meantime, in the interest of caring for the community, they are trying to get support from all across the community so they will have good representation.

Virginia Chang Kiraly said she was the foreperson of the grand jury in 2008-2009 that wrote a report on election reform for the Board of Supervisors. Director Boyd is correct when it comes to looking at the California Voting Rights Act and how communities of color felt disenfranchised from the election process and representation. Unfortunately, there is not as clear direction from the law, so law firms have been suing any agency that has an elected body throughout California. It is an unintended consequence.

Director Boyd said they looked at this in-depth. And it does turn out that there are small communities where this kind of thing does matter for a very small clique of people to be able to maintain control. When they are talking about the things the

Board has to contend with, they don't get to pick, and they have to do what is best for the community.

Alison Kastama reminded people of the various past videos available to watch on the MWSD website and to feel free to email the general manager if they have any questions.

Director Boyd thanked everyone for their participation.

REPORTS (none)

FUTURE AGENDAS

ADJOURNMENT at 8:11 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 7th, July 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.



Director Perspective – Jim Harvey

20+ Years of Service as an Elected MWSD Director since 2002

How long have you lived in this community? Since 1985

What did you do before this role? Pulmonary physiologist at Stanford Hospital for 35 years; as well as a founding member of the Montara-Moss Beach Water Improvement Association.

What is your most remembered Board decision? *The process to purchase the water system. It required numerous meetings and late night discussions, but resulted in the improved community asset we see today.*

What do you see as your most important contribution as a Board member?
Supporting District staff and ensuring we deliver on our mission statement:

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.

Director Perspective - Bill Huber

5 Years of Service as an Elected MWSD Director 2012 to 2017

- Ran for and elected to an open seat. Can you describe your campaign effort?
- **Most significant contribution/action you recall from your time on the Board:**
 - *The development policies to ensure long-term sustainability of the District:*
 - Policies that supported staff retention
 - Ensuring a budget and financing plan that ensured the long-term viability of the District.
- **Role of Elected Representative: *To ensure the public interest is protected, and provide oversight of District management.***
 - *An elected Board member relays the will of constituents, but also ensures smart, well-thought out decisions are made.*

Director Perspective - Peter Dekker

3 Years of Service as an Appointed MWSD Director – Appointed 2019, Elected 2020

How did your background guide you to this role?

Born in Holland, where water is so Present

Resided in this community for 30 years; with service on PTAs, Board of Montara/Moss Beach Water Improvement Association, among others

What is your strongest contribution as a Director?

Financial viewpoint and oversight. As Treasurer I review all financials, including expenditures and sign checks. My role is to ensure money is spent correctly.

Also a focus on securing future water sources.

Board members must focus on a vision for the future, supporting the General Manager, and serving as a conduit of information to the community.

Proud we adopted the Water System Reliability Charge – so we now have \$1M annually secured for needed repairs and replacements.

Always impressed by the shining contributions of our residents. They may not attend every meeting, but they step up and offer such expertise when needed. Small participation does not equal no support for our work!

Director Perspective – Bob Ptacek

20 Years of Service as an Elected MWSD Director 1993-2013

How would you describe the role of an elected Board?

Running the District is like running your own household; oversight of budget and ensuring funds are set aside for continued, needed maintenance and replacements is key.

What do you recall of your time on the Board? What was your focus?

Review and understanding of the budget and costs; digging in to understand and confirm validity of expenses.

What was your most challenging decision during your time on the Board and how do you reflect on that decision now?

Expansion of SAM Treatment Plant and the acquisition of Citizens Utility Company: resulting in 69% rate increases.

The Role of an Elected Representative: *We won't always agree, but I will explain my decisions and what information they were based on.*

The Board should consider the public's interest and all the information available, make smart decisions, and ultimately is responsible to inform the public about these decisions.

Decisions may not always be popular, but the board should present the data and reasons for decision.

Board decisions should be based on benefits, cost and impact to the whole community, it should never be to support a personal agenda or desire.

Director Perspective – Kathryn Slater-Carter

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

42 years in the community.

Ran for Montara Sanitary District Board (before the water system was purchased) when it was clear San Mateo County's interests and decisions did not represent the interests of the Montara and Moss Beach community.

Our community has the most remarkable, interesting, and passionate people. I'm glad to have institutional memory and understanding of issues, that helps that our community engage and truly defend our current and future interests.

I'm proud to have pushed ...for necessary projects, peer reviews, etc... that resulted in better projects – like the expanded wet weather storage project in El Granada.

Director Perspective – Ric Lohman

3 Years of Service as an Elected MWSD Director

How long have you lived in this community? 30+ years on the Coastside

What did you do before this role? Served on Boards of Mid-Coast Community Council, Granada Community Services District, LAFCo, SAM

What Board decision to you always remember? The decision – prior to my time on the Board – to purchase Citizen’s Water Utility.

What do you see as your most important focus as a Board member?

Seeking out new water sources for community safety and fire protection.

Director Perspective - Dwight Wilson

5 Years of Service as an Elected MWSD Director 2012 to 2017

Ran for and elected to an open seat. Served previously as an elected School Board member. 20 years of elected community service.

Governance versus Management

General Manager receives direction from the Board

Board works with the General Manager, not directly with staff

Most significant contribution/action from your time on the Board:

Establishment of the water rate structure in place today.

Enacting policies that stabilized staff retention and practically eliminated staff turnover.

Role of Elected Representative: *Authority rests with the entire elected Board, not the individual elected officer.*

Board is there to guide policy, not run the District.

The General Manager oversees staff, Board guides policy.

Board is in place to represent the community AND support the work being done/so it can be successfully accomplished.

Director Perspective - Peter Dekker

3 Years 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.

Director Perspective – Kathryn Slater-Carter

27 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.



Elected Community Service Academy: Session No. 3



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

How to ask a question:



- **Chat a question to Alison**

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





Academy Mission

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

Elected Community Service Academy

July 2021

Academy Session No. 1: Board Roles and Responsibilities

January 2022

Academy Session No. 2: The Election Process

June 2022

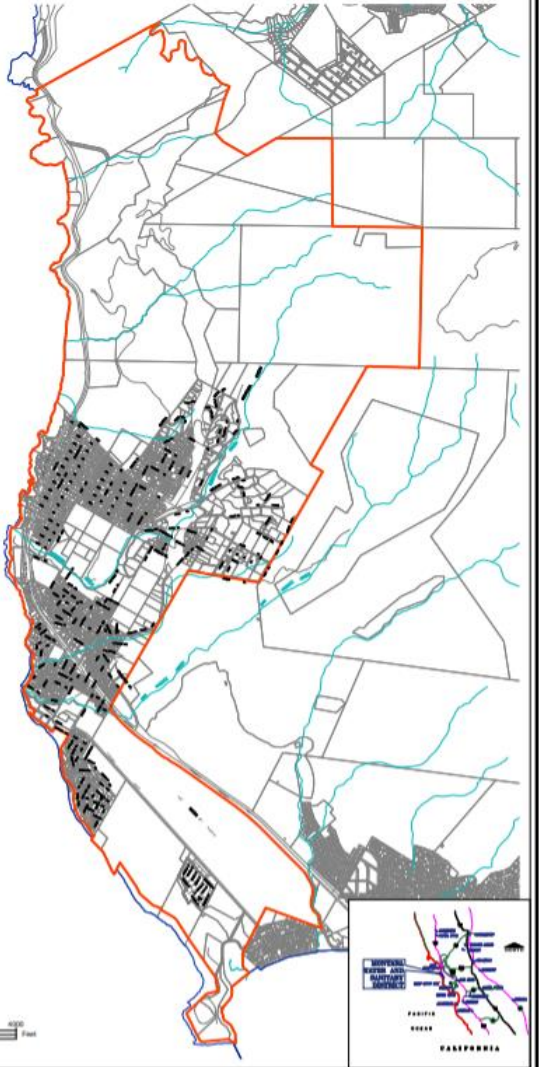
Academy Session No. 3: Local, Special District, Other Jurisdictions & Bringing Your Background to an Elected Role

View videos of Academy No. 1 & No. 2 online
at www.mwsd.montara.org (*under Board/Agendas*)



Montara Water and Sanitary District

MAP OF MONTARA WATER AND SANITARY DISTRICT BOUNDARY



- 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?



MONTARA WATER AND SANITARY DISTRICT
 912 BOX 638
 MONTARA, CA 94037-0638
 (950) 728-3388

Serving Montara and Moss Beach
 OR PAY AT:
 (FROM 9:00 AM TO 5:00 PM)
 6500 CABRILLO HIGHWAY

Check Activity: 584.000
 1000 Camino Real N.
 HALF JUNCTION, CA 94038 1486

#1

MONTH NUMBER	DATE PAID	AMOUNT PAID	AMOUNT DUE	DATE DUE	STATUS	TOTAL DUE
#5	04/01/16	0.00	0.00	04/01/16	PAID	0.00
#6	05/01/16	0.00	0.00	05/01/16	PAID	0.00
#7	06/01/16	0.00	0.00	06/01/16	PAID	0.00
#8	07/01/16	0.00	0.00	07/01/16	PAID	0.00
#9	08/01/16	0.00	0.00	08/01/16	PAID	0.00
#10	09/01/16	0.00	0.00	09/01/16	PAID	0.00

#11 PLEASE RETURN THIS PORTION WITH YOUR PAYMENT TO:
MONTARA WATER AND SANITARY DISTRICT
 912 BOX 638
 MONTARA, CA 94037-0638
 (950) 728-3388

#10 KEEP THIS PORTION FOR YOUR RECORDS

Montara Water and Sanitary District
 WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2009/21) – (FY2014/25)

The Montara Water and Sanitary District (the District or MWSD) water system requires improvements to placement needs, continue to improve water supply reliability, and ensure operational scenarios, fire flow, and emergency conditions. Thus in its District's Capital Improvement Program (CIP) and include the construction, addition of new facilities, development of new supply sources, replacement, and preventive maintenance programs.

The District established the CIP prioritization criteria that serve as the optimal improvements decision-making process to determine an achievable future that adequate funding is secured for the needed improvements. In light of new economic conditions to the water system, resulting in a region exclusively for or shared by the new customers connecting to the



1:33 PM
 6/15/2016
 Normal Month

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2015 through May 2020

	July 15 - May 20	Budget
Delivery Income/Expense		
Revenue	37,521.41	33,016.03
4210 - Curb Trench Lease		
4400 - Taxes	2,100.00	2,100.00
4410 - Administration Fee (Water Contract)	100.00	100.00
4420 - Administration Fee (Sewer)	1,000.00	1,000.00
4430 - Inspector Fee (Water)	1,000.00	1,000.00
4440 - Inspector Fee (Sewer)	1,000.00	1,000.00
4450 - Engineer's Fee	2,000.00	2,000.00
Total 4400 - Fees	11,420.00	10,800.00
4610 - Grants	110.00	
4615 - Property Tax Receipts	375,000.00	275,000.00
4710 - Sewer Service Charge	2,777,777.87	2,775,000.00
4720 - Sewer Service Material Customer	4,244.71	4,244.00
4730 - Sewer Collection Network	21,242.86	21,242.87
4810 - Other Revenue	3,058.85	
Total Revenue	3,221,444.89	3,106,052.87
Green Profit	3,221,444.89	3,106,052.87
Expense		
2000 - Administrative		
2010 - Staff Fees	5,171.37	5,070.00
2020 - Board of Directors		1,000.00
2100 - Board Meetings	2,000.00	2,000.00
2110 - Director Fees	4,100.00	4,100.00
2120 - Director Expenses	9,000.00	9,000.00
Total 2000 - Board of Directors	7,171.37	11,000.00
2200 - Conference Attendance	30.00	4,000.00
2210 - Incentive Systems	1,400.00	1,000.00
2300 - Insurance	0.00	430.00
2310 - Fidelity Bond	0.00	1,000.00
2320 - Property & Liability Insurance	0.00	
Total 2200 - Insurance	0.00	2,730.00
2400 - LAFCD Assessment	2,000.00	1,000.00
2410 - Legal		
2420 - General Legal	70,000.00	375,000.00
2430 - Litigation	42,370.00	
Total 2400 - Legal	112,370.00	376,000.00
2500 - Maintenance Office	4,300.00	2,000.00
2510 - Office Supplies	8,000.00	7,000.00
2520 - Printing & Publishing	175.00	4,000.00



Who is Elected to Serve Our Community?

State: 13th Senate District: Josh Becker 22nd 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

Different Jurisdictions – Are There Differences in Roles?

State: Senate Assembly

County: San Mateo County Board of Supervisors

Local: Midcoast Community Council

Special

Districts: Coastside Fire Protection District

Cabrillo Unified School District

Montara Water and Sanitary District

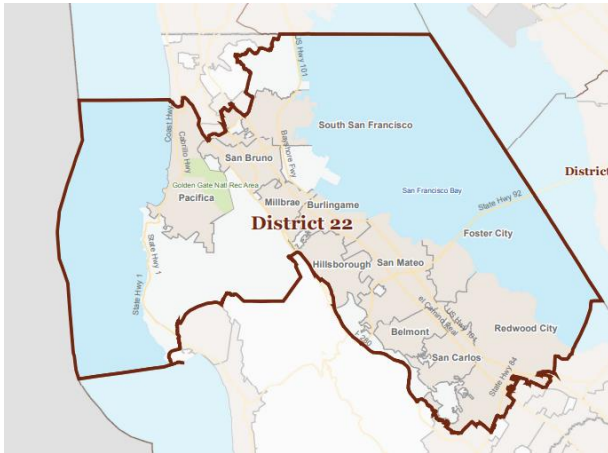
Granada Community Services District

State:

**Senate
District 13**



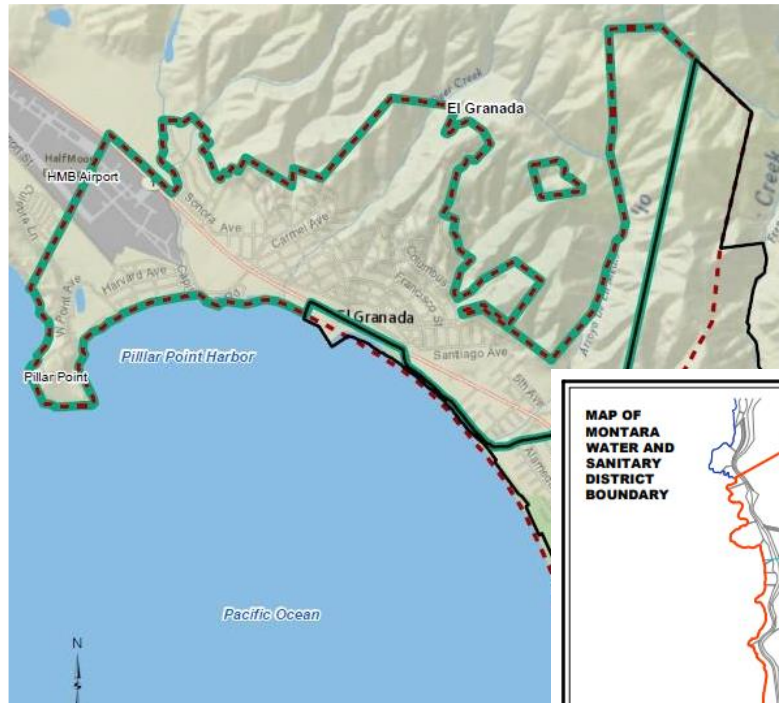
Assembly District 22



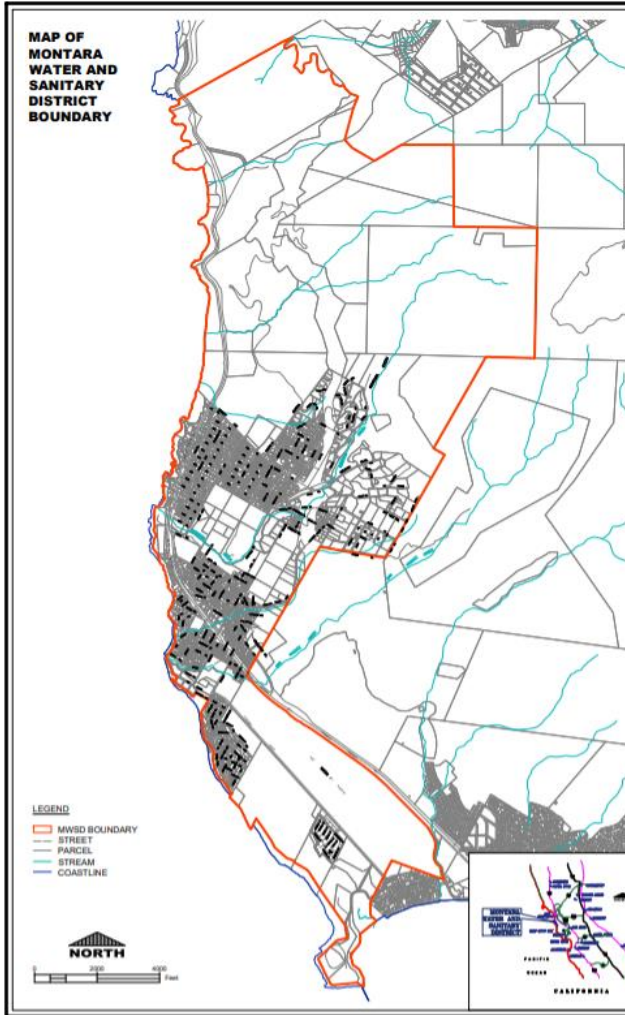
County:

**San Mateo County
Board of Supervisors
District 3**





Local:
Coastside Fire Protection District
Granada Community Services District
MWSD



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES

Director Perspective – Kathryn Slater-Carter

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

Some thoughts on the value of serving on Special Districts and local jurisdictions...

- Direct impacts in your community
- Voluntary vs Compensated Roles

What you ‘thought’ the experience would be vs what it has been?

Why a local agency?

Thomas Jefferson feared ‘that too large a distance between government and governed would “invite the public agents to corruption, plunder, and waste” actuated almost all early American statesmen. As so often, they were right.’

- from ‘Inventing Freedom’ by Daniel Hannan

What Does an Elected Official Do?

**Ensure community member interests
are represented.**

Attend Meetings!
Discuss, direct, and vote
on decisions, policies and
actions.

*Provide information back to
the community on actions,
policies and decisions.*

The Work of an Elected Board

Setting Policy & Direction

How do we achieve the mission of the agency?

What policies are considered and decided upon?

Setting and Oversight of Budget

- Setting budget
- Paying bills
- Oversight of expenditures

RESERVE POLICY OF MONTARA WATER AND SANITARY DISTRICT

The Montara Water and Sanitary District (MWSD) wishes to continue to maintain its fiscal integrity, to prudently plan for future financial needs, and to ensure adequate cash to pay operating and capital expenditures. To satisfy these financial goals, MWSD establishes the following reserves for the water and sewer enterprise funds. A separate reserve is made for each enterprise fund.

RESOLUTION NO. 1633

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND ADOPTING POLICY FOR ACQUIRING PERSONAL SERVICES

MWSD Operations*	Revenue	Expenses	Total
Sewer	\$3,872,542	(2,917,565)	\$954,977
Water	\$2,205,750	(\$1,978,896)	\$226,854

Date	Num	Name	Paid Amount	
SEWER				
06/09/2021	12330	County of San Mateo-LAFCO(Swr)	-2,858.00	PAID
06/23/2021	12352	Hue & Cry Security Systems, Inc.	-391.80	
06/23/2021	12359	Nute Engineering	-10,814.75	
06/23/2021	12366	Sewer Authority Mid-Coastside	-21,178.42	
06/23/2021	12367	Sewer Authority Mid-Coastside	-132,053.08	
06/23/2021	12368	Sewer Authority Mid-Coastside	-19,751.26	

The Work of an Elected Board (cont'd)

Setting Rates (or Taxes, Fees, etc.)


Rates, taxes, fees are a foundation of public financing; yet can also assist with consumer behavior.

Approving Contracts

- For construction
- Professional services to support HR, Engineering, etc.

Legal Discussions and Decisions

Representing The District



Montara Water & Sanitary District
NOTICE OF PUBLIC HEARING ON PROPOSED INCREASES TO GARBAGE COLLECTION, RECYCLING AND DISPOSAL FEES AND CHARGES

This Notice provides information about proposed increases in garbage collection, recycling and disposal fees and charges for those services provided by Recology of the Coast to MWSD customers.

HEARING DATE: Thursday, December 3, 2020
HEARING TIME: 7:30 p.m.
LOCATION: Montara Water and Sanitary District
8888 Cabrillo Highway
Montara, CA 94037
(Adjacent to the Point Montara Lighthouse & Hostel)
Hearing may be viewed via Zoom teleconference, details at MWSD.MONTARA.ORG



September 25, 2020

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 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 Negotiator(s): District General Manager; District General Counsel; District Real Estate Broker
Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch
Under Negotiation: Price and Terms of Payment

The Work of an Elected Board (cont'd)

Supporting the Workforce & Work

Administration Staff

- **Clemens Heldmaier**
General Manager
- **Tracy Beardsley**
District Clerk
- **Sonya Flores**
Accounts Specialist



MWSD Staff

Field Staff

- **Julian Martinez**
Superintendent
- **Nick Carrington**
Water System Plant Operator
- **Reeson Blevins**
Water System Plant Operator
- **Derek Dye**
Water System Plant Operator
- **Clinton Miles**
Water System Plant Operator



What role does the Board play?

Clemens Heldmaier, General Manager

Resided here for 19 years, emigrated from Germany; Background in geology

The role of the General Manager is to oversee day to day operations and serve as the hub between Board and staff. The Board sets policies, and the GM implements those policies.

My position witnesses democracy at work. I see firsthand various decisions and discussions, that ultimately result in very good decisions for this community.

Our small community makes for a close relationship between community members, our staff and the Board.

Bringing your unique background to an elected role...

Every background contributes skills, knowledge, and curiosity that can positively serve the community.

MWSD Board members are former business owners, former medical specialists, current technology workers, and your neighbors.

Each brings valuable contributions to our discussion and decisions.

Perspective – Virginia Chang Kiraly

Has served in elected roles in San Mateo County since 2011; Appointed roles since 2007

Elected to and currently serving as President on the San Mateo County Harbor District Board of Commissioners, as well as the Menlo Park Fire Protection District Board of Directors. Previously appointed to the California Commission for Economic Development.

First Asian-American woman elected to serve on both boards.

What is your professional and personal background?

How has your unique background contributed to your appointed and elected roles?

Director Perspective – Ric Lohman

3 Years of Service as an Elected MWSD Director

What drove you to run for office?

Not politically ambitious but saw a need for better representation for what was happening in my community.

What is your background? How has that been a part of your elected service?

Implementation computer consultant who could bridge the gap between both technical and non-technical audiences. Along with a career of unexpected changes and landing on my feet.

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

(650) 312-5222

Fair Political Practices Commission

www.fppc.ca.gov

Montara Water & Sanitary District Board & Elections:

mwsd.montara.org/board-agendas/board-election-procedure

Look for this!



Elections	
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	

Be Sure to Download:

From San Mateo County Elections:

shapethefuture.org



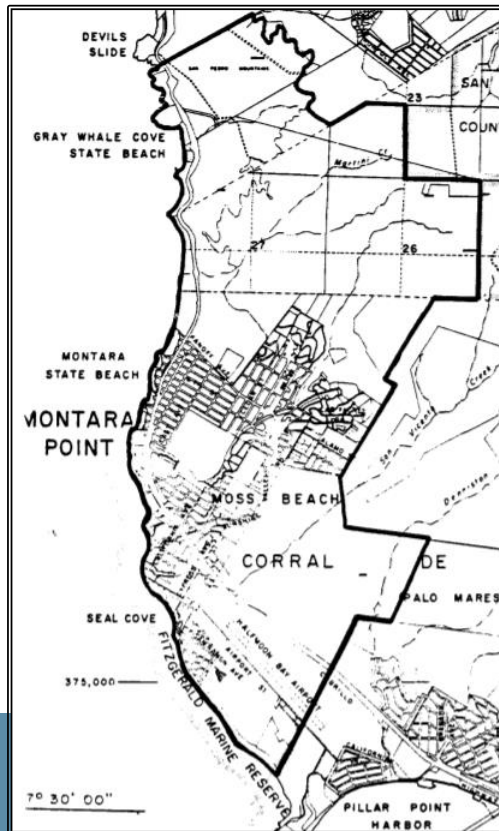
Elections	
Current Election	▶
Ways to Vote	▶
How to Vote Videos	
Change of Mailing Address	
Am I Registered to Vote / Ballot Tracking	
Voter Registration	▶
Candidates & Campaigns	▶
California Voter's Choice Act	▶
Election Security and Accuracy	
Past Elections & Results	▶
Election Jobs	▶
Resources	▶
Español,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

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



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.

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.

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 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.

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.

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.

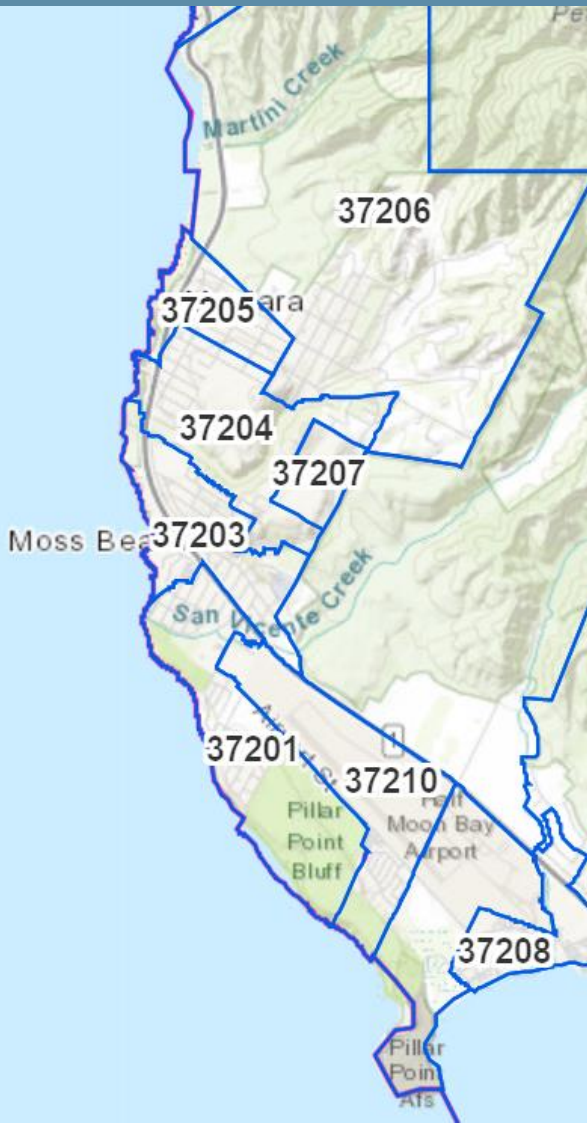
FPPC: What is Required?

Form 410 – Statement of Organization	Form 470 – Campaign Statement Short Form
Who: Candidates and organizations who raise \$2,000 or more.	Who: Candidates who do not plan to raise or spend \$2,000 or more for their campaign, and do not have an open committee.
When: 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)	When: Any time, but no later than the date the first pre-election statement is due. Statement covers entire calendar year.
With: Original & copy to Secretary of State, one copy to Local Filing Officer	With: Local Filing Office

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

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, League of Women Voters Candidate Forums

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 FPPC Filings!

What Now?

- We hope to see new candidates emerge from our community for elected community roles.
- We hope this has been a valuable resource whether you are considering a District Board position, another position in the community, or a position at some point in the future.

Director Perspective – Jim Harvey

20+ Years of Service as an Elected MWSD Director since 2002

What did you do before this role? Pulmonary physiologist at Stanford Hospital for 35 years; as well as a founding member of the Montara-Moss Beach Water Improvement Association.

Involvement prior to serving in an elected role: Engaged in addressing the challenges and failures of the private water company process serving our community.

Director Perspective - Peter Dekker

3 Years of Service as an Appointed MWSD Director – Appointed 2019, Elected 2020

I have been greatly helped by having met many people in the community as my children when through school. This community connection and feedback has been extremely important.

Serving on this Board has also expanded my connections, and I have been greatly educated by the MWSD staff. It has been a mind opening experience.

Director Perspective - Scott Boyd

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

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

- It takes a team to find solutions to our community's problems. This Board is a team.
- Talking to community members while campaigning was one of the greatest activities.
- It's not a thankless job – we receive many thanks at meetings and in the community.

Questions? Thoughts?



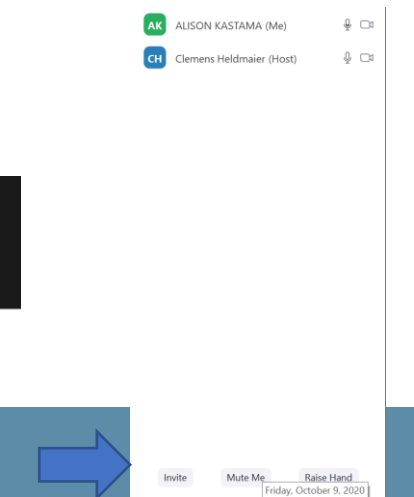
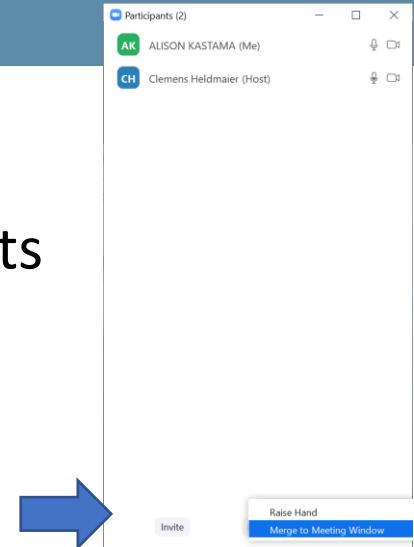
- **Raise a hand**

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



**Montara Water
and Sanitary District**

Serving the Community of Montara and Moss Beach



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **June 2, 2022**

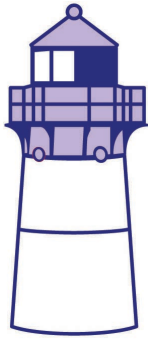
TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

Budget vs. Actual – Sewer July 2021 through May 31, 2022 - Variances over \$2,000:

- 4200 Cell Tower Lease, \$2,609 above Budget – American Tower receipt collected and recognized in April 2022. .
- 4400 Fees, \$25,009 above Budget – Remodel fees are the main driver. Following a nationwide trend, home improvement projects are causing District customers to pull permits.
- 4610 Property Tax Receipts, \$204,732 above Budget – Property taxes collected outside of budgeted months. District received property tax receipts in the amount of \$3,232 in May (split 50/50).
- 4710 Sewer Service Charges, \$330,550 above Budget – District received \$360,601 in May, representing the last major collection for FY 21/22. Water reliability charges still need to be split out and allocated to the Water Fund.
- 4720 Sewer Service Refunds, Customers, \$3,583 above budget - Large refund of \$5K returned in July 2021. Variance will reduce as we progress through the fiscal year.
- **Overall Total Operating Income for the period ending May 31, 2022 was \$561,704 above budget. Total income received to date is \$4,134,680.**
- 5200 Board of Directors, \$70,681 below Budget – The expected fallout of redistricting and related election expense is expected to occur in FY 22/23.
- 5300 Insurance, \$3,016 above Budget – Property insurance renewal was paid in November 2021.
- LAFCO assessment, \$2,292 below Budget – No activity in the current fiscal year.
- 5400 Legal, \$74,958 above Budget – Larger litigation expenses incurred from July 2021 to April 2022, related to HMB vs. MWSD, GCSD.
- 5510 Maintenance, Office, \$4,332 below Budget – Expenses related to the alleviation of dry rot at District office have been moved to capital.
- 5610 Accounting, \$3,975 below Budget – Additional expenditures expected in June due to interim audit process.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5640 Data Services, \$3,325 above Budget – Bill for services paid in full in August for EDS parcel management. Variance reduces as year moves forward.
- 5720 Telephone & Internet, \$16,685 above Budget – Changes to providers and plans has not yielded the desired effect.
- 5800 Labor, \$19,408 above Budget – Variance due to the payout of PTO in FY 21/22.
- 5800 Labor, \$20,631 above budget – Due to the payout of PTO in March 2022.
- 6170 Claims, Property Damage, \$15,257 below Budget – Two claims paid to date through CSRMA for a total of \$3,076.
- 6200 Engineering, \$25,482 above Budget – Payment for general engineering and pump station mechanical engineering.
- 6400 Pumping, \$44,550 above Budget – Payment made to Peninsula Pump for date Harte pump station. To be reviewed for possible capitalization.
- 6600 Collection/Transmission, \$7,609 below Budget – No costs paid to date.
- 6910 SAM Collections, \$27,664 below Budget – Due to timing.
- 6920 SAM Operations, \$23,829 above Budget – Costs related to FOG and TAS have been captured in this account. These expenses should be re-categorized.
- 6940 SAM Maintenance, Collection Sys, \$16,858 below Budget – Related to pass through expense for collection systems repairs, minimal activity to date.
- 6950 SAM Maintenance, Pumping, \$14,923 above Budget – Large payment of \$29k made to SAM in February 2022 for pump repairs.
- **Overall Total Operating Expenses for the period ending May 31, 2022, were \$38,271 above Budget.**
- **Total overall Expenses for the period ending May 31, 2022, were \$82,038 above budget. For a net ordinary Income of \$479,666 above Budget. Actual net ordinary Income is \$1,379,583.**
- 7100 Connection Fees, \$29,148 below Budget – One new connection issued in May.
- 7200 Interest Income, LAIF, \$30,768 below budget – Q3 allocation lower due to lower interest rates.
- 8000 CIP, \$349,061 below Budget – \$113,293 in expenses paid for in May to be capitalized.
- 9200 I-Bank Loan, \$8,827 below Budget - Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 2021 thru May 31, 2022 - Variances over \$2,000:

- 4400 Fees, \$88,102 above Budget – Mainline extension receipts will be re-categorized to a newly established pass thru account.
- 4610 Property Tax Receipts, \$204,732 above Budget – Property taxes collected outside of budgeted months. District received property tax receipts in the amount of \$3,232 in May (split 50/50).
- 4740 Testing Backflow, \$7,730 above Budget – Due to timing of collections from testing.
- 4810 Water Sales, Domestic, \$105,924 below Budget – Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending May 31, 2022 was \$197,550 above budget. Total revenue received to date is \$2,242,633.**
- 5200 Board of Directors, \$70,681 below Budget – The expected fallout of redistricting and related election expense is expected to occur in FY 22/23.
- 5240 CDPH Fees, \$3,790 above Budget – Fee is paid one-time annually. Variance will decrease as the fiscal year moves forward.
- 5350 LAFCO Assessment, \$2,750 below Budget – No costs paid to date.
- 5400 Legal, \$58,535 below Budget – Majority of District Counsel time has been spent working on Sewer enterprise matters.
- 5510 Maintenance, Office, \$4,189 above Budget – Expenses related to the alleviation of dry rot at District offices have been moved to CIP.
- 5530 Memberships, \$4,906 below Budget – Costs were within expected amounts.
- 5550 Postage, \$4,770 above Budget – Due to increased mail interaction with Water customers.
- 5560 Printing & Publishing, \$3,145 below Budget – Costs have been reduced by utilization of District public relations personnel.
- 5610 Accounting, \$3,975 below Budget – Additional expenditures expected in June due to interim audit process.
- 5630 Consulting, \$5,402 below budget – Costs have been held below expectations by District management.
- 5640 Data service, \$4,441 above Budget – District paid \$9,500 for Utility Star Maintenance.
- 5720 Telephone & Internet, \$19,046 above Budget - Changes to providers and plans has not yielded the desired effect.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **June 2, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5800 Labor, \$55,667 below Budget – Difference due to being down one Water Operator for a number of months due to injury outside the workplace.
- 6170 Claims, Property Damage, \$9,167 below Budget – No claims incurred and paid to date.
- 6180 Communications, \$9,007 below Budget – costs related to Calcon have been held in check.
- 6195 Education & Training, \$5,164 below Budget – Anticipated costs have not yet been incurred.
- 6200 Engineering, \$20,393 below Budget – Majority of costs have been capital in nature.
- 6320 Equipment & Tools, Expensed, \$3,239 above Budget – Due to the need for specific tools not currently in the District's inventory.
- 6400 Pumping, \$9,365 below Budget – True up bill was incurred in February for \$13.8K, which was less than anticipated.
- 6500 Supply, \$16,821 below Budget – Water purchases for Q1 2022 has not yet been received and paid.
- 6600 Collection/Transmission, \$14,402 above Budget – Large maintenance costs incurred due to contractors maintenance of service lines.
- 6700 Treatment, \$21,230 above Budget – Due to the purchase of meters/transmitters.
- **Overall Total Operating Expenses for the period ending May 31, 2022 were \$22,073 below Budget.**
- **Total overall Expenses for the period ending May 31, 2022 were \$193,377 below budget. For a net ordinary income of \$390,927 budgeted vs. actual. Actual net ordinary income is \$622,022.**
- 7100 Connection Fees, \$92,735 above Budget – One full connection issued in May 2022.
- 7600 Bond Revenues, G.O. \$11,112 below Budget - Due to timing.
- 7650 Water System Reliability, \$624,580 above Budget – Funds received from the County are allocated on a receipt by receipt basis. Budget will be established in future years.
- 8000 CIP, \$640,779 below Budget – Projects are currently on-going and others are being planned.
- 9100 GO Bond interest expense \$33,377 below Budget - Due to timing.
- 9150 SRF Loan, \$86,737 below Budget – Due to timing.

RECOMMENDATION:

This is for Board information only

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

	Jul '21 - May 22	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	73,394.16	70,785.00	2,609.16
4400 · Fees			
4410 · Administrative Fee (New Constr)	6,828.00	3,300.00	3,528.00
4420 · Administrative Fee (Remodel)	569.00	916.63	-347.63
4430 · Inspection Fee (New Constr)	6,456.00	3,208.37	3,247.63
4440 · Inspection Fee (Remodel)	0.00	916.63	-916.63
4450 · Mainline Extension Fees	6,000.00		
4460 · Remodel Fees	17,163.98	3,666.63	13,497.35
Total 4400 · Fees	37,016.98	12,008.26	25,008.72
4610 · Property Tax Receipts	482,481.94	277,750.00	204,731.94
4710 · Sewer Service Charges	3,524,648.97	3,194,099.37	330,549.60
4720 · Sewer Service Refunds, Customer	-8,165.92	-4,583.37	-3,582.55
4760 · Waste Collection Revenues	22,814.26	22,916.63	-102.37
4990 · Other Revenue	2,489.42		
Total Income	4,134,679.81	3,572,975.89	561,703.92
Gross Profit	4,134,679.81	3,572,975.89	561,703.92
Expense			
5000 · Administrative			
5190 · Bank Fees	6,619.67	6,416.63	203.04
5200 · Board of Directors			
5210 · Board Meetings	3,406.30	2,750.00	656.30
5220 · Director Fees	4,287.50	6,875.00	-2,587.50
5230 · Election Expenses	0.00	68,750.00	-68,750.00
Total 5200 · Board of Directors	7,693.80	78,375.00	-70,681.20
5250 · Conference Attendance	1,918.05	2,291.63	-373.58
5270 · Information Systems	3,811.74	3,666.63	145.11
5300 · Insurance			
5310 · Fidelity Bond	0.00	458.37	-458.37
5320 · Property & Liability Insurance	8,057.29	4,583.37	3,473.92
Total 5300 · Insurance	8,057.29	5,041.74	3,015.55
5350 · LAFCO Assessment	0.00	2,291.63	-2,291.63
5400 · Legal			
5430 · General Legal	82,332.88	183,333.37	-101,000.49
5440 · Litigation	175,958.24		
Total 5400 · Legal	258,291.12	183,333.37	74,957.75

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

	Sewer		
	Jul '21 - May 22	Budget	\$ Over Budget
5510 · Maintenance, Office	3,001.82	7,333.37	-4,331.55
5530 · Memberships	4,407.50		
5540 · Office Supplies	6,011.12	5,958.37	52.75
5550 · Postage	70.00	366.63	-296.63
5560 · Printing & Publishing	894.26	1,375.00	-480.74
5600 · Professional Services			
5610 · Accounting	31,775.00	35,750.00	-3,975.00
5620 · Audit	13,660.50	12,375.00	1,285.50
5630 · Consulting	47,006.73	45,833.37	1,173.36
5640 · Data Services	9,283.00	5,958.37	3,324.63
5650 · Labor & HR Support	2,562.00	2,291.63	270.37
5660 · Payroll Services	920.14	916.63	3.51
Total 5600 · Professional Services	105,207.37	103,125.00	2,082.37
5710 · San Mateo Co. Tax Roll Charges	119.00	183.37	-64.37
5720 · Telephone & Internet	35,018.76	18,333.37	16,685.39
5730 · Mileage Reimbursement	195.30	183.37	11.93
5740 · Reference Materials	0.00	0.00	0.00
5790 · Other Adminstrative	93.94		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	20,150.70	16,833.63	3,317.07
5820 · Employee Benefits	42,328.10	40,171.12	2,156.98
5830 · Disability Insurance	1,621.62	1,779.25	-157.63
5840 · Payroll Taxes	15,948.69	18,396.62	-2,447.93
5850 · PARS	16,995.61	16,441.37	554.24
5900 · Wages			
5910 · Management	122,001.46	108,658.88	13,342.58
5920 · Staff	128,617.10	128,936.50	-319.40
5930 · Staff Certification	1,925.00	1,650.00	275.00
5940 · Staff Overtime	4,419.57	311.63	4,107.94
Total 5900 · Wages	256,963.13	239,557.01	17,406.12
5960 · Worker's Comp Insurance	1,961.35	2,158.75	-197.40
Total 5800 · Labor	355,969.20	335,337.75	20,631.45
Total 5000 · Administrative	797,379.94	753,612.86	43,767.08
6000 · Operations			
6170 · Claims, Property Damage	3,076.40	18,333.37	-15,256.97
6195 · Education & Training	93.00	916.63	-823.63
6200 · Engineering			
6220 · General Engineering	52,982.20	27,500.00	25,482.20
Total 6200 · Engineering	52,982.20	27,500.00	25,482.20

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

	Jul '21 - May 22	Sewer Budget	\$ Over Budget
6320 · Equipment & Tools, Expensed	0.00	0.00	0.00
6330 · Facilities			
6335 · Alarm Services	4,883.85	4,583.37	300.48
6337 · Landscaping	5,400.00	5,500.00	-100.00
Total 6330 · Facilities	10,283.85	10,083.37	200.48
6400 · Pumping			
6410 · Pumping Fuel & Electricity	41,491.01	41,250.00	241.01
6420 · Pumping Maintenance, Generators	39,829.73		
6430 · Pumping Maintenance, General	4,479.63		
Total 6400 · Pumping	85,800.37	41,250.00	44,550.37
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	724.00	9,166.63	-8,442.63
Total 6600 · Collection/Transmission	724.00	9,166.63	-8,442.63
6770 · Uniforms	0.00	183.37	-183.37
6800 · Vehicles			
6810 · Fuel	440.50	916.63	-476.13
6820 · Truck Equipment, Expensed	0.00	146.63	-146.63
6830 · Truck Repairs	54.44	916.63	-862.19
Total 6800 · Vehicles	494.94	1,979.89	-1,484.95
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	276,644.10	304,308.62	-27,664.52
6920 · SAM Operations	1,428,719.66	1,404,890.63	23,829.03
6940 · SAM Maintenance, Collection Sys	19,808.73	36,666.63	-16,857.90
6950 · SAM Maintenance, Pumping	79,089.62	64,166.63	14,922.99
Total 6900 · Sewer Authority Midcoastside	1,804,262.11	1,810,032.51	-5,770.40
Total 6000 · Operations	1,957,716.87	1,919,445.77	38,271.10
Total Expense	2,755,096.81	2,673,058.63	82,038.18
Net Ordinary Income	1,379,583.00	899,917.26	479,665.74

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

	Jul '21 - May 22	Sewer Budget	\$ Over Budget
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	65,691.00	91,666.63	-25,975.63
7120 · Connection Fees (Remodel)	40,652.50	45,833.37	-5,180.87
7100 · Connection Fees - Other	2,009.00		
Total 7100 · Connection Fees	108,352.50	137,500.00	-29,147.50
7200 · Interest Income - LAIF	9,232.03	40,000.00	-30,767.97
Total 7000 · Capital Account Revenues	117,584.53	177,500.00	-59,915.47
Total Other Income	117,584.53	177,500.00	-59,915.47
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	1,398,412.93	1,747,473.75	-349,060.82
Total 8000 · Capital Improvement Program	1,398,412.93	1,747,473.75	-349,060.82
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	8,052.47	10,651.61	-2,599.14
9200 · I-Bank Loan	11,872.96	20,700.00	-8,827.04
Total 9000 · Capital Account Expenses	19,925.43	31,351.61	-11,426.18
Total Other Expense	1,418,338.36	1,778,825.36	-360,487.00
Net Other Income	-1,300,753.83	-1,601,325.36	300,571.53
Net Income	78,829.17	-701,408.10	780,237.27

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

	Water		
	Jul '21 - May 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	0.00	0.00	0.00
4400 · Fees			
4410 · Administrative Fee (New Constr)	7,966.00	4,583.37	3,382.63
4420 · Administrative Fee (Remodel)	569.00		
4430 · Inspection Fee (New Constr)	7,877.00	3,666.63	4,210.37
4440 · Inspection Fee (Remodel)	538.00	916.63	-378.63
4450 · Mainline Extension Fees	82,882.40	2,750.00	80,132.40
4460 · Remodel Fees	0.00	0.00	0.00
4470 · Other Fees	186.20		
Total 4400 · Fees	100,018.60	11,916.63	88,101.97
4610 · Property Tax Receipts	482,481.86	277,750.00	204,731.86
4740 · Testing, Backflow	24,230.00	16,500.00	7,730.00
4810 · Water Sales, Domestic	1,635,742.93	1,741,666.63	-105,923.70
4850 · Water Sales Refunds, Customer	-3,210.41	-2,750.00	-460.41
4990 · Other Revenue	3,369.86		
Total Income	2,242,632.84	2,045,083.26	197,549.58
Gross Profit	2,242,632.84	2,045,083.26	197,549.58
Expense			
5000 · Administrative			
5190 · Bank Fees	2,591.65	1,375.00	1,216.65
5200 · Board of Directors			
5210 · Board Meetings	3,406.30	2,750.00	656.30
5220 · Director Fees	4,287.50	6,875.00	-2,587.50
5230 · Election Expenses	0.00	68,750.00	-68,750.00
Total 5200 · Board of Directors	7,693.80	78,375.00	-70,681.20
5240 · CDPH Fees	15,706.51	11,916.63	3,789.88
5250 · Conference Attendance	1,918.04	2,750.00	-831.96
5270 · Information Systems	3,811.76	4,583.37	-771.61
5300 · Insurance			
5310 · Fidelity Bond	0.00	458.37	-458.37
5320 · Property & Liability Insurance	6,881.29	4,583.37	2,297.92
Total 5300 · Insurance	6,881.29	5,041.74	1,839.55
5350 · LAFCO Assessment	0.00	2,750.00	-2,750.00

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

	Water		
	Jul '21 - May 22	Budget	\$ Over Budget
5400 · Legal			
5430 · General Legal	68,988.47	128,333.37	-59,344.90
5440 · Litigation	810.00		
Total 5400 · Legal	69,798.47	128,333.37	-58,534.90
5510 · Maintenance, Office	3,144.38	7,333.37	-4,188.99
5530 · Memberships	19,844.50	24,750.00	-4,905.50
5540 · Office Supplies	5,613.46	5,958.37	-344.91
5550 · Postage	13,020.39	8,250.00	4,770.39
5560 · Printing & Publishing	1,438.71	4,583.37	-3,144.66
5600 · Professional Services			
5610 · Accounting	31,775.00	35,750.00	-3,975.00
5620 · Audit	13,660.50	12,375.00	1,285.50
5630 · Consulting	48,861.63	50,416.63	-1,555.00
5640 · Data Services	10,399.50	5,958.37	4,441.13
5650 · Labor & HR Support	2,562.00	1,833.37	728.63
5660 · Payroll Services	920.16	916.63	3.53
Total 5600 · Professional Services	108,178.79	107,250.00	928.79
5710 · San Mateo Co. Tax Roll Charges	119.00	0.00	119.00
5720 · Telephone & Internet	41,962.43	22,916.63	19,045.80
5730 · Mileage Reimbursement	318.14	1,375.00	-1,056.86
5740 · Reference Materials	0.00	733.37	-733.37
5790 · Other Administrative	596.55	0.00	596.55
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	44,250.83	40,391.12	3,859.71
5820 · Employee Benefits	112,863.54	98,336.37	14,527.17
5830 · Disability Insurance	3,784.88	4,269.87	-484.99
5840 · Payroll Taxes	43,459.49	46,248.62	-2,789.13
5850 · PARS	36,772.32	35,184.38	1,587.94
5900 · Wages			
5910 · Management	122,001.68	108,658.88	13,342.80
5920 · Staff	410,671.01	483,016.38	-72,345.37
5930 · Staff Certification	10,925.00	10,450.00	475.00
5940 · Staff Overtime	48,459.21	52,860.50	-4,401.29
5950 · Staff Standby	24,523.19	25,412.75	-889.56
Total 5900 · Wages	616,580.09	680,398.51	-63,818.42
5960 · Worker's Comp Insurance	9,609.57	18,159.13	-8,549.56
Total 5800 · Labor	867,320.72	922,988.00	-55,667.28
Total 5000 · Administrative	1,169,958.59	1,341,263.22	-171,304.63

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

	Jul '21 - May 22	Water Budget	\$ Over Budget
6000 · Operations			
6160 · Backflow Prevention	994.31	916.63	77.68
6170 · Claims, Property Damage	0.00	9,166.63	-9,166.63
6180 · Communications			
6185 · SCADA Maintenance	2,799.44	11,916.63	-9,117.19
6180 · Communications - Other	110.16		
Total 6180 · Communications	2,909.60	11,916.63	-9,007.03
6195 · Education & Training	3,085.70	8,250.00	-5,164.30
6200 · Engineering			
6220 · General Engineering	4,346.00	18,333.37	-13,987.37
6230 · Water Quality Engineering	85,261.26	91,666.63	-6,405.37
Total 6200 · Engineering	89,607.26	110,000.00	-20,392.74
6320 · Equipment & Tools, Expensed	10,571.98	7,333.37	3,238.61
6330 · Facilities			
6335 · Alarm Services	965.85	1,833.37	-867.52
6337 · Landscaping	15,799.05	13,750.00	2,049.05
6330 · Facilities - Other	86.53		
Total 6330 · Facilities	16,851.43	15,583.37	1,268.06
6370 · Lab Supplies & Equipment	5,356.74	3,666.63	1,690.11
6380 · Meter Reading	119.13	458.37	-339.24
6400 · Pumping			
6410 · Pumping Fuel & Electricity	74,769.91	82,500.00	-7,730.09
6420 · Pumping Maintenance, Generators	11,474.49	9,166.63	2,307.86
6430 · Pumping Maintenance, General	1,152.98	4,583.37	-3,430.39
6440 · Pumping Equipment, Expensed	129.31	641.63	-512.32
Total 6400 · Pumping	87,526.69	96,891.63	-9,364.94
6500 · Supply			
6510 · Maintenance, Raw Water Mains	253.13	2,291.63	-2,038.50
6520 · Maintenance, Wells	5,765.82	13,750.00	-7,984.18
6530 · Water Purchases	25,285.39	32,083.37	-6,797.98
Total 6500 · Supply	31,304.34	48,125.00	-16,820.66

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

	Jul '21 - May 22	Water Budget	\$ Over Budget
6600 · Collection/Transmission			
6610 · Hydrants	5,690.20	4,583.37	1,106.83
6620 · Maintenance, Water Mains	58,745.51	45,833.37	12,912.14
6630 · Maintenance, Water Svc Lines	8,245.04	18,333.37	-10,088.33
6640 · Maintenance, Tanks	437.50	4,583.37	-4,145.87
6650 · Maint., Distribution General	6,534.61	9,166.63	-2,632.02
6670 · Meters	20,915.55	3,666.63	17,248.92
Total 6600 · Collection/Transmission	100,568.41	86,166.74	14,401.67
6700 · Treatment			
6710 · Chemicals & Filtering	33,320.39	18,333.37	14,987.02
6720 · Maintenance, Treatment Equip.	11,179.69	13,750.00	-2,570.31
6730 · Treatment Analysis	35,274.70	27,500.00	7,774.70
6700 · Treatment - Other	1,038.37		
Total 6700 · Treatment	80,813.15	59,583.37	21,229.78
6770 · Uniforms	1,686.60	1,833.37	-146.77
6800 · Vehicles			
6810 · Fuel	8,209.41	6,416.63	1,792.78
6820 · Truck Equipment, Expensed	1,395.20	1,833.37	-438.17
6830 · Truck Repairs	2,231.08	4,583.37	-2,352.29
Total 6800 · Vehicles	11,835.69	12,833.37	-997.68
6890 · Other Operations	2,941.91		
6900 · Sewer Authority Midcoastside			
6940 · SAM Maintenance, Collection Sys	4,479.63		
Total 6900 · Sewer Authority Midcoastside	4,479.63		
Total 6000 · Operations	450,652.57	472,725.11	-22,072.54
Total Expense	1,620,611.16	1,813,988.33	-193,377.17
Net Ordinary Income	622,021.68	231,094.93	390,926.75
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	98,698.00	91,666.63	7,031.37
7130 · Conn. Fees, PFP (New Constr)	131,195.41	45,833.37	85,362.04
7140 · Conn. Fees, PFP (Remodel)	341.11		
Total 7100 · Connection Fees	230,234.52	137,500.00	92,734.52

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

	Jul '21 - May 22	Water Budget	\$ Over Budget
7200 · Interest Income - LAIF	1,105.15		
7600 · Bond Revenues, G.O.	890,471.71	901,583.87	-11,112.16
7650 · Water System Reliability	624,580.25	0.00	624,580.25
Total 7000 · Capital Account Revenues	1,746,391.63	1,039,083.87	707,307.76
Total Other Income	1,746,391.63	1,039,083.87	707,307.76
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	458,075.32	1,098,854.13	-640,778.81
Total 8000 · Capital Improvement Program	458,075.32	1,098,854.13	-640,778.81
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	44,428.26	77,805.00	-33,376.74
9125 · PNC Equipment Lease Interest	7,396.42	10,651.61	-3,255.19
9150 · SRF Loan	153,383.85	66,647.00	86,736.85
9210 · Conservation Program/Rebates	700.00	0.00	700.00
Total 9000 · Capital Account Expenses	205,908.53	155,103.61	50,804.92
Total Other Expense	663,983.85	1,253,957.74	-589,973.89
Net Other Income	1,082,407.78	-214,873.87	1,297,281.65
Net Income	1,704,429.46	16,221.06	1,688,208.40

Montara Water & Sanitary District
Funds Balance Sheet
As of May 31, 2022

6/24/22

Accrual Basis

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	3,526,151.78	0.00	3,526,151.78
CAMP Investment Fund	751,105.15	0.00	751,105.15
LAIF Investment Fund			
Capital Reserve	4,018,211.22	0.00	4,018,211.22
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
Total LAIF Investment Fund	4,619,693.22	0.00	4,619,693.22
Total Sewer - Bank Accounts	8,896,950.15	0.00	8,896,950.15
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	1,053,747.46	1,053,747.46
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
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	1,023,522.51	1,023,522.51
Connection Fees Reserve	0.00	253,020.00	253,020.00
Total Restricted Cash	0.00	1,276,542.51	1,276,542.51
Total Water - Bank Accounts	0.00	2,822,769.97	2,822,769.97
Total Checking/Savings	8,896,950.15	2,822,769.97	11,719,720.12
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-3,666.76	0.00	-3,666.76
Property Tax Receivable	431.15	0.00	431.15
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
Total Sewer - Accounts Receivable	-13,297.40	0.00	-13,297.40
Water - Accounts Receivable			
Accounts Receivable	0.00	54.64	54.64
Accounts Rec. - Backflow	0.00	21,948.11	21,948.11
Accounts Rec. - Water Residents	0.00	171,889.97	171,889.97
Property Tax Receivable	0.00	431.15	431.15
Unbilled Water Receivables	0.00	249,060.61	249,060.61
Total Water - Accounts Receivable	0.00	443,384.48	443,384.48
Total Accounts Receivable	-13,297.40	443,384.48	430,087.08
Other Current Assets			
Due from ADP	20,662.19	-20,662.20	-0.01
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	20,662.19	21,994.12	42,656.31
Total Current Assets	8,904,314.94	3,288,148.57	12,192,463.51
Fixed Assets			
Sewer - Fixed Assets			
General Plant	6,981,264.99	0.00	6,981,264.99
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57
Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	5,340,307.33	0.00	5,340,307.33
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-9,831,527.00	0.00	-9,831,527.00
Total Sewer - Fixed Assets	6,985,499.73	0.00	6,985,499.73

Montara Water & Sanitary District
Funds Balance Sheet
As of May 31, 2022

6/24/22

Accrual Basis

Water - Fixed Assets			
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
Total Water - Fixed Assets	0.00	16,945,089.05	16,945,089.05
Total Fixed Assets	6,985,499.73	16,945,089.05	23,930,588.78
Other Assets			
Sewer - Other Assets			
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
Total Joint Power Authority	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	2,772,130.08	0.00	2,772,130.08
Water - Other Assets			
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
Total Water - Other Assets	0.00	1,203,725.68	1,203,725.68
Total Other Assets	2,772,130.08	1,203,725.68	3,975,855.76
TOTAL ASSETS	<u>18,661,944.75</u>	<u>21,436,963.30</u>	<u>40,098,908.05</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	159,791.72	0.00	159,791.72
Accounts Payable - Water	0.00	102,365.68	102,365.68
Total Accounts Payable	159,791.72	102,365.68	262,157.40
Other Current Liabilities			
Water - Net Pension Liability	0.00	-40,021.00	-40,021.00
Sewer - Net Pension Liability	-17,981.00	0.00	-17,981.00
Sewer - Current Liabilities			
Accrued Vacations	9,338.91	0.00	9,338.91
Deposits Payable	29,690.18	0.00	29,690.18
Interest Payable	656.12	0.00	656.12
PNC Equip. Loan - S/T	3,064.82	0.00	3,064.82
Total Sewer - Current Liabilities	42,750.03	0.00	42,750.03
Water - Current Liabilities			
Accrued Vacations	0.00	19,013.16	19,013.16
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-8,418.72	-8,418.72
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	3,064.78	3,064.78
SRF Loan Payable X109 - Current	0.00	88,728.96	88,728.96
Temporary Construction Meter	0.00	32,345.03	32,345.03
Total Water - Current Liabilities	0.00	592,960.57	592,960.57
Payroll Liabilities			
Employee Benefits Payable	15,922.62	0.00	15,922.62
Total Payroll Liabilities	15,922.62	0.00	15,922.62
Total Other Current Liabilities	40,691.65	552,939.57	593,631.22
Total Current Liabilities	200,483.37	655,305.25	855,788.62
Long Term Liabilities			
Sewer - Long Term Liabilities			
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
Total Sewer - Long Term Liabilities	2,057,107.37	0.00	2,057,107.37

Montara Water & Sanitary District
Funds Balance Sheet
As of May 31, 2022

6/24/22

Accrual Basis

Water - Long Term Liabilities			
2020 GO Bonds	0.00	5,690,913.91	5,690,913.91
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
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Total Water - Long Term Liabilities	0.00	8,779,101.55	8,779,101.55
Deferred Inflows (Pensions)			
Sewer	11,473.00	0.00	11,473.00
Water	0.00	25,537.00	25,537.00
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Total Deferred Inflows (Pensions)	11,473.00	25,537.00	37,010.00
	<hr/>		<hr/>
Total Long Term Liabilities	2,068,580.37	8,804,638.55	10,873,218.92
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Total Liabilities	2,269,063.74	9,459,943.80	11,729,007.54
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	653,069.99	0.00	653,069.99
	<hr/>		<hr/>
Total Sewer - Equity Accounts	12,707,615.06	0.00	12,707,615.06
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-653,069.99	-653,069.99
	<hr/>		<hr/>
Total Water - Equity Accounts	0.00	2,037,985.02	2,037,985.02
Equity Adjustment Account	3,606,436.78	8,234,605.02	11,841,041.80
Net Income	78,829.17	1,704,429.46	1,783,258.63
	<hr/>		<hr/>
Total Equity	16,392,881.01	11,977,019.50	28,369,900.51
	<hr/>		<hr/>
TOTAL LIABILITIES & EQUITY	18,661,944.75	21,436,963.30	40,098,908.05

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

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over (Under) Targets	% Over/(Under) Targets
Sewer - Operations															
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	2,893,909.79	3,020,643.68	2,651,861.16	4,009,320.78	3,526,151.78				
Sewer Reserve Accounts															
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	4,015,553.22	4,018,211.22	4,018,211.22	4,018,211.22	4,018,211.22	4,018,211.22	3,015,825.00	1,002,386.22	133%
Connection Fee	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00	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	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%
Subtotal	4,614,225.50	4,614,225.50	4,614,225.50	4,617,035.22	4,617,035.22	4,617,035.22	4,617,035.22	4,619,693.22	4,619,693.22	4,619,693.22	4,619,693.22	-			
Water Operations															
Wells Fargo Operating - Water	904,988.43	920,081.06	935,565.86	951,916.00	967,019.35	984,569.84	997,622.65	1,012,992.09	1,025,865.27	1,040,217.38	1,053,747.46		329,816.00	696,049.27	311%
Water - Reserve Accounts															
Wells Fargo Bank:															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	1,984,750.00	(1,586,501.00)	20%
Connection Fee	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	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	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	-	100%
Operating Reserve	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00
Subtotal	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	-			
CAMP - Reserve Funds	-	-	-	-	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	751,105.15				
Water - Restricted Accounts															
JP Morgan Chase - Water	1,117,227.94	625,455.15	625,455.15	632,946.29	649,934.84	649,934.84	1,125,842.74	713,648.25	713,648.25	713,648.25	1,023,522.51				
2020 GO Bond Fund															
First Republic Bank - Water															
GO Bond Fund	3,883.92	3,853.92	3,823.92												
Sub-Total	1,121,111.86	629,309.07	629,279.07	632,946.29	649,934.84	649,934.84	1,125,842.74	713,648.25	713,648.25	713,648.25	1,023,522.51	-			
Total Cash and Equivalents	10,921,883.57	9,998,612.51	9,754,597.69	9,810,371.51	9,381,088.02	12,066,614.02	11,129,910.40	10,862,477.24	10,506,567.90	11,878,379.63	11,719,720.12	-			

**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
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28	6,654.28	6,752.82	6,752.82		73,394.16	77,220.00	-3,825.84	95.05%
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,138.00		569.00	569.00	569.00	1,707.00	1,138.00	569.00	569.00			6,828.00	3,600.00	3,228.00	189.67%
4420 · Administrative Fee (Remodel)										569.00			569.00	1,000.00	-431.00	56.9%
4430 · Inspection Fee (New Constr)		1,076.00		538.00	538.00	538.00	1,614.00	1,076.00	538.00	538.00			6,456.00	3,500.00	2,956.00	184.46%
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	1,860.50	798.00	923.00	569.00	768.00	694.00	6,433.48	-1,073.00	3,606.00		17,163.98	4,000.00	13,163.98	429.1%
Total 4400 · Fees	1,891.00	2,908.00	1,860.50	7,905.00	2,030.00	1,676.00	4,089.00	2,908.00	7,540.48	603.00	3,606.00		37,016.98	13,100.00	23,916.98	282.57%
4610 · Property Tax Receipts		107,781.16	1,214.48	220.94	26,124.08	134,154.83	90,072.52	25,629.07	837.07	94,831.63	1,616.16		482,481.94	277,750.00	204,731.94	173.71%
4710 · Sewer Service Charges					876.40	1,762,383.05		265,182.32	1,516.85	1,494,690.35			3,524,648.97	3,484,472.00	40,176.97	101.15%
4720 · Sewer Service Refunds, Customer	-5,785.92				-2,380.00									-5,000.00	-3,165.92	163.32%
4760 · Waste Collection Revenues	1,053.19	3,584.83	912.03	3,348.70	829.64	3,123.99	867.77	3,690.43	981.67	3,438.77	983.24		22,814.26	25,000.00	-2,185.74	91.26%
4990 · Other Revenue		136.00		71.52						2,281.90			2,489.42			
Total Income	3,812.55	121,064.27	10,641.29	18,200.44	34,134.40	1,907,992.15	101,683.57	304,064.10	17,530.35	1,602,598.47	12,958.22		4,134,679.81	3,872,542.00	262,137.81	106.77%
Gross Profit	3,812.55	121,064.27	10,641.29	18,200.44	34,134.40	1,907,992.15	101,683.57	304,064.10	17,530.35	1,602,598.47	12,958.22		4,134,679.81	3,872,542.00	262,137.81	106.77%
Expense																
5000 · Administrative																
5190 · Bank Fees	2,411.73	287.61	304.10	284.34	312.44	329.22	308.01	275.15	560.71	733.01	813.35		6,619.67	7,000.00	-380.33	94.57%
5200 · Board of Directors																
5210 · Board Meetings		300.00	450.00		1,006.30	600.00	300.00	450.00	300.00				3,406.30	3,000.00	406.30	113.54%
5220 · Director Fees		987.50	562.50		375.00	375.00	75.00	525.00	375.00	562.50	450.00		4,287.50	7,500.00	-3,212.50	57.17%
5230 · Election Expenses														75,000.00	-75,000.00	
Total 5200 · Board of Directors		1,287.50	1,012.50		1,381.30	975.00	375.00	975.00	675.00	562.50	450.00		7,693.80	85,500.00	-77,806.20	9.0%
5250 · Conference Attendance			722.17		712.08								1,918.05	2,500.00	-581.95	76.72%
5270 · Information Systems		332.50	62.50		1,823.00	453.12	225.00	365.62	162.50	387.50			3,811.74	4,000.00	-188.26	95.29%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance	1,176.00				6,881.29								8,057.29	5,000.00	3,057.29	161.15%
Total 5300 · Insurance	1,176.00				6,881.29								8,057.29	5,500.00	2,557.29	146.5%
5350 · LAFCO Assessment														2,500.00	-2,500.00	
5400 · Legal																
5430 · General Legal		5,378.00	7,772.45		13,842.05	9,707.76	4,742.00	4,429.50	4,677.00	13,096.72	18,687.40		82,332.88	200,000.00	-117,667.12	41.17%
5440 · Litigation		27,870.23	9,552.11		42,779.96	16,446.80	21,109.80	23,086.46	13,510.53	21,602.35			175,958.24			
Total 5400 · Legal		33,248.23	17,324.56		56,622.01	26,154.56	25,851.80	27,515.96	18,187.53	34,699.07	18,687.40		258,291.12	200,000.00	58,291.12	129.15%
5510 · Maintenance, Office		260.00	310.00	200.00	260.00	250.00	260.00	260.00	260.00	741.82	200.00		3,001.82	8,000.00	-4,998.18	37.52%
5530 · Memberships					3,807.50								4,407.50			
5540 · Office Supplies		363.41	34.38		3,992.49	171.14	615.53	221.59	40.32	133.52	438.74		6,011.12	6,500.00	-488.88	92.48%
5550 · Postage		70.00											70.00	400.00	-330.00	17.5%
5560 · Printing & Publishing	46.90	370.44	43.99		41.89	57.63	-154.97	48.69	33.13	103.37	303.19		894.26	1,500.00	-605.74	59.62%
5600 · Professional Services																

Montara Water & Sanitary District

Revenue & Expenditures Budget vs. Actual - Sewer

July 2021 through June 2022

													TOTAL						
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget			
6600 · Collection/Transmission																			
6660 · Maintenance, Collection System														724.00	724.00	10,000.00	-9,276.00	7.24%	
Total 6600 · Collection/Transmission														724.00	724.00	10,000.00	-9,276.00	7.24%	
6770 · Uniforms																200.00	-200.00		
6800 · Vehicles																			
6810 · Fuel				283.08	157.42							440.50	1,000.00	-559.50	44.05%				
6820 · Truck Equipment, Expensed														160.00	-160.00				
6830 · Truck Repairs				52.07	2.37							54.44	1,000.00	-945.56	5.44%				
Total 6800 · Vehicles				335.15	159.79							494.94	2,160.00	-1,665.06	22.91%				
6900 · Sewer Authority Midcoastside																			
6910 · SAM Collections	27,664.41		27,664.41	27,664.41	27,664.41	27,664.41	27,664.41	27,664.41	27,664.41	27,664.41	27,664.41	27,664.41	276,644.10	331,973.00	-55,328.90	83.33%			
6920 · SAM Operations	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35	127,717.35	135,401.40	141,349.04	130,230.42	1,428,719.66	1,532,608.00	-103,888.34	93.22%				
6940 · SAM Maintenance, Collection Sys				4,172.90							15,635.83	19,808.73	40,000.00	-20,191.27	49.52%				
6950 · SAM Maintenance, Pumping	5,451.01				3,503.76	26,893.48		34,631.43	4,879.49	3,730.45		79,089.62	70,000.00	9,089.62	112.99%				
Total 6900 · Sewer Authority Midcoastside	127,717.35	160,832.77	155,381.76	159,554.66	158,885.52	155,381.76	182,275.24	190,013.19	167,945.30	184,649.28	161,625.28	1,804,262.11	1,974,581.00	-170,318.89	91.37%				
Total 6000 · Operations	131,521.53	161,572.07	164,764.55	161,029.81	167,539.80	167,154.64	200,256.92	214,095.07	177,825.52	196,902.57	215,054.39	1,957,716.87	2,093,941.00	-136,224.13	93.49%				
Total Expense	173,891.70	241,677.81	229,282.37	186,866.50	308,141.37	230,693.23	275,204.59	284,510.88	264,618.51	272,763.55	287,446.30	2,755,096.81	2,916,064.00	-160,967.19	94.48%				
Net Ordinary Income	-170,079.15	-120,613.54	-218,641.08	-168,666.06	-274,006.97	1,677,298.92	-173,521.02	19,553.22	-247,088.16	1,329,834.92	-274,488.08	1,379,583.00	956,478.00	423,105.00	144.24%				
Other Income/Expense																			
Other Income																			
7000 · Capital Account Revenues																			
7100 · Connection Fees																			
7110 · Connection Fees (New Constr)								30,153.00	2,154.00				33,384.00	65,691.00	100,000.00	-34,309.00	65.69%		
7120 · Connection Fees (Remodel)	12,924.00		5,608.00	30,694.50				-8,584.50	-527.50				538.00	40,652.50	50,000.00	-9,347.50	81.31%		
7100 · Connection Fees - Other														2,009.00			2,009.00		
Total 7100 · Connection Fees	12,924.00		5,608.00	30,694.50				-8,584.50	29,625.50	4,163.00	538.00	33,384.00	108,352.50	150,000.00	-41,647.50	72.24%			
7200 · Interest Income - LAIF	3,764.31				2,809.72	2,658.00							9,232.03	40,000.00	-30,767.97	23.08%			
Total 7000 · Capital Account Revenues	3,764.31	12,924.00	5,608.00	33,504.22				-8,584.50	2,658.00	29,625.50	4,163.00	538.00	33,384.00	117,584.53	190,000.00	-72,415.47	61.89%		
Total Other Income	3,764.31	12,924.00	5,608.00	33,504.22				-8,584.50	2,658.00	29,625.50	4,163.00	538.00	33,384.00	117,584.53	190,000.00	-72,415.47	61.89%		
Other Expense																			
8000 · Capital Improvement Program																			
8075 · Sewer	7,656.50	370,216.14	14,254.14	16,798.87	1,073.25	12,828.75	836,462.83	2,745.50	15,418.75	7,665.49	113,292.71	1,398,412.93	1,906,335.00	-507,922.07	73.36%				
Total 8000 · Capital Improvement Program	7,656.50	370,216.14	14,254.14	16,798.87	1,073.25	12,828.75	836,462.83	2,745.50	15,418.75	7,665.49	113,292.71	1,398,412.93	1,906,335.00	-507,922.07	73.36%				
9000 · Capital Account Expenses																			
9125 · PNC Equipment Lease Interest	1,174.89	1,024.43	1,010.52	996.57	982.56	968.57	954.51	940.42				8,052.47	11,535.00	-3,482.53	69.81%				
9200 · I-Bank Loan	1,765.38					10,107.58							11,872.96	20,700.00	-8,827.04	57.36%			
Total 9000 · Capital Account Expenses	2,940.27	1,024.43	1,010.52	996.57	982.56	11,076.15	954.51	940.42				19,925.43	32,235.00	-12,309.57	61.81%				
Total Other Expense	10,596.77	371,240.57	15,264.66	17,795.44	2,055.81	23,904.90	837,417.34	3,685.92	15,418.75	7,665.49	113,292.71	1,418,338.36	1,938,570.00	-520,231.64	73.16%				
Net Other Income	-6,832.46	-358,316.57	-9,656.66	15,708.78	-2,055.81	-32,489.40	-834,759.34	25,939.58	-11,255.75	-7,127.49	-79,908.71	-1,300,753.83	-1,748,570.00	447,816.17	74.39%				
Net Income	-176,911.61	-478,930.11	-228,297.74	-152,957.28	-276,062.78	1,644,809.52	-1,008,280.36	45,492.80	-258,343.91	1,322,707.43	-354,396.79	78,829.17	-792,092.00	870,921.17	-9.95%				

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
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease																
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,138.00		569.00	569.00	569.00	2,276.00	1,138.00	1,138.00	569.00			7,966.00	5,000.00	2,966.00	159.32%
4420 · Administrative Fee (Remodel)				569.00									569.00			
4430 · Inspection Fee (New Constr)		1,421.00		538.00	538.00	538.00	2,152.00	1,076.00	1,076.00	538.00			7,877.00	4,000.00	3,877.00	196.93%
4440 · Inspection Fee (Remodel)				538.00									538.00	1,000.00	-462.00	53.8%
4450 · Mainline Extension Fees					80,069.00			2,813.40					82,882.40	3,000.00	79,882.40	2,762.75%
4460 · Remodel Fees																
4470 · Other Fees								186.20					186.20			
Total 4400 · Fees		2,559.00		2,214.00	81,176.00	1,107.00	4,428.00	5,027.40	2,400.20	1,107.00			100,018.60	13,000.00	87,018.60	769.37%
4610 · Property Tax Receipts		107,781.15	1,214.47	220.94	26,124.08	134,154.81	90,072.52	25,629.06	837.06	94,831.62	1,616.15		482,481.86	277,750.00	204,731.86	173.71%
4740 · Testing, Backflow	3,000.00		3,730.00	2,625.00	4,125.00	3,000.00	3,000.00		2,000.00	1,000.00	1,750.00		24,230.00	18,000.00	6,230.00	134.61%
4760 · Waste Collection Revenues																
4810 · Water Sales, Domestic	352,485.37	-28,745.51	134,256.33	140,891.11	140,783.23	159,358.41	150,411.41	132,658.12	154,188.33	139,275.71	160,180.42		1,635,742.93	1,900,000.00	-264,257.07	86.09%
4850 · Water Sales Refunds, Customer	-105.92	-1,066.00			-263.31	-98.36	-179.45		-1,341.59		-155.78		-3,210.41	-3,000.00	-210.41	107.01%
4990 · Other Revenue		136.00		71.51	558.64				186.20	2,347.51	70.00		3,369.86			
Total Income	355,379.45	80,664.64	139,200.80	146,022.56	252,503.64	297,521.86	247,732.48	163,314.58	158,270.20	238,561.84	163,460.79		2,242,632.84	2,205,750.00	36,882.84	101.67%
Gross Profit	355,379.45	80,664.64	139,200.80	146,022.56	252,503.64	297,521.86	247,732.48	163,314.58	158,270.20	238,561.84	163,460.79		2,242,632.84	2,205,750.00	36,882.84	101.67%
Expense																
5000 · Administrative																
5190 · Bank Fees	357.99	317.60	334.11	323.96	375.98	329.23	295.70	275.15	-74.40	11.43	44.90		2,591.65	1,500.00	1,091.65	172.78%
5200 · Board of Directors																
5210 · Board Meetings		300.00	450.00		1,006.30	600.00	300.00	450.00	300.00				3,406.30	3,000.00	406.30	113.54%
5220 · Director Fees		987.50	562.50		375.00	375.00	75.00	525.00	375.00	562.50	450.00		4,287.50	7,500.00	-3,212.50	57.17%
5230 · Election Expenses														75,000.00	-75,000.00	
Total 5200 · Board of Directors		1,287.50	1,012.50		1,381.30	975.00	375.00	975.00	675.00	562.50	450.00		7,693.80	85,500.00	-77,806.20	9.0%
5240 · CDPH Fees						3,326.00	12,380.51						15,706.51	13,000.00	2,706.51	120.82%
5250 · Conference Attendance			722.16		712.08						483.80		1,918.04	3,000.00	-1,081.96	63.94%
5270 · Information Systems		332.50	62.50		1,823.00	453.13	225.00	365.63	162.50	387.50			3,811.76	5,000.00	-1,188.24	76.24%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance					6,881.29								6,881.29	5,000.00	1,881.29	137.63%
Total 5300 · Insurance					6,881.29								6,881.29	5,500.00	1,381.29	125.11%
5350 · LAFCO Assessment														3,000.00	-3,000.00	
5400 · Legal																
5430 · General Legal		5,498.00	9,752.45		13,914.05	10,157.75	5,279.00	5,926.50	4,839.00	13,621.72			68,988.47	140,000.00	-71,011.53	49.28%
5440 · Litigation		210.00			600.00								810.00			
Total 5400 · Legal		5,708.00	9,752.45		14,514.05	10,157.75	5,279.00	5,926.50	4,839.00	13,621.72			69,798.47	140,000.00	-70,201.53	49.86%
5510 · Maintenance, Office		658.13	310.00	200.00	436.25	250.00	260.00	260.00	260.00	310.00	200.00		3,144.38	8,000.00	-4,855.62	39.31%
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		3,992.48	171.14	615.53	221.58	138.69	133.53	-57.30		5,613.46	6,500.00	-886.54	86.36%

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
Total 6000 · Operations	18,456.91	33,559.45	35,058.52	7,517.48	39,006.23	52,599.49	46,888.70	51,142.24	33,569.50	45,400.57	87,453.48		450,652.57	515,700.00	-65,047.43	87.39%
Total Expense	101,971.67	121,378.61	139,302.95	78,438.09	206,384.10	158,040.19	162,973.35	136,391.84	170,992.08	150,973.78	193,764.50		1,620,611.16	1,978,896.00	-358,284.84	81.9%
Net Ordinary Income	253,407.78	-40,713.97	-102.15	67,584.47	46,119.54	139,481.67	84,759.13	26,922.74	-12,721.88	87,588.06	-30,303.71		622,021.68	226,854.00	395,167.68	274.2%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)			20,815.00			58,659.00			-1,591.00		20,815.00		98,698.00	100,000.00	-1,302.00	98.7%
7130 · Conn. Fees, PFP (New Constr)	2,131.36	9,470.36	27,835.57	2,183.36	18,937.49	9,892.27	10,800.00	23,240.68	9,738.38	2,080.22	14,885.72		131,195.41	50,000.00	81,195.41	262.39%
7140 · Conn. Fees, PFP (Remodel)									341.11				341.11			
Total 7100 · Connection Fees	2,131.36	9,470.36	48,650.57	2,183.36	18,937.49	68,551.27	10,800.00	23,240.68	8,488.49	2,080.22	35,700.72		230,234.52	150,000.00	80,234.52	153.49%
7200 · Interest Income - LAIF											1,105.15		1,105.15			
7600 · Bond Revenues, G.O.			3,667.22	756.70	16,231.85	474,949.66	2,623.91	79,692.71	2,538.52	307,335.74	2,675.40		890,471.71	983,546.00	-93,074.29	90.54%
7650 · Water System Reliability						542,892.30		81,687.95					624,580.25		624,580.25	100.0%
Total 7000 · Capital Account Revenues	2,131.36	9,470.36	52,317.79	2,940.06	35,169.34	1,086,393.23	13,423.91	184,621.34	11,027.01	309,415.96	39,481.27		1,746,391.63	1,133,546.00	612,845.63	154.06%
Total Other Income	2,131.36	9,470.36	52,317.79	2,940.06	35,169.34	1,086,393.23	13,423.91	184,621.34	11,027.01	309,415.96	39,481.27		1,746,391.63	1,133,546.00	612,845.63	154.06%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	25,523.75	79,582.78	66,094.87	42,411.12	41,812.59	70,263.66	25,305.72	44,428.05	45,733.06	86.37	16,833.35		458,075.32	1,198,750.00	-740,674.68	38.21%
Total 8000 · Capital Improvement Program	25,523.75	79,582.78	66,094.87	42,411.12	41,812.59	70,263.66	25,305.72	44,428.05	45,733.06	86.37	16,833.35		458,075.32	1,198,750.00	-740,674.68	38.21%
9000 · Capital Account Expenses																
9100 · Interest Expense - GO Bonds		6,698.26						37,730.00					44,428.26	77,805.00	-33,376.74	57.1%
9125 · PNC Equipment Lease Interest	518.78	1,024.44	1,010.52	996.57	982.59	968.57	954.52	940.43					7,396.42	11,535.00	-4,138.58	64.12%
9150 · SRF Loan						32,828.28					120,555.57		153,383.85	66,647.00	86,736.85	230.14%
9210 · Conservation Program/Rebates	150.00	150.00	200.00		100.00			100.00					700.00		700.00	100.0%
Total 9000 · Capital Account Expenses	668.78	7,872.70	1,210.52	996.57	1,082.59	33,796.85	954.52	38,770.43			120,555.57		205,908.53	155,987.00	49,921.53	132.0%
Total Other Expense	26,192.53	87,455.48	67,305.39	43,407.69	42,895.18	104,060.51	26,260.24	83,198.48	45,733.06	86.37	137,388.92		663,983.85	1,354,737.00	-690,753.15	49.01%
Net Other Income	-24,061.17	-77,985.12	-14,987.60	-40,467.63	-7,725.84	982,332.72	-12,836.33	101,422.86	-34,706.05	309,329.59	-97,907.65		1,082,407.78	-221,191.00	1,303,598.78	-489.35%
Net Income	229,346.61	-118,699.09	-15,089.75	27,116.84	38,393.70	1,121,814.39	71,922.80	128,345.60	-47,427.93	396,917.65	-128,211.36		1,704,429.46	5,663.00	1,698,766.46	30,097.64%

Montara Water & Sanitary District Check Detail

June 29 - 30, 2022

Date	Num	Name	Paid Amount	
Warrants for Board of Directors Meeting July 7, 2022				
SPLIT				
06/02/2022	13138	ACWA/JPIA	-15,090.29	PAID
05/31/2022	13130	Aztec Gardens	-860.00	PAID
06/02/2022	13139	CalPERS 457 Plan	-6,847.15	PAID
06/15/2022	13150	Cintas	-71.42	PAID
05/31/2022	13132	CoastsideNet, Inc.	-86.41	PAID
05/31/2022	13133	Comcast	-287.04	PAID
06/02/2022	13140	Huntington National Bank	-13,370.00	PAID
05/31/2022	13134	IEDA	-427.00	PAID
05/31/2022	13135	KBA Document Solutions	-18.16	PAID
06/29/2022	13152	Pacific Gas & Electric	-5,942.16	PAID
06/13/2022	13146	PCT	-300.00	PAID
06/13/2022	13147	RVE ACCOUNTING & ADVISORY SERVICES	-7,285.00	PAID
06/02/2022	13141	U.S. Bank PARS	-10,494.83	PAID
06/13/2022	13149	USPS	-84.00	PAID
06/02/2022	13142	White Glove Housekeeping	-500.00	PAID
06/29/2022	13153	A-B Communications	-181.68	
06/29/2022	13157	AT&T	-248.93	
06/29/2022	13158	AT&T	-859.80	
06/29/2022	13159	AT&T	-3,649.38	
06/29/2022	13160	AT&T	-863.92	
06/29/2022	13161	AT&T	-506.79	
06/29/2022	13163	Aztec Gardens	-1,065.00	
06/29/2022	13165	Bay Alarm Company	-242.55	
06/29/2022	13168	Comcast	-287.04	
06/29/2022	13174	Fitzgerald Law Offices	-12,637.50	
06/29/2022	13179	Jim Harvey	-150.00	
06/29/2022	13181	Kastama Strategic Consulting	-4,966.22	
06/29/2022	13182	Kathryn Slater-Carter	-75.00	
06/29/2022	13183	Kathryn Slater-Carter	-117.00	
06/29/2022	13184	KBA Document Solutions	-97.93	
06/29/2022	13190	Office Depot	-283.24	
06/29/2022	13191	PARS	-844.13	
06/29/2022	13192	Peter Dekker	-150.00	
06/29/2022	13193	Ric Lohman	-75.00	
06/29/2022	13194	Scott Boyd	-75.00	
06/29/2022	13198	Standard Insurance Co.	-491.50	
06/29/2022	13200	Tech Solutions	-575.00	

Montara Water & Sanitary District Check Detail

June 29 - 30, 2022

Date	Num	Name	Paid Amount	
WATER				
05/31/2022	13131	Calcon Systems, Inc.	-9,580.22	PAID
06/13/2022	13143	Core & Main	-381.11	PAID
06/13/2022	13144	McMaster-Carr Supply Co.	-48.93	PAID
06/13/2022	13145	Pacific Gas & Electric	-2,053.23	PAID
06/29/2022	13151	Pacific Gas & Electric	-1,315.28	PAID
05/31/2022	13136	SRT Consultants	-28,533.75	PAID
05/31/2022	13137	Strawflower Electronics, Inc.	-55.35	PAID
06/13/2022	13148	U.S. Bank	-1,155.00	PAID
06/29/2022	13154	Alliant Insurance Services	-1,106.00	
06/29/2022	13155	American Water Works Association	-473.00	
06/29/2022	13156	Andreini Brothers, Inc.	-46,127.17	
06/29/2022	13162	AT&T Mobility	-60.00	
06/29/2022	13164	Badger Meter, Inc.	-4,575.53	
06/29/2022	13166	BSK Lab	-1,376.10	
06/29/2022	13167	Calcon Systems, Inc.	-5,336.02	
06/29/2022	13204	Clinton Miles	-60.00	
06/29/2022	13169	Core & Main	-2,774.36	
06/29/2022	13170	County of San Mateo-water	-2,755.00	
06/29/2022	13172	Esbro Chemical	-361.09	
06/29/2022	13173	Evoqua Water Technologies	-5,632.57	
06/29/2022	13175	Grainger	-510.58	
06/29/2022	13176	Hassette Ace Hardware	-144.24	
06/29/2022	13180	Julian Martinez	-282.75	
06/29/2022	13185	Linda Mar Ace Home Center	-44.25	
06/29/2022	13186	McMaster-Carr Supply Co.	-472.92	
06/29/2022	13187	MWSD Sewer to GO BOND	-95,920.43	
06/29/2022	13188	North Coast County Water District	-520.00	
06/29/2022	13199	Strawflower Electronics, Inc.	-55.35	
06/29/2022	13201	USA Blue Book	-183.33	
06/29/2022	13202	Useware, Inc	-9,890.00	
06/29/2022	13203	Wells Fargo Remittance Center	-6,442.22	

Montara Water & Sanitary District Check Detail

June 29 - 30, 2022

Date	Num	Name	Paid Amount
SEWER			
06/29/2022	13171	County of San Mateo-sewer	-2,708.00
06/29/2022	13177	Herc Rentals	-4,879.49
06/29/2022	13178	Hue & Cry Security Systems, Inc.	-427.08
06/29/2022	13205	Moss Beach Kombucha	-275.00
06/29/2022	13189	Nute Engineering	-8,482.00
06/29/2022	13195	Sewer Authority Mid-Coastside	-127,717.35
06/29/2022	13196	Sewer Authority Mid-Coastside	-27,664.41
06/29/2022	13197	Sewer Authority Mid-Coastside	-11,268.11



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for May 2022

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 May 2022.
- Collection System Monthly Overflow Report – May 2022.

The Average Daily Flow for Montara was 0.230 MGD in May 2022 . There was no reportable overflow in May in the Montara System. SAM indicates there were 0.07 inches of rain in May 2022 in Montara.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, May 2022

May 2022

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

12 Month Moving Total

	Total	<i>12 month rolling Number</i>			
		HMB	GCS D	MWSD	SAM
Roots	2	1	1	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	0	1
Total	6	3	1	1	1
		50%	17%	17%	17%

Reportable SSOs

	Total	<i>Reportable Number of S.S.O.'s</i>			
		HMB	GCS D	MWSD	SAM
May 2022	1	0	0	0	1
12 Month Moving Total	6	3	1	1	1

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS D	MWSD	SAM
May 2022	1.0	0.0	0.0	0.0	13.7
12 Month Moving Total	5.7	8.1	3.0	3.7	13.7
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	3.8	5.4	3.0	0.0	13.7
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

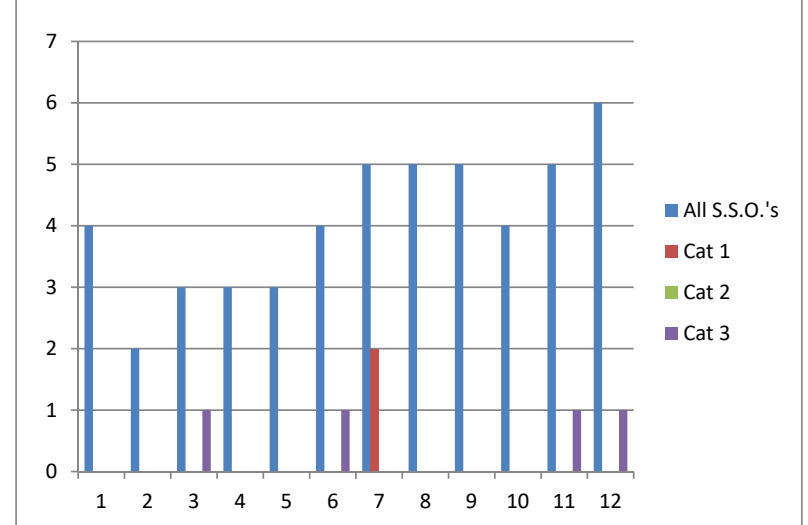
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9
Feb - 22	18,178	9,863	6,934	34,975	6.6
Mar - 22	12,060	13,397	4,271	29,728	5.6
April - 22	12,929	12,757	7,371	33,057	6.3
May - 22	11,253	8,527	6,221	26,001	4.9

Annual ft	119,922	118,000	90,978	328,900	
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Annual Mi.	22.7	22.3	17.2		62.3
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Attachment C

12 Month Moving SSO Totals Through May 2022



Attachment A

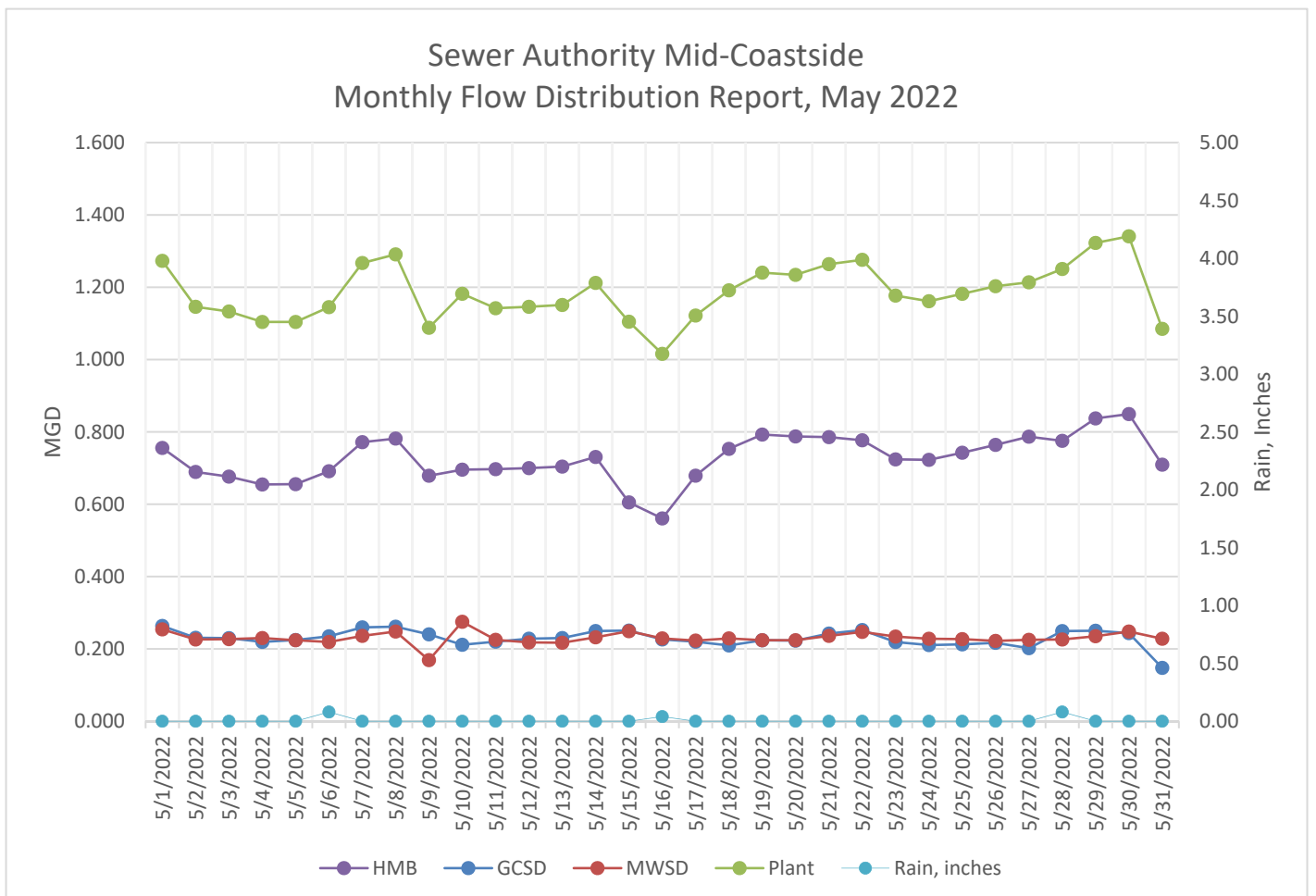
Flow Distribution Report Summary for May 2022

The daily flow report figures for the month of May 2022 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	0.727	61.3%
Granada Community Services District	0.229	19.3%
Montara Water and Sanitary District	<u>0.230</u>	<u>19.4%</u>
Total	1.186	100.0%



Sewer Authority Mid-Coastside

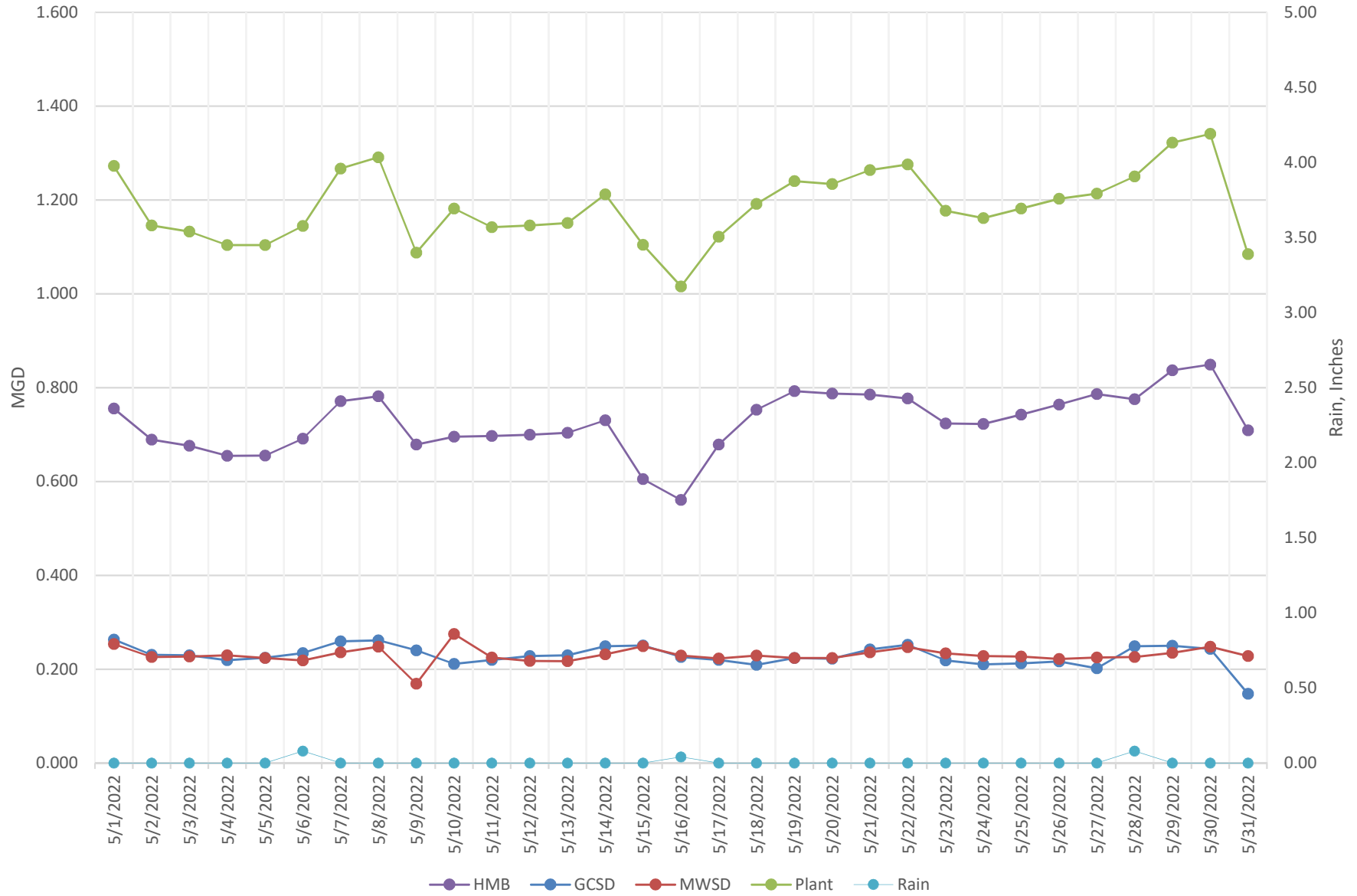
Monthly Flow Distribution Report for May 2022

<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>
5/1/2022	0.756	0.263	0.254	1.273	0.00	0.00	0.00
5/2/2022	0.689	0.231	0.226	1.146	0.00	0.00	0.00
5/3/2022	0.676	0.230	0.227	1.133	0.00	0.00	0.00
5/4/2022	0.655	0.219	0.230	1.104	0.00	0.00	0.00
5/5/2022	0.656	0.224	0.224	1.104	0.00	0.00	0.00
5/6/2022	0.691	0.235	0.219	1.145	0.08	0.07	0.04
5/7/2022	0.772	0.259	0.236	1.267	0.00	0.00	0.00
5/8/2022	0.782	0.261	0.248	1.291	0.00	0.00	0.00
5/9/2022	0.679	0.240	0.169	1.088	0.00	0.00	0.00
5/10/2022	0.696	0.211	0.275	1.182	0.00	0.00	0.00
5/11/2022	0.697	0.220	0.225	1.142	0.00	0.00	0.00
5/12/2022	0.700	0.228	0.218	1.146	0.00	0.00	0.00
5/13/2022	0.704	0.230	0.217	1.151	0.00	0.02	0.00
5/14/2022	0.731	0.249	0.232	1.212	0.00	0.00	0.00
5/15/2022	0.605	0.251	0.249	1.105	0.00	0.00	0.00
5/16/2022	0.561	0.226	0.229	1.016	0.04	0.01	0.01
5/17/2022	0.679	0.220	0.223	1.122	0.00	0.00	0.00
5/18/2022	0.753	0.210	0.229	1.192	0.00	0.00	0.00
5/19/2022	0.793	0.224	0.224	1.240	0.00	0.00	0.00
5/20/2022	0.788	0.223	0.224	1.234	0.00	0.00	0.00
5/21/2022	0.786	0.242	0.236	1.264	0.00	0.00	0.00
5/22/2022	0.777	0.252	0.247	1.276	0.00	0.00	0.00
5/23/2022	0.724	0.219	0.234	1.177	0.00	0.00	0.00
5/24/2022	0.723	0.211	0.228	1.161	0.00	0.00	0.00
5/25/2022	0.742	0.212	0.227	1.182	0.00	0.00	0.00
5/26/2022	0.764	0.217	0.222	1.203	0.00	0.00	0.00
5/27/2022	0.787	0.202	0.225	1.214	0.00	0.00	0.00
5/28/2022	0.775	0.249	0.226	1.251	0.08	0.03	0.02
5/29/2022	0.837	0.250	0.235	1.323	0.00	0.00	0.00
5/30/2022	0.849	0.244	0.248	1.341	0.00	0.00	0.00
5/31/2022	0.709	0.148	0.228	1.085	0.00	0.00	0.00
Totals	22.534	7.100	7.134	36.768	0.20	0.13	0.07

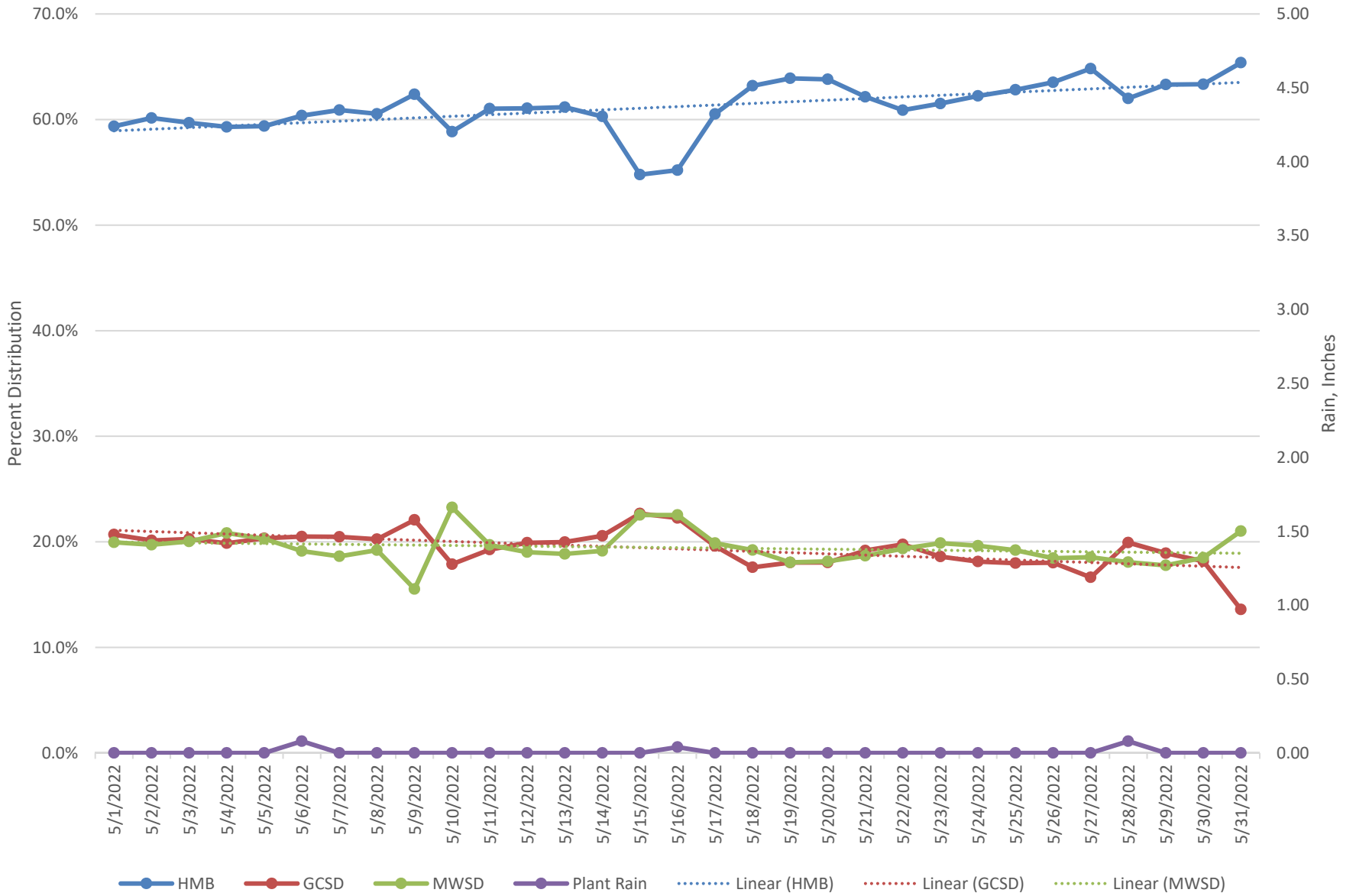
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.561	0.148	0.169	1.016
Average	0.727	0.229	0.230	1.186
Maximum	0.849	0.263	0.275	1.341
Distribution	61.3%	19.3%	19.4%	100.0%

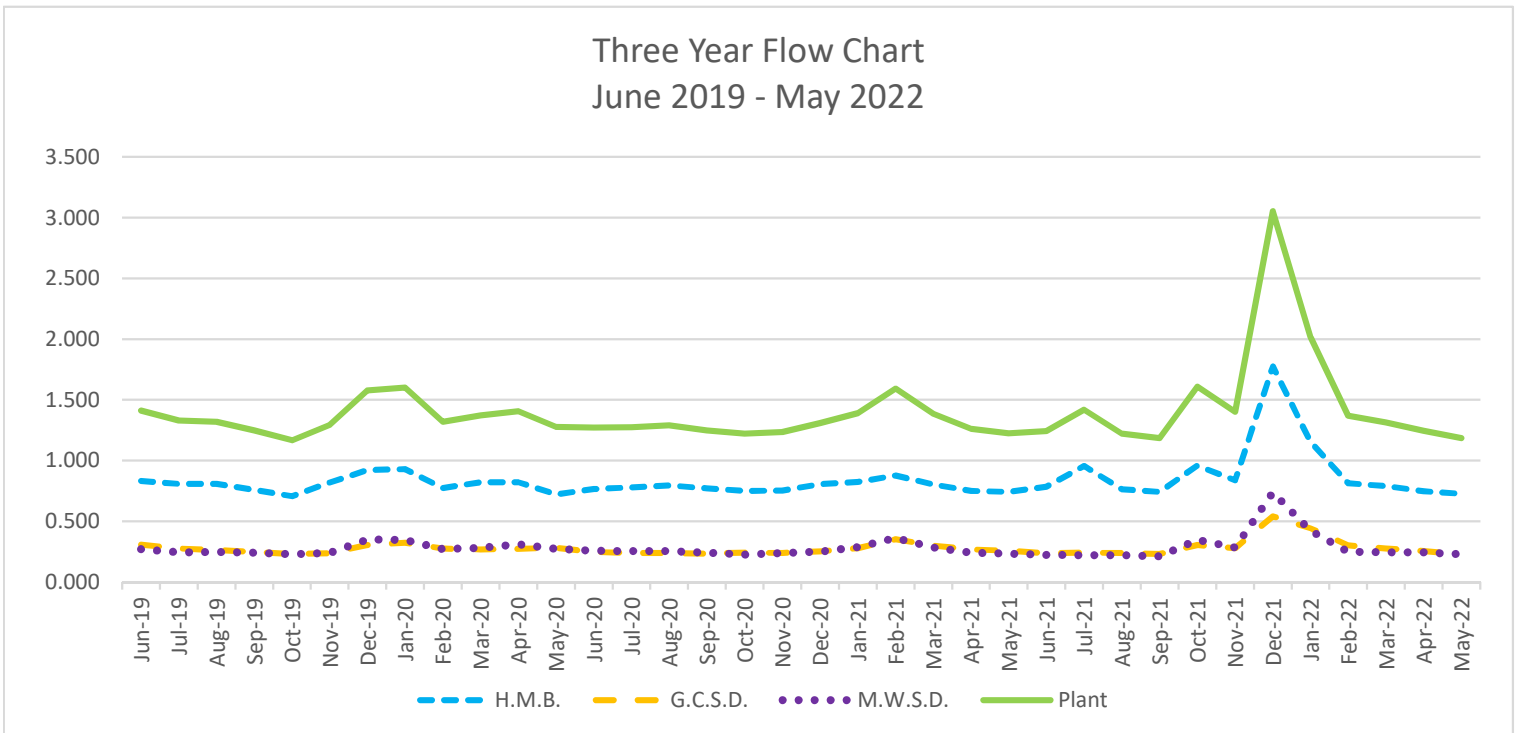
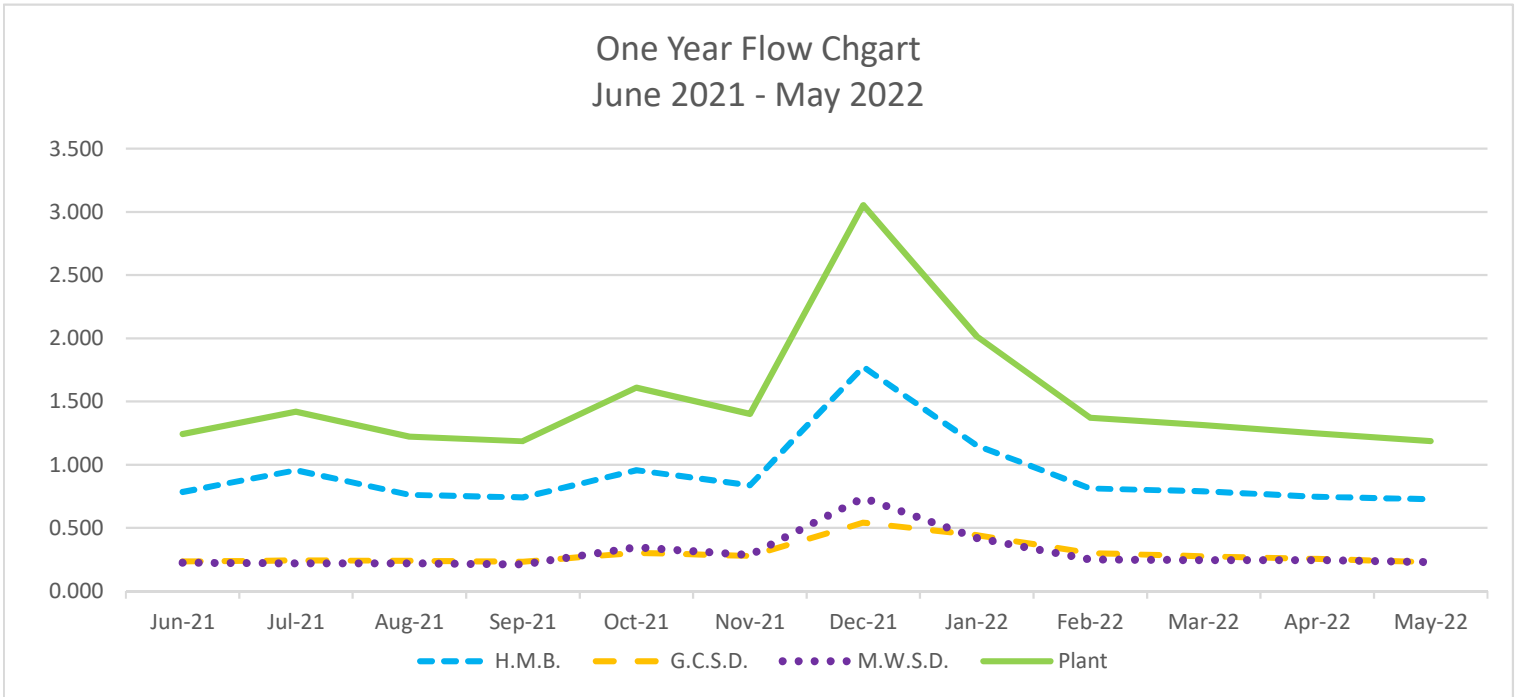
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, May 2022



Percent Distribution May 2022

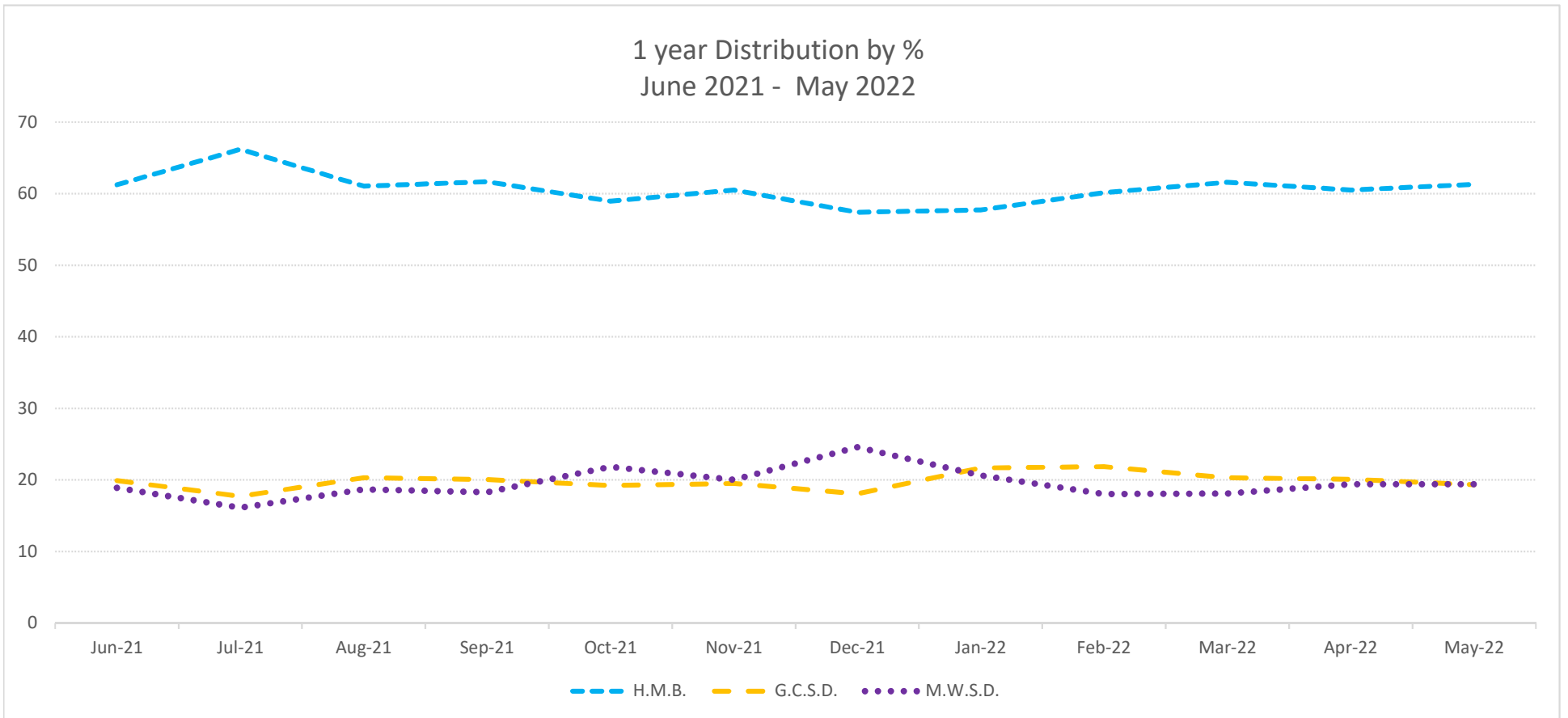


Most recent flow calibration March 2021 PS, March 2021 Plant



Flow based percent distribution based for past year

1 year Distribution by %
June 2021 - May 2022





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: July 7, 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 May 2022 was 0.684%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 6/29/22 was 1.38%.
- 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: **July 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Connection Permit Applications Received

As of July 7, 2022 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of July 7, 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

As of July 7, 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

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: July 7th, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Monthly Water Production Report

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

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

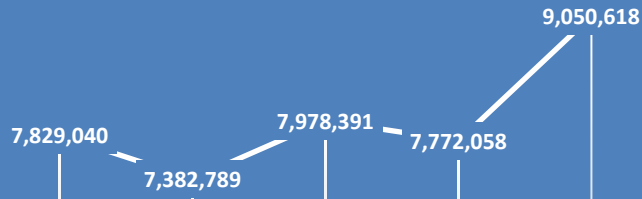
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2022 (GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,829,040	7,382,789	7,978,391	7,772,058	9,050,618							

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: July 7th, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Rain Report

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

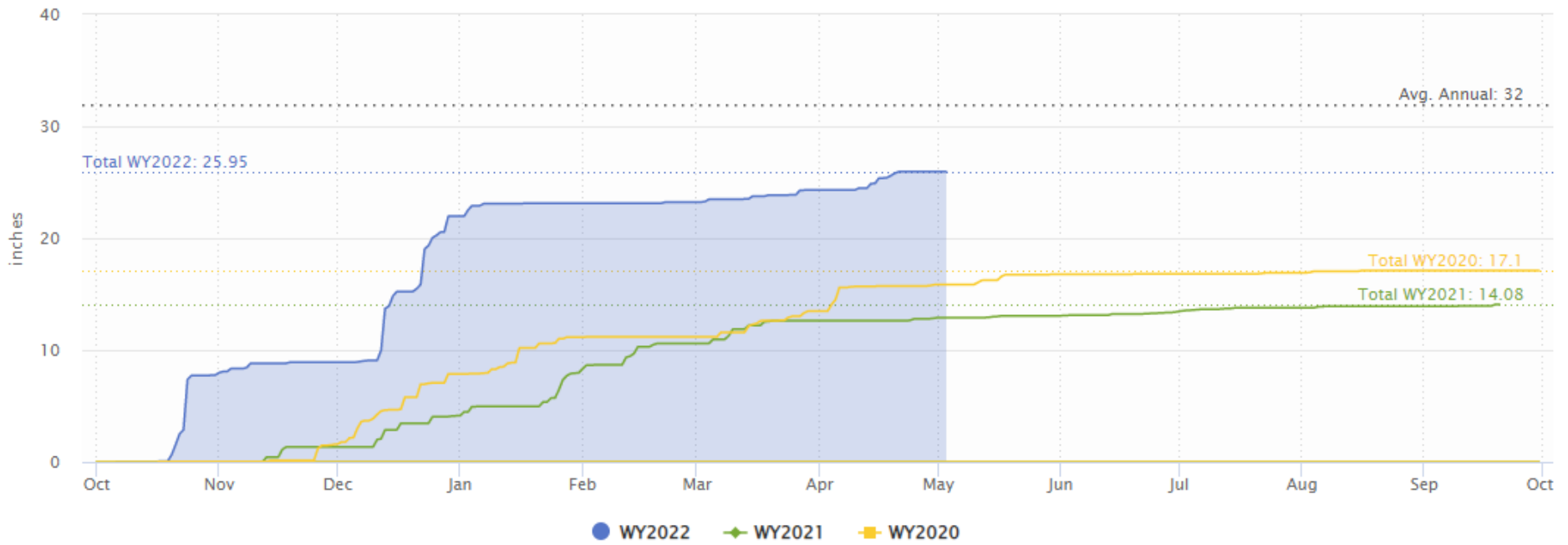
RECOMMENDATION:

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

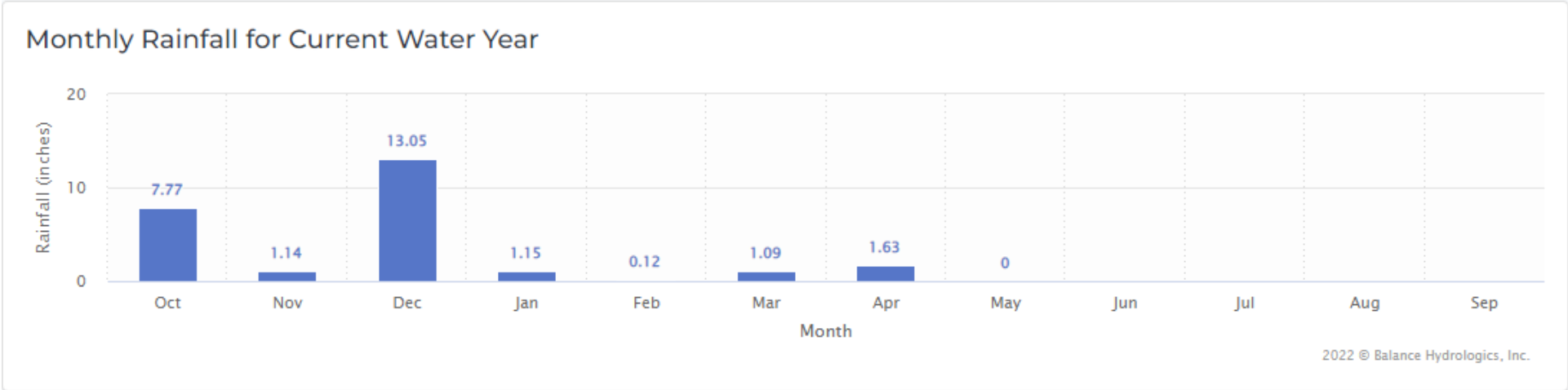
Attachments: 2

Annual Cumulative Rainfall

Cumulative Rainfall by Water Year



Monthly Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: July 7th, 2022

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Solar Energy Report

The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 48,157 kWh and saved 81,867 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1

SOLAR ENERGY PRODUCED IN 2022 (kWh)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
total kWh	117	138	187	231	229							



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Monthly Public Agency Retirement Service
Report for April 2022.**

The District has received the monthly PARS report for April 2022.

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
4/1/2022 to 4/30/2022**

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 4/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 4/30/2022
Contributions	\$1,275,217.76	\$14,197.13	(\$85,170.52)	\$563.31	\$1,139.47	\$0.00	\$1,202,541.59
TOTAL	\$1,275,217.76	\$14,197.13	(\$85,170.52)	\$563.31	\$1,139.47	\$0.00	\$1,202,541.59

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	-6.67%	-7.25%	-5.35%	7.5%	7.84%	-	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.

April 2022 PARS Statement Detail

PARS beginning Balance as of April 1, 2022 \$ 1,275,217.76

Contributions:

March 15, 2022 Calculation

Wages paid	58,847.15			
Employer - 7.01%		\$	4,125.19	
Employee - 7.75%		\$	4,560.65	
Contribution subtotal			8,685.84	\$ 8,685.84

Fund Impact - PARS Wages			
Sewer	Water	Total	
22,908.70	35,938.46	58,847.15	
1,605.90	2,519.29	4,125.19	

March 31, 2022 Calculation

Wages paid	37,339.34			
Employer - 7.01%		\$	2,617.49	
Employee - 7.75%		\$	2,893.80	
Contribution Subtotal			5,511.29	\$ 5,511.29

Fund Impact - PARS Wages			
Sewer	Water	Total	
11,223.11	26,116.24	37,339.34	
786.74	1,830.75	2,617.49	

Total Contributions thru March \$ 14,197.13

Rounding \$ -

Earnings/(Losses) \$ (85,170.52)

Expenses \$ (563.31)

Distributions \$ (1,139.47)

PARS Ending Balance as of April 30, 2022 \$ 1,202,541.59



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **June 7, 2022**

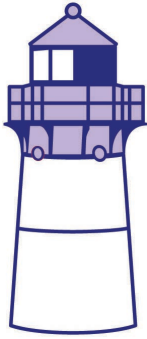
TO: BOARD OF DIRECTORS

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: **June 7, 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 7th day of July 2022, by the following vote:

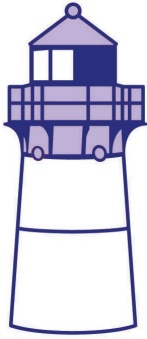
AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: General Manager's Report

Operations Report JUNE 2022

811 Dig Alerts

- 6/2/22- 25 Bernal Ave. X Alvarado Ave. - No water in USA zone
- 6/6/22- 740 Franklin St. - Work to install steel reinforcement for wood utility pole. Water marked by operator.
 - 370 2nd St. - Work to install water and sewer for new construction. Water marked by operator
- 6/10/2022 - 141 Arbor Lane - Work to install utility junction box
 - 740 Etheldore St. - Dig to locate existing communications line.
 - 1006 Birch St. - Auger to install new pole due to tree connects.
- 6/13/22 – 25 Bernal Ave. - Trench to install water service
 - California St x Carlos St – Dig to repair broken water main
- 6/15/22 – 2200 Vallemar St – Install swimming pool/ spa
- 6/17/22 – 1350 Portola Ave - Cable Drop Line replacement
- 6/20/22 – 1170 Howells st – New sewer lateral install
- 6/22/22 - 112 Orval ave – Trench to install water and sewer lines
- 6/23/22 – 930 Edison st – Install water lines

Work Orders

- 6/3/22 – 297 16th – Customer is concerned about high water usage, request profile of previous billing cycle water usage. Operator sent data to customer, most likely irrigation issue
- 6/6/22 – 375 7th – Customer asks for sewer cleanout location. Operator called customer and explained that MWSD deals with drinking water only and to call SAM or have a plumber locate cleanout.
 - 11 Juliana Ave – Customer requests to have water turned on. Operator went to location and water had already been turned on by customer.
 - 1141 Birch St – Operator noticed water coming from home, potential irrigation issue. Called customer, took profile and reported information to customer



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 6/7/22 – 601 Admiral St – Customer wants profile to ensure leak has been repaired. Operator took profile, leak is ongoing at 1.2 cubic feet per hour. Informed customer with data
- 6/8/22 – 1415 B main St – Customer would like to see if meter can be used. Meter is installed but not plumbed to customers side, needs plumber to come out and re plumb to utilize meter
- 6/9/22 – 802 Stetson St – Homeowners property manager authorized re instatement of homeowners account, operator got start read and turn water back on
- 6/10/22 – 1140 Montara Blvd - Customer is concerned about high water bill and suspects leak. Operator took a profile and sent results to customer.
- 6/13/22 – 440 Lancaster blvd – Homeowners sold home, operator took final read, shut off water and left door tag for new owners
 - 2385 Carlos – Customer reported water coming up from street at intersection of Carlos and California, operators were aware of leak and already mobilized for repair
 - 440 Terrace – Customer is concerned about high usage, operator took profile and sent information to customer.
- 6/14/22 – 520 Blvd – Son taking over account, operator took final read and left water on

After Hours Call Outs

- 6/2/22 - NAW and AW3 communications loss, trouble shoot issue with Calcon.
- 6/4/22 - Diagnose issue and make customer contact for 1448 SSVR service leak.
- 6/5/22 – Power outage, monitor wells and generators till power was restored.
- 6/13/22 – Low Chlorine alarm at AVTP, removed and cleaned injection point, foot valve and flushed chlorine feed line.
- 6/14/22 – On call operator stayed an hour after 4pm with Maggiora brother drilling co to finalize removing Well column for replacement
- 6/16/22- On call operator stayed with Maggiora Brothers drilling co to finalize Alta Vista Well rehabilitation/replacement of well column project
- 6/18/22- SCATA alarm tank 2 LOLO alarm. Alarm setting changed from 19' to 17'. (Setpoints changed on Friday 6/17 from 20' to 19')



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- 6/20/22-AVTP low cl2 alarm. Injection point cleaned and new diaphragm installed in cl2 pump.

Repairs and Leaks

- 1448 SVR. Leaking meter stop and riser. New service line extension and meter stop installed
- Intersection of Carlos and California leak on 2" main. Replaced 12 ft section of main with new pipe.
- 779 Kellmore. Leaking service line. Full circle clamp installed and new 3 feet copper service line to replace leaking portion.

Miscellaneous

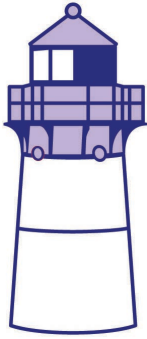
- Raw water diversion box trail maintenance.
- Check valve installed on AW3 influent and effluent line
- Replace NAW generator wheels and tires, maintenance due to old wheels failing from rust.
- Weekly Bacteriological test sent to North Coast County Water for analysis
- Replace Farallone View School Fire Service Transmitter and Register Head due to backwards reading anomaly

Maintenance

- Repair failed pressure switch on AVTP air compressor
- Alta Vista well pump pulled to replace with brand new motor and install replacement well head.
- Repaired Broken level transducer at Alta Vista Tank 2
- Cla-val prv station service. 3 stations completely refurbished due to deteriorated innards stations at 6th and Farallone, Farallone and 6th, and Marine and Highway 1.
- Alta Vista Well rehab, coordinated with Maggiora Bros., video crew (for well column footage) WQ sampling, and CalCon to minimize outage. Project was completed in 5 days and within budget. Auxiliary wells were prepped and online producing to offset the missing production from AV Well during the work.

GM Leave: The General Manager will be out of the office on July 11.

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 7, 2022**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

orders were issued. MWSD operations is working at full capacity always adhering to social distancing guidelines.

RECOMMENDATION:

This is for Board information only.

Attachment