



Montara Water and Sanitary District

Serving the Community of Montara and Moss Beach

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

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

AGENDA

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

June 6, 2024 at 7:30 p.m.

The meeting will take place in the District offices located at the above address. Seating is limited and social distancing will be practiced due to ongoing public health and safety concerns. Simultaneous public access and participation is also available remotely, via telephone or the ZOOM application:

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/81493752830?pwd=tQkpnP9HExf85VcyzcNGt7eiZrOM0Y.1>

MEETING ID: 814 9375 2830

Password: 867092

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. For participants attending the meeting virtually, a "raise hand" button is available for every Zoom user wishing to speak and should be used to alert the President of the intent to comment.

Upon request, this Agenda and written agenda materials will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or accommodation in order to participate in the public meeting should be emailed to info@mwsd.net or submitted by phone at 650-728-3545 at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility. Materials related to an item on this Agenda submitted to the Board after distribution of the Agenda Packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site (www.mwsd.montara.org) subject to staff's ability to post the documents before the meeting.

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

CONSENT AGENDA

1. [Approve Minutes for Regular Scheduled Board Meeting May 2, 2024 and Finance Committee Meeting May 29, 2024](#)
2. [Approve Financial Statements for April 2024](#)
3. [Approve Warrants for June 1, 2024](#)
4. [SAM Flow Report](#)
5. [Monthly Review of Current Investment Portfolio](#)
6. [Connection Permit Applications Received](#)
7. [Monthly Water Production Report](#)
8. [Rain Report](#)
9. [Monthly Solar Energy Report](#)
10. [Monthly Public Agency Retirement Service Report for March 2024](#)

OLD BUSINESS NEW BUSINESS

1. [Review and Possible Action Concerning Review and Suggested Changes to Employee Benefits](#)
2. [Review and Possible Action Concerning Authorization of a Change Order Adding ~700 feet Force Main Rehabilitation to the Sewer Improvement Project and SPOT REPAIRS 2022-2023.](#)
3. [Review and Possible Action Concerning Refund Policy for Water Leaks](#)
4. [Review and Possible Action Concerning Local Agency Formation Commission Special District Member](#)

REPORTS

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

FUTURE AGENDAS

CONVENE IN CLOSED SESSION

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

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

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

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



MONTARA WATER & SANITARY DISTRICT

REGULAR BOARD OF DIRECTORS MEETING May 2, 2024

MINUTES

This meeting took place at the district office located at the above address. Simultaneous public access and participation was also available remotely, via telephone or the ZOOM application.

REGULAR SESSION began at 7:33 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Softky, Slater-Carter, and Young

Directors Absent: Dekker

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

Others Present: District Counsel, Christine Fitzgerald
District Sewer Engineer, Pippin Cavagnaro
District Accountant, Peter Medina
District Water Engineer, Tanya Yurovski
Kastama Consulting, Alison Kastama

PRESIDENT'S STATEMENT

Director Boyd stated the EPA has turned their attention to San Francisco for what appears to be an extreme amount of sewage released into the Bay and the ocean. And it will probably take an extraordinary amount of money in fines and remedial work that they are going to have to do on the engineering of their system so that this kind of thing stops. This is a big example of why it's worth doing what they do to keep up with the needs of the system and why they work so hard with their partners to keep the Sewer Authority operational. The bottom line is they are doing it for the health and welfare of the people and environment of where they live.

ORAL COMMENTS

Director Slater-Carter stated that she filed two appeals on adding the bike lanes to Highway One along Surfers Beach between Coronado and Capistrano. She has been working with Len Erickson, who has been researching the records. He discovered that Caltrans really did not tell the community that in order to put in the bike lanes parking will be removed, taking away coastal access to visitors and surfers. There will be a hearing on this at the Half Moon Bay City Council to hear her appeal on May 23rd. Please send letters and emails to Douglas Garrison (dgarrison@hmbcity.com) at the Half Moon Bay Planning Department and/or to any of the City Council members.

PUBLIC HEARING - none

CONSENT AGENDA

- 1. Approve Minutes for Regularly Scheduled Board Meeting April 4 and 18, 2024**
- 2. Approve Financial Statements for March 2024**
- 3. Approve Warrants for May 1, 2024**
- 4. SAM Flow Report**
- 5. Monthly Review of Current Investment Portfolio**
- 6. Connection Permit Applications Received**
- 7. Monthly Water Production Report**
- 8. Rain Report**
- 9. Monthly Solar Energy Report**
- 10. Monthly Public Agency Retirement Service Report for February 2024**

Director Slater-Carter made a motion to approve consent agenda items 1-10. Director Softky seconded the motion. The motion is approved unanimously 4-0.

OLD BUSINESS - none

NEW BUSINESS

- 1. Review and Possible Action Concerning National Park Service Plan for Rancho Corral de Tierra**

General Manager Clemens Heldmaier stated they were recently made aware of a Golden Gate National Recreational Area- National Park Service (GGNRA) draft plan for Rancho Corral de Tierra by the Midcoast Community Council (MCC). They learned of it from the local horse community, Coastside Horse Council. Although public notification went out, the local community impacted by this plan was completely bypassed. The draft proposes changes and alternatives to the site, including changes to the Rancho Corral de Tierra property. He has prepared a letter to the GGNRA which focuses on the lack of communication, the importance of protecting their watershed and surrounding areas, and their continued efforts to acquire the Caltrans Right of Way property for water supply. Staff recommendation is to review the report and his letter addressed to the GGNRA, make any edits, and have the President of the Board sign it.

Bill Softky noted that the GGNRA seems to generally have the right attitude. However, page 4 notes the timeline for community brainstorm and site management plan as May to December 2022. Since this is the first they have heard of this, they need to slow the timeline by two years to give them time to consider it before anything is done.

Director Young asked about the Montara Water and Sanitary District's efforts to acquire the Caltrans-Right-of-Way property.

Director Boyd replied that real estate is handled in closed session. The GGNRA is aware that MWSD is interested in the property. They have gone to their headquarters in Oakland, had several meetings, written letters, and talked to the County, State Parks, Caltrans, supervisors, legislators, etc. over many years. Their intention has also been brought before the public many times in sharing what they are trying to do.

Director Slater-Carter said the GGNRA seems unaware of their community, the ocean, or the coastal life. There are a lot of generalized statements in the draft plan. They raised some concerns about problems about the horses, dogs, etc. They should do an inventory of all the wildlife out there. The horses have been out there for decades and are part of the coastal culture and tradition.

General Manager Clemens Heldmaier added that the GGNRA cites concerns about a bacteria problem due to the number of horses at Rancho Corral de Tierra. However, the study indicates tracer bacteria that doesn't exist in horses. It also reduces access that the local population has had for a long time.

The directors liked the letter and discussed who should receive copies of the letter.--Evan Low and Sam Liccardo, Larry De Young, Coastal--their planners, legislators, Supervisor Mueller, Midcoast Community Council, U.S. Fish and Wildlife, California Fish and Game, Army Corps of Engineers, etc.

Director Boyd said the GGNRA needs biological assessments, impact assessments for the recommended projects, impact mitigations, things that could not be mitigated, and alternatives that have less impact. This packet is a travel brochure, and there is information in the plan that is incorrect. He expects more from the National Park Service. He looks forward to communicating with them. He feels their intentions are good, but the way they get there is through a lot of communication.

Director Slater-Carter said that she would like added that they would like as a community to have access to these reports and studies.

Director Boyd said they have a website.

District Sewer Engineer Pippin Cavagnaro said one of the residents on Date/Harte Street took a picture of an animal on her property last year. It appears to be a tailless beaver or badger. Since GGNRA hasn't done adequate biological assessments of what is back there, there could be a lot of wildlife that may need special consideration.

2. Receive Report Concerning PFAS Sampling

General Manager Clemens Heldmaier said they have talked about polyfluoroalkyl substances (PFAS) also called forever chemicals and new regulations in the past. This is an official notification. There are three different groups of chemicals, which are health hazards. The rules and regulations have posed a problem to the regulators. A few years ago, there weren't any sampling protocols established. As of April 10th, there is a requirement for all water districts in California to test for PFAS and has three years to assess if each source is contaminated with PFAS or not. The District was pro-active and sampled their sources in March, in an effort to participate in a class action lawsuit that has the potential to cover some or all of the funds needed to deal with this problem. The water sources in Montara and Moss Beach were free of the PFAS chemicals with the exception of the wells serving the Pillar Ridge community. Since Pillar Ridge built its own water source, which was taken over by MWSD later, there is no possibility of contamination. They turned the affected wells off. They are required to notify the Board, the State, and have chosen to notify the community affected (optional). There is a treatment requirement after the 3 years. But it is not known how to treat these chemicals exactly because they are so different. The regulation is very complicated and nothing has been established at this point.

Director Young asked how Pillar Ridge gets its water.

General Manager Clemens Heldmaier said Pillar Ridge has a connection from their other sources.

Director Boyd added when they took responsibility for the Pillar Ridge community water system, the District had a system in place for a back up supply to serve the community. It does create a scheduling and management challenge for the team, but it is a state water requirement to have extra sources so they have adequate water supplies for everyone.

Director Slater-Carter said these things have been pollutants of concern for a very long time. It is found in things that they use every day. There are discussions about the Federal Government requiring removal of these chemicals in waste water. She is concerned about the possibility of PFAS going into the harbor. They need the Caltrans-Right-of-Way property to drill new wells.

General Manager Clemens Heldmaier stated notifications will be sent out.

District Water Engineer Tanya Yurovsky said they are looking at options; they do have five years to develop a plan and implement it. In the meantime, the affected wells will be kept offline.

3. Review and Action Concerning Receipt of Funding for the Federal Emergency Management Agency (FEMA)-Declared Disasters on Behalf of Sewer Authority Mid-Coastside

General Manager Clemens Heldmaier said they have previously reported MWSD applied for FEMA funding on behalf of SAM and was awarded a grant for their project implementation. The District is notifying the Board they received an additional \$360,000 dollars from the State of California FEMA, and they will be transferring those funds to SAM.

Director Young asked if the other agencies received FEMA funds for SAM.

General Manager Clemens Heldmaier replied the District applied for the FEMA grant in behalf of SAM. The other two agencies are benefiting from this grant as much as they are.

Director Young asked if the District has grant writers.

General Manager Clemens Heldmaier replied their consultant, SRT helped in applying for the Local Hazard Mitigation Plan (LHMP) and the FEMA grant. The San Mateo Resource Conservation District (RCD) helped them with the grant that included the Vallemar upgrades.

REPORTS

1. Sewer Authority Mid-Coastside Meeting (SAM) (Slater-Carter) - none

2. **Mid-Coast Community Council Meeting (Slater-Carter)- none**
3. **California Special Districts Associations Report (Slater-Carter)- none**
4. **Local Agency Formation Commission (LAFCo) Report (Slater-Carter)- none**
5. **Attorney's Report (Fitzgerald)**

District Counsel Christine Fitzgerald reported that she attended the California Association of Sanitation Agencies (CASA) Attorneys Spring Conference, and it was excellent. She wanted to report on SB 1072 called Prop 218 No Refunds law meaning that if rate payers want to challenge the Prop 218 rates, bring it to court as a class action for declaratory relief, and the agency is found to violate rules of Prop 218, there is no monetary remedy.

Director Young asked if an agency follows all the requirements, how can a lawsuit be filed? Or are other districts not doing it correctly?

District Counsel Christine Fitzgerald replied that even if an agency complies with the process, it doesn't relieve it of a potential rate payer challenge and it is up to the courts to decide. The courts usually start by taking a look at the rate studies.

Director Boyd added that an agency can follow the process 100% right and might have an incorrect basis for it. And if someone wants to challenge it, they can do that.

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

FUTURE AGENDAS
Fire Hydrant Updates

BREAK 8:53 pm

CONVENE IN CLOSED SESSION 9:00 pm

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

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

ADJOURNMENT at 10:30 pm

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

Respectfully Submitted,

Signed _____
Secretary

Approved on the 6th, June 2024

Signed _____
President



MONTARA WATER & SANITARY DISTRICT

**FINANCE COMMITTEE MEETING
May 29, 2024**

MINUTES

This meeting took place at the district office located at the above address. Simultaneous public access and participation was also available remotely, via telephone or the ZOOM application.

SPECIAL SESSION BEGAN AT 10:02 a.m.

Directors Present: Dekker (Chair) and Slater-Carter (joined at 10:21 a.m.)

Staff Present: General Manager Clemens Heldmaier
District Clerk Tracy Beardsley

Others Present: District Accountant, Peter Medina
District Sewer Engineer, Pippin Cavagnaro
District Water Engineer, Tanya Yurovski

CALL TO ORDER

ROLL CALL

ORAL COMMENTS (Items other than those on the agenda)

NEW ITEM

1. Review of Draft FY 2024-2025 Water and Sewer Budgets

District Accountant Peter Medina discussed the capital improvement programs (CIP), using the draft of 5/23/2024. He also wanted to confirm the notes.

Director Dekker asked if CIP line item for Pillar Ridge includes the Per- and polyfluoroalkyl substances (PFAS) issue.

District Water Engineer Tanya Yurovsky replied no it never did. The scope has not changed. They have not come up with a plan yet, as the issue is too fresh. They are currently looking at their options.

General Manager Clemens Heldmaier added that now this puts the rehabilitation project on hold. They don't know how the State wants them to address it or how it will affect the design. It may be necessary to abandon the sources and look for other sources. They know they need to prioritize the fire flow connection. The Pillar Ridge plant upgrades are partially for increased fire flow. They could leave the funds needed for increased fire flow in 2024/25 and move the one million dollars to 2025/26. The others agreed. It's just a number but it will change the cash flow.

District Water Engineer Tanya Yurovsky said water main upgrade program. They pushed half a million dollars into the next fiscal year in meter replacements. The other million and a half is for upsizing to do whenever possible.

Director Dekker asked how much is in Local Agency Investment Fund (LAIF) and California Asset Management Program (CAMP) and their reserves. Have funds been moved?

District Accountant Peter Medina replied their cash reserves in (sewer) LAIF are 7.1 million and (water) CAMP 5.3 million dollars as of April 2024. It is about time to transfer funds.

District Sewer Engineer Pippin Cavagnaro went over the Sewer CIP. The mechanical system is miscellaneous equipment, and the Inflow and Infiltration are for ongoing efforts to look at the sewer system, The Seal Cove area has had a lot of geological movement this year, and increased costs in pumps. The Sewer main project is scaled back this year based on expected other expenses. The 2.1 million was carried over for the CIP pipe work project last year was delayed and they are working now. The Date/Harte pump station is not done and has several weeks of concrete and electrical work. The Express Sewer Phase 1B project to complete the connection between 14th and 16th Street has been pushed off a number of years, due to permit issues and now for the financial stresses of the lawsuit. It is ready to go out to bid but they can push it off one year as SAM has been able to maintain the current system.

General Manager Clemens Heldmaier said the SAM budget is approved by all the agencies for the 3 million dollars, but it is not enough to address the Ecological Rights Foundation (ERF) requirements. General Manager Kishen Prathivadi is trying to find a way around this problem, but he feels that the Sewer Authority Mid-Coast (SAM) will need more funds.

District Sewer Engineer Pippin Cavagnaro said the express Sewer project is a long-term project that doesn't have to be done now if funds are needed for the IPS.

Director Dekker said they need to decide about the rate increases. He is concerned about the costs associated with PFAS.

There was a discussion about PFAS, the class action lawsuit, and the unknown factors of all those things financially.

Director Slater-Carter said all costs are going up. If they get behind, it is going to be more expensive in the future. Their responsibility is to keep the district healthy financially.

Director Dekker suggested a 9% increase and cautioned that they need to consider an increase that will be enough, so that they won't have to surprise customers with a big increase.

Director Slater-Carter asked about Pillar Ridge and its water source.

General Manager Clemens Heldmaier replied that affected the wells are turned off.

He read a comment from Gregg Dieguez who was not able to attend. He wants to register his concern about the reserves. He is also wondering about the loss of those two wells at Pillar Ridge and how that affects the district's capacity for new connections, etc.

General Manager Clemens Heldmaier said the capacity of these wells is a theoretical ability to pump. Each well is given a capacity number and allows them to pump at specific rates. This allows them to calculate how many more connections they can allow before they run into water supply issues. The addition of Pillar Ridge will only affect their capacity if they decide to take those wells out of service permanently.

General Manager Clemens Heldmaier said their rates are already very high and feels setting the rates based on uncertain assumptions (such as PFAS) should not be considered. He suggested a 6% increase. In the past, they were able to implement lower increases in rates and extend it for one year. He also thinks that they have not spent the allocated CIP funds due to delays and other issues.

The directors want to make ensure they are approving appropriate increases over time so they don't surprise customers with a big increase next time. He feels 6% is appropriate.

The directors discussed the water rate increase.

District Accountant Peter Medina said with a 6% increase across the Board the water side will be a revenue number that will be flat at 2 million dollars.

District Accountant Peter Medina said the Cost-of-Living Adjustment (COLA) for salaries April to April will be tentatively 3%. He is going to add a footnote on the cash flow statement saying they are currently budgeting what SAM provided to the District plus additional funds in anticipation for a budget increase relating to the required ERF Intertie Pipeline System (IPS) upgrades.

District Accountant Peter Medina referenced operating reserves. At the end of the year when they set the budget, the reserves shift around. It is just a shift of categorization internally. He will shift part of the capital reserves to satisfy operating reserves but it will make the capital reserves show as insufficient.

General Manager Clemens Heldmaier said they have to prioritize operating reserves over capital reserves.

District Accountant Peter Medina said he wants to bring this to the Board for the Mid meeting in June. He will send a revised budget for review.

ADJOURNMENT at 11:25 a.m.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 6th, June 2024.

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **June 6, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

**Budget vs. Actual – Sewer July 1, 2023 through April 30, 2024 - Variances
over \$2,000:**

- 4400 Fees, \$5,520 below Budget – All fee categories have lagged behind expectations due to economic conditions. Less home remodeling taking place.
- 4510 Grants, \$1,092,710 received, **No Budget established** – On behalf of SAM, the District received Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES) funds for 2022 & 2023 Winter Storm Damages. Due to SAM's organization structure as a JPA they are not allowed to directly apply for and request funds. MWSD facilitated the application and the funds, in total, were remitted to SAM.
- 4610 Property Tax Receipts, \$220,957 above Budget – Additional ERAF apportionment received in January. The District receives two per year.
- 4710 Sewer Service Charges, \$358,324 below Budget – 45% advance was received in April. Remaining funds expected after FYE but will be accrued back.
- 4720 Sewer Service Refund, \$14,481 above Budget – Due to a programming error in our EDS system, a miscalculation was made on a customer sewer service charge.
- **Overall Total Operating Income for the period ending April 30, 2024 was \$936,540 above budget. Total operating income received to date is \$5,220,604.**
- 5200 Board of Directors, \$5,673 below Budget - \$15,000 budgeted for District voting borders realignment. The cost of study was half of what was budgeted.
- 5250 Conference Attendance, \$6,306 below Budget – Additional conferences expected to be attended later in the fiscal year.
- 5300 Insurance, \$5,904 above Budget – District pays for insurance premiums at the beginning of the fiscal year. Variance continues to decrease.
- LAFCO Assessment, \$2,500 below Budget – Expense is paid in May or June.
- 5400 Legal, \$48,094 below Budget – Costs related to the defense of various legal proceedings is less than expected at this point.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 6, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5510 Maintenance, Office, \$18,591 below Budget – Projects have been shifted to CIP non project category. Budget will be reduced.
- 5620 Audit, \$2,550 below Budget – GM was able to successfully negotiate a credit to FY 21-22 audit fees from previous auditors due to their failure to provide timely service.
- 5630 Consulting, \$8,551 below Budget – Additional expenses expected later in the fiscal year.
- 5640 Data Services, \$2,079 above Budget – Annual payment made for the use of Parcel Management System, used for Property Tax Roll.
- 5730 Telephone & Internet, \$8,789 below Budget – District staff has received credits for certain lines.
- 5800 Labor, \$22,949 above Budget – Mainly due to the funding of GM salary & benefit increase which included retro pay.
- 6170 Claims, Property Damage, \$8,333 below Budget – No claims filed to date.
- 6200 Engineering, \$22,901 below Budget – Majority of costs have been related to CIP projects and booked in account 8075 Sewer CIP.
- 6400 Pumping, \$3,000 below Budget – Monthly fluctuations based on usage.
- 6600 Collection/Transmission, \$120,982 above Budget – FY 23-24 costs for meters have been shifted to the Sewer fund. In FY 22-23 costs were absorbed by the Water Fund. It has been established that the cost of meters and their component parts are both a Water & Sewer operating expense. On a go forward basis, the cost will be split 50/50.
- 6900 SAM Expenses, \$589,914 above Budget – The District adopted the original budget provided by SAM. After adoption by MWSD, SAM adjusted their infrastructure budget downward.

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

In December 2023 – MWSD remitted SAM \$732,292 Grant funding from CalOES/FEMA. See account 4510 Grant revenue descriptions. Additional distribution of FEMA funds expected in May 2024.

- **Overall Total Operating Expenses for the period ending April 30, 2024, were \$677,764 above Budget.**
- **Total overall Expenses for the period ending April 30, 2024, were \$602,030 above budget. For a net ordinary gain of \$334,510 above Budget. Actual net ordinary income is \$1,805,158.**
- 7100 Connection Fees, \$74,123 above Budget – No new connections sold in April 2024. 4 full connections sold this fiscal year.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 6, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 7200 Interest Income, LAIF, \$128,059 above budget – Due to the increase Federal interest rates.
- 8000 CIP, \$2,970,642 below Budget – Minimal activity to date, mainly engineering support and generator expenses.
- 9200 I-Bank Loan, \$8,007 below budget – Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 6, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 1, 2023 thru April 30, 2024 - Variances over \$2,000:

- 4400 Fees, \$4,585 below Budget - All fee categories have lagged behind expectations due to economic conditions. Less home remodeling taking place.
- 4610 Property Tax Receipts, \$220,957 above Budget – Additional ERAF apportionment received in January. The District receives two per year.
- 4740 Testing, Backflow, \$6,957 above Budget – Due to timing of revenue collection.
- 4810 Water Sales, Domestic, \$117,703 above Budget – Due to timing of receipts.
- 4850 Water Sales refunds, \$6, below Budget – No refunds issued to date.
- 4990 Other Revenue, \$1,261,831, **no Budget established** – The District received a settlement in the amount of \$1,260,831 in March – MWSD vs. Dow Chemical.
- **Overall Total Operating Income for the period ending April 30, 2024 was \$1,373,484 above budget. Total operating revenue received to date is \$3,367,317.**
- 5200 Board of Directors, \$5,673 below Budget - \$15,000 budgeted for District voting borders realignment. The cost of study was half of what was budgeted.
- 5240 CDPH Fees, \$3,669 above Budget – Annual Permit paid for in January, \$14K.
- 5250 Conference Attendance, \$8,138 below Budget – Additional conferences expected to be attended later in the fiscal year.
- 5300 Insurance, \$5,503 above Budget – District pays insurance premiums at the beginning of the fiscal year. Variance continues to decrease.
- 5350 LAFCO Assessment, \$2,500 below Budget – Expense is paid in May or June.
- 5400 Legal, \$6,929 below Budget – Balance fluctuates based on current needs.
- 5510 Maintenance, Office, \$18,096 below Budget – Projects have been shifted to CIP non project category. Budget will be reduced.
- 5550 Postage, \$4,272 above Budget – Additional costs relating to mail service.
- 5560 Printing & Publishing, \$2,069 above Budget – increased community outreach.
- 5620 Audit, \$2,550 below Budget – GM was able to successfully negotiate a credit to FY 21-22 audit fees from previous auditors due to their failure to provide timely service.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 6, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5630 Consulting, \$21,051 below Budget – Major costs have been deferred to future years.
- 5720 Telephone & Internet, \$9,685 below Budget - District staff has received credits for certain lines.
- 5800 Labor & Wages, \$19,338 above Budget – Mainly due to the funding of GM salary & benefit increase which included arrears.
- 6170 Claims, Property Damage, \$7,940 below Budget – One minor claim paid in August.
- 6180 Communications, \$10,473 below Budget – SCADA maintenance costs are on an as needed basis.
- 6200 Engineering, \$71,001 above Budget – Majority of the expense due to water quality engineering.
- 6320 Equipment & Tools, Expensed, \$2,127 above Budget – Increased need to various tools.
- 6370 Lab Supplies & Equipment, \$10,245 above Budget – Major purchase of inventory made in August & November.
- 6400 Pumping, \$6,313 below Budget – Catch up bill paid in February was for \$14,519, which was within budget.
- 6500 Supply, \$24,727 below Budget – Payment for Q2 water purchase for Airport Wells made in January. The average expense is \$6,500.
- 6600 Collection/Transmission, \$137,652 below Budget – FY 23-24 costs for meters have been shifted to the Sewer fund. In FY 22-23 costs were absorbed by the Water Fund. It has been established that the cost of meters and their component parts are both a Water & Sewer operating expense. On a go forward basis, the cost will be split 50/50.
- 6700 Treatment, \$22,066 above Budget – costs are variable on a month-to-month basis. Variance is still relatively in line with projections.
- 6800 Vehicles, \$5,094 below Budget – 25% of costs are allocated to Sewer. Fuel cost is less than expected.
- **Overall Total Operating Expenses for the period ending April 30, 2024, were \$86,815 below Budget.**
- **Total overall Expenses for the period ending April 30, 2024 were \$126,352 below budget. For a net ordinary income of \$1,499,835 budgeted vs. actual. The actual net ordinary income was \$1,604,487.**
- 7100 Connection Fees, \$101,110 above Budget – No new connections sold in February. 5 full connections sold this fiscal year.
- 7250 CAMP interest, \$125,863 above Budget – Due to increase in federal interest rates.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 6, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 7600 GO Bond Revenues, \$338,554 below budget - 45% advance was received in April. Remaining funds expected after FYE but will be accrued back.
- 7650 Water System Reliability, \$100,118 below Budget – 45% advance was received in April. Remaining funds expected after FYE but will be accrued back.
- 8000 CIP, \$2,828,364 below Budget – Projects are currently on-going, and others are being planned.
- 9100 GO Bond interest expense, \$24,838 below Budget – Difference due to timing.

RECOMMENDATION:

This is for Board information only

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

	Jul '23 - Apr 24	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	70,694.90	69,166.70	1,528.20
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,244.00	3,333.40	-2,089.40
4420 · Administrative Fee (Remodel)	0.00	833.40	-833.40
4430 · Inspection Fee (New Constr)	1,178.00	3,333.40	-2,155.40
4440 · Inspection Fee (Remodel)	0.00	833.40	-833.40
4460 · Remodel Fees	6,898.00	6,666.70	231.30
4470 · Other Fees	160.00		
Total 4400 · Fees	9,480.00	15,000.30	-5,520.30
4510 · Grants	1,092,709.94		
4610 · Property Tax Receipts	520,956.94	300,000.00	220,956.94
4710 · Sewer Service Charges	3,524,906.91	3,883,231.00	-358,324.09
4720 · Sewer Service Refunds, Customer	-22,814.88	-8,333.40	-14,481.48
4760 · Waste Collection Revenues	24,446.81	25,000.00	-553.19
4990 · Other Revenue	223.72		
Total Income	5,220,604.34	4,284,064.60	936,539.74
Gross Profit	5,220,604.34	4,284,064.60	936,539.74
Expense			
5000 · Administrative			
5190 · Bank Fees	4,464.76	5,000.00	-535.24
5200 · Board of Directors			
5210 · Board Meetings	4,313.85	3,333.40	980.45
5220 · Director Fees	6,680.00	8,333.40	-1,653.40
5230 · Election Expenses	7,500.00	12,500.00	-5,000.00
Total 5200 · Board of Directors	18,493.85	24,166.80	-5,672.95
5250 · Conference Attendance	2,027.03	8,333.40	-6,306.37
5270 · Information Systems	3,964.51	5,000.00	-1,035.49
5300 · Insurance			
5310 · Fidelity Bond	0.00	416.70	-416.70
5320 · Property & Liability Insurance	14,654.10	8,333.40	6,320.70
Total 5300 · Insurance	14,654.10	8,750.10	5,904.00
5350 · LAFCO Assessment	0.00	2,500.00	-2,500.00
5400 · Legal			
5430 · General Legal	53,703.15	166,666.70	-112,963.55
5440 · Litigation	64,869.56		
Total 5400 · Legal	118,572.71	166,666.70	-48,093.99
5510 · Maintenance, Office	2,242.06	20,833.40	-18,591.34
5530 · Memberships	4,500.00	4,166.70	333.30
5540 · Office Supplies	5,703.94	6,875.00	-1,171.06
5550 · Postage	1,670.04	958.40	711.64
5560 · Printing & Publishing	3,296.27	1,875.00	1,421.27

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

July 2023 through April 2024

	Jul '23 - Apr 24	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	33,957.50	32,500.00	1,457.50
5620 · Audit	8,700.00	11,250.00	-2,550.00
5630 · Consulting	34,990.75	43,541.70	-8,550.95
5640 · Data Services	10,412.73	8,333.40	2,079.33
5650 · Labor & HR Support	2,163.82	2,083.40	80.42
5660 · Payroll Services	1,100.42	833.40	267.02
Total 5600 · Professional Services	91,325.22	98,541.90	-7,216.68
5710 · San Mateo Co. Tax Roll Charges	119.00	2,083.40	-1,964.40
5720 · Telephone & Internet	24,544.46	33,333.40	-8,788.94
5730 · Mileage Reimbursement	928.28	1,666.70	-738.42
5740 · Reference Materials	0.00	166.70	-166.70
5790 · Other Administrative	-3,422.56		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	21,653.54	17,905.00	3,748.54
5820 · Employee Benefits	44,298.28	43,445.90	852.38
5830 · Disability Insurance	1,545.39	1,892.50	-347.11
5840 · Payroll Taxes	18,356.70	21,160.80	-2,804.10
5850 · PARS	15,364.55	18,455.90	-3,091.35
5900 · Wages			
5910 · Management	127,488.81	102,180.90	25,307.91
5920 · Staff	164,368.22	171,472.50	-7,104.28
5930 · Staff Certification	1,750.00	1,500.00	250.00
5940 · Staff Overtime	5,441.51	1,461.70	3,979.81
5950 · Staff Standby	1,515.35		
Total 5900 · Wages	300,563.89	276,615.10	23,948.79
5960 · Worker's Comp Insurance	2,220.02	2,427.50	-207.48
Total 5800 · Labor	404,002.37	381,902.70	22,099.67
Total 5000 · Administrative	697,086.04	772,820.30	-75,734.26
6000 · Operations			
6170 · Claims, Property Damage	0.00	8,333.40	-8,333.40
6195 · Education & Training	2,500.00	1,666.70	833.30
6200 · Engineering			
6220 · General Engineering	35,432.50	58,333.40	-22,900.90
Total 6200 · Engineering	35,432.50	58,333.40	-22,900.90
6330 · Facilities			
6335 · Alarm Services	6,522.30	5,000.00	1,522.30
6337 · Landscaping	3,000.00	5,000.00	-2,000.00
Total 6330 · Facilities	9,522.30	10,000.00	-477.70
6400 · Pumping			
6410 · Pumping Fuel & Electricity	46,651.26	41,666.70	4,984.56
6420 · Pumping Maintenance, Generators	4,515.42	12,500.00	-7,984.58
Total 6400 · Pumping	51,166.68	54,166.70	-3,000.02

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

July 2023 through April 2024

	Jul '23 - Apr 24	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	8,333.40	-8,333.40
6665 · Meters - Sewer	129,315.78		
Total 6600 · Collection/Transmission	129,315.78	8,333.40	120,982.38
6770 · Uniforms	0.00	166.70	-166.70
6800 · Vehicles			
6810 · Fuel	2,881.13	1,666.70	1,214.43
6820 · Truck Equipment, Expensed	386.25	166.70	219.55
6830 · Truck Repairs	312.36	833.40	-521.04
Total 6800 · Vehicles	3,579.74	2,666.80	912.94
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	245,718.30	245,718.40	-0.10
6920 · SAM Operations	1,274,870.10	1,505,376.70	-230,506.60
6930 · SAM Prior Year Adjustment	784,097.10		
6940 · SAM Maintenance, Collection Sys	10,971.93	37,500.00	-26,528.07
6950 · SAM Maintenance, Pumping	160,080.09	108,333.40	51,746.69
6960 · SAM NDWSCP	11,105.36		
Total 6900 · Sewer Authority Midcoastside	2,486,842.88	1,896,928.50	589,914.38
Total 6000 · Operations	2,718,359.88	2,040,595.60	677,764.28
Total Expense	3,415,445.92	2,813,415.90	602,030.02
Net Ordinary Income	1,805,158.42	1,470,648.70	334,509.72
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	133,194.00	183,333.40	-50,139.40
7120 · Connection Fees (Remodel)	39,051.00	45,833.40	-6,782.40
7152 · Connection Fee Refunds	0.00	-16,666.70	16,666.70
7153 · Add'l Fixture Units (New Const)	43,911.00	16,666.70	27,244.30
7155 · Add'l Fixture Units (Remodel)	139,470.00	16,666.70	122,803.30
7157 · Fixture Fee Refunds	-32,543.00		
7160 · PFP Pass Thru	-2,858.00		
7165 · Meter Pass Thru Costs	-268.05		
Total 7100 · Connection Fees	319,956.95	245,833.50	74,123.45
7200 · Interest Income - LAIF	188,059.23	60,000.00	128,059.23
Total 7000 · Capital Account Revenues	508,016.18	305,833.50	202,182.68
Total Other Income	508,016.18	305,833.50	202,182.68
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	362,095.86	3,332,737.50	-2,970,641.64
Total 8000 · Capital Improvement Program	362,095.86	3,332,737.50	-2,970,641.64

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Accrual Basis

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

	Jul '23 - Apr 24	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	5,801.02	5,980.00	-178.98
9200 · I-Bank Loan	10,694.76	18,702.00	-8,007.24
Total 9000 · Capital Account Expenses	16,495.78	24,682.00	-8,186.22
Total Other Expense	378,591.64	3,357,419.50	-2,978,827.86
Net Other Income	129,424.54	-3,051,586.00	3,181,010.54
Net Income	1,934,582.96	-1,580,937.30	3,515,520.26

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

July 2023 through April 2024

	Jul '23 - Apr 24	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,244.00	3,333.40	-2,089.40
4420 · Administrative Fee (Remodel)	0.00	500.00	-500.00
4430 · Inspection Fee (New Constr)	1,178.00	3,333.40	-2,155.40
4440 · Inspection Fee (Remodel)	0.00	0.00	0.00
4450 · Mainline Extension Fees	0.00	0.00	0.00
4470 · Other Fees	160.00		
Total 4400 · Fees	2,582.00	7,166.80	-4,584.80
4610 · Property Tax Receipts	520,956.86	300,000.00	220,956.86
4740 · Testing, Backflow	21,957.00	15,000.00	6,957.00
4810 · Water Sales, Domestic	1,560,630.17	1,678,333.40	-117,703.23
4850 · Water Sales Refunds, Customer	0.00	-6,666.70	6,666.70
4990 · Other Revenue	1,261,191.03		
Total Income	3,367,317.06	1,993,833.50	1,373,483.56
Gross Profit	3,367,317.06	1,993,833.50	1,373,483.56
Expense			
5000 · Administrative			
5190 · Bank Fees	4,464.68	4,583.40	-118.72
5200 · Board of Directors			
5210 · Board Meetings	4,313.85	3,333.40	980.45
5220 · Director Fees	6,680.00	8,333.40	-1,653.40
5230 · Election Expenses	7,500.00	12,500.00	-5,000.00
Total 5200 · Board of Directors	18,493.85	24,166.80	-5,672.95
5240 · CDPH Fees	18,669.08	15,000.00	3,669.08
5250 · Conference Attendance	4,361.88	12,500.00	-8,138.12
5270 · Information Systems	3,964.49	5,416.70	-1,452.21
5300 · Insurance			
5310 · Fidelity Bond	0.00	416.70	-416.70
5320 · Property & Liability Insurance	14,253.25	8,333.40	5,919.85
Total 5300 · Insurance	14,253.25	8,750.10	5,503.15
5350 · LAFCO Assessment	0.00	2,500.00	-2,500.00
5400 · Legal			
5430 · General Legal	53,683.16	62,500.00	-8,816.84
5440 · Litigation	1,888.00		
Total 5400 · Legal	55,571.16	62,500.00	-6,928.84
5510 · Maintenance, Office	2,737.33	20,833.40	-18,096.07
5530 · Memberships	22,790.00	20,833.40	1,956.60
5540 · Office Supplies	5,703.77	5,208.40	495.37
5550 · Postage	16,564.17	12,291.70	4,272.47
5560 · Printing & Publishing	6,861.06	4,791.70	2,069.36

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

July 2023 through April 2024

	Jul '23 - Apr 24	Water Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	33,957.50	32,500.00	1,457.50
5620 · Audit	8,700.00	11,250.00	-2,550.00
5630 · Consulting	34,990.74	56,041.70	-21,050.96
5640 · Data Services	1,199.50	833.40	366.10
5650 · Labor & HR Support	2,163.82	2,083.40	80.42
5660 · Payroll Services	1,100.56	833.40	267.16
Total 5600 · Professional Services	82,112.12	103,541.90	-21,429.78
5710 · San Mateo Co. Tax Roll Charges	119.00	2,083.40	-1,964.40
5720 · Telephone & Internet	31,981.74	41,666.70	-9,684.96
5730 · Mileage Reimbursement	1,469.13	1,666.70	-197.57
5740 · Reference Materials	0.00	416.70	-416.70
5790 · Other Administrative	-240.11		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	44,662.68	42,884.20	1,778.48
5820 · Employee Benefits	129,400.58	129,409.20	-8.62
5830 · Disability Insurance	3,404.95	4,643.40	-1,238.45
5840 · Payroll Taxes	47,579.92	49,595.00	-2,015.08
5850 · PARS	34,360.95	39,250.90	-4,889.95
5900 · Wages			
5910 · Management	127,488.87	102,180.90	25,307.97
5920 · Staff	469,673.30	462,033.40	7,639.90
5930 · Staff Certification	8,500.00	9,500.00	-1,000.00
5940 · Staff Overtime	48,060.50	50,350.00	-2,289.50
5950 · Staff Standby	28,840.66	24,238.40	4,602.26
Total 5900 · Wages	682,563.33	648,302.70	34,260.63
5960 · Worker's Comp Insurance	11,794.72	20,344.20	-8,549.48
Total 5800 · Labor	953,767.13	934,429.60	19,337.53
Total 5000 · Administrative	1,243,643.73	1,283,180.60	-39,536.87
6000 · Operations			
6160 · Backflow Prevention	797.79	833.40	-35.61
6170 · Claims, Property Damage	393.15	8,333.40	-7,940.25
6180 · Communications			
6185 · SCADA Maintenance	6,193.85	16,666.70	-10,472.85
Total 6180 · Communications	6,193.85	16,666.70	-10,472.85
6195 · Education & Training	3,519.16	4,166.70	-647.54
6200 · Engineering			
6220 · General Engineering	1,362.58	8,333.40	-6,970.82
6230 · Water Quality Engineering	173,805.00	95,833.40	77,971.60
Total 6200 · Engineering	175,167.58	104,166.80	71,000.78
6320 · Equipment & Tools, Expensed	10,460.66	8,333.40	2,127.26

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

July 2023 through April 2024

	Jul '23 - Apr 24	Water Budget	\$ Over Budget
6330 · Facilities			
6335 · Alarm Services	2,221.50	1,666.70	554.80
6337 · Landscaping	12,401.62	12,500.00	-98.38
Total 6330 · Facilities	14,623.12	14,166.70	456.42
6370 · Lab Supplies & Equipment	13,578.05	3,333.40	10,244.65
6380 · Meter Reading	0.00	416.70	-416.70
6400 · Pumping			
6410 · Pumping Fuel & Electricity	86,660.59	79,166.70	7,493.89
6420 · Pumping Maintenance, Generators	15,943.70	25,000.00	-9,056.30
6430 · Pumping Maintenance, General	-125.71	4,166.70	-4,292.41
6440 · Pumping Equipment, Expensed	125.05	583.40	-458.35
Total 6400 · Pumping	102,603.63	108,916.80	-6,313.17
6500 · Supply			
6510 · Maintenance, Raw Water Mains	767.35	2,083.40	-1,316.05
6520 · Maintenance, Wells	3,211.37	20,833.40	-17,622.03
6530 · Water Purchases	19,210.90	25,000.00	-5,789.10
Total 6500 · Supply	23,189.62	47,916.80	-24,727.18
6600 · Collection/Transmission			
6610 · Hydrants	0.00	8,333.40	-8,333.40
6620 · Maintenance, Water Mains	57,644.67	141,666.70	-84,022.03
6630 · Maintenance, Water Svc Lines	2,127.00	16,666.70	-14,539.70
6640 · Maintenance, Tanks	5,132.43	4,166.70	965.73
6650 · Maint., Distribution General	5,777.35	12,500.00	-6,722.65
6670 · Meters - Water	0.00	25,000.00	-25,000.00
Total 6600 · Collection/Transmission	70,681.45	208,333.50	-137,652.05
6700 · Treatment			
6710 · Chemicals & Filtering	40,272.68	20,833.40	19,439.28
6720 · Maintenance, Treatment Equip.	7,955.56	12,500.00	-4,544.44
6730 · Treatment Analysis	36,338.04	29,166.70	7,171.34
Total 6700 · Treatment	84,566.28	62,500.10	22,066.18
6770 · Uniforms	2,672.81	2,083.40	589.41
6800 · Vehicles			
6810 · Fuel	8,643.38	10,000.00	-1,356.62
6820 · Truck Equipment, Expensed	1,158.76	1,666.70	-507.94
6830 · Truck Repairs	937.05	4,166.70	-3,229.65
Total 6800 · Vehicles	10,739.19	15,833.40	-5,094.21
Total 6000 · Operations	519,186.34	606,001.20	-86,814.86
Total Expense	1,762,830.07	1,889,181.80	-126,351.73
Net Ordinary Income	1,604,486.99	104,651.70	1,499,835.29

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

July 2023 through April 2024

	Jul '23 - Apr 24	Water Budget	\$ Over Budget
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	138,790.58	154,166.70	-15,376.12
7120 · Connection Fees (Remodel)	35,656.62		
7130 · Conn. Fees, PFP (New Constr)	138,925.50	45,833.40	93,092.10
7155 · Add'l Fixture Units (Remodel)	6,767.98		
7157 · Fixture Fee Refunds	-27,695.58		
7160 · PFP Pass Thru	-1,540.50		
7165 · Meter Pass Thru Costs	10,205.69		
Total 7100 · Connection Fees	301,110.29	200,000.10	101,110.19
7250 · CAMP Interest Income	175,862.93	50,000.00	125,862.93
7600 · Bond Revenues, G.O.	856,827.38	1,195,381.00	-338,553.62
7650 · Water System Reliability	1,011,341.66	1,111,460.00	-100,118.34
Total 7000 · Capital Account Revenues	2,345,142.26	2,556,841.10	-211,698.84
Total Other Income	2,345,142.26	2,556,841.10	-211,698.84
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	392,469.29	3,220,833.40	-2,828,364.11
Total 8000 · Capital Improvement Program	392,469.29	3,220,833.40	-2,828,364.11
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	32,139.48	56,977.00	-24,837.52
9125 · PNC Equipment Lease Interest	5,801.08	5,980.00	-178.92
9150 · SRF Loan	28,752.45	28,752.00	0.45
9210 · Conservation Program/Rebates	150.00	0.00	150.00
Total 9000 · Capital Account Expenses	66,843.01	91,709.00	-24,865.99
Total Other Expense	459,312.30	3,312,542.40	-2,853,230.10
Net Other Income	1,885,829.96	-755,701.30	2,641,531.26
Net Income	3,490,316.95	-651,049.60	4,141,366.55

Montara Water & Sanitary District

Funds Balance Sheet

As of April 30, 2024

5/16/24

Accrual Basis

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	4,774,264.36	0.00	4,774,264.36
LAIF Investment Fund			
Capital Reserve	4,367,071.12	0.00	4,367,071.12
Operating Reserve	2,769,507.00	0.00	2,769,507.00
Total LAIF Investment Fund	<u>7,136,578.12</u>	<u>0.00</u>	<u>7,136,578.12</u>
Total Sewer - Bank Accounts	11,910,842.48	0.00	11,910,842.48
Water - Bank Accounts			
CAMP Investment Fund			
Capital Reserve	0.00	4,197,479.71	4,197,479.71
Operating Reserve	0.00	1,133,508.00	1,133,508.00
Total CAMP Investment Fund	0.00	5,330,987.71	5,330,987.71
Wells Fargo Operating - Water	0.00	51,192.25	51,192.25
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	1,031,091.70	1,031,091.70
Total Restricted Cash	<u>0.00</u>	<u>1,031,091.70</u>	<u>1,031,091.70</u>
Total Water - Bank Accounts	0.00	6,413,271.66	6,413,271.66
Total Checking/Savings	11,910,842.48	6,413,271.66	18,324,114.14
Accounts Receivable			
Sewer - Accounts Receivable			
Lease Receivable	148,905.00	0.00	148,905.00
Accounts Receivable	-283.46	0.00	-283.46
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
Total Sewer - Accounts Receivable	<u>138,559.75</u>	<u>0.00</u>	<u>138,559.75</u>
Water - Accounts Receivable			
Accounts Receivable	0.00	13,967.03	13,967.03
Accounts Rec. - Backflow	0.00	29,277.11	29,277.11
Accounts Rec. - Water Residents	0.00	149,137.80	149,137.80
Unbilled Water Receivables	0.00	243,766.73	243,766.73
Total Water - Accounts Receivable	<u>0.00</u>	<u>436,148.67</u>	<u>436,148.67</u>
Total Accounts Receivable	138,559.75	436,148.67	574,708.42
Other Current Assets			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	<u>0.00</u>	<u>42,656.32</u>	<u>42,656.32</u>
Total Current Assets	12,049,402.23	6,892,076.65	18,941,478.88
Fixed Assets			
Sewer - Fixed Assets			
General Plant	9,149,397.80	0.00	9,149,397.80
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	<u>3,250,409.57</u>	<u>0.00</u>	<u>3,250,409.57</u>
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	<u>5,340,307.33</u>	<u>0.00</u>	<u>5,340,307.33</u>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-10,872,874.00	0.00	-10,872,874.00
Total Sewer - Fixed Assets	<u>8,112,285.54</u>	<u>0.00</u>	<u>8,112,285.54</u>

Montara Water & Sanitary District
Funds Balance Sheet
As of April 30, 2024

5/16/24

Accrual Basis

Water - Fixed Assets			
General Plant	0.00	29,787,721.97	29,787,721.97
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-15,809,611.00	-15,809,611.00
Total Water - Fixed Assets	<u>0.00</u>	<u>16,119,767.75</u>	<u>16,119,767.75</u>
Total Fixed Assets	8,112,285.54	16,119,767.75	24,232,053.29
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	113,218.00	0.00	113,218.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
Total Sewer - Other Assets	2,800,765.08	0.00	2,800,765.08
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	252,003.00	252,003.00
Due from Sewer	0.00	1,391,848.36	1,391,848.36
Total Water - Other Assets	<u>0.00</u>	<u>1,643,851.36</u>	<u>1,643,851.36</u>
Total Other Assets	<u>2,800,765.08</u>	<u>1,643,851.36</u>	<u>4,444,616.44</u>
TOTAL ASSETS	<u>22,962,452.85</u>	<u>24,655,695.76</u>	<u>47,618,148.61</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	121,597.37	0.00	121,597.37
Total Accounts Payable	121,597.37	0.00	121,597.37
Credit Cards			
Wells Fargo Credit Card	0.00	6,262.42	6,262.42
Total Credit Cards	0.00	6,262.42	6,262.42
Other Current Liabilities			
Water - Net Pension Liability	0.00	28,173.00	28,173.00
Sewer - Net Pension Liability	12,658.00	0.00	12,658.00
Sewer - Current Liabilities			
Accrued Vacations	10,926.30	0.00	10,926.30
Deposits Payable	31,063.05	0.00	31,063.05
PNC Equip. Loan - S/T	13,558.89	0.00	13,558.89
Total Sewer - Current Liabilities	<u>55,548.24</u>	<u>0.00</u>	<u>55,548.24</u>
Water - Current Liabilities			
Accrued Vacations	0.00	20,027.78	20,027.78
Construction Deposits Payable	0.00	-589.09	-589.09
Deposits Payable	0.00	-87,466.93	-87,466.93
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	13,558.85	13,558.85
SRF Loan Payable X109 - Current	0.00	92,851.32	92,851.32
Temporary Construction Meter	0.00	40,554.49	40,554.49
Total Water - Current Liabilities	<u>0.00</u>	<u>83,238.92</u>	<u>83,238.92</u>
Payroll Liabilities			
Employee Benefits Payable	21,121.18	0.00	21,121.18
Total Payroll Liabilities	<u>21,121.18</u>	<u>0.00</u>	<u>21,121.18</u>
Total Other Current Liabilities	<u>89,327.42</u>	<u>111,411.92</u>	<u>200,739.34</u>
Total Current Liabilities	<u>210,924.79</u>	<u>117,674.34</u>	<u>328,599.13</u>

Montara Water & Sanitary District
Funds Balance Sheet
As of April 30, 2024

5/16/24

Accrual Basis

Long Term Liabilities			
Sewer - Long Term Liabilities			
Deferred Inflows (Sewer Leases)	141,496.00	0.00	141,496.00
Due to Water Fund	1,391,848.36	0.00	1,391,848.36
Accrued Vacations	29,339.03	0.00	29,339.03
I-Bank Loan	596,289.45	0.00	596,289.45
PNC Equip. Loan - L/T	199,511.05	0.00	199,511.05
Total Sewer - Long Term Liabilities	2,358,483.89	0.00	2,358,483.89
Water - Long Term Liabilities			
2020 GO Bonds	0.00	4,302,407.38	4,302,407.38
Accrued Vacations	0.00	37,678.17	37,678.17
PNC Equip. Loan - L/T	0.00	199,511.11	199,511.11
SRF Loan Payable - X109	0.00	2,333,514.62	2,333,514.62
Total Water - Long Term Liabilities	0.00	6,873,111.28	6,873,111.28
Deferred Inflows (Pensions)			
Sewer	8,715.00	0.00	8,715.00
Water	0.00	19,399.00	19,399.00
Total Deferred Inflows (Pensions)	8,715.00	19,399.00	28,114.00
Total Long Term Liabilities	2,367,198.89	6,892,510.28	9,259,709.17
Total Liabilities	2,578,123.68	7,010,184.62	9,588,308.30
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,793,316.07	0.00	8,793,316.07
Retained Earnings	98,044.90	0.00	98,044.90
Total Sewer - Equity Accounts	12,299,613.17	0.00	12,299,613.17
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	-98,044.90	-98,044.90
Total Water - Equity Accounts	0.00	2,593,010.11	2,593,010.11
Equity Adjustment Account	6,150,133.04	11,562,184.08	17,712,317.12
Net Income	1,934,582.96	3,490,316.95	5,424,899.91
Total Equity	20,384,329.17	17,645,511.14	38,029,840.31
TOTAL LIABILITIES & EQUITY	<u>22,962,452.85</u>	<u>24,655,695.76</u>	<u>47,618,148.61</u>

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

YTD Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over (Under) Targets	% Over/(Under) Targets
Sewer - Operations	4,799,718.26	4,795,076.61	4,295,441.35	3,765,700.81	3,403,341.48	6,509,613.97	5,878,972.73	2,016,876.13	2,918,176.14	4,774,264.36					
Wells Fargo Operating Sewer Reserve Accounts															
LAI															
Capital Reserve	4,215,941.10	4,215,941.10	4,215,941.10	4,258,688.56	4,258,688.56	4,258,688.56	4,306,741.28	4,306,741.28	4,306,741.28	4,367,071.12			6,700,000.00	(2,332,928.88)	65%
Operating Reserve	524,507.00	524,507.00	524,507.00	524,507.00	524,507.00	524,507.00	524,507.00	2,769,507.00	2,769,507.00	2,769,507.00			2,813,414.00	(43,907.00)	98%
Subtotal	4,740,448.10	4,740,448.10	4,740,448.10	4,783,195.56	4,783,195.56	4,783,195.56	4,831,248.28	7,076,248.28	7,076,248.28	7,136,578.12					
Water Operations															
Wells Fargo Operating	66,244.20	84,909.23	(355.14)	23,905.76	42,704.46	59,284.54	78,444.55	18,057.53	33,620.86	51,192.25					
Water - Reserve Accounts															
CAMP - Reserve Funds															
Capital Reserve	2,998,600.24	3,014,247.10	3,029,695.42	3,046,076.65	3,062,072.13	3,062,072.13	3,062,072.13	3,062,072.13	4,173,803.37	4,197,479.71			6,458,585.00	(2,261,105.29)	65%
Operating Reserve	339,579.00	339,579.00	441,252.33	441,252.33	441,252.33	457,772.27	474,273.60	2,220,720.12	1,133,508.00	1,133,508.00			1,133,508.00	-	100%
Subtotal	3,338,179.24	3,353,826.10	3,470,947.75	3,487,328.98	3,503,324.46	3,519,844.40	3,536,345.73	5,282,792.25	5,307,311.37	5,330,987.71					
Water - Restricted Accounts															
JP Morgan Chase															
2020 GO Bond Fund	1,179,454.43	689,691.67	689,691.67	690,667.34	700,604.29	702,016.10	1,152,913.64	743,533.62	743,807.11	1,031,091.70					
Subtotal	1,179,454.43	689,691.67	689,691.67	690,667.34	700,604.29	702,016.10	1,152,913.64	743,533.62	743,807.11	1,031,091.70					
Total Cash & Equivalents	14,124,044.23	13,663,951.71	13,196,173.73	12,750,798.45	12,433,170.25	15,573,954.57	15,477,924.93	15,137,507.81	16,079,163.76	18,324,114.14					

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

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	TOTAL			
													Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	7,069.49	7,069.49	7,069.49	7,069.49	7,069.49	7,069.49	7,069.49	7,069.49	7,069.49	7,069.49		70,694.90	83,000.00	-12,305.10	85.18%	
4400 · Fees																
4410 · Administrative Fee (New Constr)				1,244.00								1,244.00	4,000.00	-2,756.00	31.1%	
4420 · Administrative Fee (Remodel)													1,000.00	-1,000.00		
4430 · Inspection Fee (New Constr)				1,178.00								1,178.00	4,000.00	-2,822.00	29.45%	
4440 · Inspection Fee (Remodel)													1,000.00	-1,000.00		
4460 · Remodel Fees	1,496.00	1,244.00	622.00		136.00	1,059.00	272.00	1,059.00	437.00	573.00		6,898.00	8,000.00	-1,102.00	86.23%	
4470 · Other Fees	160.00												160.00			
Total 4400 · Fees	1,656.00	1,244.00	622.00	2,422.00	136.00	1,059.00	272.00	1,059.00	437.00	573.00		9,480.00	18,000.00	-8,520.00	52.67%	
4510 · Grants						732,291.90				360,418.04			1,092,709.94			
4610 · Property Tax Receipts		102,896.55	286.44	324.00	18,998.49	151,189.32	108,960.45	25,966.20		112,335.49			520,956.94	300,000.00	220,956.94	173.65%
4710 · Sewer Service Charges	2,950.88	1,352.45		983.60		1,956,555.11		284,574.65				1,278,490.22	3,524,906.91	3,883,231.00	-358,324.09	90.77%
4720 · Sewer Service Refunds, Customer					-6,682.82		-15,264.16	-867.90					-22,814.88	-10,000.00	-12,814.88	228.15%
4760 · Waste Collection Revenues	1,227.28	3,786.17	1,351.59	3,495.04	1,035.67	3,546.57	1,273.35	3,507.03	1,155.72	4,068.39			24,446.81	30,000.00	-5,553.19	81.49%
4990 · Other Revenue		22.34		21.72	150.88			28.78					223.72			
Total Income	12,903.65	116,371.00	9,329.52	14,315.85	20,707.71	2,851,711.39	102,311.13	321,337.25	8,662.21	1,762,954.63		5,220,604.34	4,304,231.00	916,373.34	121.29%	
Gross Profit	12,903.65	116,371.00	9,329.52	14,315.85	20,707.71	2,851,711.39	102,311.13	321,337.25	8,662.21	1,762,954.63		5,220,604.34	4,304,231.00	916,373.34	121.29%	
Expense																
5000 · Administrative																
5190 · Bank Fees	1,281.04	325.63	337.06	371.16	345.94	423.48	395.51	341.01	328.83	315.10			4,464.76	6,000.00	-1,535.24	74.41%
5200 · Board of Directors																
5210 · Board Meetings		200.00	2,113.85		400.00	400.00	400.00	200.00	400.00	200.00			4,313.85	4,000.00	313.85	107.85%
5220 · Director Fees		1,800.00	900.00		750.00	750.00	975.00	755.00	750.00				6,680.00	10,000.00	-3,320.00	66.8%
5230 · Election Expenses			7,500.00										7,500.00	15,000.00	-7,500.00	50.0%
Total 5200 · Board of Directors		2,000.00	10,513.85		1,150.00	1,150.00	1,375.00	955.00	1,150.00	200.00			18,493.85	29,000.00	-10,506.15	63.77%
5250 · Conference Attendance	415.00	337.50	392.53				112.50	769.50					2,027.03	10,000.00	-7,972.97	20.27%
5270 · Information Systems		779.88	1,355.25	254.38	162.50	443.75	237.50	200.00	368.75	162.50			3,964.51	6,000.00	-2,035.49	66.08%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance	12,109.75								437.50	2,106.85			14,654.10	10,000.00	4,654.10	146.54%
Total 5300 · Insurance	12,109.75								437.50	2,106.85			14,654.10	10,500.00	4,154.10	139.56%
5350 · LAFCO Assessment														3,000.00	-3,000.00	
5400 · Legal																
5430 · General Legal	8,598.00		17,231.15	5,158.00	4,462.00	5,222.00	3,486.00	3,366.00	3,342.00	2,838.00			53,703.15	200,000.00	-146,296.85	26.85%
5440 · Litigation	2,979.38		7,762.06	3,569.30	12,461.15	10,296.45	2,160.00	11,272.75	8,864.00	5,504.47			64,869.56			
Total 5400 · Legal	11,577.38		24,993.21	8,727.30	16,923.15	15,518.45	5,646.00	14,638.75	12,206.00	8,342.47			118,572.71	200,000.00	-81,427.29	59.29%
5510 · Maintenance, Office	130.00		992.19	130.00		390.00	144.87	325.00		130.00			2,242.06	25,000.00	-22,757.94	8.97%
5530 · Memberships					4,500.00								4,500.00	5,000.00	-500.00	90.0%
5540 · Office Supplies	611.04	132.89	675.03	649.86	1,231.88	100.76	933.99	730.70	338.27	299.52			5,703.94	8,250.00	-2,546.06	69.14%

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

												TOTAL				
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
5550 · Postage				1,031.57	8.01	207.10		211.68		211.68			1,670.04	1,150.00	520.04	145.22%
5560 · Printing & Publishing	487.82	373.78	55.79	1,503.62	76.85	211.71	63.23	115.15	64.21	344.11			3,296.27	2,250.00	1,046.27	146.5%
5600 · Professional Services																
5610 · Accounting	3,650.00	3,927.50	4,852.50	2,715.00	3,555.00	2,255.00	3,125.00	2,575.00	3,967.50	3,335.00			33,957.50	39,000.00	-5,042.50	87.07%
5620 · Audit			2,500.00	5,000.00	1,200.00								8,700.00	13,500.00	-4,800.00	64.44%
5630 · Consulting	1,815.81	6,142.14	1,531.25	6,018.05	3,297.44	2,613.40	3,146.60	1,747.14	5,081.77	3,597.15			34,990.75	52,250.00	-17,259.25	66.97%
5640 · Data Services	1,199.50	9,213.23											10,412.73	10,000.00	412.73	104.13%
5650 · Labor & HR Support	427.00		213.50	242.32	427.00		213.50	427.00		213.50			2,163.82	2,500.00	-336.18	86.55%
5660 · Payroll Services	91.64	125.56	91.64	127.00	97.38	94.52	183.40	95.95	95.95	97.38			1,100.42	1,000.00	100.42	110.04%
Total 5600 · Professional Services	7,183.95	19,408.43	9,188.89	14,102.37	8,576.82	4,962.92	6,668.50	4,845.09	9,145.22	7,243.03			91,325.22	118,250.00	-26,924.78	77.23%
5710 · San Mateo Co. Tax Roll Charges				119.00									119.00	2,500.00	-2,381.00	4.76%
5720 · Telephone & Internet	4,475.47	4,484.79	823.77	-1,236.40	4,373.09	213.43	4,511.20	2,355.92	2,184.50	2,358.69			24,544.46	40,000.00	-15,455.54	61.36%
5730 · Mileage Reimbursement			294.24	19.95				189.33	329.76	95.00			928.28	2,000.00	-1,071.72	46.41%
5740 · Reference Materials														200.00	-200.00	
5790 · Other Administrative		18.04	337.66	-4,039.87					261.61				-3,422.56			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,681.16	1,885.79	5,067.93	1,848.36	1,866.71	1,751.73	1,943.56	1,741.69	1,751.31	2,115.30			21,653.54	21,486.00	167.54	100.78%
5820 · Employee Benefits	8,438.94		4,219.47	4,219.47	8,859.65		4,640.18	9,280.38		4,640.19			44,298.28	52,135.00	-7,836.72	84.97%
5830 · Disability Insurance	152.55	152.55	152.55	152.55	155.57	155.56	155.56	155.56	156.47	156.47			1,545.39	2,271.00	-725.61	68.05%
5840 · Payroll Taxes	1,912.24	2,160.35	1,803.49	1,697.32	1,296.84	930.98	2,204.56	1,978.39	1,985.84	2,386.69			18,356.70	25,393.00	-7,036.30	72.29%
5850 · PARS	1,738.30	1,837.33	1,389.08	1,147.96	1,078.94	572.73	1,886.74	1,786.38	1,786.38	2,140.71			15,364.55	22,147.00	-6,782.45	69.38%
5900 · Wages																
5910 · Management	9,567.78	9,567.78	21,271.59	26,784.88	10,034.88	10,109.88	10,047.38	10,034.88	10,034.88	10,034.88			127,488.81	122,617.00	4,871.81	103.97%
5920 · Staff	15,224.71	16,901.35	15,741.43	16,465.59	16,103.67	15,611.23	16,851.11	15,416.23	15,376.23	20,676.67			164,368.22	205,767.00	-41,398.78	79.88%
5930 · Staff Certification	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00			1,750.00	1,800.00	-50.00	97.22%
5940 · Staff Overtime	29.42	941.52	804.21	147.11	1,333.81	58.84	1,206.32	235.38	372.68	312.22			5,441.51	1,754.00	3,687.51	310.23%
5950 · Staff Standby		654.55		322.80			538.00						1,515.35			
Total 5900 · Wages	24,996.91	28,240.20	37,992.23	43,895.38	27,647.36	25,954.95	28,817.81	25,861.49	25,958.79	31,198.77			300,563.89	331,938.00	-31,374.11	90.55%
5960 · Worker's Comp Insurance			791.00			707.08			721.94				2,220.02	2,913.00	-692.98	76.21%
Total 5800 · Labor	38,920.10	34,276.22	51,415.75	52,961.04	40,905.07	30,073.03	39,648.41	40,803.89	32,360.73	42,638.13			404,002.37	458,283.00	-54,280.63	88.16%
Total 5000 · Administrative	77,191.55	62,137.16	101,375.22	74,593.98	78,253.31	53,694.63	59,736.71	66,481.02	59,175.38	64,447.08			697,086.04	927,383.00	-230,296.96	75.17%
6000 · Operations																
6170 · Claims, Property Damage														10,000.00	-10,000.00	
6195 · Education & Training										2,500.00			2,500.00	2,000.00	500.00	125.0%
6200 · Engineering																
6220 · General Engineering	2,962.50	917.50	2,508.00	3,657.50	1,463.00	5,240.50	1,776.50	4,192.50	6,665.00	6,049.50			35,432.50	70,000.00	-34,567.50	50.62%
Total 6200 · Engineering	2,962.50	917.50	2,508.00	3,657.50	1,463.00	5,240.50	1,776.50	4,192.50	6,665.00	6,049.50			35,432.50	70,000.00	-34,567.50	50.62%
6330 · Facilities																
6335 · Alarm Services	690.60	430.08	560.82	557.10	430.08	560.82	557.10	1,617.78	560.82	557.10			6,522.30	6,000.00	522.30	108.71%
6337 · Landscaping				3,000.00									3,000.00	6,000.00	-3,000.00	50.0%
Total 6330 · Facilities	690.60	430.08	560.82	3,557.10	430.08	560.82	557.10	1,617.78	560.82	557.10			9,522.30	12,000.00	-2,477.70	79.35%

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

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	TOTAL			
													Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Other Expense																
8000 · Capital Improvement Program																
8075 · Sewer	16,731.70	83,146.82	83,240.65	114,561.06	4,956.35	1,149.50	12,217.04	25,362.19	15,186.55	5,544.00			362,095.86	3,999,285.00	-3,637,189.14	9.05%
Total 8000 · Capital Improvement Program	16,731.70	83,146.82	83,240.65	114,561.06	4,956.35	1,149.50	12,217.04	25,362.19	15,186.55	5,544.00			362,095.86	3,999,285.00	-3,637,189.14	9.05%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	1,015.55		655.59	639.27	622.91	606.51	590.06	573.58	557.06	540.49			5,801.02	7,176.00	-1,374.98	80.84%
9200 · I-Bank Loan	1,601.35						9,093.41						10,694.76	18,702.00	-8,007.24	57.19%
Total 9000 · Capital Account Expenses	2,616.90		655.59	639.27	622.91	606.51	9,683.47	573.58	557.06	540.49			16,495.78	25,878.00	-9,382.22	63.74%
Total Other Expense	19,348.60	83,146.82	83,896.24	115,200.33	5,579.26	1,756.01	21,900.51	25,935.77	15,743.61	6,084.49			378,591.64	4,025,163.00	-3,646,571.36	9.41%
Net Other Income	89,507.61	-65,335.82	-66,301.24	-56,990.87	86,343.74	45,105.94	41,872.71	-30,700.27	20,949.39	64,973.35			129,424.54	-3,670,163.00	3,799,587.54	-3.53%
Net Income	-128,054.17	-181,341.39	-311,060.99	-411,388.20	-123,090.74	1,882,852.52	-77,223.12	55,340.44	-270,555.60	1,499,104.21			1,934,582.96	-2,742,029.00	4,676,611.96	-70.55%

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

												TOTAL				
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4400 · Fees																
4410 · Administrative Fee (New Constr)				1,244.00									1,244.00	4,000.00	-2,756.00	31.1%
4420 · Administrative Fee (Remodel)														600.00	-600.00	
4430 · Inspection Fee (New Constr)				1,178.00									1,178.00	4,000.00	-2,822.00	29.45%
4440 · Inspection Fee (Remodel)																
4450 · Mainline Extension Fees																
4470 · Other Fees	160.00												160.00			
Total 4400 · Fees	160.00			2,422.00									2,582.00	8,600.00	-6,018.00	30.02%
4610 · Property Tax Receipts	-0.01	102,896.55	286.43	324.00	18,998.48	151,189.31	108,960.45	25,966.18		112,335.47			520,956.86	300,000.00	220,956.86	173.65%
4740 · Testing, Backflow	1,486.00	1,496.00	2,176.00		2,040.00	9,047.00	952.00	1,088.00	1,904.00	1,768.00			21,957.00	18,000.00	3,957.00	121.98%
4810 · Water Sales, Domestic	142,714.49	205,441.91	156,717.66	153,940.81	170,874.59	139,747.96	195,630.04	100,659.36	249,177.14	45,726.21			1,560,630.17	2,014,000.00	-453,369.83	77.49%
4850 · Water Sales Refunds, Customer														-8,000.00	8,000.00	
4990 · Other Revenue		22.35		21.73	150.88			28.78	1,260,831.29	136.00			1,261,191.03			
Total Income	144,360.48	309,856.81	159,180.09	156,708.54	192,063.95	299,984.27	305,542.49	127,742.32	1,511,912.43	159,965.68			3,367,317.06	2,332,600.00	1,034,717.06	144.36%
Gross Profit	144,360.48	309,856.81	159,180.09	156,708.54	192,063.95	299,984.27	305,542.49	127,742.32	1,511,912.43	159,965.68			3,367,317.06	2,332,600.00	1,034,717.06	144.36%
Expense																
5000 · Administrative																
5190 · Bank Fees	1,281.04	325.63	337.05	371.15	345.93	423.47	395.50	341.00	328.82	315.09			4,464.68	5,500.00	-1,035.32	81.18%
5200 · Board of Directors																
5210 · Board Meetings		200.00	2,113.85		400.00	400.00	400.00	200.00	400.00	200.00			4,313.85	4,000.00	313.85	107.85%
5220 · Director Fees		1,800.00	900.00		750.00	750.00	975.00	755.00	750.00				6,680.00	10,000.00	-3,320.00	66.8%
5230 · Election Expenses			7,500.00										7,500.00	15,000.00	-7,500.00	50.0%
Total 5200 · Board of Directors		2,000.00	10,513.85		1,150.00	1,150.00	1,375.00	955.00	1,150.00	200.00			18,493.85	29,000.00	-10,506.15	63.77%
5240 · CDPH Fees						4,614.00	14,055.08						18,669.08	18,000.00	669.08	103.72%
5250 · Conference Attendance	415.00	337.50	1,048.49				112.50	1,609.50		838.89			4,361.88	15,000.00	-10,638.12	29.08%
5270 · Information Systems		779.87	1,355.25	254.37	162.50	443.75	237.50	200.00	368.75	162.50			3,964.49	6,500.00	-2,535.51	60.99%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance	13,159.75				656.00				437.50				14,253.25	10,000.00	4,253.25	142.53%
Total 5300 · Insurance	13,159.75				656.00				437.50				14,253.25	10,500.00	3,753.25	135.75%
5350 · LAFCO Assessment														3,000.00	-3,000.00	
5400 · Legal																
5430 · General Legal	8,598.00		17,211.16	5,158.00	4,462.00	5,222.00	3,486.00	3,366.00	3,342.00	2,838.00			53,683.16	75,000.00	-21,316.84	71.58%
5440 · Litigation	208.00		544.00	640.00	80.00					416.00			1,888.00			
Total 5400 · Legal	8,806.00		17,755.16	5,798.00	4,542.00	5,222.00	3,486.00	3,366.00	3,342.00	3,254.00			55,571.16	75,000.00	-19,428.84	74.1%
5510 · Maintenance, Office	179.80	95.16	1,262.23	130.00		470.27	144.87	325.00		130.00			2,737.33	25,000.00	-22,262.67	10.95%
5530 · Memberships					4,500.00	17,345.00	945.00						22,790.00	25,000.00	-2,210.00	91.16%
5540 · Office Supplies	611.03	132.89	675.00	649.84	1,231.85	100.75	933.96	730.69	338.26	299.50			5,703.77	6,250.00	-546.23	91.26%
5550 · Postage	1,589.08	2,283.68		2,431.23	1,482.23	2,671.90	123.56	1,777.30	2,088.64	2,116.55			16,564.17	14,750.00	1,814.17	112.3%

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

												TOTAL				
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	52,196.00		8,121.58	26,277.00	26,277.00	25,919.00							138,790.58	185,000.00	-46,209.42	75.02%
7120 · Connection Fees (Remodel)		5,732.88		11,545.38	18,378.36								35,656.62			
7130 · Conn. Fees, PFP (New Constr)	37,299.00	24,413.50		25,374.00	12,594.00		24,278.00			14,967.00			138,925.50	55,000.00	83,925.50	252.59%
7155 · Add'l Fixture Units (Remodel)							6,767.98						6,767.98			
7157 · Fixture Fee Refunds					-26,277.00		951.92	-2,370.50					-27,695.58			
7160 · PFP Pass Thru				990.00	-2,530.50								-1,540.50			
7165 · Meter Pass Thru Costs	2,624.50	1,375.50	260.50	1,110.00		361.79			2,422.00	2,051.40			10,205.69			
Total 7100 · Connection Fees	92,119.50	31,521.88	8,382.08	65,296.38	28,441.86	26,280.79	31,997.90	-2,370.50	2,422.00	17,018.40			301,110.29	240,000.00	61,110.29	125.46%
7250 · CAMP Interest Income	14,999.34	15,646.86	15,448.32	16,381.23	15,995.48	16,519.94	16,501.33	16,174.97	24,519.12	23,676.34			175,862.93	60,000.00	115,862.93	293.11%
7600 · Bond Revenues, G.O.			686.91	288.76	-9,936.95	460,763.94	2,566.99	81,581.64		320,876.09			856,827.38	1,195,381.00	-338,553.62	71.68%
7650 · Water System Reliability	1,480.45	814.22		789.44		560,006.02		81,451.07		366,800.46			1,011,341.66	1,111,460.00	-100,118.34	90.99%
Total 7000 · Capital Account Revenues	108,599.29	47,982.96	24,517.31	82,755.81	34,500.39	1,063,570.69	51,066.22	176,837.18	26,941.12	728,371.29			2,345,142.26	2,606,841.00	-261,698.74	89.96%
Total Other Income	108,599.29	47,982.96	24,517.31	82,755.81	34,500.39	1,063,570.69	51,066.22	176,837.18	26,941.12	728,371.29			2,345,142.26	2,606,841.00	-261,698.74	89.96%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	11,518.75	48,683.25	51,416.25	35,145.94	21,795.59	6,685.00	77,266.47	33,012.37	97,645.72	9,299.95			392,469.29	3,865,000.00	-3,472,530.71	10.15%
Total 8000 · Capital Improvement Program	11,518.75	48,683.25	51,416.25	35,145.94	21,795.59	6,685.00	77,266.47	33,012.37	97,645.72	9,299.95			392,469.29	3,865,000.00	-3,472,530.71	10.15%
9000 · Capital Account Expenses																
9100 · Interest Expense - GO Bonds		4,967.53						27,171.95					32,139.48	56,977.00	-24,837.52	56.41%
9125 · PNC Equipment Lease Interest	1,015.56		655.60	639.28	622.91	606.51	590.07	573.59	557.06	540.50			5,801.08	7,176.00	-1,374.92	80.84%
9150 · SRF Loan					28,752.45								28,752.45	56,457.00	-27,704.55	50.93%
9210 · Conservation Program/Rebates		150.00											150.00		150.00	100.0%
Total 9000 · Capital Account Expenses	1,015.56	5,117.53	655.60	639.28	29,375.36	606.51	590.07	27,745.54	557.06	540.50			66,843.01	120,610.00	-53,766.99	55.42%
Total Other Expense	12,534.31	53,800.78	52,071.85	35,785.22	51,170.95	7,291.51	77,856.54	60,757.91	98,202.78	9,840.45			459,312.30	3,985,610.00	-3,526,297.70	11.52%
Net Other Income	96,064.98	-5,817.82	-27,554.54	46,970.59	-16,670.56	1,056,279.18	-26,790.32	116,079.27	-71,261.66	718,530.84			1,885,829.96	-1,378,769.00	3,264,598.96	-136.78%
Net Income	83,620.16	146,356.95	-58,245.53	28,121.58	-27,818.12	1,212,179.44	80,899.39	43,828.69	1,291,867.97	689,506.42			3,490,316.95	-1,313,184.00	4,803,500.95	-265.79%

Montara Water & Sanitary District Check Detail

May 31, 2024

Date	Num	Name	Paid Amount	
Warrants Report for the Board of Directors Consent Agenda 6/6/2024				
SPLIT				
05/02/2024	14684	Aztec Gardens	-1,065.00	PAID
05/02/2024	14685	CalPERS 457 Plan	-9,035.23	PAID
05/02/2024	14686	Comcast	-357.47	PAID
05/02/2024	14692	Huntington National Bank	-14,590.00	PAID
05/02/2024	14687	IEDA	-427.00	PAID
05/02/2024	14688	RVE ACCOUNTING & ADVISORY SERVICES	-6,670.00	PAID
05/02/2024	14690	U.S. Bank PARS	-13,239.98	PAID
05/02/2024	14691	White Glove Housekeeping	-260.00	PAID
05/10/2024	14693	ACWA/JPIA	-18,445.86	PAID
05/10/2024	14696	Bill Softky	-300.00	PAID
05/10/2024	14698	Carlisle Young	-300.00	PAID
05/10/2024	14699	Coastside Tree Service	-7,000.00	PAID
05/13/2024	14711	Coastside Tree Service	-5,000.00	PAID
05/13/2024	14709	Cruzio Internet	-104.81	PAID
05/10/2024	14701	Kathryn Slater-Carter	-300.00	PAID
05/10/2024	14702	ODP Business Solutions	-156.41	PAID
05/10/2024	14704	PCT	-800.00	PAID
05/10/2024	14705	Peter Dekker	-300.00	PAID
05/10/2024	14706	Scott Boyd	-300.00	PAID
05/10/2024	14708	Tech Solutions	-625.00	PAID
05/24/2024	14719	Pacific Gas & Electric	-6,876.21	PAID
05/31/2024	14720	A-B Communications	-179.15	
05/31/2024	14721	Aztec Gardens	-860.00	
05/31/2024	14722	Bill Softky	-150.00	
05/31/2024	14723	Carlisle Young	-150.00	
05/31/2024	14725	Comcast	-357.47	
05/31/2024	14727	Kastama Strategic Consulting	-8,061.12	
05/31/2024	14728	Kathryn Slater-Carter	-150.00	
05/31/2024	14729	KBA Document Solutions	-115.90	
05/31/2024	14730	Lingo	-3,937.78	
05/31/2024	14733	ODP Business Solutions	-188.00	
05/31/2024	14735	PARS	-895.54	
05/31/2024	14736	Peter Dekker	-150.00	
05/31/2024	14737	Scott Boyd	-150.00	
05/31/2024	14742	Simms Plumbing & Water	-1,214.19	
05/31/2024	14743	Standard Insurance Co.	-521.45	
06/03/2024	14750	White Glove Housekeeping	-260.00	

Montara Water & Sanitary District Check Detail May 31, 2024

Date	Num	Name	Paid Amount	
WATER				
05/02/2024	14689	San Mateo County Health Dept	-460.00	PAID
04/24/2024	14651	Verdura Construction	-1,307.04	PAID
05/10/2024	14694	Andreini Brothers, Inc.	-25,338.04	PAID
05/10/2024	14695	Badger Meter, Inc.	-23,754.15	PAID
05-15--24	14712	Badger Meter, Inc.	-114.90	PAID
05/15/2024	14713	Balance Hydrologics	-25,762.60	PAID
05/15/2024	14714	BSK Laboratories	-4,448.00	PAID
05/10/2024	14697	Calcon Systems, Inc.	-1,980.00	PAID
05/10/2024	14700	Hassett	-329.83	PAID
05/15/2024	14715	Mossa Excavation	-7,205.33	PAID
05/10/2024	14703	Pacific Gas & Electric	-1,943.26	PAID
05/15/2024	14716	T&T Valve and Instrument	-2,433.55	PAID
05/15/2024	14717	USA Blue Book	-81.16	PAID
05/24/2024	14718	AT & T Mobility	-486.73	PAID
05/31/2024	14724	CLA-VAL	-2,201.50	
05/31/2024	14731	MWSD Sewer to GO BOND	-1,084.63	
05/31/2024	14734	Pacific Gas & Electric	-1,804.02	
06/03/2024	14748	San Mateo County Health Dept	-306.00	
05/31/2024	14744	State Water Resources Control Board	-120,555.57	
06/03/2024	14749	SRT Consultants	-38,574.75	
05/31/2024	14745	Ueware, Inc	-10,705.00	
05/31/2024	14747	Wells Fargo Remittance Center	-5,643.19	

Montara Water & Sanitary District Check Detail

May 31, 2024

Date	Num	Name	Paid Amount	
SEWER				
05/13/2024	14710	Hue & Cry Security Systems, Inc	-430.08	PAID
05/10/2024	14707	Sewer Authority Mid-Coastside	-360,418.04	PAID
05/31/2024	14726	Hardiman Construction	-652,702.25	
05/31/2024	14732	Nute Engineering	-17,497.00	
05/31/2024	14738	Sewer Authority Mid-Coastside	-17,092.16	
05/31/2024	14739	Sewer Authority Mid-Coastside	-86,850.00	
05/31/2024	14740	Sewer Authority Mid-Coastside	-24,571.83	
05/31/2024	14741	Sewer Authority Mid-Coastside	-118,801.91	



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **June 6, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

SUBJECT: SAM Flow Report for April 2024

The April reports are not yet approved by the SAM Board as the second meeting in May was cancelled due to Memorial Day.

It will be submitted when it becomes available.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: June 6, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'C Heldmaier'.

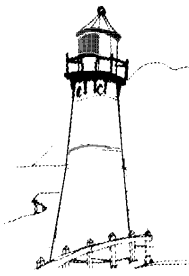
SUBJECT: Review of Current Investment Portfolio

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 April 2024 was 4.272%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 5/30/24 was 5.44%.
- 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: **June 6, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Connection Permit Applications Received

As of June 6, 2024 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of June 6, 2024 the following new **Water (Private Fire Sprinkler) Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
01-08-24	Andrea Festejo	540 5 th Street, Montara	SFD

As of June 6, 2024 the following new **Water Connection Permit** application was received since the last report:

Date of App.	Property Owner	Site Address	Home Size	Type of Connection
08-25-23	Sam Dickson	1217 Birch, Montara	MFD	2 nd Dom

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of June 6th, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Monthly Water Production Report

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

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

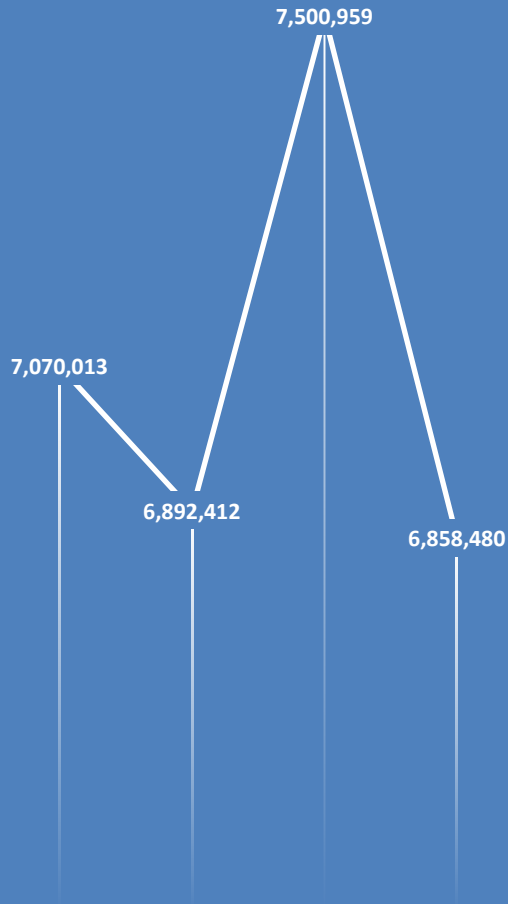
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2024 (GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,070,013	6,892,412	7,500,959	6,858,480								

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of June 6th, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Rain Report

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

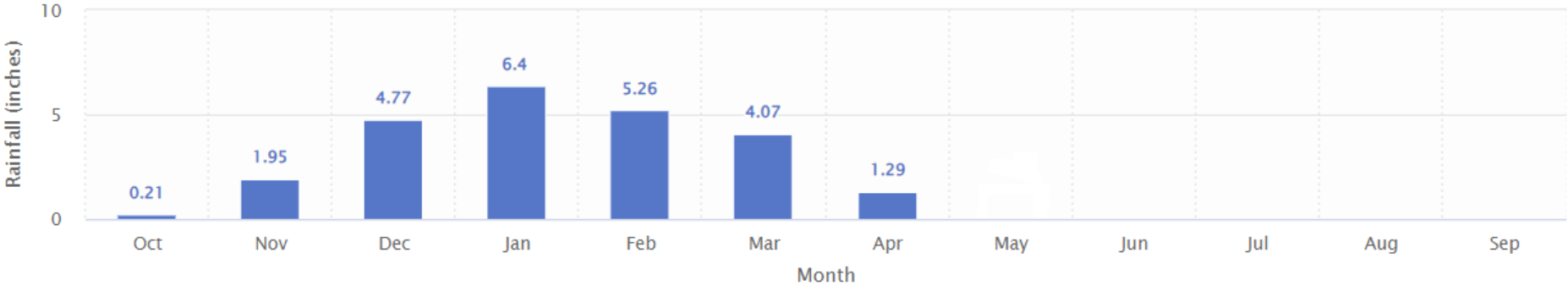
RECOMMENDATION:

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

Attachments: 2

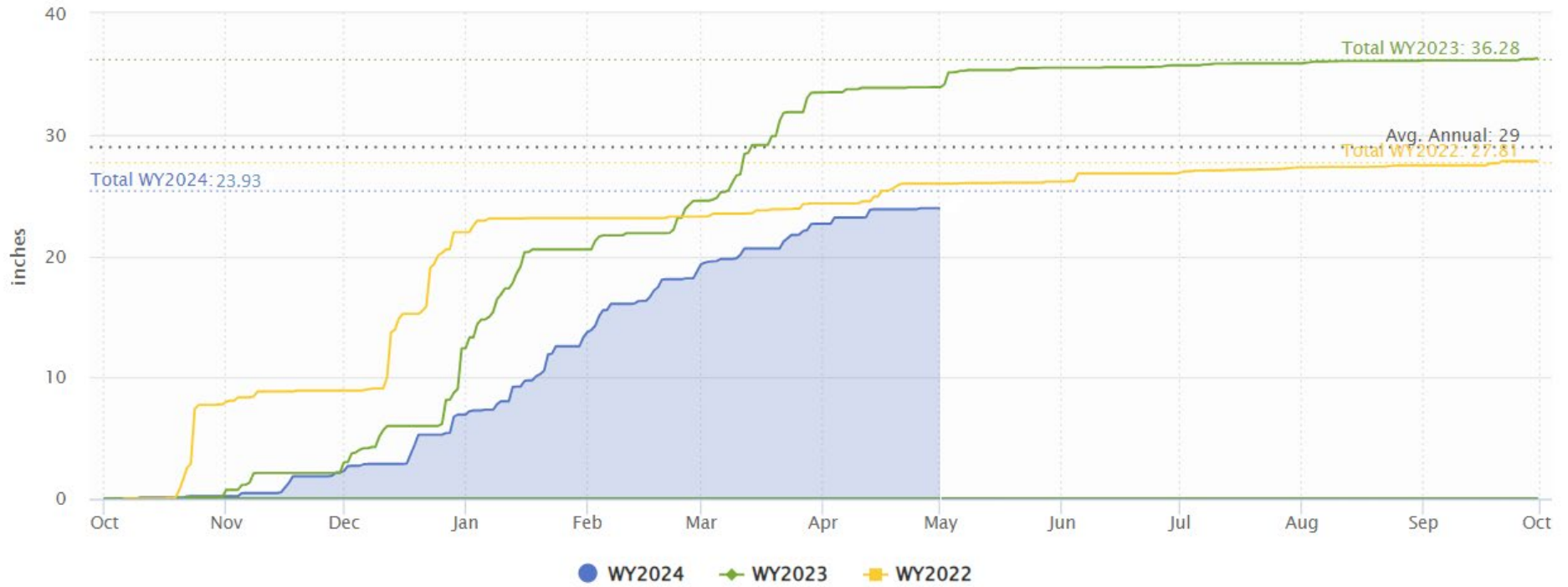
Monthly Cumulative Rainfall

Monthly Rainfall for Current Water Year



Annual Cumulative Rainfall

Cumulative Rainfall by Water Year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: June 6th, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Monthly Solar Energy Report

The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 51,619 kWh and saved 87,752 lbs of CO₂.

RECOMMENDATION:

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


Attachments: 1



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of **June 6, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Public Agency Retirement
Service Report for March 2024.**

The District has received the monthly PARS report for March 2024.

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
3/1/2024 to 3/31/2024**

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 3/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 3/31/2024
Contributions	\$1,581,952.57	\$10,477.51	\$42,421.04	\$721.29	\$1,174.04	\$0.00	\$1,632,955.79
TOTAL	\$1,581,952.57	\$10,477.51	\$42,421.04	\$721.29	\$1,174.04	\$0.00	\$1,632,955.79

Investment Selection

PARS Capital Appreciation - Index

Investment Objective

The primary goal of the Capital Appreciation - Index objective is growth of principal. The major portion of the assets are invested in equity securities and market fluctuations are expected.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	2.67%	5.6%	17.29%	4.77%	8.39%	-	03/08/16

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value.

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **June 6, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning Review
and Suggested Changes to Employee Benefits**

The Montara Water and Sanitary District evaluated employee benefits with the attached analysis and found potential cost savings in changing the District's vision insurance plan as well as adding some benefits with minimal financial impacts. The analysis considers the current insurance costs, alternative plans, and overall financial benefits. Based on the findings, staff recommendation is to approve the changes to optimize insurance expenditures while maintaining adequate coverage for employees. This change aligns with the District's goals and supports employee retention and satisfaction.

The overall fiscal impact to MWSD to change vision coverage and add \$50,000 Group Life Insurance, AD&D, Employee Assistance Program, and Emergency Transportation would be \$2,200 for the coming FY.

Recommendation:

Authorize the General Manager to switch from the current vision plan to the Principal Financial plan (see attachment), add the Mutual of Omaha Group Life/AD&D/EAP and MASA Emergency Transportation benefits for all 8 FTEs.

SUMMARY OF STAFF RECOMMENDATIONS

VISION	CURRENT	RECOMMENDED	ANNUAL COST TO THE DISTRICT
CARRIER NAME	VSP	PRINCIPAL FINANCIAL (VSP)	
RATE GUARANTEE	1 YEAR	2 YEARS	
PLAN NAME	PLAN B	PLAN B	
MONTHLY PREMIUM	\$229.20	\$160.52	
ANNUAL PREMIUM	\$2,750.40	\$1,926.24	-\$824.16
LIFE INSURANCE			
CARRIER NAME		MUTUAL OF OMAHA W/EAP	
RATE GUARANTEE		2 YEARS	
PLAN NAME		GROUP LIFE/AD&D (50K)	
MONTHLY PREMIUM		\$100.00	
ANNUAL PREMIUM		\$1,200.00	\$1,200.00
EMERGENCY TRANSPORTATION			
CARRIER NAME		MASA ACCESS	
MONTHLY PREMIUM		\$152.00	
ANNUAL PREMIUM		\$1,824.00	\$1,824.00
GRAND TOTAL			\$2,199.84

Renewal & Marketing Presentation

Prepared for:

Montara Water & Sanitary District

Effective: July 1, 2024

Presented By:

Howell Southmayd, Vice President - Employee Benefits, Municipalities

Benefits Division

Keenan & Associates | CA Insurance License No. 0451271

Montara Water & Sanitary District

Vision

Effective: July 1, 2024

	Current		Option 1		Option 2		Option 3		Option 4	
Carrier Name	VSP		Principal Financial (VSP)		Mutual of Omaha (EyeMed)		Standard (VSP)		Unum (EyeMed)	
Rate Guarantee	1 year		2 years		2 years		2 years		2 years	
Plan Name	Plan B \$20/\$25 (\$150)		Plan B \$0/\$10 (\$150)		Plan 1		Plan B \$10/\$25 (\$150)		Plan 1	
Deductible & Frequency	Signature	Non-Network	Choice	Non-Network	Insight	Non-Network	Choice	Non-Network	Insight	Non-Network
Examination	\$20 copay	\$50 benefit *	\$0 copay	\$45 benefit *	\$10 copay	\$37 benefit	\$10 copay	\$45 benefit *	\$10 copay	\$40 benefit
Materials Copay	\$25 copay	\$25 copay	\$10 copay	\$10 copay	N/A	N/A	\$25 copay	\$25 copay	N/A	N/A
Exam, Lens, & Frame Frequency	12/12/24		12/12/24		12/12/24		12/12/24		12/12/24	
Lenses										
Single Vision Lens	\$0 copay *	\$50 benefit *	\$0 copay *	\$30 benefit *	\$25 copay	\$20 benefit	\$0 copay *	\$30 benefit *	\$10 copay	\$30 benefit
Bifocal Lens	\$0 copay *	\$75 benefit *	\$0 copay *	\$50 benefit *	\$25 copay	\$36 benefit	\$0 copay *	\$50 benefit *	\$10 copay	\$50 benefit
Trifocal Lens	\$0 copay *	\$100 benefit *	\$0 copay *	\$65 benefit *	\$25 copay	\$64 benefit	\$0 copay *	\$65 benefit *	\$10 copay	\$70 benefit
Standard Progressive	\$0 copay *	\$75 benefit *	\$0 copay *	\$50 benefit *	\$65 copay	\$36 benefit	\$0 copay *	\$50 benefit *	\$75 copay	\$50 benefit
Frames										
Frame Benefit	\$150 allowance *	\$70 benefit *	\$150 allowance *	\$70 benefit *	\$150 allowance	\$120 benefit	\$150 allowance *	\$70 benefit *	\$150 allowance	\$105 benefit
Contacts										
Fit-and-Follow-Up	Up to \$60 copay	No benefit	Up to \$60 copay	No benefit	Up to \$40 copay	No benefit	Up to \$60 copay	No benefit	Up to \$40 copay	No benefit
Elective	\$150 allowance *	\$105 benefit *	\$150 allowance *	\$105 benefit *	\$150 allowance	\$66 benefit	\$150 allowance *	\$105 benefit *	\$150 allowance	\$150 benefit
Medically Necessary	\$0 copay *	\$210 benefit *	\$0 copay *	\$210 benefit *	\$0 copay	\$210 benefit	\$0 copay *	\$210 benefit *	\$0 copay	\$210 benefit
Rate Structure										
	Subs									
Employee Only	1	\$28.65		\$7.13		\$5.81		\$9.12		\$8.43
Employee + 1 (or Spouse)	2	\$28.65		\$15.02		\$13.35		\$19.60		\$16.88
Employee + Child(ren)	0	\$28.65		\$15.17		\$14.79		\$15.88		\$19.28
Employee + Family	5	\$28.65		\$24.67		\$22.58		\$26.36		\$30.00
Monthly Premium		\$229.20		\$160.52		\$145.41		\$180.12		\$192.19
Annual Premium		\$2,750.40		\$1,926.24		\$1,744.92		\$2,161.44		\$2,306.28
% Change Over Current				-29.97%		-36.56%		-21.41%		-16.15%
\$ Change Over Current				-\$824.16		-\$1,005.48		-\$588.96		-\$444.12

* Materials and/or Exam copay applies

Montara Water & Sanitary District

Group Life/AD&D

Effective: July 1, 2024

	Option 1	Option 2	Option 3	Option 4
Carrier Name	Principal Financial	Mutual of Omaha	Standard	Unum
Rate Guarantee	2 years	2 years	3 years	2 years
Plan Name	Group Life/AD&D	Group Life/AD&D	Group Life/AD&D	Group Life/AD&D
Term Life and AD&D Benefits				
Class 1: All FTEs	\$50k	\$50k	\$50k	\$50k
Guaranteed Issue				
All Classes	Full benefit	Full benefit	Full benefit	Full benefit
Plan Features				
Accelerated Benefit	Included	Included	Included	Included
Waiver of Premium	Included	Included	Included	Included
Conversion	Included	Included	Included	Included
Reduction of Benefits Schedule				
Age 65-69	Reduced by 35%	Reduced by 35%	Reduced by 35%	Reduces by 35%
70-74	Reduced by 50%	Reduced by 55%	Reduced by 50%	Reduces by 35%
75-79	No further reduction	Reduced by 70%	Reduced by 65%	Reduces by 50%
80+	-	Reduced by 80%	No further reduction	No further reduction
Rate Structure				
Group Life Volume	\$400,000	\$400,000	\$400,000	\$400,000
Premium Rate (Basic Life) per \$1,000	\$0.219	\$0.230	Age-Rated	Age-Rated
Premium Rate (AD&D) per \$1,000	\$0.039	\$0.020	Age-Rated	\$0.037
Monthly Premium	\$103.20	\$100.00	\$123.50	\$229.75
Annual Premium	\$1,238.40	\$1,200.00	\$1,482.00	\$2,757.00

Keenan

Montara Water & Sanitary District

Disability

Effective: July 1, 2024

	Option 1		Option 2		Option 3		Option 4		
Carrier Name	Principal Financial		Mutual of Omaha		Standard		Unum		
Rate Guarantee	2 years		2 years		3 years		2 years		
General Plan Information	LTD		LTD		LTD 1		LTD		
Elimination Period	90 days		90 days		90 days		90 days		
Benefit Percentage	60%		60%		60%		60%		
Maximum Monthly Benefit	\$6,000		\$6,000		\$6,000		\$6,000		
Own Occupation Period	24 months		24 months		24 months		24 months		
Pre-Existing Condition Limitations	12/12		3/12		6/24		12/12/24		
LTD Rate Structure	Age-Rated			Composite					
LTD Volume	-			\$64,892		-		-	
Premium Rate (per \$100)	-			\$0.270		-		-	
	Age	Rate	Volume		Rate	Volume	Rate	Volume	
	24 & Under	\$0.10	\$ -	-	\$0.080	\$ -	\$0.080	\$ -	
	25 - 29	\$0.16	\$ -	-	\$0.080	\$ -	\$0.130	\$ -	
	30 - 34	\$0.26	\$ 14,321	-	\$0.140	\$ 14,321	\$0.250	\$ 14,321	
	35 - 39	\$0.33	\$ 22,476	-	\$0.260	\$ 22,476	\$0.420	\$ 22,476	
	40 - 44	\$0.64	\$ -	-	\$0.460	\$ -	\$0.690	\$ -	
	45 - 49	\$0.94	\$ -	-	\$0.490	\$ -	\$0.950	\$ -	
	50 - 54	\$0.69	\$ 10,000	-	\$0.680	\$ 10,000	\$1.270	\$ 10,000	
	55 - 59	\$0.54	\$ 18,094	-	\$0.770	\$ 18,094	\$1.520	\$ 18,094	
	60 - 64	\$0.50	\$ -	-	\$0.790	\$ -	\$1.350	\$ -	
	65 - 69	\$0.21	\$ -	-	\$0.790	\$ -	\$0.780	\$ -	
	70 +	\$0.100	\$ -	-	\$0.790	\$ -	\$0.410	\$ -	
LTD Monthly Premium	\$278.11			\$175.21		\$285.81		\$532.23	
LTD Annual Premium	\$3,337.36			\$2,102.50		\$3,429.73		\$6,386.77	

Disclaimer

The information, materials, calculations, totals and analyses contained in and on these pages (and throughout this worksheet and workbook) are general in nature and are subject to change. These materials/calculations and analyses are not meant to replace any professional legal, actuarial, or accounting services. You may wish to consult your actuary, accountant, or attorney for specific advice as to how this information may apply to your situation.

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Underwritten by
United of Omaha Life Insurance Company
Mutual of Omaha Insurance Company
Mutual of Omaha Affiliates

Group Insurance Proposal

Presented To:

Montara Water & Sanitary District

Presented By:

Keenan & Associates

Includes:

Basic Term Life and AD&D, Vision, Long-Term Disability

April 8, 2024



BASIC TERM LIFE AND AD&D INSURANCE

Proposal for: Montara Water & Sanitary District
Alternate: 1.00

The following Basic Term Life and AD&D plan is being proposed on a fully-insured basis effective **07/01/24**. This proposal assumes this coverage is underwritten by United of Omaha Life Insurance Company. For additional information about Mutual of Omaha's products and services, visit mutualofomaha.com.

ELIGIBILITY

CLASS DEFINITION(S) Class 1: Employee Benefits

ELIGIBILITY REQUIREMENT This proposal provides coverage for all actively at work employees on the policy effective date working the minimum number of hours shown below in the United States, unless otherwise approved by Mutual of Omaha. Certain requirements apply.

MINIMUM WORK HOURS Class 1: 30 or more hours each week

BENEFIT SUMMARY

EMPLOYEE TERM LIFE BENEFIT AMOUNTS	Benefit	Maximum Benefit	Guarantee Issue Amount	Minimum Benefit
	\$50,000	\$50,000	\$50,000	\$50,000

EMPLOYEE BENEFIT REDUCTION SCHEDULE*	At Age	Benefits Reduce to:
	65	65%
	70	45%
	75	30%
	80	20%
	85	15%
	90+	10%

* All benefit reductions are a percentage of the original benefit amount. Coverage terminates at retirement. The Guarantee Issue Amount is reduced according to the reduction schedule.

EMPLOYEE AD&D BENEFIT AMOUNT The AD&D Principal Sum amount is equal to the amount of basic term life insurance.

PARTICIPATION AND COST SUMMARY

PARTICIPATION ASSUMPTIONS	Minimum Participation	Number of Eligible Employees	Contribution Structure
	100%	8	Non-Contributory

COST SUMMARY	Number of Lives	Total Monthly Volume	Monthly Rate	Total Monthly Premium	Total Annual Premium
Employee Term Life	8	\$400,000	\$0.23/\$1,000	\$92.00	\$1,104.00
Employee AD&D	8	\$400,000	\$0.02/\$1,000	\$8.00	\$96.00
Total	--	--	--	\$100.00	\$1,200.00

RATE GUARANTEE 2 Years

RATE GUARANTEE DATE 07/01/2026

ADDITIONAL BENEFITS

WAIVER OF PREMIUM - DISABILITY	<ul style="list-style-type: none">▪ Definition of Disability - Any Occupation▪ Elimination Period - 9 months▪ Termination - SSNRA
LIVING CARE BENEFIT	50% to \$50,000
LAYOFF/LEAVE	<ul style="list-style-type: none">▪ Temporary Layoff - 12 weeks▪ Personal Leave - 12 weeks
CONTINUATION FOR FEDERAL AND STATE LAWS	Included – The federal Family and Medical Leave Act (FMLA) and Uniformed Services Employment and Reemployment Rights Act (USERRA) and any amendments thereto, as well as other applicable federal or state laws, may allow continuation of insurance in certain instances for leaves of absence, layoff or termination. Insurance may be continued for the time period allowed by the applicable law, for the employee/member. This provision applies to employer and union groups only, subject to certain conditions.
TRAVEL ASSISTANCE	Included
EMPLOYEE ASSISTANCE PROGRAM (EAP)	Basic – An in-house team of master's level EAP professionals are available 24/7/365 to provide individual assessments. Employees with the Basic plan can take advantage of three professional calls where EAP professionals will guide them to resources and community referrals and one legal face to face visit with an attorney, up to 30 minutes. This plan does not include any face to face visits with an EAP counselor. Access to EAP services is obtained by calling 1-800-316-2796 or by using an online submission form for employee convenience. Online there are valuable resources and links for additional assistance, including: current events, family and relationships, emotional well-being, financial wellness, substance abuse and addiction, legal assistance and work and career.
AD&D	24 hour coverage for employees
AD&D BENEFITS	- Seat Belt - Common Carrier - Airbag
CONVERSION	Included



LONG-TERM DISABILITY INSURANCE

Proposal for: Montara Water & Sanitary District
Alternate: 3.00

The following Long-Term Disability plan is being proposed on a fully-insured basis effective **07/01/24**. This proposal assumes this coverage is underwritten by United of Omaha Life Insurance Company. For additional information about Mutual of Omaha's products and services, visit mutualofomaha.com.

ELIGIBILITY

CLASS DEFINITION(S)	Class 1: Employee Benefits
ELIGIBILITY REQUIREMENT	This proposal provides coverage for all actively at work employees on the policy effective date working the minimum number of hours shown below in the United States, unless otherwise approved by Mutual of Omaha. Certain requirements apply.
MINIMUM WORK HOURS	Class 1: 30 or more hours each week

BENEFIT SUMMARY

	Class 1
BENEFIT PERCENTAGE	60%
MAXIMUM BENEFIT	\$6,000
GUARANTEE ISSUE	\$6,000
ELIMINATION PERIOD	90 days
ACCUMULATION PERIOD	180 days
ZERO DAY RESIDUAL	Included
OWN OCC DEFINITION	24 months
BENEFIT DURATION	RBD to SSNRA
INTEGRATION	Family
PRE-EXISTING CONDITION	3/12
MENTAL DISORDERS	24 months - Lifetime
DRUG & ALCOHOL	24 months - Lifetime
MINIMUM BENEFIT	\$100

PARTIAL DISABILITY

	Class 1
EARNINGS TEST %	99% during the Own Occ period, then 85% thereafter
PARTIAL DISABILITY FORMULA	Mutually Progressive Partial
WORK INCENTIVE	To end of the maximum benefit period

PARTICIPATION AND COST SUMMARY

PARTICIPATION ASSUMPTIONS	Minimum Participation	Number of Eligible Employees	Contribution Structure
	100%	8	Non-Contributory

COST SUMMARY	Number of Lives	Covered Monthly Payroll	Monthly Rate	Total Monthly Premium	Total Annual Premium
LTD	8	\$64,892	\$0.27 (Per \$100 of Monthly Covered Payroll)	\$175.21	\$2,102.52

RATE GUARANTEE 2 Years

RATE GUARANTEE DATE 07/01/2026

ADDITIONAL BENEFITS

DEFINITION OF MONTHLY EARNINGS Combined Earnings for Owners

VOLUNTARY VOC REHAB INCENTIVE 5%

REASONABLE ACCOMMODATION BENEFIT 100%, up to \$5,000

RECURRENT DISABILITY 6 months

SURVIVOR BENEFIT 3 months

LAYOFF/FURLOUGH/LEAVE

- **Temporary Layoff** - Not Included
- **Furlough** - Not Included
- **Personal Leave** - Not Included

CONTINUATION FOR FEDERAL AND STATE LAWS **Included** – The federal Family and Medical Leave Act (FMLA) and Uniformed Services Employment and Reemployment Rights Act (USERRA) and any amendments thereto, as well as other applicable federal or state laws, may allow continuation of insurance in certain instances for leaves of absence, layoff or termination. Insurance may be continued for the time period allowed by the applicable law, for the employee/member. This provision applies to employer and union groups only, subject to certain conditions.

EMPLOYEE ASSISTANCE PROGRAM (EAP) **Basic** – An in-house team of master’s level EAP professionals are available 24/7/365 to provide individual assessments. Employees with the Basic plan can take advantage of three professional calls where EAP professionals will guide them to resources and community referrals and one legal face to face visit with an attorney, up to 30 minutes. This plan does not include any face to face visits with an EAP counselor. Access to EAP services is obtained by calling 1-800-316-2796 or by using an online submission form for employee convenience. Online there are valuable resources and links for additional assistance, including: current events, family and relationships, emotional well-being, financial wellness, substance abuse and addiction, legal assistance and work and career.

WAIVER OF PREMIUM Included

FICA PAYMENT If FICA tax is applicable, we will pay the employer’s share of the FICA. This optional service has been included in the premium rates.

W-2 PREPARATION Mutual of Omaha will prepare IRS Form W-2 for each employee who receives benefits under the policy.



VISION INSURANCE

Proposal for: Montara Water & Sanitary District

Alternate: 10.00

The following Vision plan is being proposed on a fully-insured basis effective **7/01/24**. This proposal assumes this coverage is underwritten by United of Omaha Life Insurance Company. For additional information about Mutual of Omaha's products and services, visit mutualofomaha.com.

ELIGIBILITY

CLASS DEFINITION(S)	Class 1: Employee Benefits
ELIGIBILITY REQUIREMENT	An employee must be actively working the minimum number of hours shown below on the policy effective date to be eligible for insurance, unless otherwise approved by Mutual of Omaha. Certain requirements apply. Provided an employee is eligible and insured, the spouse and dependent child(ren) of the employee are eligible for insurance. Certain requirements apply.
MINIMUM WORK HOURS	Class 1: 30 or more hours each week
CHILD ELIGIBILITY AGES	Child coverage begins at birth and terminates at age 26, unless the child is incapacitated.

BENEFIT SUMMARY

SERVICES & MATERIALS	In-Network Cost	Out-of-Network Reimbursement
Comprehensive Vision Exam		
Exam	\$10 copay	Up to \$37
Exam Options		
Retinal Imaging	Up to \$39	Not Applicable
Standard Contact Lens Fit & Follow-up	Up to \$40	Not Applicable
Premium Contact Lens Fit & Follow-up	10% off retail price	Not Applicable
Frames		
Allowance	\$0 copay \$150 allowance, 20% off balance over allowance	Up to \$66
Standard Plastic Lenses		
Single Vision	\$25 copay	Up to \$20
Bifocal	\$25 copay	Up to \$36
Trifocal	\$25 copay	Up to \$64
Lenticular	\$25 copay	Up to \$64
Contact Lenses (contact lens allowance includes materials only)		
Conventional	\$0 copay \$150 allowance, 15% off balance over allowance	Up to \$102
Disposable	\$0 copay \$150 allowance	Up to \$120
Medically Necessary	\$0 copay; paid in full	Up to \$210
Lens Options		
Standard Progressive Lenses (add on to Bifocal copay)	\$65 copay	Up to \$36

Premium Progressive Lenses (add on to Bifocal copay)	Tier 1: \$85 copay Tier 2: \$95 copay Tier 3: \$110 copay Tier 4: \$65 copay + 80% of charge, less \$120 allowance	Up to \$36
Polycarbonate Lenses (Adults)	\$40	Not Applicable
Polycarbonate Lenses (Children under age 19)	\$0 copay	Up to \$32
UV Treatment	\$0 copay	Up to \$12
Tint	\$0 copay	Up to \$12
Scratch Coating	\$0 copay	Up to \$12
Anti-Reflective	\$45	Not Applicable
Photochromic-Transitions	\$75	Not Applicable
Other Add-ons	20% off retail price	Not Applicable
Benefit Frequency		
Examination		Once every 12 months
Lenses or Contact Lenses		Once every 12 months
Frame		Once every 24 months

FEATURES

NETWORK	Mutual of Omaha's affiliation with EyeMed's Insight Network offers access to over 91,000 providers.
ADDITIONAL PAIRS – EYEGLASSES OR CONTACT LENSES	Employees and any dependent(s) covered under the plan receive up to a 40% discount off an additional complete pair of eyeglasses and up to a 15% discount off conventional contact lenses once the materials funded benefit has been used. These discounts only apply to services received from an in-network provider and may not be combined with any other discounts or promotional offers.
LASER VISION CORRECTION	Employees and any dependent(s) covered under the plan receive up to a 15% discount off the retail price or up to a 5% discount off the promotional price for LASIK or PRK from a provider in the U.S. Laser Network. These discounts may not be combined with any other discounts or promotional offers.
ADDED DISCOUNTS	Employees and any dependent(s) covered under the plan receive discounted fixed pricing on lenses and lens options not covered by the plan and up to a 20% discount off other add-ons and services. These discounts only apply to services from an in-network provider and may not be combined with any other discounts or promotional offers.
CONTINUATION FOR FEDERAL AND STATE LAWS	Included – The federal Family and Medical Leave Act (FMLA) and Uniformed Services Employment and Reemployment Rights Act (USERRA) and any amendments thereto, as well as other applicable federal or state laws, may allow continuation of insurance in certain instances for leaves of absence, layoff or termination. Insurance may be continued for the time period allowed by the applicable law, for the employee and any dependent(s), if applicable. This provision applies to employer and union groups only, subject to certain conditions.

PARTICIPATION AND PREMIUM

PARTICIPATION ASSUMPTIONS

Minimum Participation	Number of Eligible Employees	Contribution Structure
2 employees	8	Non-Contributory

PREMIUM CONTRIBUTIONS The employer contributes 100% of the premium for the employee's insurance and any dependent insurance, if applicable.

VISION PREMIUM RATES

Employee Only
Employee + Spouse
Employee + Child(ren)
Employee + Family

Assumed Lives	Monthly Rates	Monthly Premium	Annual Premium
1	\$5.81	\$5.81	\$69.72
2	\$13.35	\$26.70	\$320.40
1	\$14.79	\$14.79	\$177.48
4	\$22.58	\$90.32	\$1,083.84

RATE GUARANTEE 2 Years

RATE GUARANTEE DATE 7/01/2026



REQUIREMENTS AND ASSUMPTIONS

SIC CODE	4941
SITUS STATE	CA
ACCEPTANCE	This proposal is contingent upon Mutual of Omaha Home Office review and acceptance of the completed application for coverage. It is recommended that current coverage is not cancelled or dropped until notification of acceptance from Mutual of Omaha is received.
LIMITATIONS & STANDARD CONTRACT NOTICE	<p>This proposal is subject to Mutual of Omaha's standard product terms, limitations, and exclusions. Additionally, this proposal requires use of standard system-compatible benefits and contract provisions. Applicable federal and state mandates are added at issuance.</p> <p>This proposal also assumes that all employees/members reside in the situs state of the group. If any employees/members reside outside of the situs state of the group, we must be notified of the number of employees/members by state during the implementation process so that all applicable state mandates can be accommodated.</p> <p>Please refer to a sample standard contract, certificate booklet and/or subscription agreement documents for additional information and detail, available upon request.</p>
ERISA	Each plan presented in this proposal is considered to be an employer-sponsored ERISA benefit plan. If it is determined that any plan presented in this proposal is not an ERISA benefit plan, Mutual of Omaha reserves the right to re-rate or otherwise adjust the proposed plan(s).
PROPOSAL CONDITIONS	<p>Mutual of Omaha reserves the right to re-rate or withdraw this proposal <i>prior</i> to the effective date if any of the following changes:</p> <ul style="list-style-type: none">▪ SIC code▪ Employer contributions▪ Information regarding disabled or COBRA participants▪ For groups that are experience rated - risk increases based on review of the current carrier's claims experience, including open or pended claims▪ Demographics (age, gender, occupation, earnings, location and size)▪ Plan participation - increase or decrease of 10% or more lives▪ Laws, regulations, judicial and/or administrative orders and decisions affecting benefits, cost of administration, or cost of health care services▪ If employees are residing in extraterritorial jurisdictions that were not otherwise disclosed▪ Proposed effective date▪ Benefits or eligibility▪ Premium tax <p>On or after the effective date, Mutual of Omaha reserves the right to change rates or fees if there is a change in any factor listed above. In addition, Mutual of Omaha may change rates or fees any time after the most recent Rate Guarantee Date, provided at least 30 days advance notice of the rate or fee increase has been given to the group.</p>
PROPOSAL EXPIRATION	This proposal is good for 90 days after 04/08/2024, or the assumed effective date of the plan, whichever comes first.

Mutual Express Benefits Product Overview

A benefits solution tailored for small businesses that have been operating for more than two years with 2-9 eligible employees working a minimum of 30 hours.

PRODUCT	FEATURES	
Life/AD&D *Noncontributory	Employee Benefit Amount: <ul style="list-style-type: none"> For Flat benefits: \$10,000, \$15,000, \$20,000, \$25,000, \$30,000, \$50,000, \$75,000 For 1x or 1.5x salary benefits: \$50,000, \$75,000, \$100,000 	Dependent Benefits: None or \$10,000 spouse/\$5,000 child EAP: None or Basic
Long-Term Disability *Noncontributory	Benefit Percentage: 60% Maximum Benefit Amount: <ul style="list-style-type: none"> \$3,000 \$4,000 \$5,000 \$6,000 	Elimination Period: 90 days or 180 days EAP: None or Basic
Short-Term Disability *Noncontributory	Benefit Percentage: 60% Maximum Weekly Benefit: \$500, \$750, \$1,000 or \$1,500 Accident Elimination/Sickness Elimination: <ul style="list-style-type: none"> 0 Days/7 Days 7 Days/7 Days 14 Days/14 Days 	Benefit Duration: 13 weeks or 26 weeks
Dental *Contributory & Noncontributory	Coinsurance Percentage: 100%, 80% or 50% Deductible: \$25 or \$50 Maximum Benefit Amount: \$1,000 or \$1,500 Out-of-Network Reimbursement: 90% UCR or MAC (Maximum Allowable Charge)	Posterior Composite Fillings: Yes or No Endodontics: Type B or Type C Periodontics: Type B or Type C Implants: Not Covered or Type C
Vision *Contributory & Noncontributory	Option 1: \$10/\$25; \$130; 12/12/24; Low Option 2: \$10/\$25; \$130; 12/12/24; Medium - with funded lens options Option 3: \$10/\$25; \$150; 12/12/24; Medium - with funded lens options	For the funded lens options the following are included: <ul style="list-style-type: none"> UV treatment Tint Scratch coat Kids Poly
Accident *Noncontributory	Dependent Benefits: Yes or No Benefit Option: Superior, High, Medium or Low	Health Screening Benefit: Not Included or \$50

Contact me for more information regarding benefits available in your state:

BeckyYeshnowski

402-351-6208

Becky.Yeshnowski@mutualofomaha.com



Insurance products and services are offered by Mutual of Omaha Insurance Company or one of its affiliates. Products are not available in all states. Each company is solely responsible for its own contractual and financial obligations. This is not a plan overview and is not intended to provide a complete description of benefit coverage. Benefits are not available in some states. For broker and consultant use only. Not for use with the general public.

Basic EAP



Life's not always easy. Sometimes a personal or professional issue can get in the way of maintaining a healthy, productive life. Your Employee Assistance Program (EAP) can be the answer for you and your family.

We're Here to Help

Mutual of Omaha's EAP assists employees and their eligible dependents with personal or job-related concerns, including:

- Emotional Well-Being
- Family and Relationships
- Legal and Financial
- Healthy Life Styles
- Work and Life Transitions

EAP Benefits

- Access to EAP Professionals 24 hours a day, seven days a week
- Provides information and referral resources
- Service for employees and eligible dependents
- Online resources for:
 - *Substance use and other addictions*
 - *Dependent and Elder Care resources*

- Access to a library of educational articles, handouts and resources via mutualofomaha.com/eap
 - *Legal library and online forms*
 - *Financial and online tools*

What to Expect

You can trust your EAP professional to assess your needs and handle your concerns in a confidential, respectful manner. Our goal is to collaborate with you and find solutions that are responsive to your needs.

Your EAP benefits are provided through your employer. If additional services are needed, your EAP will help locate appropriate resources in your area.

Don't delay if you need help. Visit mutualofomaha.com/eap or call 800-316-2796 for confidential consultation and resource services.



Basic EAP



Life's not always easy. Sometimes a personal or professional issue can get in the way of maintaining a healthy, productive life. Your Employee Assistance Program (EAP) can be the answer for you and your family.

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masa Access 

The premier provider of medical transport coverage

Group benefits proposal

5/22/2024

Proposal for: Montara Water and Sanitary District

Effective: 6/1/2024

Eligible employees: 8

Present by:

Howell Southmayd

hsouthmayd@keenan.com



Get comprehensive coverage and care for medical transportation



When emergencies happen, employees are exposed to uncovered costs and complex medical transport needs. Help them stay protected and prepared. Shield them from financial loss and connect them to expert service with MASA.

Coverage for any ambulance, nationwide

According to Consumer Reports, 79% of all ground ambulance rides could result in an out-of-network bill.¹ If an emergency hits and your health insurance carrier denies their claim, employees may automatically be responsible for thousands of dollars. With MASA, employees never have to worry about being “out-of-network,” because 100% of ambulance providers are covered nationwide. No matter when or where an emergency happens, medical transport claims are covered.

Advocacy for employees, at no extra charge

Employees can rely on our white-glove claims advocates to be with them every step of the way — working to ensure the ambulance bill gets paid. We work to confirm customary reasonable costs, get overages written off, and cover out-of-pocket expenses, or issue an indemnity payment.

Expert service, when they need it most

Beyond the initial ambulance ride, there are continued care needs that stem from the emergency and often prove to be overwhelming and costly. We'll be there with additional coverages and expert coordination services on call to manage complex transport needs during or after an emergency — such as transferring employees and their loved ones home safely.

DID YOU KNOW?

#1 employee worry: no cash for medical bills²



43.4M emergency transports were dispatched by 911 in 2021³



The average ground ambulance charge is \$2,008⁴



The average air ambulance charge is \$40,000⁵



There are 21,000 licensed ground ambulance providers⁶

1: Consumer Reports, 2021

2: Kaiser Family Foundation, 2021 Employer-Based Health Insurance Premiums and Deductibles

3: 2022 National Association of State EMS Officials

4: MASA internal data, updated February 2023

5: National Association of Insurance Commissioners, 2022

6: National Association of State EMS Officials, 2022

MASA plan rates

Voluntary (payroll deducted)

Product	Composite		EE Only	Family	Family+
Emergent Plus	N/A	OR	N/A	N/A	
Emergent Premier	N/A	OR	N/A	N/A	
Platinum	N/A	OR	N/A	N/A	

Assumptions & comments

- **Benefit-eligible employees quoted:**
Remote employees may not be eligible for the offered coverage based on their state regulations.
- **Effective date:** See Above
- **Valid through:** [Effective date]

Employer funded

Product	Composite		EE Only	Family	Family+
Emergent Plus	N/A	OR	N/A	N/A	
Premier	\$19	OR	N/A	N/A	
Platinum	N/A	OR	N/A	N/A	

Assumptions & comments

- **To include all benefit eligible employees.**
- **Benefit-eligible employees quoted:**
Remote employees may not be eligible for the offered coverage based on their state regulations.
- **Effective date:** See Above
- **Valid through:** [Effective date]

Rates are contingent upon various factors including risk factors, fixed expenses, and services being provided and may include underwriting and group size, average age, situs, industry and other variables, and are subject to change by the applicable MASA Group.

MASA plan rates

Employer funded base + optional buy-up

Product	Composite		EE Only	Family	Family+
Emergent Plus	N/A	OR	N/A	N/A	
Premier	N/A	OR	N/A	N/A	
Platinum	N/A	OR	N/A	N/A	

Assumptions & comments

- **Benefit-eligible employees quoted:**
Remote employees may not be eligible for the offered coverage based on their state regulations.
- **Effective date:** See Above
- **Valid through:** [Effective date]

Employer funded Essentials + buy-up

Product	Composite		EE Only	Family	Family+
N/A		OR			
N/A		OR			
N/A		OR			

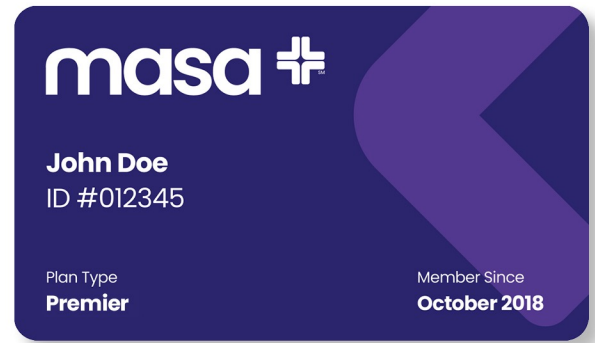
Assumptions & comments

- **Minimum benefit-eligible employees: 5,000**
- **Benefit-eligible employees quoted:**
Remote employees may not be eligible for the offered coverage based on their state regulations.
- **Effective date:** See Above
- **Valid through:** [Effective date]
- **ER funds base composite rate and EE buys-up for higher product tier via payroll deduction**

Rates are contingent upon various factors including risk factors, fixed expenses, and services being provided and may include underwriting and group size, average age, situs, industry and other variables, and are subject to change by the applicable MASA Group.

Compare plans

Include emergency medical transportation coverage in your benefits and protect what matters most. With a MASA plan, employees will have an additional layer of financial protection from the out-of-pocket costs of medical transportation. The options below offer a variety of expansive coverage and services that meet a range of needs to give employees peace of mind and round out any benefits package.



	Emergent Plus plan	Emergent Premier plan	Platinum plan
Emergency Ground Ambulance Coverage	● ²	● ²	● ²
Emergency Air Ambulance Coverage	● ²	● ²	● ²
Repatriation to Hospital Near Home Coverage	● ²	● ²	● ²
Hospital to Hospital Ambulance Coverage	● ²	● ³	● ⁴
Post Admission Continued Care Transportation Coverage		● ¹	
Sick While Away From Home Expense Protection		● ⁴	
Minor Return Transportation Coverage		● ³	● ³
Hospital Visitor Transportation Coverage		● ³	● ³
Patient Return Transportation Coverage			● ⁴
Companion Transportation Coverage			● ³
Companion Return Transportation Coverage			● ³
Pet Return Transportation Coverage			● ³
Mortal Remains Transportation Coverage			● ⁴
Vehicle & RV Return Coverage			● ³
Organ Retrieval Transportation Coverage			● ¹

 See the following pages for descriptions, coverage territories, and disclaimers.

Benefit descriptions

Emergency Ground Ambulance Coverage

MASA covers out-of-pocket expenses for emergency ground transportation to a medical facility for you or your dependent family member.

For policies that provide an indemnity benefit, MASA pays you an indemnity amount for your or your dependent family member's emergency ground transportation to a medical facility.

Emergency Air Ambulance Coverage

MASA covers out-of-pocket expenses for emergency air transportation to a medical facility for you or your dependent family member.

For policies that provide an indemnity benefit, MASA pays you an indemnity amount for your or your dependent family member's emergency air transportation to a medical facility.

Repatriation to Hospital Near Home Coverage

Should you need continued care, and your care provider has approved moving you to a hospital nearer to your home, MASA coordinates and covers expenses for ambulance transportation to the approved medical facility.

Hospital to Hospital Ambulance Coverage

When specialized care is required but not available at the initial emergency facility, MASA provides coverage for transferring you to the nearest appropriate medical facility.

Post Admission Continued Care Transportation Coverage

Should you need care in a rehabilitation facility, skilled nursing facility, long-term care facility, hospice, or at home after an emergency, your out-of-pocket expenses for transport are eased with MASA.

Sick While Away From Home Expense Protection

Should you be required to quarantine while traveling, MASA will cover some of your extended hotel expenses.

Minor Return Transportation Coverage

In the event your minor child traveling with you is left unattended due to your emergency transport, MASA coordinates services and covers expenses to return your child safely home.

Hospital Visitor Transportation Coverage

Should you be hospitalized more than 100 miles from home, MASA coordinates and covers the cost of round-trip air transportation for a companion to join you.

Patient Return Transportation Coverage

Once you're discharged from medical care and able to travel without medical transport, MASA coordinates and covers costs associated with your commercial airline transport home.

Companion Transportation Coverage

MASA coordinates services and covers costs for a companion to accompany you during your emergency air ambulance transport.

Companion Return Transportation Coverage

Once you're discharged from medical care and able to travel without medical transport, MASA coordinates and covers the costs associated with your companion accompanying you on commercial airline transport home.

Pet Return Transportation Coverage

If you are traveling with your pets and an emergency occurs requiring your medical transport, MASA coordinates services and covers expenses for returning up to two pets to your home.

Mortal Remains Transportation Coverage

In the event that you pass away more than 100 miles from home, MASA coordinates services and provides coverage for air transport for your remains to be returned home.

Vehicle & RV Return Coverage

Should a travel emergency occur requiring you to leave your vehicle or RV by ambulance, MASA provides services and covers expenses associated with returning your vehicle or RV to your home.

Organ Retrieval Transportation Coverage

Should you need an organ transplant, MASA coordinates and provides coverage for getting you or the organ to the transplant location.

About MASA

In 1974 MASA pioneered the first prepaid plan program providing coverage for medical emergency air and ground transportation costs.

Now with over 400 team members, MASA is offered throughout the U.S. — and provides complete nationwide coverage for emergency transportation.

Protect your employees, their families, and their financial future with MASA.

Coverage territories

- 1: United States only.
- 2: United States and Canada.
- 3: United States, Canada, Mexico, the Caribbean (excluding Cuba), the Bahamas and Bermuda.
- 4: Worldwide coverage to include any region with the exclusion of Antarctica and not prohibited by U.S. law or under certain U.S. travel advisories as long as the member has provided ten (10) day notice.

Disclaimers

This material is for informational purposes only and does not provide any coverage. The benefits listed, and the descriptions thereof, do not represent the full terms and conditions applicable for usage and may only be offered in some memberships or policies. Premiums and benefits vary depending on the plan selected. For a complete list of benefits, premiums, terms, conditions, and restrictions, please refer to the applicable member services agreement or policy for your state. For additional information and disclosures about MASA plans, visit: <https://info.masamts.com/masa-mts-disclaimers>

Definitions

MASA Group shall mean individually and in the collective, as applicable, Medical Air Services Association, Inc., Medical Air Services Association of Florida, Inc., and MASA Insurance Services, Inc.

masa Access 

Stay prepared with MASA[®] AccessSM

Comprehensive coverage and care for emergency transport.

Our Emergent Premier membership plan includes:

Emergency Ground Ambulance Coverage²

Your out-of-pocket expenses for your emergency ground transportation to a medical facility are covered with MASA.

Emergency Air Ambulance Coverage²

Your out-of-pocket expenses for your emergency air transportation to a medical facility are covered with MASA.

Hospital to Hospital Ambulance Coverage²

When specialized care is required but not available at the initial emergency facility, your out-of-pocket expenses for the ground or air ambulance transfer to the nearest appropriate medical facility are covered with MASA.

Repatriation Near Home Coverage³

Should you need continued care and your care provider has approved moving you to a hospital nearer to your home, MASA coordinates and covers the expense for ambulance transportation to the approved medical facility.

Minor Return Transportation Coverage³

In the event your minor child traveling with you is left unattended due to your emergency transport, MASA coordinates services and covers expenses to return your child safely home.



Did you know?

51.3 million

emergency responses occur each year

MASA protects families against uncovered costs for emergency transportation and provides connections with care services.

Source: NEMESIS, National EMS Data Report, 2023

About MASA

MASA is coverage and care you can count on to protect you from the unexpected. With us, there is no “out-of-network” ambulance. Just send us the bill when it arrives and we’ll work to ensure charges are covered. Plus, we’ll be there for you beyond your initial ride, with expert coordination services on call to manage complex transport needs during or after your emergency — such as transferring you and your loved ones home safely.

Protect yourself, your family, and your family’s financial future with MASA.

Pet Return Transportation Coverage³

If you are traveling with your pets and an emergency occurs requiring your medical transport, MASA coordinates services and covers expenses for returning up to two pets to your home

Sick While Away From Home Expense Protection⁴

Should you contract a communicable disease while traveling away from home, your out-of-pocket expenses are eased with MASA.

Post Admission Continued Care Transportation Coverage¹

Should you need care in a rehabilitation facility, skilled nursing facility, long-term care facility, hospice, or at home after an emergency, your out-of-pocket expenses for transport are eased with MASA.



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MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 6, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Review and Possible Action Concerning Authorization of a CHANGE ORDER ADDING ~700 FEET FORCE MAIN REHABILITATION TO THE SEWER IMPROVEMENT PROJECT and SPOT REPAIRS 2022-2023.

In accordance with the revised 5-year Capital Improvement Plan (CIP) and working with SAM sewer maintenance staff: bids have been received for the SEWER IMPROVEMENT PROJECT and SPOT REPAIRS 2022-2023 (SIP 22-23). The current FY CIP continues the rehabilitation of Medium and High Priority Sewer Mains, and lateral connection repairs and spot repairs. The approved Sewer Budget for this work is \$2,394,485. The contract was awarded to the lowest responsible bidder, Hardiman Construction, Inc., \$1,902,896.00.

The work for SIP 2022-2023 is progressing in and around Date and Harte Streets sewer mains. It has been identified that there is a conflict between the gravity sewer on Date Street and the Force Main for the Date Harte pump station which extends from Harte Street to Geroge Street. It was discovered the pipes were installed ~60 years ago in a common trench with only 6" of separation. As a result, in order to rehabilitate the gravity sewer, the Force Main needs to be upgraded to a more durable HDPE pipe before the gravity main work to prevent leaks. The force main was planned for replacement within 5 years, but we are recommending rehabilitating it now due to the conflict.

Fiscal Impact: The contractor estimates the cost of ~700 LF 6" pipe installed based on Bid prices to be \$125,000, final price will be depending on County paving requirements.

Pippin Cavagnaro, P.E. from Nute Engineering, will be available to present the Project and answer any questions the Board might have.

RECOMMENDATION:

Authorize the General Manager to AUTHORISE THE CHANGE ORDER ADDING ~700 FEET FORCE MAIN REHABILITATION TO THE SEWER IMPROVEMENT PROJECT and SPOT REPAIRS 2022-2023 NOT TO EXCEED \$125,000 TO HARDIMAN CONSTRUCTION, INC.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: June 6, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Refund
Policy for Water Leaks.**

The District's current water leak refund policy reduces the cost of excess water from higher Tier 3 and 4 rates to Tier 2 rates. This refund system has worked well for over a decade. Significant water rate increases in recent years have resulted in a much higher reduced bill based on Tier 2 rates. The financial impact for leaks to the customers is even after a leak adjustment significant and the remaining water bill can quickly reach thousands of dollars.

District staff suggests revising the water leak refund policy to reduce the impact to customers and issue refunds based on charging Tier 1 rates for excess water used. Tier 1 rates are much closer to the actual cost of water being produced within MWSD. Additionally, the current policy limits refund eligibility to once every 5 years per customer. We suggest increasing the ability to apply for a refund to once every 3 years. To ensure leak refunds are used only in justifiable cases we additionally recommend increasing the threshold for processing leak refunds from 5HCF of excess water used to 7HCF of water being used, as well as a time limit of 120 days after the excess water bill was issued for eligible complaints.

RECOMMENDATION:

Review and adopt the June 6, 2024 Draft Guidelines for Review of Water Bill Refund Requests.

June 6, 2024, REVISED

MONTARA WATER AND SANITARY DISTRICT

GUIDELINES FOR REVIEW OF WATER BILL REFUND REQUESTS

GENERAL POLICY.

The District bills Customers on a bi-monthly basis. Water bills are composed from service charges, based on meter size, and the actual water usage determined by the meter reading. No adjustment will be made to water bills, or any refunds permitted, unless the District has made an error in the calculations or application of a particular charge, or a water leak is confirmed. In cases where no error has been made by the District, and a water leak cannot be confirmed, however, and a Customer claims extenuating circumstances, it is understood that refunds are granted at the sole discretion of the Board of Directors. Refunds must comply with District ordinances including the provision that prohibits payments dating back more than four years.

If a Customer requests an adjustment to a water bill due to a water leak or other excessive water usage, the District will automatically consider an adjustment to the Sewer Service Charge in accordance with the District Guidelines for Review of Sewer Service Charge Refund Request, even if a refund from the water side cannot be considered. Refunds must comply with District ordinances including the provision that prohibits payments dating back more than four years.

PROCEDURE FOR AUTHORIZING REFUNDS.

The General Manager is authorized to refund a customer in the event the District has made an error in the calculations or application of a particular charge.-The water Customers seeking an adjustment to their water bill shall submit a request for an adjustment in writing to the General Manager within one hundred (120) working days from the date the Customer received a water bill indicating that the District may have made an error in the calculations or application of a particular charge. It is the responsibility of the water Customer to provide sufficient justification and documentation to support their request of a refund.

The General Manager is authorized to refund a Customer in case of a leak or other excess water usage. The Customer seeking an adjustment to their water bill shall submit a request for an adjustment in writing to the General Manager within one hundred (120) working days from the date the Customer received a water bill indicating a potential leak or otherwise discovers the leak. Staff shall review such request and consider any available information concerning the request. The District's Automated Meter Reading System (AMR) tracks individual water usage and can be considered. However, it is the responsibility of the water

June 6, 2024, REVISED

Customer requesting the refund to provide sufficient justification and documentation to support their request.

JUSTIFICATION OF REFUNDS.

As a general rule, water Customers should provide the following information to support their request for a refund or change to their water bill:

- a. A written request for an adjustment describing the circumstances of the leak, how long the leak lasted, and what immediate action was taken after it was discovered.
- b. Copies of any invoices submitted for plumbing work or other relevant services to fix the leak.
- c. Copies of any invoices that were submitted for plumbing material used to repair the leak. A statement by the plumber or other persons fixing the problem describing the circumstances, what action was taken, and when the repairs were made.
- d. A site visit by the District may be required.

PAYMENT OF REFUNDS.

To determine the excessive water usage due to the leak or other special circumstances as described in these Guidelines, a Customer's average consumption for the affected month(s) is established. Units of hundred cubic feet (HCF) are used for the calculation. All water metered above the determined average consumption is considered excessive water usage.

In most cases the Customer's prior years' average water usage for the affected month(s) is used to establish the Customer average consumption. A maximum of five (5) prior year's water usage will be used to calculate the Customer average consumption. In cases where no prior year's billing information is available, the district wide Customer class average consumption for the affected billing cycle will be applied as Customer average consumption.

The established Customer average consumption will be billed according to the current tiered water rates. All water consumed above the established prior years' average water consumption will be billed at the current Tier 1 rate within the water Customer class.

Leak adjustments will only be considered in case of significant impact to the water bill. Therefore, refunds can only be given for District determined excessive

June 6, 2024, REVISED

water usage of more than seven (7) HCF. Refunds are limited to once every three (3) years per Premise.

In cases where there is no error on the District's part and a refund is granted, a processing fee equal to 10% of that given refund, but not to exceed the District's Administrative Fee specified in the Master Fee Schedule, will be applied.

If a refund is granted and the adjusted bill affects the water usage during the wet weather months, the District will consider an adjustment to the sewer service charge.

Customers shall still be responsible to pay all billing statements in full in order to be eligible for a refund or adjustment. Customers shall not withhold any water payments in anticipation of a refund or adjustment. Failure to pay a bill in full will subject the Customer to delinquency penalties and water shut-off per normal procedure for delinquent accounts.

Adopted May 3, 2012 by Board of Directors
Revised/ Adopted June 6, 2024 by Board of Directors

~~MAY 3, 2012~~ June 6, 2024, REVISED DRAFT

MONTARA WATER AND SANITARY DISTRICT

GUIDELINES FOR REVIEW OF WATER BILL REFUND REQUESTS

GENERAL POLICY.

The District bills ~~customer~~Customer~~s~~ on a bi-monthly basis. Water bills are composed from service charges, based on meter size, and the actual water usage determined by the meter reading. No adjustment will be made to water bills, or any refunds permitted, unless the District has made an error in the calculations or application of a particular charge, or a water leak ~~can be confirmed by District staff~~is confirmed. In cases where no error has been made by the District, and a water leak cannot be confirmed, however, ~~and a customer~~Customer claims extenuating circumstances, it is understood that refunds are granted at the sole discretion of the Board of Directors. Refunds must comply with District ordinances including the provision that prohibits payments dating back more than four years.

If a ~~customer~~Customer requests an adjustment to a water bill due to a water leak or other excessive water usage, the District will automatically consider an adjustment to the Sewer Service Charge in accordance with the District Guidelines for Review of Sewer Service Charge Refund Request, even if a refund from the water side cannot be considered. Refunds must comply with District ordinances including the provision that prohibits payments dating back more than four years.

PROCEDURE FOR AUTHORIZING REFUNDS.

~~The General Manager is authorized to refund a customer in the event the District has made an error in the calculations or application of a particular charge.-The water Customers seeking an adjustment to their water bill shall submit a request for an adjustment in writing to the General Manager within one hundred (120) working days from the date the Customer received a water bill indicating that the District may have made an error in the calculations or application of a particular charge. It is the responsibility of the water Customer to provide sufficient justification and documentation to support their request of a refund.~~

~~The General Manager is authorized to refund a Customer in case of a leak or other excess water usage. The Customer seeking an adjustment to their water bill shall submit a request for an adjustment in writing to the General Manager within one hundred (120) working days from the date the Customer received a water bill indicating a potential leak or otherwise discovers the leak. Staff shall review such request and consider any available information concerning the request. The District's Automated Meter Reading System (AMR) tracks individual~~

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MAY 3, 2012 June 6, 2024, REVISED DRAFT

~~water usage and can be considered. However, it is the responsibility of the water Customer requesting the refund to provide sufficient justification and documentation to support their request. The General Manager is authorized to refund a customer in the event a mistake has been made in a particular charge. The water customers seeking an adjustment to their water bill shall submit a request for an adjustment in writing to the General Manager. It is the responsibility of the water customer to provide sufficient justification and documentation to support their request of a refund.~~

~~The General Manager is authorized to refund a customer in case of a District staff confirmed leak. The property owner seeking an adjustment to their water bill shall submit a request for an adjustment in writing to the General Manager. Staff shall review such request and consider any available information concerning the request. The District's Automated Meter Reading System (AMR) tracks individual water usage and can be considered. However, it is the responsibility of the water customer requesting the refund to provide sufficient justification and documentation to support their request.~~

JUSTIFICATION OF REFUNDS.

As a general rule, water ~~customer~~Customers should provide the following information to support their request for a refund or change to their water bill:

- a. A written request for an adjustment describing the circumstances of the leak, how long the leak lasted, and what immediate action was taken after it was discovered.
- b. Copies of any invoices submitted for plumbing work or other relevant services to fix the leak.
- c. Copies of any invoices that were submitted for plumbing material used to repair the leak. A statement by the plumber or other persons fixing the problem describing the circumstances, what action was taken, and when the repairs were made.

~~e.d.~~ A site visit by the District may be required.

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PAYMENT OF REFUNDS.

To determine the excessive water usage due to the leak or other special circumstances as described in these Guidelines, a ~~customer~~Customer's ~~specific~~

MAY 3, 2012 June 6, 2024, REVISED DRAFT

average consumption for the affected month(s) is established. Units of hundred cubic feet (HCF) are used for the calculation. All water metered above the determined average consumption is considered excessive water usage.

In most cases the ~~customer~~Customer's prior years' average water usage for the affected month(s) is used to establish the ~~customer~~Customer specific average consumption. A maximum of five (5) prior year's water usage will be used to calculate the ~~customer~~Customer's average water consumption. In cases where no prior year's billing information is available, the district wide ~~customer~~Customer class specific average consumption for the affected billing cycle will be applied as ~~customer~~Customer average consumption.

The established ~~customer~~Customer average consumption will be billed according to the current tiered water rates. All water consumed above the established prior years' average water consumption will be billed at the current Tier 2-1 rate within the specific water ~~customer~~Customer class.

Leak adjustments will only be considered in case of significant impact to the water bill. Therefore, refunds can only be given for District determined excessive water usage of more than seven (7)~~5~~ HCF. Refunds are limited to once every three (3) years per Premise. ~~for each individual property are limited to one every five years.~~

In cases where there is no error on the District's part and a refund is granted, a processing fee equal to 10% of that given refund, but not to exceed the District's Administrative Fee specified in the Master Fee Schedule, will be applied.

If a refund is granted and the adjusted bill affects the water usage during the wet weather months, the District will consider an adjustment to the sewer service charge.

~~Customers shall still be responsible to pay all billing statements in full in order to be eligible for a refund or adjustment. Customers shall not withhold any water payments in anticipation of a refund or adjustment. Failure to pay a bill in full will subject the Customer to delinquency penalties and water shut-off per normal procedure for delinquent accounts.~~

Adopted May 3~~April 19~~, 2012 by Board of Directors
Revised/ Adopted June 6, 2024 by Board of Directors



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 6, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Review and Possible Action Concerning Local Agency Formation Commission Special District Member.

The Local Agency Formation Commission(LAFCo) is calling for nominations for the position as the independent special district alternate member for the upcoming four-year term ending May 2028. The position is currently held by Chris Mickelsen of the Coastside County Water District and his term ends in May 2024.

San Mateo County Harbor District Board Member Virginia Chang Kiraly was nominated by this Board for the second position for Special Districts and is holding the other of the 2 positions. Nominations for the alternate member may be submitted in writing via mail, fax, or email by June 17, 2024.

The MWSD Board President is authorized to receive the electronic ballot and vote for MWSD.

RECOMMENDATION:

Authorize the board president and treasurer to sign the attached letter and nominate Director Kathryn Slater-Carter as candidate for Alternate Special District Representative to the San Mateo County LAFCo.

Attachment



Montara Water & Sanitary District

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

Tel: (650) 728-3545

8888 Cabrillo Highway

Fax: (650) 728-8556

Montara, CA 94037-0131

E-mail: mwsd@coastside.net

Visit Our Web Site: <http://www.mwsd.montara.com>

6/6/2024

Local Agency Formation Commission

Rob Bartoli

455 County Center, 2nd Floor

Redwood City, CA 94063-1663

RE: Nomination of Montara Water and Sanitary District board member Kathryn Slater-Carter as Alternate Special District Member on San Mateo LAFCo.

Dear Rob,

At the June 6, 2024 Montara Water and Sanitary District Board Meeting the board authorized the nomination of Kathryn Slater Carter for the open position as Alternate Special District Member on San Mateo LAFCo.

Director Slater-Carter possesses all the skills and background necessary to perform in an exemplary manner. She has extensive experience and history serving in San Mateo County in many elected positions and other public service roles.

Sincerely,

MWSD Board President

MWSD Treasurer/Secretary

Scott Boyd

Peter Dekker



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

Please forward to Board President

May 17, 2024

To: Presiding Officers/Board Presidents
Independent Special Districts, San Mateo County

Subject: Call for Nominations: Special District Selection Committee Mail Ballot to Elect Alternate Special District Members on San Mateo LAFCo Pursuant to Government Code Section 56332

As you know, San Mateo LAFCo is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee (also known as the Council of Mayors), two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts), and one public member appointed by the six members of the Commission. An alternate for each type of membership is also selected in the same manner as regular members. Terms are four years ending on the first Monday in May and members serve until reappointed or their successor is appointed. Government Code Section 56332 directs that the LAFCo Executive Officer shall call a meeting or provide for mail ballot to appoint independent special district members to LAFCo to fill vacancies or expiring terms.

The purpose of this letter is to open the nomination period for the Independent Special District Selection Committee (SDSC) to fill the independent special district **Alternate Member position expiring in May 2028**. This alternate member position is currently held by Chris Mickelsen of the Coastside County Water District and his current term ends in May 2024.

In this case, it has been determined that the nomination and election of the alternate special district members shall be held by mail in **two separate mail ballot processes**. For the nomination period, LAFCo will accept written nominations on your district's letterhead signed by your board president or board-appointed alternate for the alternate member position. No board action is necessary unless your board president is not able to participate.

Nominations for the alternate member may only be submitted in writing via mail, fax or e-mail and with the signature of the Special District President/Chair (or board-appointed alternate board member) and must be received by LAFCo **by 5:00 p.m. June 17, 2024**.

Once the nomination period is closed, the LAFCo Executive Officer will distribute a notice and mail ballots, requesting return of the ballot no later than 21 days from the date of the notice.

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC

ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪
DIANE ESTIPONA, CLERK

Section 56332(c)(2) provides for distribution of mail ballots by certified mail or by electronic mail with the consent of the district. For both expediency and cost savings it is hoped that districts will consent to distribution of the ballots by electronic mail. To this end, it is requested that your District return the attached "Authorization to transmit the LAFCo Special District Member Ballot by Electronic Mail" and provide LAFCo with the desired email address for distribution of the ballot.

In summary, nominations are now open for the independent special district Alternate Member position with term ending May 2028 and we need your district's authorization to transmit an election ballot via email.

Board presidents or board-appointed alternates are requested to complete the following two steps:

1. Submit written nominations for the alternate LAFCo member on your district's letterhead with your signature or that of a board-appointed alternate.
2. Complete and submit the "Authorization to transmit the LAFCo Special District Member Mail Ballot by Electronic Mail."

You must return your authorization form and all nominations to LAFCo no later than 5:00pm, Monday, June 17, 2024.

If you have questions concerning this process, please contact me directly.

Sincerely,

Rob Bartoli

Rob Bartoli
Executive Officer

Attachment: Authorization Form
San Mateo LAFCo Fact Sheet

Distribution: Presiding Officers of Independent Special Districts in San Mateo County



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

Rob Bartoli, Executive Officer
 rbartoli@smcgov.org
 www.sanmateolafco.org

Purpose of LAFCo

Created by the California legislature in 1963, LAFCo is a State-mandated, independent commission with countywide jurisdiction over changes in organization and boundaries of cities and special districts including annexations, detachments, incorporations, and formations. As required by State law, LAFCo adopts a net operating budget, which is apportioned in thirds to the County of San Mateo, the 20 cities in the County, and 21 of the 22 independent special districts; the majority of the Midpeninsula Regional Open Space District territory is located in Santa Clara County and the District is under the funding mandate for Santa Clara LAFCo.

The Commission has responsibility in the following areas affecting local government in the County:

1. To discourage urban sprawl and encourage the orderly growth and development of local government agencies;
2. To prevent premature conversion of agricultural and open space lands;
3. To review, approve, or disapprove proposals for changes in the boundaries and organization of the 20 cities, 22 independent special districts, and 33 active County-governed special districts, plus incorporations of cities and formations of special districts;
4. To conduct municipal service reviews and establish and periodically update spheres of influence – future boundary, organization, and service plans – for the County, cities, and special districts; and
5. To perform and assist in studies of local government agencies with the goal of improving efficiency and reducing costs of providing urban services.

Commission Roster

The Commission is made up of two members of the County Board of Supervisors, two members of city councils from cities in the County, two board members of independent special districts in the County, a public member, and four alternate members (County, city, special district, and public). The Commission contracts with the County of San Mateo for staff, facilities, and legal counsel. The Executive Officer serves in the administrative capacity, which includes staff review of each proposal, sphere of influence studies, and assistance to local agencies and the public.

Commissioner	Member Type	Term Expires
Kati Martin, Chair	Special District	May 2026
Ray Mueller, Vice Chair	County	May 2026
Harvey Rarback	City	May 2025
Ann Draper	Public	May 2026
Virginia Chang Kiraly	Special District	May 2028
Warren Slocum	County	May 2028
Tygarjas Bigstyk	City	May 2026
Chris Mickelsen	Alternate Special District	May 2024
Ann Schneider	Alternate City	May 2027
James O'Neill	Alternate Public	May 2026
Noelia Corzo	Alternate County	May 2028

Commission Meetings

1. LAFCo meetings are held on the third Wednesday of odd-numbered months (January, March, May, July, September, November) at 2:30 pm in the Board of Supervisors' Chambers at the Hall of Justice, 400 County Center, Redwood City. Extra meetings may be held as needed.
2. If an agenda item is of interest to you, the Chair will call for comments from the audience when the item is ready for discussion. Please complete a speaker slip available on the table in the foyer and give it to the Commission Clerk to assist the Chair in organizing the progress of the hearing.
3. When addressing the Commission, please proceed to the microphone and state your name, the organization you are representing, or your city of residence for the Clerk.

**Authorization to Transmit Special District Selection Committee Ballot
by Electronic Mail
[Pursuant to Section 56332 (C) (2)]**

The _____ District hereby authorizes LAFCo
(name of district)

to send the Special District Selection Committee Ballot by electronic mail to:

(Name of board president or board authorized voting delegate **and e-mail address**)

for the purpose of voting for alternate special district term ending May 2028.

Submitted by: _____
Printed Name of District President or District Manager/Chief

Signature: _____

Date: _____

Please return by June 17, 2024 by mail, fax or electronic mail to:

Rob Bartoli, Executive Officer
San Mateo LAFCo
455 County Center
Redwood City, CA 94063
650/363-4224 – phone
650/363-4849 – fax

Electronic mail: **rbartoli@smcgov.org**

Independent Special Districts in San Mateo County as of 3/6/24
For Purposes of voting for Special District Members on LAFCo

Bayshore Sanitary District
Broadmoor Police Protection District
Coastside County Water District
Coastside Fire Protection District
Colma Fire Protection District
East Palo Alto Sanitary District
Granada Community Services District
Highlands Recreation District
Ladera Recreation District
Menlo Park Fire Protection District
MidPeninsula County Water District
Montara Water and Sanitary District
North Coast County Water District
Peninsula Health Care District
San Mateo County Harbor District
San Mateo County Mosquito Abatement District
San Mateo County Resource Conservation District
Sequoia Health Care District
West Bay Sanitary District
Westborough County Water District
Woodside Fire Protection District

Note: Midpeninsula Regional Open Space District is not included because the majority of the District's territory is located in Santa Clara County.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 6, 2024**

FROM: Clemens Heldmaier, General Manager

SUBJECT: General Manager's Report

Operations Report April 2024

811 Dig Alerts

- 4/3/24- 8520 Cabrillo Hwy. work for fence, gate, wall work. Marks checked and re-marked within USA marks.
- 4/9/24- 360 7th. Residential property work for Fence work. Marked service line within USA marks.
 - 1380 Le Conte Ave. Residential property work for grading and site prep. Marked main adjacent to USA marks, no water within USA marks.
- 4/15/24- 140 Weinke Way. Work for soil sampling. Marked service line within USA marks.
 - 8520 Cabrillo Hwy. Work for asphalt/pavement. Marks checked and remarked within USA marks.
 - 431 Farallone. Work for footing/foundation work. Marks checked and remarked within USA marks.
 - 1100 Le Conte. Work for concrete work, Flat and structural. Marks checked and remarked up to meter box.
 - 1190 Howells. Work for sewer-existing assets work. Remarked mains and service lines within USA marks.
 - 1412 Sunshine Valley Road. Work for sewer-existing assets work. Remarked mains and service lines within USA marks.
 - 1175 Harte. Work for sewer-existing assets work. Remarked mains and service lines within USA marks.
 - 1380 Ivy. Work for sewer-existing assets work. Remarked mains and service lines within USA marks.
 - 1128 Crescent. Work for sewer-existing assets work. Remarked mains and service lines within USA marks.
 - 1112 Crescent. Work for sewer-existing assets work. Remarked mains and service lines within USA marks.
- 4/17/24- 350 8th. Work for culvert replacement. Marks checked and remarked.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 6, 2024**

FROM: Clemens Heldmaier, General Manager

- 1112 Crescent. Works for sewer, pipe bursting. Markes checked and remarked.
- 4/18/24- 901 Corona. Work for utilities distribution, power pole. No water within USA marks.
- 4/16/24- 1040 Park Way. Work for sewer- existing assets work. Mains and service lines marked.
 - 151 Alton. Work for sewer- existing assets work. Mains and service lines marked.
 - 175 Marine. Work for sewer- existing assets work. Mains and service lines marked.
- 4/17/24- 1420 Park. Work for utilities distribution, power pole. No water within USA marks.
 - 864 Park. Work for utilities distribution, power pole. No water within USA marks.
- 4/18/24-286 Farallone. Work for residential property work. No water within USA marks.
 - 390 3rd. Work for utilities distribution, power pole. No water within USA marks.
- 4/23/24- 168 6th. Work for residential property work. Marked service line and meter.
- 4/25/24- 850 Airport. Work for fence repair. Markes checked and remarked when necessary.
 - 320 14th. Work for utilities distribution. Main and service line marked within USA.
 - 198 1st. Work for utilities distribution, power pole. Marked main near power pole.
 - 97 Beach. Work for residential property work, footings/foundation. Marked main and service line within USA.
 - 86 San Lucas. Work for utilities distribution, gas. Marked service line on property.
- 4/26/24- 240 12th. Residential property work, utilities. Marked main and service lines within USA marks.
- 4/29/24- 320 9th. Work for utilities distribution, electric pole. Service line marked within USA marks.
 - 1299 Grant. Work for utilities distribution, water- existing assets. Meter and service line marked.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 6, 2024**

FROM: Clemens Heldmaier, General Manager

- 1670 Buena Vista. Work for utilities distribution, electric pole. Main and hydrant marked adjacent to USA marks.
- 8520 Cabrillo hwy. Work for fence, gate, wall work. Marks checked and remarked where needed.
- 1300 Park. Work for utilities distribution, electric pole. No water within USA marks.

Work Orders

- 4/1/24- 1541 Main. MOVO. Final read taken and water left on.
 - 310 6th. MOVO. Final read taken and water left on.
 - 1213 Alamo. A customer reported a possible leak to investigate. No total cl2 residual present after to visits.
- 4/3/24- 366 11th. MOVO. Final read taken and water left on. LCD meter face was broken when inspected and replaced with new.
 - 650 Franklin. MOVO. Final read taken and water turned off at meter.
 - 451 5th. Locate missing meter and swap meter/transmitter.
- 4/4/24- 310 6th. MOVI. Start read taken and water turned on.
 - 837 Stetson. The customer is concerned about a leak and water usage. Unable to pull profile from old meter and replaced with new meter.
 - 837 Stetson. Plumber is finished at house and needs water turned back on at meter. Water turned on.
- 4/10/24- 335 14th. The customer is concerned about high water bill and requests a profile. Profile taken and findings sent to customer.
 - 830 Buena Vista. MOVO. Final read taken and water left on.
- 4/15/24- 885 San Ramon. MOVO. Final read taken and water left on.
 - 8450 Cabrillo Hwy. The customer is concerned about high water bill and requests a profile. Profile taken and findings sent to customer. MWSD operator helped the customer locate his leak and found faulty filtration system.
 - 510 6th. A customer is concerned about potential leak at house. MWSD operator identified said leak, cl2 residual is 0, no usage indicated on meter. Customer notified of findings.
 - 631 Harte. The customer is concerned about high water bill and requests a profile. Profile taken and findings sent to customer.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 6, 2024**

FROM: Clemens Heldmaier, General Manager

- 4/16/24- 511 6th. Locate missing meter and swap meter/transmitter.
 - 770 George. Locate missing meter and swap meter/transmitter.
- 4/18/24- 635 Vue De mar. MOVO. Final read taken and water turned off at meter.
 - 690 Farallone. Locate missing meter and swap meter/transmitter.
 - 444 7th. Locate missing meter and swap meter/transmitter.
- 4/19/24- 70 Wylvale. MOVO. Final read taken and water left on.
 - 819 Stetson. MOVO. Final read taken and water turned off at meter.
- 4/23/24- 846 Park. MOVO. Final read taken and water left on.
 - 1109 Acacia. MOVO. Final read taken and water turned off at meter.
 - 360 14th. The customer is concerned about water usage after his irrigation broke. No flow or leak indicated at time of inspection. Profile pulled and sent to customer.
 - 819 Stetson. MOVI. Start read taken and water turned on.
- 4/25/24- 1441 SVR. Locate missing meter and swap meter/transmitter.
- 4/26/24- 310 6th. MOVO. Final read taken and water left on.

After Hours Call Outs

-

Repairs and Leaks

- 4/16/24 – found leak on 3” Cedar line, placed a 6.5” long redi-clamp to seal leak.
- 4/22/24 – leak coming from the Moss Beach Park on Virginia. Found the state parks irrigation system to be at fault. Shut off meter until they could repair it.

Miscellaneous

- Operation Dead Endpoint Absent Reads.
O.D.E.A.R.
 - 130 missed reads.
 - 20 missed reads not on missed read report.
 - 8 High Usages
 - 7, 0 reads
 - 5 MIA meters located.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 6, 2024**

FROM: Clemens Heldmaier, General Manager

Maintenance

- 22 dead meters replaced.
- 4/23/24 - Removed wellhead from Park well and capped.
- 4/24/24 – Removed section of South Airport well head to separate from system due to TCP-123 sampling records.

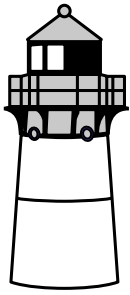
Manager Leave: The General Manager will be out of the office from July 16-August 6.

Newsletter: The June/July edition of the District's Newsletter is attached to this report.

RECOMMENDATION:

This is for Board information only.

Attachment



Montara Water & Sanitary District

Staying Ahead of our Local Community Needs

Montara Water and Sanitary District (MWSD) works every day to deliver water, garbage and sewer services for the residents of Montara and Moss Beach. Over 6,000 residents rely on our services for their homes and businesses.

June - July 2024

News for You: Thinking of a Renovation or ADU? MWSD is Here to Help!; Annual Water Quality Report Available; Don't Flush Wipes!

Thinking of a Renovation or ADU? MWSD is Here to Help!

As your drinking water provider, MWSD works every day to ensure adequate water supply for the current and future needs of this community. This includes adequate water for fighting property fires.

Our independent public water system relies on local water supplies, wells, storage tanks and water mains to serve you. Reviewing proposed new construction and renovations for impacts to our community water system are an important part of what we do.

If you are considering a renovation of your home or are looking at adding an Auxiliary Dwelling Unit (ADU), reach out to us and we can assist you.

ADUs (or "granny units," "in-law units," and various other names) are smaller units built on the same property as, or attached to, an existing primary residence. Any secondary structure that provides independent facilities for living; sleeping; eating; cooking; and sanitation, may be considered an accessory dwelling unit.

All ADUs, both attached and detached, must be closely reviewed to determine adequate capacity and their potential for added burden of the ADU on the system, based on number of fixtures. An ADU or Junior ADU built within the proposed space of an existing single family residence or existing accessory structure is not subject to MWSD connection fees or capacity charges.

Never Flush Wipes - Trash 'Em!

Wipes, paper towels and similar products can clog sewers and cause backups. Even wipes labeled "flushable" will interfere with sewage collection. Place wipes in the trash!

Only flush toilet paper, pee and poop!

2023 Consumer Confidence Report - Report On Water Quality 2023

Your 2023 Consumer Confidence Report (CCR) is now available online at

mwsd.montara.org/2023-water-quality

This report contains important information about your drinking water. If you would like a paper copy of the 2023 CCR mailed to you or would like to speak with someone about the report, please call (650) 728-3545 or contact Montara Water and Sanitary District at 8888 Cabrillo Hwy., Montara, CA 94037.

ADUs are an important new housing opportunity in California. Over the last four years, we have assisted over 20 property owners in building ADU or Junior ADUs.

Non-ADU renovations - depending on size - can require MWSD review of existing sewer, private fire and water laterals to confirm they can handle the new space and fixtures. We also check properties for private wells that aren't up to current water quality standards.

Application Phases for Existing Customers: Renovations, ADUs

1. Determine Existing Service Needs
2. Application and Initial Fee Submittal
3. Engineering Review
4. Water and Private Fire Service Installation Bidding
5. Service Installation and Inspection

If you are thinking about a renovation or adding an ADU, read MWSD's application online at mwsd.montara.org, on the Documents & Links page.

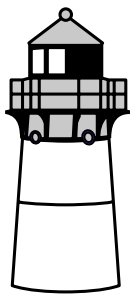
MWSD is committed to providing safe public access via ZOOM teleconference for our regularly scheduled public meetings.

Board Meetings on the 1st and 3rd Thursday of each month at 7:30 p.m. at 8888 Cabrillo Highway, Montara.

Call: (650) 728-3545

Email: info@mwsd.net

Visit: mwsd.montara.org



Montara Water & Sanitary District

Un paso adelante de las necesidades de nuestra comunidad local

Montara Water and Sanitary District (MWSD) trabaja todos los días para brindar servicios de suministro de agua, recolección de basura y alcantarillado a los habitantes de Montara y Moss Beach. Más de 6,000 residentes dependen de nuestros servicios para sus hogares y empresas.

Junio – julio
de 2024

Novedades para usted: ¿Está considerando una remodelación o una unidad de vivienda accesoria? En MWSD estamos para servirle; Informe Anual de Calidad del Agua ya disponible; No deseche las toallitas húmedas en el WC

¿Está considerando una remodelación o una unidad de vivienda accesoria? MWSD está a sus órdenes para ayudarle.

Como su proveedor de agua potable, en MWSD trabajamos día con día para garantizar el suministro adecuado de agua a fin de satisfacer las necesidades actuales y futuras de la comunidad. Esto incluye el agua necesaria para combatir los incendios en las propiedades.

Para atenderle, nuestro sistema público independiente de agua depende de los suministros locales de agua, pozos, tanques de almacenamiento y tuberías principales de agua. Revisar las propuestas de remodelaciones y nuevas construcciones para identificar su impacto en nuestro sistema comunitario de agua es parte importante de nuestro trabajo.

Si está considerando una remodelación en su hogar o busca agregar una unidad de vivienda accesoria (ADU), póngase en contacto con nosotros, queremos ayudarle.

Las ADU (también llamadas “acesorias para adultos mayores”, “acesorias para la familia política”, etc.) son unidades habitacionales pequeñas que se construyen dentro de la misma propiedad o adosadas a una residencia principal. Toda estructura secundaria que proporcione instalaciones independientes para vivir, dormir, alimentarse o cocinar, con instalaciones sanitarias, puede considerarse una unidad de vivienda accesoria.

Todas las ADU, ya sean adosadas o no, deben revisarse cuidadosamente para determinar su capacidad óptima y su potencial de generar una carga adicional al sistema con base en el número instalaciones fijas. Una ADU o ADU junior, construida en el espacio originalmente pensado para una sola

Informe de confianza del consumidor de 2023 - Informe sobre la calidad del agua de 2023
Su Informe de confianza del consumidor (CCR) de 2023 ya está disponible por Internet en mwsd.montara.org/2023-water-quality
Este informe contiene información importante sobre el agua potable que usted consume. Si desea recibir por correo una copia impresa del CCR de 2023 o desea hablar con alguien sobre el informe, llame al (650) 728-3545 o póngase en contacto con el Montara Water and Sanitary District en 8888 Cabrillo Hwy, Montara, CA 94037.

residencia familiar o estructura accesoria previa, no está sujeta a cargos por conexión o capacidad por parte de MWSD.

Las ADU son una importante oportunidad nueva de vivienda en California. En los últimos cuatro años, hemos orientado a más de 20 dueños de propiedades para construir una ADU o ADU junior.

Las remodelaciones no relacionadas con una ADU, dependiendo de su magnitud, pueden requerir de una revisión por parte de MWSD para verificar los ramales privados de alcantarillado y contra incendios, y así confirmar si tienen la capacidad de dar servicio al nuevo espacio con sus instalaciones fijas. También podemos revisar las propiedades en busca de pozos privados que no cumplan con las normas vigentes de calidad del agua.

Etapas para la presentación de solicitudes por parte de clientes actuales: Remodelaciones, ADU

1. Determinar las necesidades actuales de servicio
2. Presentación de solicitud y pago de cuota inicial
3. Revisión de ingeniería
4. Licitación para la instalación del servicio privado de agua y contra incendios
5. Instalación e inspección del servicio

Si está pensando en renovar o agregar una ADU, lea la solicitud del MWSD en mwsd.montara.org, en la página Documentos y enlaces.

Nunca deseche las toallitas húmedas en el WC, deséchelas en la basura

Las toallitas húmedas, las toallas de papel y otros productos similares pueden tapan la cañería y obstruir el alcantarillado. Incluso las toallitas húmedas comercializadas con la etiqueta “desechable en el WC” afectan el alcantarillado. Deseche las toallitas húmedas en la basura.

Su WC está diseñado únicamente para desechar orina, heces y papel higiénico.

MWSD tiene el compromiso de brindar un acceso seguro al público a nuestras reuniones públicas programadas regularmente a través de teleconferencias por ZOOM.

Las reuniones de la Junta tienen lugar el 1er y el 3er jueves de cada mes a las 7:30 p.m. en 8888 Cabrillo Highway, Montara.
Llame al: (650) 728-3545 Email: info@mwsd.net Visite: mwsd.montara.org