



# 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

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

# AGENDA

## District Board of Directors

8888 Cabrillo Highway  
Montara, California 94037

## June 20, 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/88024294055?pwd=9VBo9AJc025ZUybHgOOhwwLdxYaEMa.1>

MEETING ID: 880 2429 4055

Password: 670827

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/wuZKb9gwEY7sMACIIsr7VSJgIB35kNZA/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](mailto:info@mwsd.net) or submitted by phone at 650-728-3545 at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility. Materials related to an item on this Agenda submitted to the Board after distribution of the Agenda Packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site ([www.mwsd.montara.org](http://www.mwsd.montara.org)) subject to staff's ability to post the documents before the meeting.

## **CALL TO ORDER**

## **ROLL CALL**

## **PRESIDENT'S STATEMENT**

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

## **PUBLIC HEARING**

1. [Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule](#)
2. [Review and Possible Action Confirming Reports on Sewer Service Charges and Water System Reliability Charges for FY 2024-2025, and Delinquent Refuse Collection Charges and Water Service Charges for FY 2023-2024.](#)

## **CONSENT AGENDA**

## **OLD BUSINESS**

## **NEW BUSINESS**

1. [Review and Possible Action Concerning Approval of 2024 - 25 Water and Sewer Budget and Capital Improvement Programs.](#)

2. [Review and Possible Action Concerning District Election on November 5, 2024](#)
3. [Review and Possible Action Concerning Cancellation of Next Regular Scheduled Board Meeting](#)

## 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)

#### **CONFERENCE INVOLVING A JOINT POWERS AGENCY – SEWER AUTHORITY MID-COASTSIDE** (Government Code Section 54956.96):

Discussion will concern: CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION pursuant to Paragraph (1) of Subdivision (d) of Government Code Section 54956.9, *Ecological Rights Foundation v. Sewer Authority Mid-Coastside* (Case No: 3:18-CV-04413)

Names of Montara Water & Sanitary representatives on Sewer Authority Mid-Coastside Board: Director Kathryn-Slater Carter, Director Peter Dekker

#### **LIABILITY CLAIMS** (Gov't. Code §54956.95)

Claimant: Susan Carroll

Agency claimed against: Montara Water and Sanitary District

**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 AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.**

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Every year the Board adopts a Master Fee Schedule which contains updates to most charges and fees including the Water and Sewer connection charges. Staff has updated the connection charges and service fees based on the cost of construction and the consumer price index.

The new Sewer Service Charges, Water Rates, and Water System Reliability Charges, all approved through the 2023 Prop 218 process to increase by 9%, are suggested to increase instead by 6% only and are also included in the proposed Master Fee Schedule.

The following are the major changes from the prior year:

- The Sewer Service Charge rate is suggested to be set at tonight's meeting to increase from \$28.93 to \$30.67. The increase is necessary to fund increased SAM assessments and capital improvement expenses.
- Monthly Water Meter Service Charges for standard 5/8 meters to increase from \$30.86 to \$32.71. Tier 1 rates to increase from \$8.91 to \$9.44, and the water system reliability charges to increase from \$592.18 to \$627.71.
- Connection Charges and other construction related fees have been increased by 7.33% in accordance with the California Construction Cost Index. The Application Fees and other Miscellaneous Fees that depend on District staff for review have been increased by 3.77% in accordance with the U.S. Bureau of Labor's Consumer Price Index (All Urban Consumers – SF-Bay).
- Water Theft Administrative Penalties were added to the Master Fee Schedule. Depending on the severity of the theft penalties between \$130 and \$3,000 can be collected.

## RECOMMENDATION:

Open the public hearing, consider relevant public testimony, close the public hearing, and adopt *Ordinance No.*\_\_\_\_\_. *Ordinance of the Montara Water and Sanitary District Restating and Amending Master Fee Schedule.*

Attachments

## ORDINANCE NO. XXX

### ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

**WHEREAS**, the Montara Water and Sanitary District Code (“Code”) includes regulations governing connections to and use of the District’s water and sewerage facilities, the construction, operation and maintenance thereof and for the establishment and collection of all fees and charges pertaining thereto; and

**WHEREAS**, the Code further provides for the establishment and collection of monthly rates to be charged for the collection, removal, and disposal of refuse and for recycling services performed by the District’s franchisee under agreement with the District; and

**WHEREAS**, the Code provides that such fees and charges may be set forth in a Master Fee Schedule; and

**WHEREAS**, periodically such fees and charges are reviewed and adjusted and/or added to conform to the costs corresponding to the services, commodities and facilities to which they pertain; and

**WHEREAS**, the fees and charges pertaining to water and sewer services and facilities set forth herein and for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District do not exceed the corresponding maximum amounts heretofore approved in accordance with the requirements of law including, to the extent applicable, the provisions of Section 6 of Article XIII D of the California Constitution (enacted by Proposition 218, November 6, 1996 Statewide election); and

**WHEREAS**, the fees and charges pertaining to water and sewer services and facilities set forth herein are hereby amended and restated, having heretofore been established by ordinance duly adopted; and

**WHEREAS**, the fees and charges pertaining to the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services are hereby restated, having heretofore been established by ordinance duly adopted; and

**WHEREAS**, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of a public hearing to take place on June 20, 2024 to consider adoption of amended fees or charges as set forth herein, effective July 1, 2024; and

**WHEREAS**, all persons present at the aforesaid hearing interested in the adoption of the amended fees or charges herein set forth were heard or given the opportunity to be heard on the matter of said adoption and this Board considered all statements so made or documents pertaining thereto presented at the hearing, if any.

# ORDINANCE NO. XXX

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

NOW, THEREFORE, THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT, A PUBLIC AGENCY IN THE COUNTY OF SAN MATEO, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

**SECTION 1.** The following provisions of the Master Fee Schedule are hereby restated or amended to read as follows:

### SEWER SERVICE CHARGE RATES

The annual sewer service charge for the property occupancy classifications specified hereinafter is hereby established as an amount equal to the applicable rate hereinafter specified times the cubic feet of water consumption attributable to such property per annum divided by one hundred (MWSD Code §4-2.100).

<u>Classification</u>	<u>Rate/HCF*</u>	<u>Minimum Charge</u>
Residential	\$30.67	\$1,471.96
Restaurants	\$53.19	\$2,553.16
Motels	\$32.28	\$1,549.30
Offices	\$27.61	\$1,325.42
General Commercial	\$29.57	\$1,419.55
Schools	\$28.06	\$1,346.79
Hospitals	\$30.57	\$1,467.38
Wells	\$30.67	\$1,563.96

\*Hundred cubic feet

Upon a new connection to the District's sewerage system, the applicant shall pay the pro-rated amount of sewer service charges for the remainder of the fiscal year in which connection is made based upon the average annual sewer service charge of all users within the applicant's user classification.  
(MWSD Code §4-2.100(f))

**SECTION 2.** The following provisions of the Master Fee Schedule are hereby restated to read as follows:

## ORDINANCE NO. XXX

### ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

<u>Description of Fee*</u>	<u>Fee</u>
Sewer Connection Permit (MWSD Code §3-9.500)	\$36,477.00
Fixture Unit Charge (MWSD Code §3-9.500)	\$1,459.00
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$23,730.00
Fixture Unit Charge – Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$949.00
Connection Permit Administrative Fee (MWSD Code §3-9.600)	Actual Cost (\$645.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600)	Actual Cost (\$611.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$453.00 minimum)
Minor Remodel Inspection Fee, No additional fixture units (MWSD Code §3-9.500)	\$142.00
Private Sewer System Permit (MWSD Code §3-4.200)	Actual Cost (\$209.00 minimum)
Private Sewer System Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$4,227.00 minimum)
Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600)	Actual Cost (\$645.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units	Actual Cost (\$611.00 minimum)



## ORDINANCE NO. XXX

### ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

(MWSD Code §3-9.600,)

Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$645.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$645.00 minimum)
Connection Fee to Connect to Interceptor (MWSD Code §3-9.500)	Prorata share of current value of interceptor
Miscellaneous Inspection Fee (MWSD Code §3-9.500)	Actual Cost (\$611.00 minimum)
Accessory Dwelling Unit contained within the existing space of a single-family residence or accessory structure – no connection fee	n.c.
Accessory Dwelling Unit Additional Fixture Units: (MWSD Code §3-10.200)	\$1,459.00
Accessory Dwelling Unit Permit Application Fee (MWSD Code §3-10.400)	Actual Cost (\$645.00 minimum)
Developer Service Fee for processing application: (MWSD Code §§5-3.102, 5-3.210)	Actual Cost (\$3,501.00 minimum)
Administrative Charge for Processing Collection of Delinquent Refuse and Water Charges on Tax Roll (MWSD Code §1-5.200)	\$57.00 per account
Charge to Photocopy Documents	\$1.86 per page for first four pages; \$0.48 for each page over four.
Charge for Failure to Obtain Permit	Double amount of Permit

# ORDINANCE NO. XXX

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

(MWSD Code §1-5.200)

Fee or actual collection cost,  
whichever is greater

SPECIAL PROVISIONS  
(MWSD Code §4-2.800)

Financial hardship discount rate  
(PGE CARE PROGRAM)

\$400 per annum

\*Where minimums or deposits are specified, no District services will be provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded.

**SECTION 3.** The following provisions of the Master Fee Schedule are hereby amended or restated to read as follows:

(a) WATER QUANTITY AND METER SERVICE CHARGES  
(MWSD Code §§ 5-5.102, 103)

<u>Rate Components</u>	<u>Rate**</u>
Tier 1 0 to 6 HCF*	\$9.44 per HCF
Tier 2 7 – 13 HCF	\$12.46 per HCF
Tier 3 14 – 27 HCF	\$15.44 per HCF
Tier 4 over 27 HCF	\$20.72 per HCF
Non-Residential Meters >1inch, all use	\$12.46 per HCF
Meter Service Charge-5/8" (standard residential size)	\$32.71 per month
Meter Service Charge-3/4"	\$37.07 per month
Meter Service Charge-1"	\$47.98 per month
Meter Service Charge-1 ½"	\$82.87 per month

**ORDINANCE NO. XXX**

**ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE**

Meter Service Charge-2"	\$133.03 per month
Meter Service Charge-3"	\$370.75 per month
Meter Service Charge-4"	\$523.40 per month

\*HCF=Hundred Cubic Feet (1 cubic foot ≈ 7.4805 gal.; 1 HCF = 748 gal.)

**(b) FIRE PROTECTION WATER SYSTEM CHARGES**

Private Fire Protection Service Per Meter Per Month:  
(MWSD Code §5-5.106)

4-inch connection or smaller:	\$19.63
6-inch connection:	\$39.25
8-inch connection:	\$62.81
10-inch connection:	\$94.21
12-inch connection:	\$133.46

Private Fire Protection Administrative Fee:\* \$645.00 minimum  
(MWSD Code §5-3.208)

Installation of Private Fire Protection Service from Meter to District Main:\* Cost invoiced to District by contractor; estimated cost to be deposited  
(MWSD Code §5-5.204)

Private Fire Protection Connection Charge:

3/4" meter:	\$7,655.00
1" meter:	\$12,786.00
1½ " meter:	\$25,491.00
2" meter:	\$40,804.00
3" meter:	\$76,554.00
4" meter:	\$127,624.00
6" meter:	\$212,736.00
8" meter:	\$354,632.00
10" meter :	\$591,170.00

(MWSD Code §5-3.208)

Private Fire Protection Inspection Fee\* \$611.00  
(MWSD Code §5-3.210)

**(c) WATER SYSTEM CONNECTION METER CHARGES**  
(MWSD Code §§5-3.204, 5-3.205)

**ORDINANCE NO. XXX**

**ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE**

Charge determined by District's cost of purchase corresponding to meter size.

(d) WATER SYSTEM CONNECTION CAPACITY CHARGES

(MWSD Code §5-3.312)

5/8 x 3/4 inch meter	\$25,638.00
3/4 inch meter	\$28,203.00
1 inch meter	\$35,894.00
1-1/2 inch meter	\$46,153.00
2 inch meter	\$74,351.00
3 inch meter	\$282,019.00
4 inch meter	\$358,932.00

Above 4 inch meter:

Charge determined by  
General Manager based on  
estimated water usage

(e) WATER SYSTEM RELIABILITY CHARGE

(MWSD Code §5-3.313)

Water Service Accounts

Meter Size:

5/8 x 3/4 inch meter	\$627.71
3/4 inch meter	\$941.57
1 inch meter	\$1,569.28
1-1/2 inch meter	\$3,138.55
2 inch meter	\$5,021.69
3 inch meter	\$9,415.66
4 inch meter	\$15,692.77

Accounts with Private Fire Service Only

Connection:

Up to 4-inch	\$313.86
6-inch	\$627.71
8-inch	\$1,004.34
10-inch	\$1,506.50
12-inch	\$2,134.21

(f) MISCELLANEOUS WATER SYSTEM SERVICE FEES:\*

Check not honored by bank:	\$37.00
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## ORDINANCE NO. XXX

### ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

(MWSD Code §§1-5.200, 5-5.122)

Poor credit history deposit: (MWSD Code §§1-5.200, 5-3.210)	Twice estimated first payment
Reconnection Charge due to Non-Payment: (MWSD Code §§5-3.210, 5-5.120)	\$90.00
Developer Service Fee against which all District costs to process application are charged (MWSD Code §§5-3.102, 5-3.210)	\$3,501.00 minimum deposit
Hydrant Meter Deposit against which water use is charged: (MWSD Code §5-4.227)	\$1,583.00 deposit
Hydrant Test Fee (MWSD Code §§5-3.208, 5-5.202)	\$707.00
Connection Administrative Fee (minimum deposit applied to actual hourly costs to process application) (MWSD Code §§5-3.202, 5-3.203)	\$645.00 minimum deposit
Connection Inspection Fee (MWSD Code §5-3.210)	\$611.00
Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203)	\$3,501.00 deposit
Service Charge for Posting Door Tag for Delinquent Account (MWSD Code §§1-5.200, 5-3.210)	<u>\$40.00</u> per customer per incident
Credit for Customer paying bill using ACH: (MWSD Code §5-3.200)	\$4.10 per bill
Service Charge for Unauthorized Use of Fire Hydrant (Total charge includes Service Charge plus water usage plus damages). (MWSD Code §5-5.202)	\$187.00 per incident plus actual water usage & damages
Service Charge for Cross Connection Control	\$142.00 per tested device

**ORDINANCE NO. XXX**

**ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE**

Device Test:  
(MWSD Code §5-6.400)

(g) SPECIAL PROVISIONS  
(MWSD Code §4-2.200; Reso. 1761)

Financial hardship discount rate (PGE CARE PROGRAM)	\$400 per annum; \$66.66 discount applied to each bi-monthly bill
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(h) Water Theft Administrative Penalties  
(MWSD Code §5-8.301)

Water theft committed by meter tampering:	\$130.00 for 1 <sup>st</sup> violation \$700.00 for 2 <sup>nd</sup> violation w/in 1-yr. of 1 <sup>st</sup> violation \$1,300.00 for each violation w/in 1-yr. of 1 <sup>st</sup> violation
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Water theft committed by means other  
than meter tampering:

	\$1,000.00 for 1 <sup>st</sup> violation \$2,000.00 for 2 <sup>nd</sup> violation w/in 1-yr. of 1 <sup>st</sup> violation \$3,000.00 for each violation w/in 1-yr. of 1 <sup>st</sup> violation
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\*Where minimums or deposits are specified, no District services will be provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded.

**SECTION 4.** The following provisions of the Master Fee Schedule are hereby restated to read as follows:

The monthly rates to be charged by the District's Franchisee for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District commencing on January 1, 2024 and until thereafter revised are:  
(MWSD Code §2-7.100)

## ORDINANCE NO. XXX

### ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

#### RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
  - a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$33.09
  - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$40.55
  - c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$133.22
  
2. Special Services (charges added to above, basic changes):
  - a. Container placed at side or rear of dwelling - per container \$10.13
  - b. Container not placed at specified collection point and return call required- per container \$21.16
  - c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag \$10.93
  - d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc. estimate
  
3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only incl. w/service
  
4. Weekly commingled recyclable materials collection (64 gallon wheeled cart) incl. w/service
  
5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) 30 gallon containers – customers own containers incl. w/service
  
6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags incl. w/service
  
7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, incl. w/service  
large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses,  
large amounts of recyclable materials

## ORDINANCE NO. XXX

### ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE

- |   |                 |
|---|-----------------|
| 8. Christmas trees free of charge through January 31st of each year | incl. w/service |
| a. After January 31st charge is \$20 per tree for removal           | \$20.00         |

#### MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

- |   |                   |
|---|-------------------|
| 1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage-container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs |                   |
| a. Regular collections:   |                   |
| 1-64 gallon collection once per week  | \$159.96          |
| 1-96 gallon collection once per week  | \$261.76          |
| b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups  | Will vary by size |
| 2. Commercial Container Rental:   |                   |
| a. 1 cubic yard box - per mo.   | \$72.78           |
| b. 2 cubic yard box - per mo.   | \$94.34           |
| 3. Commercial Container Collections:  |                   |
| a. 1 cubic yard box - per collection  | \$61.49           |
| b. 2 cubic yard box - per collection  | \$122.36          |
| 4. Compacted Commercial Container Service:  |                   |
| a. 1 cubic yard box - per collection  | \$120.03          |
| b. 2 cubic yard box - per collection  | \$242.46          |
| 5. Recyclable material collection up to five times a week   | incl. w/service   |

#### DEBRIS BOX SERVICE

- |  |               |
|--|---------------|
| 1. 7, 14, 20 and 30 yard size containers:              | \$483.41      |
| a. Container rental, delivery and pickup charge        | Tonnage based |
| b. \$67 per ton confirmed by disposal site weight slip |               |

#### SPECIAL PROVISIONS

- |   |         |
|---|---------|
| 1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) |         |
| a. 15% reduction 20-gallon can  | \$28.12 |
| b. 15% reduction 32-gallon can  | \$33.36 |



**ORDINANCE NO. XXX**

**ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE**

**SECTION 5.** All ordinances or portions thereof in conflict herewith shall be, and hereby are, repealed to the extent of such conflict.

**SECTION 6.** Upon adoption, this ordinance shall be entered in the minutes of the Board and posted in three (3) places in the District and shall become effective immediately upon the expiration of one week following said posting.

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

COUNTERSIGNED:

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

\* \* \*

I HEREBY CERTIFY that the foregoing Ordinance No.        was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a Regular meeting thereof held on the 20<sup>th</sup> day of June 2024 by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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

MWSD Master Fee Schedule  
Cost Increases  
June 2024

Fee	2023 Adjusted Fee	2023 CCI	2023 CPI	2024 Adjusted Fee
Sewer Connection Permit	\$33,523	1.0733		\$35,980
Fixture Unit Charge	\$1,341			\$1,439
Sewer Connection Permit--Paid Sewer Svc Chg	\$21,808	1.0733		\$23,407
Fixture Unit Charge--Sewer Service Paid	\$872			\$936
Connection Permit Administrative Fee	\$597		1.0377	\$620
Connection Permit Inspection Fee	\$565		1.0377	\$586
Remodel Permit Fee	\$419		1.0377	\$435
Second Unit Permit Application	\$248		1.0377	\$257
Private Sewer System Permit	\$193		1.0377	\$200
Private Sewer Hydrologic Investigation	\$3,885	1.0733		\$4,170
Administrative Charge for Processing Del. Trash	\$53		1.0377	\$55
Charge for copying documents -FirstFour Pages	\$1.72		1.0377	\$1.78
Additional Pages	\$0.44		1.0377	\$0.46
Customer Credit for ACH	\$3.79		1.0377	\$3.93
<b>WATER CHARGES</b>				
Miscellaneous Service Fees:				
Check Not Honored by Bank	\$34		1.0377	\$35
Reconnection Fee due to non-payment	\$83		1.0377	\$86
Engineering Review Fee	\$3,238		1.0377	\$3,360
Hydrant Meter Deposit	\$1,464		1.0377	\$1,519
Service Charge for Posting Door Tag for Delinq. Acct	\$37		1.0377	\$38
Service Charge for Unauthorized Use of Fire Hydrant	\$173		1.0377	\$180
Cross Connection Control Device Test	\$131		1.0377	\$136
Fixture Unit Count	\$131		1.0377	\$136
Hydrant Test Fee	\$654		1.0377	\$679
<b>Private Fire Protection Connection Charge:</b>				
3/4" to 5/8" meter:	\$7,035	1.0733		\$7,551
1" meter	\$11,751	1.0733		\$12,612
1 1/2" meter	\$23,427	1.0733		\$25,144
2" meter	\$37,500	1.0733		\$40,249
3" meter	\$70,355	1.0733		\$75,512
4" meter	\$117,289	1.0733		\$125,886
6" meter	\$195,509	1.0733		\$209,840
8" meter	\$325,915	1.0733		\$349,805
10" meter	\$543,299	1.0733		\$583,123
<b>Water System Connection Capacity Charge:</b>				
5/8" x 3/4" meter	\$23,562	1.0733		\$25,289
3/4" meter	\$25,919	1.0733		\$27,819
1" meter	\$32,987	1.0733		\$35,405
1-1/2" meter	\$42,416	1.0733		\$45,525
2" meter	\$68,330	1.0733		\$73,339
3" meter	\$259,182	1.0733		\$278,180
4" meter	\$329,867	1.0733		\$354,046
California Cost of Construction Increase				
	Apr-23	9026		
	Apr-24	9688	7.33%	
US Bur. Of Labor All Urban Consumers-SF Bay				
	Apr-23	338.496		
	Apr-24	351.247	3.77%	

# DGS California Construction Cost Index CCCI

Client agencies can find current construction cost index for California by the Real Estate Services Division.

The California Construction Cost Index (CCCI) is developed based upon Building Cost Index (BCI) cost indices average for San Francisco and Los Angeles ONLY as produced by Engineering News Record (ENR) and reported in the second issue each month.

The current five year CCCI table is updated the 2nd half of the month for the current month. The ENR BCI reports cost trends for specific construction trade labor and materials in the California market and does not reflect current market bidding environment. Prior to July 1991, CCCI was recorded quarterly, all months post July 1991 are calculated based on the ENR BCI reports and recorded for each month.

## California Construction Cost Index 2021-2025

<b>Month</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
<b>January</b>		9680	9246	8151	7090
<b>February</b>		9692	9166	8293	7102
<b>March</b>		9660	9118	8736	7130
<b>April</b>		9688	9026	8903	7150
<b>May</b>		9655	9621	9001	7712
<b>June</b>			9508	8925	7746
<b>July</b>			9526	9110	7892
<b>August</b>			9560	8729	8122
<b>September</b>			9592	8604	7900
<b>October</b>			9654	8712	8080
<b>November</b>			9682	8765	8141
<b>December</b>			9654	8823	8072
<b>Month</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
<b>Annual % *</b>			9.4%	9.3%	13.4%

*\*Annual Percentage is calculated from December to December.*



## **NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District proposes to adopt an ordinance revising the Master Fee Schedule. This document contains most of the fees levied by the District including Solid Waste Disposal Fees, Sewer and Water Service Charges, Sewer and Water Connection Permit Fees and Water System Reliability Charges. The District proposes to update all fees. The Board shall consider adoption of this ordinance at a meeting of the Board as follows:

**DATE:** June 20, 2024

**TIME:** 7:30 p.m., or as soon thereafter as the matter may be considered

**PLACE:** District Board Chambers

8888 Cabrillo Highway

Montara, CA 94037

([www.mwsd.montara.org](http://www.mwsd.montara.org))

**Remote and telephonic attendance will additionally be permitted.**

**Visit [www.mwsd.montara.org](http://www.mwsd.montara.org) for access information.**

**SMCT# 0006833312 Jun 7 and 14, 2024**

AFFIDAVIT OF PUBLICATION  
SAN MATEO DAILY JOURNAL

STATE OF CALIFORNIA  
County of San Mateo

The undersigned declares: That at all times hereinafter mentioned, affiant was a permanent resident of the United States, over the age of eighteen years old, and was at and during all said times. The Office Manager of the San Mateo Daily Journal, a newspaper published daily in the County of San Mateo, State of California. The notice mentioned was set in type no smaller than nonpareil and was preceded with words printed in black face type not smaller than size 6, describing and expressing in general terms, the purpose and character of the notice intended to be given; that the

NOTICE OF PUBLIC HEARING

Of which the annexed is a printed copy was published and printed in said newspaper on the 10<sup>th</sup> Day of June 2024 and on the 17<sup>th</sup> Day of June 2024.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
JP Uganiza

Dated at San Mateo, California,  
This 10<sup>th</sup> day of JUNE 2024.

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District proposes to adopt an ordinance revising the Master Fee Schedule. This document contains most of the fees levied by the District including Solid Waste Disposal Fees, Sewer and Water Service Charges, Sewer and Water Connection Permit Fees and Water System Reliability Charges. The District proposes to update all fees. The Board shall consider adoption of this ordinance at a meeting of the Board as follows:

DATE: June 20, 2024

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PLACE: District Board Chambers  
8888 Cabrillo Highway  
Montara, CA 94037  
(www.mwspd.montara.org)

Remote and telephonic attendance will additionally be permitted. Visit [www.mwspd.montara.org](http://www.mwspd.montara.org) for access information.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Confirming Reports on Sewer Service Charges and Water System Reliability Charges for FY 2024-2025, and Delinquent Refuse Collection Charges and Water Service Charges for FY 2023-2024.**

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The Health and Safety Code requires that in order for sewer service charges and water system reliability charges to be placed on the property tax roll, a public hearing must be held. The Code also provides for collection of delinquent water service and refuse collection charges under the tax roll. The District has previously adopted ordinances enabling collection of the sewer service and delinquent water and refuse collection charges under the property tax roll.

The attached notice regarding collection of the foregoing charges and delinquent charges was published in the HMB Review in accordance with the Code. The Board must now hold a public hearing at which time everyone is given the opportunity to speak regarding their proposed charges. Once the public hearing is held, the Board may then adopt the attached resolution that confirms the final charges, including any Board-directed changes, for the coming fiscal year.

#### RECOMMENDATION:

Open the public hearing, allow pertinent public testimony, close the public hearing, and adopt RESOLUTION NO. \_\_\_\_\_, *Resolution of the Montara Water and Sanitary District Overruling Protests and Confirming Reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year 2024-2025 and Delinquent Refuse Collection and Water Service Charges for Fiscal Year 2023-2024, Certifying List of Lots or Parcels of Land and Corresponding Charges Against Said Lots or Parcels and Directing Transmittal of Said Certified List and Charges to County Controller for Entry on the Current Assessment Roll.*

Attachments

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL YEAR 2024-2025 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2023-2024, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL**

**WHEREAS**, a written Report containing a description of each parcel of real property that shall receive sewerage services and facilities from the District and the amount of the service charge for each such parcel for Fiscal Year 2024-2025 was prepared and filed with the Secretary of the District; and

**WHEREAS**, a written Report containing a description of each parcel of real property that shall receive water services and facilities from the District and the amount of the Water System Reliability Charge for each such parcel for Fiscal Year 2024-2025 was prepared and filed with the Secretary of the District; and

**WHEREAS**, a written Report containing a description of each parcel of real property receiving refuse collection and recycling services from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2023-2024 was prepared and filed with the District Secretary; and

**WHEREAS**, a written Report containing a description of each parcel of real property receiving water services and facilities from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2023-2024 was prepared and filed with the Secretary of the District; and

**WHEREAS**, hearing was set for consideration of the Reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year July 1, 2024 - June 30, 2025, Delinquent Refuse Collection Charges and Delinquent Water Service Charges for Fiscal Year July 1, 2023 - June 30, 2024 for the purpose of collecting said charges on the assessment roll of the County of San Mateo pursuant to Sections 5470 through 5473.11 of the California Health and Safety Code; and

**WHEREAS**, notice was given of the date, time and place of the above-mentioned hearing in accordance with the provisions of said Code; and

**WHEREAS**, said matter came on regularly for hearing as so noticed; and



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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL YEAR 2024-2025 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2023-2024, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL**

**WHEREAS**, such written protests or other written communications objecting to the aforesaid Reports, or any of them, or any matter therein contained, that were submitted were considered by this Board at said hearing and all persons present and desiring to be heard were given the opportunity to be heard.

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

1. Objections to, and protests against, the above-described Reports of Sewer Service Charges and Water System Reliability Charges for Fiscal Year 2024-2025 and Delinquent Refuse Collection Charges and Delinquent Water Service Charges, respectively, for fiscal year 2023-2024 proposed for collection on the assessment roll of the County of San Mateo were not made by owners of a majority of the separate parcels of property described in each of said Reports against which such charges for the corresponding services and facilities provided by the District were fixed.

2. Any and all objections to, and protests against, said Reports of Sewer Service Charges, Water System Reliability Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges have been heard and considered by this Board and said objections and protests shall be, and each of them is, hereby overruled.

3. Said Reports of Sewer Service Charges, Water System Reliability Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges are hereby adopted in full without revision, change, reduction, or modification of any charge specified therein for entry of said charges on the assessment roll, and the list of the lots or parcels of land as they appear on the current assessment roll subject to such charges and the amounts of the installments of such charges and the interest to be entered against such lots or parcels on the assessment roll are hereby certified.

4. The Secretary of the District is hereby authorized and directed to file with the County Controller of the County of San Mateo, on or before the 30th day

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE  
CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL  
YEAR 2024-2025 AND DELINQUENT REFUSE COLLECTION AND WATER  
SERVICE CHARGES FOR FISCAL YEAR 2023-2024, CERTIFYING LIST OF  
LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST  
SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID  
CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY  
ON THE CURRENT ASSESSMENT ROLL**

of July 2024, copies of the above-described Reports, or a document combining said Reports, upon each of which, or upon the combined Report, shall be endorsed over his or her signature a statement that each such Report had been finally adopted by the Board of the Montara Water and Sanitary District.

5. The County Controller of the County of San Mateo shall, upon receipt of said Reports or the document combining said Reports, enter the amounts of the charges therein described against the corresponding lots or parcels of real property therein described, as said lots or parcels appear on the current assessment roll, and the County Treasurer/Tax Collector shall include the amounts of the installments of such charges and the interest on bills for taxes levied against the said respective lots and parcels of land.

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

COUNTERSIGNED:

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

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

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE  
CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL  
YEAR 2024-2025 AND DELINQUENT REFUSE COLLECTION AND WATER  
SERVICE CHARGES FOR FISCAL YEAR 2023-2024, CERTIFYING LIST OF  
LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST  
SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID  
CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY  
ON THE CURRENT ASSESSMENT ROLL**

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 20<sup>th</sup> day of June 2024, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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

**NOTICE OF FILING REPORT ON COLLECTION OF SEWER SERVICE CHARGES, DELINQUENT SEWER, WATER AND REFUSE COLLECTION SERVICE CHARGES AND WATER SYSTEM RELIABILITY CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2024-2025 AND OF PUBLIC HEARING THEREON**

**NOTICE IS HEREBY GIVEN** that the General Manager of the Montara Water and Sanitary District, a public entity in the County of San Mateo, California, has filed with the District Secretary the Report On the Collection of Sewer Service Charges, Delinquent Water, Sewer Service and Refuse Collection Charges and Water System Reliability Charges for Fiscal Year July 1, 2024 - June 30, 2025 required under California Health and Safety Code Sections 5470 and 5473 for the collection of such charges on the tax roll. The Report contains a description of each parcel of real property receiving water, sewer and refuse collection services and facilities from or through the District and the amount of the delinquent and other charges pertaining thereto. The Report is on file at the District Administrative Offices at the address appearing below.

**NOTICE IS HEREBY FURTHER GIVEN** that the District Board will hold a public hearing on the question of approval of the Report and the charges therein specified on and at the following date, time and place:

Date: June 20, 2024

Time: 7:30 p.m., or as soon thereafter as the matter may be heard

Place: Boardroom

District Administrative Offices

Montara Water and Sanitary District

8888 Cabrillo Highway (State Route Highway 1)

Montara, California

**Remote and telephonic attendance will additionally be permitted by visiting [www.montara.org](http://www.montara.org) for access information.**

Upon the conclusion of the hearing the District Board may adopt, revise, change, reduce or modify any charge or overrule any or all objections and shall make its determination upon each charge or delinquent charge as described in the Report, which determination shall be final.

**SMCT# 0006833310 Jun 7 and 14, 2024**



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Approval of 2024 - 25 Water and Sewer Budget and Capital Improvement Programs.**

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The Board reviewed a draft version of the FY 2024-25 budget in April this year. The Finance Committee provided input throughout the process and met on May 15<sup>th</sup> to review the draft Budget and suggest changes. The draft budget has been updated on a monthly basis based on month end actuals in order to more accurately reflect our estimates for FY 24-25.

The Budget contains a maximum 6% increase to Water Rates, Sewer Rates and the Water Reliability Charge, as suggested and approved in the Prop 218 notice. The 6% rate increase represents a deviation from the approved Prop 218 notice and rate study performed in FY 2022-23 which suggested a 9% rate increase for FY 2024-25.

Sewer Service charges revenue is budgeted to increase \$188,363 based on the 6% rate increase.

Based on the 6% rate increase, Water sales revenue is budgeted to only increase by \$2,000 to \$2,016,000. The slight increase in revenue is to account for expected reduction in water usage.

As noted above, the District's Water Reliability Charge, which is used to partially fund the District's CIP projects, is budgeted at \$1,178,148 an increase of \$66,688.

Property tax income was budgeted with a 33.33% increase or \$100,000 for FY 2024-25 for a total of \$800,000 (\$400K per fund) to account for increased assessed value and recent home sales in the District as well as a portion of expected excess Educational Revenue Augmentation Fund (ERAF).

A 3.77% Cost of Living increase for all non-exempt employees is also included in the Budget. The number of Full Time Position at MWSD will remain at 8, no new FTE hires are planned at this time. The District plans on continuing to utilize part-time administrative assistance as well as temporary operators.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

The overall impact of the additional part time and temporary employees along with the cost-of-living adjustment is \$1,688,135 which is an increase of \$108,537 (\$23,942 Sewer & \$84,595 Water). Personnel costs include both Wages as well as benefits.

Sewer Authority Mid-Coastside assessment for the next fiscal year is budgeted at \$2,648,557, a combined increase of 16.35% over the prior year. Costs are a combination of O&M, Collections, & expected pass-through costs. Please note, the above figure is in excess of the budget SAM management provided to the District as it is expected that additional funds will be requested for necessary capital projects of SAM infrastructure.

Financing activities which represent Loan and Bond payments for both Sewer and Water Fund amount to \$1,454,208. Interest expense equal to \$125,778 & principal payments of \$1,328,430.

District-wide Infrastructure improvement costs total \$9,265,754 (\$5,650,754 Sewer & \$3,615,000 Water) as detailed in the 5-year CIP program provided by the District's engineers. The large increase is representative of recent year's scheduled projects not taking place due to delays in permitting.

Connection fee income is projected to be higher due to increased demand to connect to the system. The District has seen the increase in demand in each of the past 3 fiscal years.

MWSD expects a total combined cash flow income of \$10,564,723 and combined expenses of \$16,954,380. In total, both Sewer and Water funds are expected to pull from reserves a total of \$6,389,657. Please note, both funds have sufficient reserves to cover the expected revenue shortfall.

## RECOMMENDATION:

Authorize a 3.77% Cost of Living increase for all non-exempt employees, and adopt Resolution No.\_\_\_\_\_, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING BUDGET FOR THE FISCAL YEAR 2024-2025.

Attachments

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

**RESOLUTION OF THE MONTARA WATER AND  
SANITARY DISTRICT APPROVING BUDGET FOR THE  
FISCAL YEAR 2024-2025**

RESOLVED, by the Board of the Montara Water and Sanitary District, San Mateo County, California, as follows:

1. That the balances on hand as of June 30, 2024, in each of funds of the District, shall be reserved for use by the District during the Fiscal Year 2024-2025.
2. That the budget for said District for the Fiscal Year 2024-2025 heretofore presented to this Board and a copy of which is hereto attached and the same is hereby approved.
3. That the Secretary of this District be, and hereby is, authorized and directed to file a certified copy of this resolution with the budget of this District thereto attached, with the County Controller of San Mateo County.

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

COUNTERSIGNED:

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

\* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting held on the 20<sup>th</sup> day of June 2024, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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

Date of change

- 3/18/2024
  - 1 Proforma
  - 2 Elimination of Operator in training & temporary worker
  - 3 Update of Salary Schedule from 2.37% to 3% for modeling purposes.
  - 4 Update of Payroll worksheet based on actual hours
  - 5 Update of payroll worksheet - include two temporary operators as well as update part-time admin with actual
  - 6 Update operations budget individual line items based on conversation with Clemens
  - 7 Inclusion of Glossary
- 5/7/2024
  - 8 Updated for 3/31/2024 activity
- 5/7/2024
  - 9 Updated 4/15 & 4/30 payroll periods
- 5/7/2024
  - 10 Updated Water CIP
- 5/7/2024
  - 11 Updated Sewer CIP
- 5/15/2024
  - 12 April to April update - COLA 3.77%
  - 13 Increased Property tax by \$75K per fund - representing a portion of expectation of ERAF for both sewer and water
  - 14 Increased sewer refund amount from \$10K to \$30K
  - 15 Increased water refunds from \$8K to \$16K
  - 16 Increased sewer rate by 6%
  - 17 Split meters 50/50 budget - moved 100% of FY 23-24 cost to Sewer.
  - 18 Modeling 9% water increase
  - 19 Fix management projection - see blue highlight
  - 20 reduced elections expense
  - 21 Increased water quality engineering - \$150 to \$200
  - 22 Water lab supplies - increased to \$20 from \$10
  - 23 reduced maintenance water mains by \$5K
  - 24 water purchases doubled - \$25K to \$50K
  - 25 Chemicals doubled to \$60K
  - 26 Increase in SAM expense of \$350K in anticipation of mid year budget adjustment - includes both design and completion of force main
- 5/17/2024
  - 27 Update with April 2024 actuals
- 5/21/2024
  - 28 Update reserve analysis and new reserve policy.
- 5/29/2024
  - 29 Rate increase for Sewer Service Charges - 6%
  - 30 Rate increase for Water Service Charges - 6% - revenue increase budgeted flat due to less usage
  - 31 Rate increase for Water Reliability Charges - 6%
  - 32 Added headers to Water & sewer CIP worksheets
  - 33 Shifted \$1M to FY 25/26 for Pillar Ridge Water Treatment Plant Rehab, but for project set at \$800K for FY 24/25
  - 34 Footnote regarding additional SAM funding budgeted included on Sewer Cash Flow
- 6/13/2024
  - 35 Reduce Sewer CIP by \$500K - FY 23-24 roll over project line item
  - 36
  - 37
  - 38





# Montara Water & Sanitary

## Budgeted Cash Flow - Sewer

### Fiscal year 2024-2025

#### Cash flow summary

#### Operating cash flow

Operating income		<u>FY 2023-24</u>		<u>FY 2024-25</u>	<u>Variance (%)</u>	<u>Variance (\$)</u>
Sewer Service Charges	\$	3,873,231	\$	4,041,594	4.35%	\$ 168,363
Cell Tower Lease	\$	83,000	\$	86,500	4.22%	\$ 3,500
Permits, Fees & Other	\$	18,000	\$	18,000	0.00%	\$ -
Property Tax	\$	300,000	\$	400,000	33.33%	\$ 100,000
Waste Collection Revenues	\$	30,000	\$	32,000	6.67%	\$ 2,000
<b>Total operating income</b>	<b>\$</b>	<b>4,304,231</b>	<b>\$</b>	<b>4,578,094</b>		<b>\$ 273,863</b>
<b>Operating expenses</b>						
Personnel	\$	(458,282)	\$	(482,225)	5.22%	\$ (23,942)
Professional Services	\$	(318,250)	\$	(321,588)	1.05%	\$ (3,338)
Facilities & Administration	\$	(88,650)	\$	(72,500)	-18.22%	\$ 16,150
Engineering	\$	(70,000)	\$	(40,000)	-42.86%	\$ 30,000
Pumping	\$	(65,000)	\$	(67,000)	3.08%	\$ (2,000)
Sewer Authority Mid-Coastside **	\$	(2,276,314)	\$	(2,648,557)	16.35%	\$ (372,243)
All other Accounts	\$	(99,600)	\$	(176,200)	76.91%	\$ (76,600)
<b>Total operating expenses</b>	<b>\$</b>	<b>(3,376,096)</b>	<b>\$</b>	<b>(3,808,070)</b>		<b>\$ (431,973)</b>
<b>Net Cash Flow Provided by Operations</b>	<b>\$</b>	<b>928,135</b>	<b>\$</b>	<b>770,024</b>		<b>\$ (158,110)</b>
<b>Investment cash flow</b>						
<b>Investment income</b>						
Interest Revenue	\$	60,000	\$	160,000	166.67%	\$ 100,000
<b>Total investment income</b>	<b>\$</b>	<b>60,000</b>	<b>\$</b>	<b>160,000</b>		<b>\$ 100,000</b>
<b>Investment expenses</b>						
Capital Improvement Program	\$	(3,849,285)	\$	(5,500,754)	42.90%	\$ (1,651,469)
Capital Improvement Program - Non Project	\$	(150,000)	\$	(150,000)	0.00%	\$ -
<b>Total investment expenses</b>	<b>\$</b>	<b>(3,999,285)</b>	<b>\$</b>	<b>(5,650,754)</b>		<b>\$ (1,651,469)</b>
<b>Net Cash Flow Used by Investments</b>	<b>\$</b>	<b>(3,939,285)</b>	<b>\$</b>	<b>(5,490,754)</b>		<b>\$ (1,551,469)</b>
<b>Financing cash flow</b>						
<b>Financing income</b>						
Connection Fees	\$	295,000	\$	415,000	40.68%	\$ 120,000
<b>Total financing income</b>	<b>\$</b>	<b>295,000</b>	<b>\$</b>	<b>415,000</b>		<b>\$ 120,000</b>
<b>Financing expenses</b>						
Loan Interest Expense	\$	(25,877)	\$	(22,417)	-13.37%	\$ 3,460
Loan Principal Payment	\$	(113,805)	\$	(118,577)	4.19%	\$ (4,772)
<b>Total financing expenses</b>	<b>\$</b>	<b>(139,682)</b>	<b>\$</b>	<b>(140,994)</b>		<b>\$ (1,312)</b>
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$</b>	<b>155,318</b>	<b>\$</b>	<b>274,006</b>		<b>\$ 118,688</b>
<b>Overall projected cash flow</b>	<b>\$</b>	<b>(2,855,833)</b>	<b>\$</b>	<b>(4,446,724)</b>		<b>\$ (1,590,891)</b>
<b>Transfer from/(to) Sewer Reserves</b>	<b>\$</b>	<b>2,855,833</b>	<b>\$</b>	<b>4,446,724 *</b>		<b>\$ 1,590,891</b>
<b>Net cash flow</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>		

\* Please see discussion of Sewer operating reserve funds on page 15. In addition, please review the Sewer CIP project summary list on page 11.

\*\* The amount budgeted for Sewer Authority Mid-Coastside (SAM) is a combination of the SAM budget provided by SAM management plus an additional \$350,000 which represents MWSD's 20% share of the anticipated cost of the SAM force main located in Montara rehabilitation project which has been agreed upon by consent decree, but has yet to receive funding from all SAM member agencies.



# Montara Water & Sanitary

## Budgeted Cash Flow - Water

### Fiscal year 2024-2025

#### Cash flow summary

#### Operating cash flow

Operating income	FY 2023-2024	FY 2024-25	Variance (%)	Variance (\$)
Water Sales	\$ 2,006,000	\$ 2,000,000	-0.30%	\$ (6,000)
Permits, Fees & Other	\$ 8,600	\$ 4,600	-46.51%	\$ (4,000)
Property Tax	\$ 300,000	\$ 400,000	33.33%	\$ 100,000
Backflow Testing & Other	\$ 18,000	\$ 18,500	2.78%	\$ 500
<b>Total operating income</b>	<b>\$ 2,332,600</b>	<b>\$ 2,423,100</b>		<b>\$ 90,500</b>
<b>Operating expenses</b>				
Personnel	\$ (1,121,315)	\$ (1,205,910)	7.54%	\$ (84,595)
Professional Services	\$ (199,250)	\$ (196,138)	-1.56%	\$ 3,112
Facilities & Administration	\$ (128,750)	\$ (121,000)	-6.02%	\$ 7,750
Engineering	\$ (125,000)	\$ (210,000)	68.00%	\$ (85,000)
Pumping	\$ (130,700)	\$ (132,500)	1.38%	\$ (1,800)
Supply	\$ (57,500)	\$ (71,000)	23.48%	\$ (13,500)
Collection/Transmission	\$ (250,000)	\$ (185,000)	-26.00%	\$ 65,000
Treatment	\$ (75,000)	\$ (110,000)	46.67%	\$ (35,000)
All Other Accounts	\$ (179,500)	\$ (194,800)	8.52%	\$ (15,300)
<b>Total operating expenses</b>	<b>\$ (2,267,015)</b>	<b>\$ (2,426,348)</b>		<b>\$ (159,333)</b>
<b>Net Cash Flow Provided by Operations</b>	<b>\$ 65,585</b>	<b>\$ (3,248)</b>		<b>\$ (68,833)</b>

#### Investment cash flow

Investment income	FY 2023-2024	FY 2024-25	Variance (%)	Variance (\$)
Interest Revenue	\$ 60,000	\$ 200,000	233.33%	\$ 140,000
GO Bonds, Assessment Receipts	\$ 1,195,381	\$ 1,195,381	0.00%	\$ -
Water System Reliability Charge	\$ 1,111,460	\$ 1,178,148	6.00%	\$ 66,688
<b>Total investment income</b>	<b>\$ 2,366,841</b>	<b>\$ 2,573,529</b>		<b>\$ 206,688</b>
<b>Investment expenses</b>				
Capital Improvement Program	\$ (3,715,000)	\$ (3,465,000)	-6.73%	\$ 250,000
Capital Improvement Program - Non Project	\$ (150,000)	\$ (150,000)	0.00%	\$ -
<b>Total investment expenses</b>	<b>\$ (3,865,000)</b>	<b>\$ (3,615,000)</b>		<b>\$ 250,000</b>
<b>Net Cash Flow Used by Investments</b>	<b>\$ (1,498,159)</b>	<b>\$ (1,041,471)</b>		<b>\$ 456,688</b>

#### Financing cash flow

Financing income	FY 2023-2024	FY 2024-25	Variance (%)	Variance (\$)
Connection Fees	\$ 240,000	\$ 415,000	72.92%	\$ 175,000
<b>Total financing income</b>	<b>\$ 240,000</b>	<b>\$ 415,000</b>		<b>\$ 175,000</b>
<b>Financing expenses</b>				
Long Term Debt - Interest Expense	\$ (122,561)	\$ (103,361)	-15.67%	\$ 19,200
Long Term Debt - Principal Payment	\$ (1,190,085)	\$ (1,209,853)	1.66%	\$ (19,768)
<b>Total financing expenses</b>	<b>\$ (1,312,646)</b>	<b>\$ (1,313,214)</b>		<b>\$ (568)</b>
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$ (1,072,646)</b>	<b>\$ (898,214)</b>		<b>\$ 174,432</b>
<b>Overall projected cash flow</b>	<b>\$ (2,505,220)</b>	<b>\$ (1,942,934)</b>		<b>\$ 562,287</b>
<b>Transfer from/(to) Water Reserves</b>	<b>\$ 2,505,220</b>	<b>\$ 1,942,934</b>	<b>*</b>	<b>\$ (562,287)</b>
<b>Net cash flow</b>	<b>\$ -</b>	<b>\$ -</b>		

\* Please see discussion of Water operating reserve funds on page 14. In addition, please review the Water CIP project summary list on page 12.



# MWSD – Fiscal Year 2024-25 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	2021-22				Income/Expenditures				Projected as % of Budget	Proposed Budgeted amounts 2024-25	Increase/(Decrease)	
		2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	as of April 30, 2024	% To Date	Projected	from 2023-2024 \$			%	
Cell Tower Lease:	4220	34,032	80,315	79,672	83,000	70,695	85.18%	84,834	102.21%	86,500	3,500	4.22%	
Administrative Fees (New Construction):	4410	4,932	7,397	3,554	4,000	1,244	31.10%	1,493	37.32%	4,000	0	0.00%	
Administrative Fees (Remodel):	4420	548	569	0	1,000		0.00%	0	0.00%	1,000	0	0.00%	
Inspection Fees (New Construction):	4430	3,626	6,994	3,363	4,000	1,178	29.45%	1,414	35.34%	4,000	0	0.00%	
Inspection Fees (Remodel):	4440	518			1,000		0.00%	0	0.00%	1,000	0	0.00%	
Mainline Extension Fees:	4450		6,000		0		0.00%	0	0.00%	0	0	0.00%	
Remodel Fees:	4460	10,601	18,826	7,133	8,000	6,898	86.23%	8,278	103.47%	8,000	0	0.00%	
Other Fees:	4470	7,500				160	100.00%	192	100.00%	0	0	0.00%	
Grants:	4510	136		136		1,092,710	100.00%	1,311,252	100.00%	0	0	0.00%	
Property Tax Receipts:	4610	455,194	516,917	526,690	300,000	520,957	173.65%	550,000	183.33%	400,000	100,000	33.33%	
Sewer Service Charges:	4710	3,429,746	3,582,585	3,806,420	3,883,231	3,524,907	90.77%	3,883,231	100.00%	4,071,594	188,363	4.85%	
Sewer Service Refunds, Customer:	4720	(42,650)	(8,166)	(4,665)	(10,000)	(22,815)	228.15%	(27,378)	273.78%	(30,000)	(20,000)	200.00%	
Waste Collection Revenues:	4760	27,202	26,055	29,253	30,000	24,447	81.49%	29,336	97.79%	32,000	2,000	6.67%	
Other Revenue:	4990	189,253	2,902	2,443		224	100.00%	269	100.00%		0	0.00%	
<b>Total Operating Revenue:</b>		<b>4,120,638</b>	<b>4,240,394</b>	<b>4,453,999</b>	<b>4,304,231</b>	<b>5,220,605</b>	121.29%	<b>5,842,920</b>	135.75%	<b>4,578,094</b>	<b>273,863</b>	6.65%	
<b>Operating Expenses</b>													
Bank Fees:	5190	8,517	4,811	5,715	6,000	4,465	74.42%	5,358	89.30%	6,000	0	0.00%	
Board Meetings:	5210	4,050	3,856	5,535	4,000	4,314	107.85%	5,177	129.42%	6,000	2,000	66.67%	
Director Fees:	5220	3,525	4,925	6,450	10,000	6,680	66.80%	8,016	80.16%	10,000	0	0.00%	
Election Expenses:	5230	0	7,500	7,500	15,000	7,500	50.00%	7,500	50.00%	7,500	(7,500)	-100.00%	
Conference Attendance:	5250	0	1,918	2,271	10,000	2,027	20.27%	2,432	24.32%	10,000	0	0.00%	
Information Systems:	5270	6,875	4,099	6,299	6,000	3,965	66.08%	4,758	79.30%	6,000	0	0.00%	
Fidelity Bond:	5310	438			500	438	87.60%	438	87.60%	500	0	0.00%	
Property & Liability Insurance:	5320	9,851	8,057	8,510	10,000	14,216	142.16%	14,216	142.16%	13,000	3,000	20.00%	
LAFCO Assessment:	5350	5,318	2,708	2,887	3,000		0.00%	2,900	96.67%	3,100	100	4.00%	
General Legal:	5430	59,250	99,681	79,381	200,000	53,703	26.85%	64,444	32.22%	200,000	0	0.00%	
Litigation:	5440	203,505	176,781	113,942		64,870	100.00%	77,844	100.00%		0	#DIV/0!	
Maintenance, Office:	5510	4,096	3,382	14,267	25,000	2,242	8.97%	2,690	10.76%	10,000	(15,000)	-100.00%	
Memberships:	5530	600	4,408	4,435	5,000	4,500	90.00%	4,500	90.00%	5,200	200	5.00%	
Office Supplies:	5540	4,094	6,692	8,410	8,250	5,704	69.14%	6,845	82.97%	8,500	250	10.00%	
Postage:	5550	463	1,124	1,284	1,150	1,670	145.22%	2,004	174.26%	2,000	850	212.50%	
Printing & Publishing:	5560	1,397	943	4,294	2,250	3,296	146.49%	3,955	175.79%	4,500	2,250	150.00%	
Accounting:	5610	34,978	38,590	42,908	39,000	33,958	87.07%	40,750	104.49%	40,000	1,000	2.63%	
Audit:	5620	13,150	13,661	16,500	13,500	8,700	64.44%	8,700	64.44%	14,938	1,438	8.72%	
Consulting:	5630	66,299	51,037	54,999	52,250	34,991	66.97%	41,989	80.36%	52,250	0	0.00%	
Data Services:	5640	6,386	9,283	9,853	10,000	10,413	104.13%	10,413	104.13%	10,200	200	2.22%	
Labor & HR Support:	5650	2,562	2,562	2,572	2,500	2,164	86.56%	2,562	102.48%	3,000	500	20.00%	
Payroll Services:	5660	968	1,000	1,192	1,000	1,100	110.00%	1,320	132.00%	1,200	200	20.00%	
San Mateo County Tax Roll Charges:	5710	119	119	119	2,500	119	4.76%	143	5.71%	2,500	0	0.00%	
Telephone & Internet:	5720	32,546	38,358	46,869	40,000	24,544	61.36%	29,453	73.63%	35,000	(5,000)	-20.00%	
Mileage Reimbursement:	5730	0	254	173	2,000	928	46.40%	1,114	55.68%	2,000	0	0.00%	
Reference Materials:	5740	55			200		0.00%	0	0.00%	200	0	0.00%	
Other Administrative:	5790	94	(287)	2,560		(3,423)	(3.684)	(4,108)	100.00%		0	#DIV/0!	
CalPERS 457 Deferred Plan:	5810	18,545	21,689	20,579	21,486	21,654	100.78%	25,985	120.94%	23,579	2,093	10.80%	
Employee Benefits:	5820	55,091	40,493	70,965	52,135	44,298	84.97%	53,158	101.96%	60,916	8,781	20.04%	
Disability Insurance:	5830	1,747	1,769	1,733	2,271	1,545	68.02%	1,854	81.63%	2,211	(61)	-2.95%	
Payroll Taxes:	5840	17,028	17,451	18,494	25,393	18,357	72.29%	22,028	86.75%	26,180	787	3.41%	
PARS:	5850	25,388	18,497	20,840	22,147	15,365	69.38%	18,438	83.25%	24,322	2,175	11.48%	
Management:	5910	128,011	131,607	114,976	122,617	127,489	103.97%	147,559	120.34%	143,082	20,465	16.56%	
Staff :	5920	131,838	140,442	173,071	205,767	164,368	79.88%	198,368	96.40%	195,379	(10,388)	-5.93%	
Staff Certification:	5930	1,913	2,100	2,100	1,800	1,750	97.22%	2,100	116.67%	1,800	0	0.00%	
Staff Overtime:	5940	3,411	4,813	6,259	1,754	5,442	310.34%	6,530	372.41%	1,722	(31)	-2.23%	
Staff Standby:	5950			43		1,515	100.00%	1,818	100.00%	0	0	#DIV/0!	
Worker's Compensation Insurance:	5960	2,699	2,585	4,221	2,913	2,220	76.22%	2,664	91.47%	3,032	120	4.47%	
Claims, Property Damage:	6170	976	3,076		10,000		0.00%	10,000	100.00%	10,000	0	0.00%	
Education & Training:	6195		93	42	2,000	2,500	125.00%	3,000	150.00%	4,000	2,000	200.00%	
General Engineering:	6220	24,889	56,067	64,020	70,000	35,433	50.62%	42,520	60.74%	40,000	(30,000)	-85.71%	
Equipment & Tools, Expensed:	6320		14				0.00%	0	0.00%		0	#DIV/0!	
Alarm Services:	6335	6,688	5,432	6,004	6,000	6,522	108.70%	7,826	130.44%	6,500	500	9.09%	
Landscaping:	6337	4,875	8,525	4,800	6,000	3,000	50.00%	3,600	60.00%	6,000	0	0.00%	



## MWSD — Fiscal Year 2024-25 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	2021-22			Income/Expenditures			Projected	Projected as % of Budget	Proposed Budgeted amounts 2024-25	Increase/(Decrease) from 2023-2024 \$	Increase/(decrease) %
		2020-21 Actual	Actual	2022-23 Actual	2023-24 Budget	as of April 30, 2024	% To date					
Pumping Fuel & Electricity:	6410	45,778	44,443	48,048	50,000	46,651	93.30%	55,981	111.96%	57,000	7,000	15.56%
Pumping Maintenance, Generators:	6420		903	4,644	15,000	4,515	30.10%	5,418	36.12%	10,000	(5,000)	#DIV/0!
Pumping Maintenance, General:	6430		8,959				0.00%	0	0.00%		0	#DIV/0!
Maintenance, Collection System:	6660		0		10,000		0.00%	0	0.00%	10,000	0	0.00%
Meters:	6665					129,316	100.00%	155,179	100.00%	75,000	75,000	#DIV/0!
Uniforms:	6770		0		200		0.00%	0	0.00%	200	0	0.00%
Fuel:	6810	687	1,297	3,641	2,000	2,881	144.05%	3,457	172.86%	3,500	1,500	150.00%
Truck Equipment, Expensed:	6820	38	209	134	200	386	193.00%	463	231.60%	500	300	187.50%
Truck Repairs:	6830	88	343	1,167	1,000	312	31.20%	374	37.44%	1,000	0	0.00%
Total Other Operations:	6890					0	0.00%	0	0.00%		0	#DIV/0!
SAM Collections:	6910	281,817	304,309	284,186	294,862	245,718	83.33%	294,862	100.00%	237,175	(57,687)	-20.30%
SAM Operations:	6920	1,584,637	1,532,608	1,694,036	1,806,452	1,274,870	70.57%	1,529,844	84.69%	2,218,382	411,930	23.85%
SAM Other:	6930					784,097	100.00%	940,916	100.00%		0	#DIV/0!
SAM Maintenance, Collection System:	6940				45,000	10,972	24.38%	13,166	29.26%	45,000	0	0.00%
SAM Maintenance, Pumping:	6950				130,000	160,080	123.14%	192,096	147.77%	130,000	0	0.00%
SAM NDWSCP:	6960		24,482	5,147		11,105	100.00%	13,326	100.00%	18,000	18,000	#DIV/0!
<b>Total Operations Expense:</b>		<b>2,805,280</b>	<b>2,849,142</b>	<b>2,998,089</b>	<b>3,376,096</b>	<b>3,415,445</b>	<b>101.17%</b>	<b>4,097,944</b>	<b>121.38%</b>	<b>3,808,070</b>	<b>431,973</b>	<b>13.73%</b>
<b>Net Change in position from Operations:</b>		<b>1,315,358</b>	<b>1,391,252</b>	<b>1,455,910</b>	<b>928,135</b>	<b>1,805,160</b>	<b>194.49%</b>	<b>1,744,976</b>	<b>188.01%</b>	<b>770,024</b>	<b>(158,110)</b>	<b>-16.24%</b>

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## MWSD — Fiscal Year 2024-25 Non-Operating Budget - SEWER ENTERPRISE

	GL Codes	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	Income/Expenditures			Projected as Proposed Budgeted			Increase/(Decrease)	
						as of April 30, 2024	% To date	Projected	% of Budget	amounts 2024-25	from 2023-2024 \$	%	
<b>Non Operating Revenue</b>													
Connection Fees, Residential New Const:	7110	183,873	242,298	184,288	220,000	133,194	60.54%	159,833	72.65%	210,000	(10,000)	-4.55%	
Connection Fees, Residential Remodel:	7120	2,774	53,312	41,559	55,000	39,051	71.00%	46,861	85.20%	60,000	5,000	9.09%	
Connection Fee Refunds:	7152			(26,922)	(20,000)	0	0.00%	0	0.00%	(20,000)	0	0.00%	
Additional Fixture Units New Const:	7153		22,617	17,165	20,000	43,911	219.56%	52,693	263.47%	50,000	30,000	150.00%	
Additional Fixture Units Remodel:	7155		79,005	73,359	20,000	139,470	697.35%	167,364	836.82%	115,000	95,000	475.00%	
PFP Pass Thru:	7160		12,869			(32,543)	100.00%	(39,052)	100.00%		0	#DIV/0!	
Meter Pass Thru Costs:	7165			(7,963)		(2,858)	100.00%	(3,430)	100.00%		0	#DIV/0!	
Mainline Extension Pass Thru:	7170			(6,952)		(268)	100.00%	(322)	100.00%		0	#DIV/0!	
LAIF, Interest:	7200	38,726	12,872	85,304	60,000	188,059	313.43%	225,671	376.12%	160,000	100,000	166.67%	
<b>Total Non Operating Revenue:</b>		<b>225,373</b>	<b>422,973</b>	<b>359,838</b>	<b>355,000</b>	<b>508,016</b>	143.10%	<b>609,619</b>	171.72%	<b>575,000</b>	<b>220,000</b>	94.42%	
<b>Non Operating Expense</b>													
PNC Equipment Lease:	9125	11,535	11,970	9,350	7,176	5,801	80.84%	7,176	100.00%	4,761	(2,415)	-33.65%	
I-Bank Loan:	9200	21,263	20,296	19,299	18,702	10,695	57.19%	18,702	100.00%	17,656	(1,046)	-5.59%	
<b>Total Non Operating Expense:</b>		<b>32,798</b>	<b>32,266</b>	<b>28,649</b>	<b>25,878</b>	<b>16,496</b>	63.75%	<b>25,878</b>	100.00%	<b>22,417</b>	<b>(3,461)</b>	-13.37%	
<b>Net Change in position from Non Operating activities:</b>		<b>192,575</b>	<b>390,707</b>	<b>331,189</b>	<b>329,122</b>	<b>491,520</b>		<b>583,741</b>		<b>552,583</b>	<b>223,461</b>		

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## MWSD – Fiscal Year 2024-25 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2020-21				2021-22				2022-23				2023-24				Income/Expenditures				Projected as % of Budget	Proposed Budgeted amounts 2024-25	Increase/(Decrease) from 2023-2024 \$	Increase/(decrease) %
		Actual	Actual	Actual	Budget	Actual	Actual	Actual	Budget	Actual	Actual	Actual	Budget	as of April 30, 2024	% To date	Projected	as of April 30, 2024	% To date	Projected						
Cell Tower Lease:	4220	33,985	0													0.00%	0	0.00%			0		#DIV/0!		
Administrative Fees (New Construction):	4410	6,028	8,535	4,151	4,000	1,244									31.10%	1,493	37.32%			2,000	(2,000)	-50.00%			
Administrative Fees (Remodel):	4420	548	569		600										0.00%	0	0.00%			600	0	0.00%			
Inspection Fees (New Construction):	4430	5,698	8,415	3,928	4,000	1,178									29.45%	1,414	35.34%			2,000	(2,000)	-50.00%			
Inspection Fees (Remodel):	4440	518	538		0										0.00%	0	0.00%			0	0	#DIV/0!			
Mainline Extension Fees:	4450	85,905	82,882		0										0.00%	0	0.00%			0	0	#DIV/0!			
Other Fees	4470	489	186			160									100.00%	192	100.00%			0	0	#DIV/0!			
Grants:	4510	136	136												0.00%	0	0.00%			0	0	#DIV/0!			
Property Tax Receipts:	4610	455,194	516,917	526,690	300,000	520,957	173.65%								173.65%	550,000	183.33%			400,000	100,000	33.33%			
Testing, Backflow:	4740	15,828	25,730	24,366	18,000	21,957	121.98%								121.98%	18,285	101.58%			18,500	500	2.78%			
Water Sales:	4810	1,952,964	1,752,213	1,776,601	2,014,000	1,560,630	77.49%								77.49%	1,872,756	92.99%			2,016,000	2,000	0.10%			
Water Sales Refunds, Customer:	4850	(2,817)	(3,210)	(5,840)	(8,000)										0.00%	0	0.00%			(16,000)	(8,000)	100.00%			
Other Revenue:	4990	6,393	3,541	13,380		1,261,191	100.00%								100.00%	1,513,429	100.00%			0	0	#DIV/0!			
<b>Total Operating Revenue:</b>		<b>2,560,869</b>	<b>2,396,316</b>	<b>2,343,412</b>	<b>2,332,600</b>	<b>3,367,317</b>	<b>144.36%</b>								<b>144.36%</b>	<b>3,957,569</b>	<b>169.66%</b>			<b>2,423,100</b>	<b>90,500</b>		<b>3.88%</b>		
<b>Operating Expenses</b>																									
Bank Fees:	5190	1,777	4,811	5,715	5,500	4,465	81.18%								81.18%	5,358	97.42%			6,000	500	9.09%			
Board Meetings:	5210	4,050	3,856	5,535	4,000	4,314	107.85%								107.85%	5,177	129.42%			6,000	2,000	50.00%			
Director Fees:	5220	3,525	4,925	6,450	10,000	6,680	66.80%								66.80%	8,016	80.16%			10,000	0	0.00%			
Election Expenses:	5230	0		7,500	15,000	7,500	50.00%								50.00%	7,500	50.00%			10,000	(5,000)	-33.33%			
Bond Issue Cost:	5235	66,381													0.00%	0	0.00%			0	0	#DIV/0!			
CDPH Fees:	5240	12,004	15,707	17,526	18,000	18,669	103.72%								103.72%	18,669	103.72%			20,000	2,000	11.11%			
Conference Attendance:	5250	0	1,918	2,271	15,000	4,362	29.08%								29.08%	5,234	34.90%			15,000	0	0.00%			
Information Systems:	5270	6,875	13,989	6,299	6,500	3,964	60.99%								60.99%	4,757	73.18%			6,500	0	0.00%			
Fidelity Bond:	5310	438			500	434	86.80%								86.80%	434	86.80%			500	0	0.00%			
Property & Liability Insurance:	5320	0	7,987	8,510	10,000	13,817	138.17%								138.17%	13,817	138.17%			14,000	4,000	40.00%			
LAFCO Assessment:	5350	5,872	2,755	3,293	3,000										0.00%	3,500	116.67%			3,700	700	23.33%			
General Legal:	5430	116,294	74,809	84,542	75,000	53,683	71.58%								71.58%	64,420	85.89%			75,000	0	0.00%			
Litigation:	5440			1,224		1,888	100.00%								100.00%	2,266	100.00%			0	0	#DIV/0!			
Maintenance, Office:	5510	10,653	3,524	14,267	25,000	2,737	10.95%								10.95%	3,284	13.14%			10,000	(15,000)	-60.00%			
Memberships:	5530	24,540	20,318	22,662	25,000	22,790	91.16%								91.16%	22,175	88.70%			25,000	0	0.00%			
Office Supplies:	5540	4,098	6,797	8,471	6,250	5,704	91.26%								91.26%	6,845	109.52%			8,000	1,750	28.00%			
Postage:	5550	13,451	14,890	17,948	14,750	16,564	112.30%								112.30%	19,877	134.76%			19,000	4,250	28.81%			
Printing & Publishing:	5560	1,397	1,488	4,344	5,750	6,861	119.32%								119.32%	8,233	143.19%			10,000	4,250	73.91%			
Accounting:	5610	34,978	38,590	42,908	39,000	33,958	87.07%								87.07%	40,750	104.49%			40,000	1,250	2.56%			
Audit:	5620	13,150	13,661	16,500	13,500	8,700	64.44%								64.44%	8,700	64.44%			14,938	1,438	10.65%			
Consulting:	5630	64,713	52,892	61,910	67,250	34,991	52.03%								52.03%	41,989	62.44%			50,000	(17,250)	-25.65%			
Data Services:	5640	6,386	10,400	11,190	1,000	1,200	120.00%								120.00%	1,200	120.00%			12,000	11,000	110.00%			
Labor & HR Support:	5650	2,562	2,562	2,572	2,000	2,164	86.56%								86.56%	2,562	102.48%			3,000	500	20.00%			
Payroll Services:	5660	968	1,000	1,192	1,000	1,101	110.10%								110.10%	1,321	132.12%			1,200	200	20.00%			
San Mateo County Tax Roll Charges:	5710	119	119	1,625	2,500	119	4.76%								4.76%	143	5.71%			2,500	0	0.00%			
Telephone & Internet:	5720	40,647	45,606	57,345	50,000	31,982	63.96%								63.96%	38,378	76.76%			40,000	(10,000)	-20.00%			
Mileage Reimbursement:	5730	75	525	571	2,000	1,469	73.45%								73.45%	1,763	88.14%			2,000	0	0.00%			
Reference Materials:	5740	55			500										0.00%	0	0.00%			500	0	0.00%			
Other Administrative:	5790	729	685	2,965		(240)	100.00%								100.00%	(288)	100.00%			0	0	#DIV/0!			
CalPERS 457 Deferred Plan:	5810	44,923	48,201	48,132	51,461	44,663	86.79%								86.79%	53,596	104.15%			55,390	3,929	7.63%			
Employee Benefits:	5820	120,304	116,781	158,066	155,291	129,401	83.33%								83.33%	155,281	99.99%			181,241	25,949	16.71%			
Disability Insurance:	5830	4,041	4,129	3,806	5,572	3,405	61.11%								61.11%	4,086	73.33%			5,815	243	4.36%			
Payroll Taxes:	5840	47,306	47,682	50,421	59,514	47,580	79.95%								79.95%	57,096	95.94%			68,858	9,343	15.70%			
PARS:	5850	26,477	40,261	43,908	47,101	34,361	72.95%								72.95%	41,233	87.54%			51,066	3,966	8.42%			
Management:	5910	128,011	131,608	114,976	122,617	127,489	103.97%								103.97%	147,559	120.34%			143,082	20,465	16.69%			
Staff:	5920	446,737	451,291	502,837	554,440	469,673	84.71%								84.71%	563,608	101.65%			568,704	14,265	2.57%			
Staff Certification:	5930	11,213	12,125	11,550	11,400	8,500	74.56%								74.56%	10,200	89.47%			11,400	0	0.00%			
Staff Overtime:	5940	48,498	52,669	57,005	60,420	48,061	79.54%								79.54%	57,673	95.45%			61,175	754	1.25%			
Staff Standby:	5950	26,514	26,564	27,421	29,086	28,841	99.16%								99.16%	34,609	118.99%			29,962	875	3.01%			
Worker's Compensation Insurance:	5960	14,332	13,072	12,794	14,413	11,795	48.31%								48.31%	14,154	57.98%			29,218	4,805	19.68%			
Backflow Prevention:	6160	1,528	1,020	1,030	1,000	798	79.80%								79.80%	958	95.76%			1,100	100	10.00%			
Claims, Property Damage:	6170	0		141	10,000	393	3.93%								3.93%	472	4.72%			1,000	0	0.00%			
SCADA Maintenance:	6185	4,816	2,910	8,102	20,000	6,194	30.97%								30.97%	7,433	37.16%			15,000	(5,000)	-25.00%			
Education & Training:	6195	639	3,428	1,060	5,000	3,519	70.38%								70.38%	4,223	84.46%			8,000	3,000	60.00%			



## MWSD – Fiscal Year 2024-25 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2020-21	2021-22	2022-23	2023-24	Income/Expenditures		Projected	Projected as % of Budget	Proposed Budgeted amounts 2024-25	Increase/(Decrease) from 2023-2024 \$	Increase/(decrease) %
		Actual	Actual	Actual	Budget	as of April 30, 2024	% To date					
General Engineering:	6220	1,352	6,749	5,118	10,000	1,363	13.63%	1,636	16.36%	10,000	0	0.00%
Water Quality Engineering:	6230	68,993	70,999	128,505	115,000	173,805	151.14%	208,566	181.36%	200,000	85,000	73.91%
Equipment & Tools, Expensed:	6320	6,943	12,363	7,642	10,000	10,461	104.61%	12,553	125.53%	10,000	0	0.00%
Alarm Services:	6335	1,249	1,087	876	2,000	2,222	111.10%	2,666	133.32%	2,000	0	0.00%
Landscaping:	6337	13,932	19,989	16,453	15,000	12,402	82.68%	14,882	99.22%	18,000	3,000	20.00%
Lab Supplies & Equipment:	6370	993	5,357	4,051	4,000	13,578	339.45%	16,294	407.34%	20,000	16,000	400.00%
Meter Reading:	6380	121	119	357	500	0	0.00%	0	0.00%	500	0	0.00%
Pumping Fuel & Electricity:	6410	75,172	83,871	91,999	95,000	86,661	91.22%	103,993	109.47%	105,000	10,000	10.53%
Pumping Maintenance, Generators:	6420	8,014	12,043	19,015	30,000	15,944	53.15%	19,133	63.78%	25,000	(5,000)	-16.67%
Pumping Maintenance, General:	6430	751	1,153	308	5,000	(126)	-2.52%	(151)	-3.02%	2,000	(3,000)	-60.00%
Pumping Equipment, Expensed:	6440	13	129	700	700	125	17.86%	150	21.43%	500	(200)	-28.57%
Maintenance, Raw Water Mains:	6510	37	253	45	2,500	767	30.68%	920	36.82%	1,000	(1,500)	-60.00%
Maintenance, Wells:	6520	9,193	5,975	17,361	25,000	3,211	12.84%	3,853	15.41%	20,000	(5,000)	-20.00%
Water Purchases:	6530	34,355	33,040	26,482	30,000	19,211	64.04%	23,053	76.84%	50,000	20,000	66.67%
Hydrants:	6610	10,557	5,690	0	10,000	0	0.00%	0	0.00%	5,000	(5,000)	-50.00%
Maintenance, Water Mains:	6620	43,561	101,071	116,280	170,000	57,645	33.91%	69,174	40.69%	75,000	(95,000)	-55.88%
Maintenance, Water Service Lines:	6630	40,898	8,245	29,642	20,000	2,127	10.64%	2,552	12.76%	10,000	(10,000)	-50.00%
Maintenance, Tanks:	6640	4,510	438	2,671	5,000	5,132	102.64%	6,158	123.17%	5,000	0	0.00%
Maintenance, Distribution General:	6650	8,623	22,202	23,364	15,000	5,777	38.51%	6,932	46.22%	15,000	0	0.00%
Maintenance, Collection System:	6660	0	724	0	0	0	0.00%	0	0.00%	0	0	#DIV/0!
Meters:	6670	11,456	21,176	198,547	30,000	0	0.00%	0	0.00%	75,000	45,000	150.00%
Chemicals & Filtering:	6710	38,934	43,341	18,126	25,000	40,273	161.09%	48,328	193.31%	60,000	35,000	140.00%
Maintenance, Treatment Equipment:	6720	5,546	12,226	8,126	15,000	7,956	53.04%	9,547	63.65%	15,000	0	0.00%
Treatment Analysis:	6730	29,278	37,846	30,212	35,000	36,338	103.82%	43,606	124.59%	35,000	0	0.00%
Uniforms:	6770	1,635	1,687	3,080	2,500	2,673	106.92%	3,208	128.30%	3,500	1,000	40.00%
Fuel:	6810	6,677	8,879	11,601	12,000	8,643	72.03%	10,372	86.43%	12,000	0	0.00%
Truck Equipment, Expensed:	6820	217	1,186	415	2,000	1,159	57.95%	1,391	69.54%	2,000	0	0.00%
Truck Repairs:	6830	498	2,075	3,637	5,000	937	18.74%	1,124	22.49%	5,000	0	0.00%
Other Operations:	6890	0	2,492	0	0	0	0.00%	0	0.00%	0	0	#DIV/0!
<b>Total Operations Expense:</b>		<b>1,784,584</b>	<b>1,817,984</b>	<b>2,220,497</b>	<b>2,267,015</b>	<b>1,762,833</b>	<b>86.52%</b>	<b>2,098,200</b>	<b>92.55%</b>	<b>2,426,348</b>	<b>159,333</b>	<b>7.03%</b>
<b>Net Change in position from Operations:</b>		<b>776,285</b>	<b>578,332</b>	<b>122,915</b>	<b>65,585</b>	<b>1,604,484</b>	<b>881.65%</b>	<b>1,859,369</b>	<b>2835.06%</b>	<b>(3,248)</b>	<b>(68,833)</b>	<b>-104.95%</b>



## MWSD — Fiscal Year 2024-2025 Non-Operating Budget - WATER ENTERPRISE

	GL Codes	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	Income/Expenditures as of April 30, 2024	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2024-25	Increase/(Decrease) from 2023-2024 \$	Increase/(decrease) %
<b>Non Operating Revenue</b>												
Connection Fees, Residential New Const:	7110	89,474	255,753	168,218	185,000	138,791	75.02%	166,549	90.03%	220,000	35,000	18.92%
Connection Fees, Residential Remodel:	7120		13,199			35,657	100.00%	42,788	100.00%	55,000	55,000	#DIV/0!
Connection Fees, Residential Fire:	7130	155,910	111,063	128,281	55,000	138,926	252.59%	166,711	303.11%	190,000	135,000	245.45%
Connection Fees, Residential Remodel Fire:	7140	3,823					0.00%	0	0.00%		0	#DIV/0!
Connection Fee refunds:	7152			(24,892)		6,768	100.00%	8,122	100.00%		0	#DIV/0!
Additional fixture units Remodel:	7155			16,092			0.00%	0	0.00%		0	#DIV/0!
Fixture Fee Refunds:	7157					(27,696)	100.00%	(33,235)	100.00%	(50,000)	(50,000)	#DIV/0!
PPF Pass Thru:	7160		49,955	13,355		(1,541)	100.00%	(1,849)	100.00%		0	#DIV/0!
Meter Pass Thru Costs:	7165		9,358	1,791		10,206	100.00%	12,247	100.00%		0	#DIV/0!
Mainline Extension Pass Thru:	7170		22,444	(76,039)			0.00%	0	0.00%		0	#DIV/0!
CAMP interest income:	7250		1,808	113,063	60,000	175,863	293.11%	211,036	351.73%	200,000	140,000	233.33%
General Obligation Bonds, Assessment Receipts:	7600	1,195,387	1,015,063	1,012,555	1,195,381	856,827	71.68%	1,195,381	100.00%	1,195,381	0	0.00%
Water System Reliability:	7650	949,243	1,027,699	1,026,086	1,111,460	1,011,342	90.99%	1,111,460	100.00%	1,178,148	66,688	6.00%
<b>Total Non Operating Revenue:</b>		<b>2,393,837</b>	<b>2,506,342</b>	<b>2,378,510</b>	<b>2,606,841</b>	<b>2,345,143</b>	89.96%	<b>2,879,210</b>	110.45%	<b>2,988,529</b>	<b>381,688</b>	14.64%
<b>Non Operating Expense</b>												
PPF Connection Expenses:	9075			4,000				0				
General Obligation Bonds:	9100	126,949	73,617	63,099	56,977	32,139	47.65%	56,977	84.47%	46,384	(21,066)	-31.23%
PNC Equipment Lease:	9125	13,384	11,451	9,350	7,176	5,801	61.44%	7,176	76.01%	4,761	(4,680)	-49.57%
State Revolving Fund Loan:	9150	69,614	65,810	60,602	58,408	28,752	45.98%	58,408	93.41%	52,216	(10,311)	-16.49%
Water Rebates :	9210	850	700	200		150	5.00%	180	6.00%	3,000	0	0.00%
<b>Total Non Operating Expense:</b>		<b>210,797</b>	<b>151,578</b>	<b>137,251</b>	<b>122,561</b>	<b>66,842</b>	46.93%	<b>122,741</b>	86.18%	<b>106,361</b>	<b>(36,058)</b>	-25.32%
<b>Net Change in position from Non Operating activities:</b>		<b>2,183,040</b>	<b>2,354,764</b>	<b>2,241,259</b>	<b>2,484,280</b>	<b>2,278,301</b>		<b>2,756,469</b>		<b>2,882,168</b>	<b>417,745</b>	20.47%



Position	Salary										
	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>Operations Manager</b>	\$180,691										
	\$144,684	\$144,684	\$148,301	\$152,009	\$155,809	\$159,704	\$163,697	\$167,789	\$171,984	\$176,284	\$180,691
<b>Superintendent</b>	\$169,339										
	\$135,594	\$135,594	\$138,984	\$142,459	\$146,020	\$149,671	\$153,413	\$157,248	\$161,179	\$165,209	\$169,339
<b>Senior Operator</b>	\$132,195										
	\$105,852	\$105,852	\$108,498	\$111,211	\$113,991	\$116,841	\$119,762	\$122,756	\$125,825	\$128,970	\$132,195
<b>Water System Operator</b>	\$103,280										
	\$82,699	\$82,699	\$84,767	\$86,886	\$89,058	\$91,285	\$93,567	\$95,906	\$98,304	\$100,761	\$103,280
<b>Maintenance Worker I</b>	\$89,672										
	\$71,803	\$71,803	\$73,598	\$75,438	\$77,323	\$79,257	\$81,238	\$83,269	\$85,351	\$87,484	\$89,672
<b>Account Specialist</b>	\$85,735										
	\$68,650	\$68,650	\$70,366	\$72,125	\$73,929	\$75,777	\$77,671	\$79,613	\$81,603	\$83,643	\$85,735
<b>District Clerk</b>	\$85,735										
	\$68,650	\$68,650	\$70,366	\$72,125	\$73,929	\$75,777	\$77,671	\$79,613	\$81,603	\$83,643	\$85,735
<b>District Clerk/Admin. Services Manager</b>	\$122,806										
	\$98,334	\$98,334	\$100,793	\$103,313	\$105,895	\$108,543	\$111,256	\$114,038	\$116,889	\$119,811	\$122,806

**2.5 % step increases**

	Increase 1.11%	1-Jul-20	Increase 3.81%	1-Jul-21	Increase 5.00%	1-Jul-22	Increase 4.19%	1-Jul-23	Increase 3.77%	1-Jul-24
Operations Manager	1.011	\$122,771	1.0381	\$127,448	1.05	\$133,821	1.0419	\$139,428	1.0377	\$144,684
Superintendent	1.011	\$115,058	1.0381	\$119,441	1.05	\$125,413	1.0419	\$130,668	1.0377	\$135,594
Senior Operator	-	-	-	93,242	1.05	97,904	1.0419	102,006	1.0377	105,852
Water System Operator	1.011	\$70,174	1.0381	\$72,848	1.05	\$76,490	1.0419	\$79,695	1.0377	\$82,699
Maintenance Worker	1.011	\$60,927	1.0381	\$63,249	1.05	\$66,411	1.0419	\$69,194	1.0377	\$71,803
Account Specialist	1.011	\$58,252	1.0381	\$60,472	1.05	\$63,496	1.0419	\$66,156	1.0377	\$68,650
District Clerk	1.011	\$58,252	1.0381	\$60,472	1.05	\$63,496	1.0419	\$66,156	1.0377	\$68,650
District Clerk/Admin. Services Manager						\$90,951	1.0419	\$94,762	1.0377	\$98,334

Payroll	Water	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Water
										7%	7.30%	1.45%	6.20%	
GM	\$ 143,082.30					\$ 143,082.30	\$ 17,628.93	\$ 924.31	\$ 1,344.97	\$ 10,015.76	\$10,445.01	\$ 2,074.69	\$ 8,871.10	\$ 194,387.08
Superintendent	\$ 86,786.31	\$ 1,291.78	\$ 430.59	\$ 139.52	\$ 1,800.00	\$ 90,448.21	\$ 17,962.85	\$ 584.30	\$ 3,672.20	\$ 6,331.37	\$ 6,335.40	\$ 1,311.50	\$ 5,607.79	\$ 132,253.62
Account Specialist	\$ 81,603.72					\$ 81,603.72	\$ 35,257.87	\$ 527.16	\$ 628.35	\$ 5,712.26	\$ 5,957.07	\$ 1,183.25	\$ 5,059.43	\$ 135,929.11
Senior Operator	\$ 113,990.57	\$ 10,062.64	\$ 7,184.51	\$ 6,456.42	\$ 2,400.00	\$ 140,094.14	\$ 12,865.05	\$ 905.01	\$ 5,687.82	\$ 9,806.59	\$ 8,321.31	\$ 2,031.37	\$ 8,685.84	\$ 188,397.12
Water Operator	\$ 95,905.45	\$ 8,719.47	\$ 6,506.82	\$ 5,247.95	\$ 2,400.00	\$ 118,779.68	\$ 27,010.47	\$ 767.32	\$ 4,822.46	\$ 8,314.58	\$ 7,001.10	\$ 1,722.31	\$ 7,364.34	\$ 175,782.24
Water Operator	\$ 91,284.99	\$ 5,174.28	\$ 5,571.90	\$ 3,458.16	\$ 2,400.00	\$ 107,889.32	\$ 35,257.87	\$ 696.97	\$ 4,380.31	\$ 7,552.25	\$ 6,663.80	\$ 1,564.40	\$ 6,689.14	\$ 170,694.05
Water Operator	\$ 86,885.76	\$ 7,819.72	\$ 7,819.72	\$ 4,457.24	\$ 2,400.00	\$ 109,382.44	\$ 35,257.87	\$ 706.61	\$ 4,440.93	\$ 7,656.77	\$ 6,342.66	\$ 1,586.05	\$ 6,781.71	\$ 172,155.04
Part-Time Operator	\$ 6,967.68	\$ 488.28		\$ 10,202.35		\$ 17,658.31		\$ 114.07	\$ 716.93			\$ 256.05	\$ 1,094.82	\$ 19,840.17
Part-Time Operator	\$ 39,656.57					\$ 39,656.57		\$ 256.18	\$ 1,610.06			\$ 575.02	\$ 2,458.71	\$ 44,556.54
Part-Time Operator	\$ 46,118.77					\$ 46,118.77		\$ 297.93	\$ 1,872.42			\$ 668.72	\$ 2,859.36	\$ 51,817.20
Part-Time Admin	\$ 5,280.00	\$ 105.00				\$ 5,385.00		\$ 34.79	\$ 41.46			\$ 78.08	\$ 333.87	\$ 5,873.20
<b>Totals</b>	<b>\$ 797,562.13</b>	<b>\$ 33,661.17</b>	<b>\$ 27,513.54</b>	<b>\$ 29,961.63</b>	<b>\$ 11,400.00</b>	<b>\$ 900,098.46</b>	<b>\$ 181,240.90</b>	<b>\$ 5,814.64</b>	<b>\$ 29,217.90</b>	<b>\$ 55,389.59</b>	<b>\$ 51,066.35</b>	<b>\$ 13,051.43</b>	<b>\$ 55,806.10</b>	<b>\$ 1,291,685.37</b>
Payroll	Sewer	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Sewer
GM	\$ 143,082.30					\$ 143,082.30	\$ 17,628.93	\$ 924.31	\$ 1,344.97	\$ 10,015.76	\$10,445.01	\$ 2,074.69	\$ 8,871.10	\$ 194,387.08
Superintendent	\$ 86,786.31	\$ 1,291.78	\$ 430.59	\$ 139.52	\$ 1,800.00	\$ 90,448.21	\$ 17,962.85	\$ 584.30	\$ 850.21	\$ 6,331.37	\$ 6,335.40	\$ 1,311.50	\$ 5,607.79	\$ 129,431.63
District Clerk	\$ 103,312.66					\$ 103,312.66	\$ 25,324.57	\$ 667.40	\$ 795.51	\$ 7,231.89	\$ 7,541.82	\$ 1,498.03	\$ 6,405.38	\$ 152,777.26
Part-Time Admin	\$ 5,280.00	\$ 105.00				\$ 5,385.00		\$ 34.79	\$ 41.46			\$ 78.08	\$ 333.87	\$ 5,873.20
<b>Totals</b>	<b>\$ 338,461.27</b>	<b>\$ 1,291.78</b>	<b>\$ 430.59</b>	<b>\$ 139.52</b>	<b>\$ 1,800.00</b>	<b>\$ 342,228.17</b>	<b>\$ 60,916.35</b>	<b>\$ 2,210.79</b>	<b>\$ 3,032.16</b>	<b>\$ 23,579.02</b>	<b>\$ 24,322.23</b>	<b>\$ 4,962.31</b>	<b>\$ 21,218.15</b>	<b>\$ 482,469.18</b>

**SEWER CIP**  
**FY 24/25 through FY 28/29**

PROJECT	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
<b>MWSD CAPITAL PROJECTS</b>					
Mechanical System Repairs & Replacements	\$ 259,100	\$ 175,000	\$ 374,875	\$ 810,000	\$ 1,150,000
Inflow & Infiltration Testing / Televising	\$ 12,500	\$ 30,000	\$ 25,000	\$ 30,000	\$ 30,000
Seal Cove Area Repair and Maint. Project	\$ 300,000	\$ 115,000	\$ 50,000	\$ 30,000	\$ 30,000
Replace Pump Station Pumps	\$ 150,000	\$ 5,000	\$ 40,000	\$ 40,000	\$ 40,000
Replace Medium High Priority Sewer Mains	\$ 1,294,294	\$ 1,701,625	\$ 2,240,000	\$ 1,426,000	\$ 1,377,250
Spot Repairs Program	\$ 40,000	\$ 25,000	\$ 25,000	\$ 20,500	\$ 20,500
Distillery Pump Station repalce/repair	\$ 93,100	\$ 15,000	\$ 15,000	\$ 15,000	\$ 150,000
2023-2024 CIP (ongoing from FY 23-24)	\$ 1,600,000				
Pump Station Repairs (ongoing)	\$ 200,000				
Pump Station Communication Upgrades	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,500	\$ 3,500
<b>MWSD CAPITAL PROJECTS TOTAL:</b>	<b>\$ 3,951,494</b>	<b>\$ 2,069,125</b>	<b>\$ 2,772,875</b>	<b>2,375,000</b>	<b>2,801,250</b>
Alternative Budget Items					
Express Sewer					
Cabrillo Hwy Phase 1B-3B, Phase 4	\$ 1,549,260	\$ 1,990,144	\$ 789,750	\$ 1,944,000	
Pump Station MCC and Coatings			\$ 40,000	\$ 540,000	\$ 2,565,000
<b>TOTAL ANNUAL COST</b>	<b>5,500,754</b>	<b>4,059,269</b>	<b>3,602,625</b>	<b>4,859,000</b>	<b>5,366,250</b>

DRAFT  
 6/14/2024

WATER CIP  
FY 24/25 through FY 28/29

Existing Customer CIP - WATER	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	5-Year CIP Total
<b>Distribution System Renewal and Replacement Program (1)</b>						
<i>Misc. Repair&amp;Replacement</i>	\$ 25,000	\$ 27,500	\$ 30,250	\$ 33,275	\$ 36,603	\$ 152,628
<i>Water Lateral Services</i>	\$ 25,000	\$ 27,500	\$ 30,250	\$ 33,275	\$ 36,603	\$ 152,628
<i>Water Main Replacements</i>	\$ 500,000		\$ 200,000	\$ 220,000	\$ 500,000	\$ 1,420,000
<i>Fire Hydrants Replacements and Addition</i>	\$ 45,000	\$ 49,500	\$ 54,450	\$ 59,895	\$ 65,885	\$ 274,730
<b>Distribution System Renewal and Replacement Program (1) subtotal</b>	<b>\$ 595,000</b>	<b>\$ 104,500</b>	<b>\$ 314,950</b>	<b>\$ 346,445</b>	<b>\$ 639,090</b>	<b>\$ 1,999,985</b>
<b>Water Conservation Program</b>	<b>\$ 10,000</b>	<b>\$ 11,000</b>	<b>\$ 12,100</b>	<b>\$ 13,310</b>	<b>\$ 14,641</b>	<b>\$ 61,051</b>
<b>Storage Tank Rehabilitation Program (2)</b>		<b>\$ 500,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>		<b>\$ 2,500,000</b>
<b>Pillar Ridge Water Treatment Plant Rehabilitation</b>	<b>\$ 800,000</b>	<b>\$ 1,350,000</b>				<b>\$ 2,150,000</b>
<b>Emergency Generator Replacement Program</b>	<b>\$ 60,000</b>	<b>\$ 66,000</b>	<b>\$ 72,600</b>	<b>\$ 79,860</b>	<b>\$ 87,846</b>	<b>\$ 366,306</b>
<b>Vehicle Replacement Fund</b>		<b>\$ 65,000</b>	<b>\$ 71,500</b>			<b>\$ 136,500</b>
<b>Staff Retention Program</b>		<b>\$ 400,000</b>	<b>\$ 200,000</b>			<b>\$ 600,000</b>
<b>EXISTING CUSTOMER CIP TOTAL</b>	<b>\$ 1,465,000</b>	<b>\$ 2,496,500</b>	<b>\$ 1,671,150</b>	<b>\$ 1,439,615</b>	<b>\$ 741,577</b>	<b>\$ 7,813,842</b>
New Customer CIP - WATER	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	5-Year CIP Total
<b>Water Main Upgrade Program (1)</b>	<b>\$ 1,500,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,210,000</b>	<b>\$ 1,331,000</b>	<b>\$ 6,141,000</b>
<b>Existing Well Upgrade Program (3)</b>	<b>\$ 320,000</b>	<b>\$ 352,000</b>	<b>\$ 387,200</b>	<b>\$ 425,920</b>	<b>\$ 468,512</b>	<b>\$ 1,953,632</b>
<b>New and Upgraded PRV Stations' Program (4)</b>	<b>\$ 100,000</b>	<b>\$ 110,000</b>	<b>\$ 121,000</b>	<b>\$ 133,100</b>	<b>\$ 146,410</b>	<b>\$ 610,510</b>
<b>Emergency Generator Upgrade Program</b>	<b>\$ 80,000</b>	<b>\$ 88,000</b>	<b>\$ 96,800</b>	<b>\$ 106,480</b>	<b>\$ 117,128</b>	<b>\$ 488,408</b>
<b>Portola Tank Telemetry Upgrade</b>		<b>\$ 300,000</b>				<b>\$ 300,000</b>
<b>Develop Additional Supply Reliability</b>		<b>\$ 350,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>		<b>\$ 2,350,000</b>
<b>NEW CUSTOMER CIP TOTAL</b>	<b>\$ 2,000,000</b>	<b>\$ 2,200,000</b>	<b>\$ 2,705,000</b>	<b>\$ 2,875,500</b>	<b>\$ 2,063,050</b>	<b>\$ 11,843,550</b>
<b>Total Annual Capital Cost</b>	<b>\$ 3,465,000</b>	<b>\$ 4,696,500</b>	<b>\$ 4,376,150</b>	<b>\$ 4,315,115</b>	<b>\$ 2,804,627</b>	<b>\$ 19,657,392</b>

Notes:

- (1) 1. These programs include a project to merge the Alta Vista and Portola Zones to improve system reliability and to provide service to new customers. The proposed cost split between new and existing customers is 50/50. In the following years of the CIP, these programs include a replacement of a failed main under and along Hwy 1. Additionally, in the following years of the CIP, these programs include a replacement of a failed main under and along Hwy 1
- (2) This project includes the replacement of the Pillar Ridge tanks, urgent repairs needed to the Portola Tank, which are coupled with the project (1) above for cost efficiency.
- (3) This project is for the Pillar Ridge wells' rehabilitation and upgrades
- (4) This project would add new PRV stations, sampling stations, valves, and upgrade existing

	Original Issue Amount	Balance June 30, 2024	Additions	Retirements	Balance June 30, 2025	Interest Expense
<b>Sewer</b>						
CIEDB Loan (I Bank)	\$ 1,010,000	\$ 596,289		\$ 34,781	\$ 561,509	\$ 17,656
PNCEF Lease Obligation	\$ 927,222	\$ 199,511		\$ 83,797	\$ 115,715	\$ 4,761
Subtotal - Sewer		<u>\$ 795,801</u>	<u>\$ -</u>	<u>\$ 118,577</u>	<u>\$ 677,223</u>	<u>\$ 22,417</u>
<b>Water</b>						
GO Bonds - 2020 Series	\$ 7,524,000	\$ 4,302,407		\$ 937,161	\$ 3,365,246	\$ 46,384
PNCEF Lease Obligation	\$ 927,222	\$ 199,511		\$ 83,797	\$ 115,715	\$ 4,761
SRF Loan	\$ 4,248,354	\$ 2,333,514		\$ 188,895	\$ 2,144,618	\$ 52,216
Subtotal - Water		<u>6,835,432</u>	<u>-</u>	<u>1,209,853</u>	<u>5,625,579</u>	<u>103,361</u>
Total Debt Service		<u>\$ 7,631,232</u>	<u>\$ -</u>	<u>\$ 1,328,430</u>	<u>\$ 6,302,802</u>	<u>\$ 125,778</u>

PNCEF lease obligation is split evenly between Sewer and Water.

The District entered into an agreement with the State of California Department of health under the Safe Drinking Water State Revolving Fund Law of 1947. This agreement constitutes funding in the form of a loan and a grant made by the State to the District to assist in financing the cost of studies, planning and other preliminary activities for a project which will enable the district to meet safe drinking water standards.

**Debt Issuance**

GO Bonds - 2020 Series  
CIEDB Loan (I Bank)  
PNCEF Lease Obligation  
SRF Loan

**Payoff Date**

August 1, 2028  
October 15, 2026  
August 1, 2038  
July 1, 2035

# WATER

## Water Operating Account as of April 30, 2024

Wells Fargo Checking:       \$     51,192

## Current Operating Reserves as of April 30, 2024

CAMP:                         \$   1,133,508

### Operating Reserve:

The District's Water Operating Reserve target is six months of operating expenses. Based on fiscal year 2024-25 budget the amount of operating reserves is as follows:

#### Target calculation

\$	2,426,348	Budgeted fiscal year 2024-25
	12	Months
<hr/>		
\$	202,196	Monthly budgeted operating expenses
	x 6	6 months expenditures
<hr/>		
\$	1,213,174	Target Reserve
<hr/>		

### Conclusion:

At the beginning of the fiscal year, funds will be transferred to meet the target reserve.

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6/14/2024

# SEWER

Based on the above, the District has sufficient reserves for the minimum Capital Reserve target.

Wells Fargo Checking           \$ 4,774,264

**Current Reserves as of April 30, 2024**

LAIF:                               \$ 2,769,507

**Operating Reserve:**

The District's Sewer Operating Reserve target is six months of operating expenses.

Based on fiscal year 2024-25 budget the amount of operating reserves is as follows:

Based on fiscal year 2024-25 budget the amount of operating reserves is as follows:

**Minimum Target**

\$	3,808,070	Budgeted fiscal year 2024-25
	12	Months
<hr/>		
\$	317,339	Monthly budgeted operating expenses
	x 6	6 months expenditures
<hr/>		
\$	1,904,035	Target Reserve
<hr/> <hr/>		

**Conclusion:**

At the beginning of the fiscal year, funds will be transferred to meet the target reserve.

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6/14/2024

## CAPITAL RESERVE

### Capital Reserve:

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

## WATER

### Current Capital Reserves as of April 30, 2024

Capital: \$ 4,197,480

#### Minimum Target

\$ 2,804,627	Lowest year CIP existing customers (fiscal year 2028-29)
\$ 750,000	Engineer estimate
<u>\$ 3,554,627</u>	Minimum target

#### Maximum Target

\$ 3,465,000	Highest year CIP existing customers (fiscal year 2024-25)
\$ 750,000	Engineer estimate
<u>\$ 4,215,000</u>	Maximum target

### Conclusion:

Based on the above, the District has **insufficient** reserves for the maximum Capital Reserve target.



## SEWER

### Current Capital Reserves as of April 30, 2024

Capital: \$ 4,367,071

#### Minimum Target

\$ 3,602,625 Lowest year annual CIP (fiscal year 2026-27)

\$ 1,177,000 Engineer estimate

\$ 4,779,625 Minimum target

#### Maximum Target

\$ 6,000,754 Highest year CIP existing customers (fiscal year 2024-25)

\$ 1,177,000 Engineer estimate

\$ 7,177,754 Maximum target

#### Conclusion:

Based on the above, the District has **insufficient** reserves for the maximum Capital Reserve target.

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6/14/2024

# **Sewer**

## **Personnel**

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

## **Professional Services**

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

## **Facilities & Administration**

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

## **Engineering**

Meeting Attendance, Engineering:	6210
General Engineering:	6220

## **Pumping**

Pumping Fuel & Electricity:	6410
Pumping Maintenance, Generators:	6420
Pumping Maintenance, General:	6430

## **Sewer Authority Mid-Coastside**

SAM Collections:	6910
SAM Operations:	6920
SAM Prior-Year Adjustment:	6930
SAM Maintenance, Collection System:	6940
SAM Maintenance, Pumping:	6950
SAM NDWSCP:	6960

## **All other Accounts**

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Conference Attendance:	5250
Information Systems:	5270
Fidelity Bond:	5310
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Membership:	5530
San Mateo County Tax Roll Charges:	5710
Mileage Reimbursement:	5730
Reference Materials:	5740
Claims, Property Damage:	6170
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Maintenance, Collection System:	6660
Meters:	6665
Treatment Analysis:	6730
Uniform:	6770
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Total Other Operations:	6890

# Water

## **Personnel**

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

## **Professional Services**

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

## **Facilities & Administration**

Alarm Services:	6335
Landscaping:	6337
Office Supplies:	5540
Postage:	5550
Printing & Publishing:	5560
Maintenance, Office:	5510
Telephone & Internet:	5720
Other Administrative:	5790
Facilities other:	6330

## **Engineering**

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

## **Pumping**

Pumping Fuel & Electricity:	6410
Pumping Maintenance, Generators:	6420
Pumping Maintenance, General:	6430
Pumping Equipment, Expensed:	6440
Pumping - Other:	6400

## **Supply**

Maintenance, Raw Water Mains:	6510
Maintenance, Wells:	6520
Water Purchases:	6530
Supply - Other:	6500

## **Collection/Transmission**

Collection/Transmission - Other:	6600
Hydrants:	6610
Maintenance, Water Mains:	6620
Maintenance, Water Service Lines:	6630
Maintenance, Tanks:	6640
Maintenance, Distribution General:	6650
Maintenance, Collection System:	6660
Meters:	6670

## **Treatment**

Treatment - Other:	6700
Chemicals & Filtering:	6710
Maintenance, Treatment Equipment:	6720
Treatment Analysis:	6730

## **All other Accounts**

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Bond Issue Costs - Expense:	5235
CDPH Fees:	5240
Conference Attendance:	5250
Information Systems:	5270
Fidelity Bond:	5310
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Memberships:	5530
San Mateo Co. Tax Roll Charges:	5710
Mileage Reimbursement:	5730
Reference Materials:	5740
Backflow Prevention:	6160
Claims, Property Damage:	6170
SCADA Maintenance:	6185
Internet & Telephone, Communications:	6187
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Lab Supplies & Equipment:	6370
Meter Reading:	6380

**Water - Continued all other accounts:**

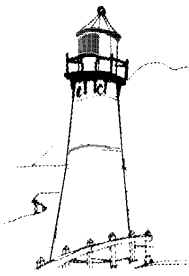
Uniforms:	6770
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Other Operations:	6890

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6/14/2024

# MWSD

## GLOSSARY OF TERMS ACRONYMS

1	Budgeted Cash Flow:	MWSD's budget is designed to capture all components of operations. Traditional budgets take into account strictly operational revenues and expenses, but do not disclose activities represented on the balance sheet such as debt service principal and capital improvement.
2	SAM:	Sewer Authority Mid-Coastside
3	SAM NDWSCP:	Non Domestic Wastewater Source Control Program
4	LAFCO Assessment:	Local Agency Formation Commissions
5	CalPERS 457 Deferred Plan:	California Public Employers Retirement System - Defined Contribution plan in place to have employees make pre-tax contributions to their retirement account. The District contributes 7% of wages on a pay period by pay period basis.
6	PARS:	Public Agency Retirement System - Defined benefit plan also referred to as a pension plan. The District and employees are required to contribute to the plan at set rates.
7	PFP:	Private Fire Protection
8	LAIF:	Local Agency Investment Fund: Investment vehicle made available to public agencies under CA government code 53601. Established in 1977.
9	PNC equipment Lease:	PNC is the name of the financial institution who loaned the funds. In 2020 the debt was assigned to Huntington Public Capital Corporation. The account name has not been changed.
10	CDPH Fees:	California Department of Public Health - Currently houses expenses for the California Resources Control Board
11	CAMP:	California Asset Management Program: Investment vehicle made available to public agencies under CA government code 53601. Established in 1989.
12	GO Bond:	General Obligation Bonds: issued to purchase the Water Enterprise
13	CIEDB Loan:	California Infrastructure and Economic Development Bank also known as IBank.
14	SRF:	State Revolving Fund Loans, administered by the State of CA - Funds used to build Alta Vista Tank.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning District  
Election on November 5, 2024**

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The District has received correspondence from the Chief Elections Officer regarding nominations for District Board of Directors Elections to be held on November 5, 2024. The Candidate filing period will open on July 15<sup>th</sup> and close August 9, 2024.

In accordance with prior years MWSD election procedure, the candidate's statement was limited to 200 words. The candidate was responsible for the cost of the statement.

This year's election is the first time 2 seats are elected by-division following the District's transition from an at-large to a district-based election system. Electoral Divisions' 2 and 4 seats will be elected. Directors Slater Carter's and Boyd's at-large seats end.

Additionally, the remaining term for Director Lohman's at-large seat that is currently held by Director Young will be up for election.

All candidates running for office are required to file a Form 700 Statement of Economic Interest no later than the deadline for filing a Declaration of Candidacy.

The District is asked to renew the agreement with SMC by accompanying Resolution.

## RECOMMENDATION:

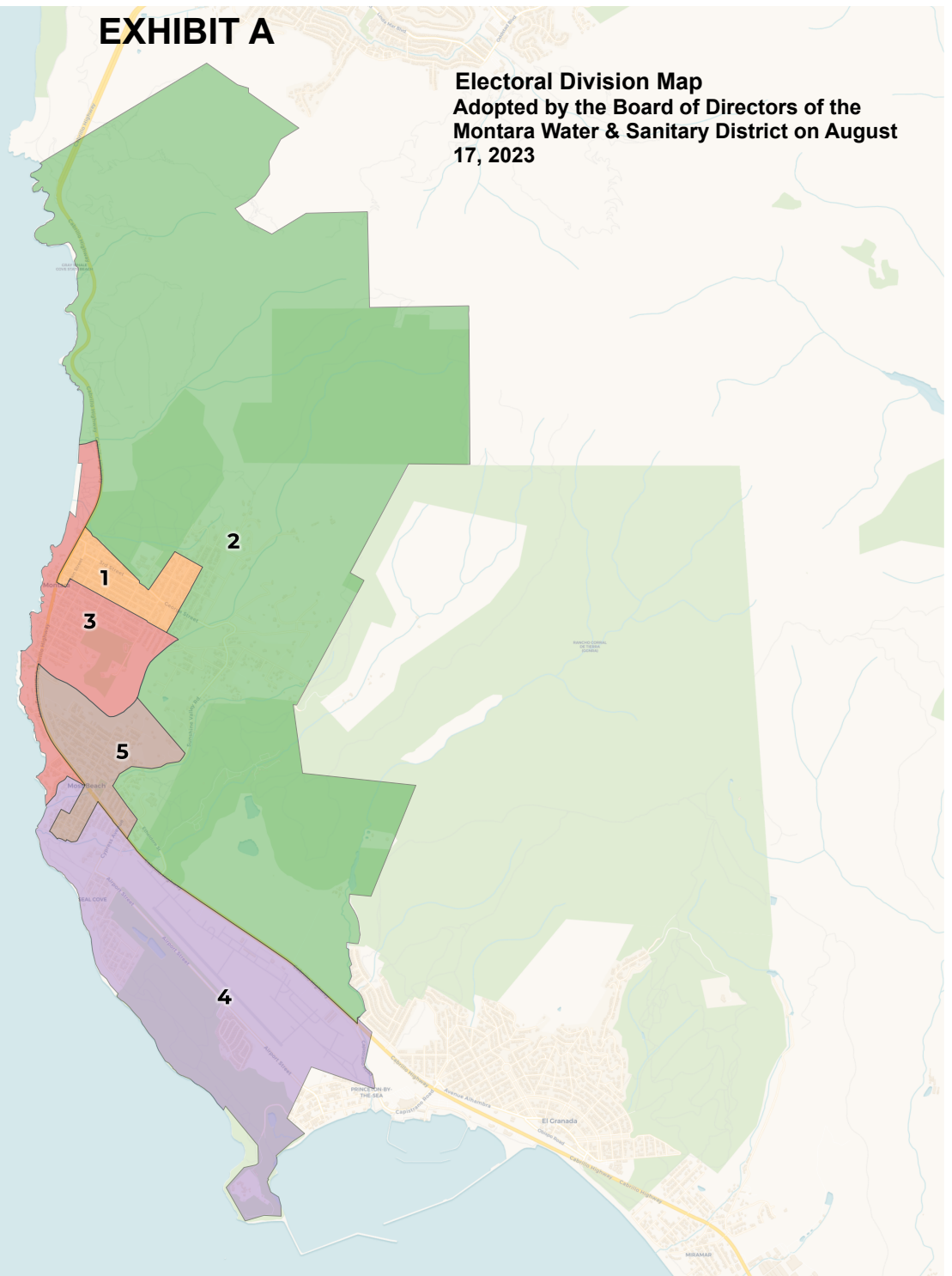
Determine the election procedure for MWSD and adopt Resolution No. \_\_\_, *Resolution of the Montara Water and Sanitary District Calling for an Election to be Held on November 5, 2024 for the Election of One Member of the Governing Board to be Elected At-Large, and Two Members of the Governing Board to be Elected By-Division (Electoral Divisions 2 & 4).*

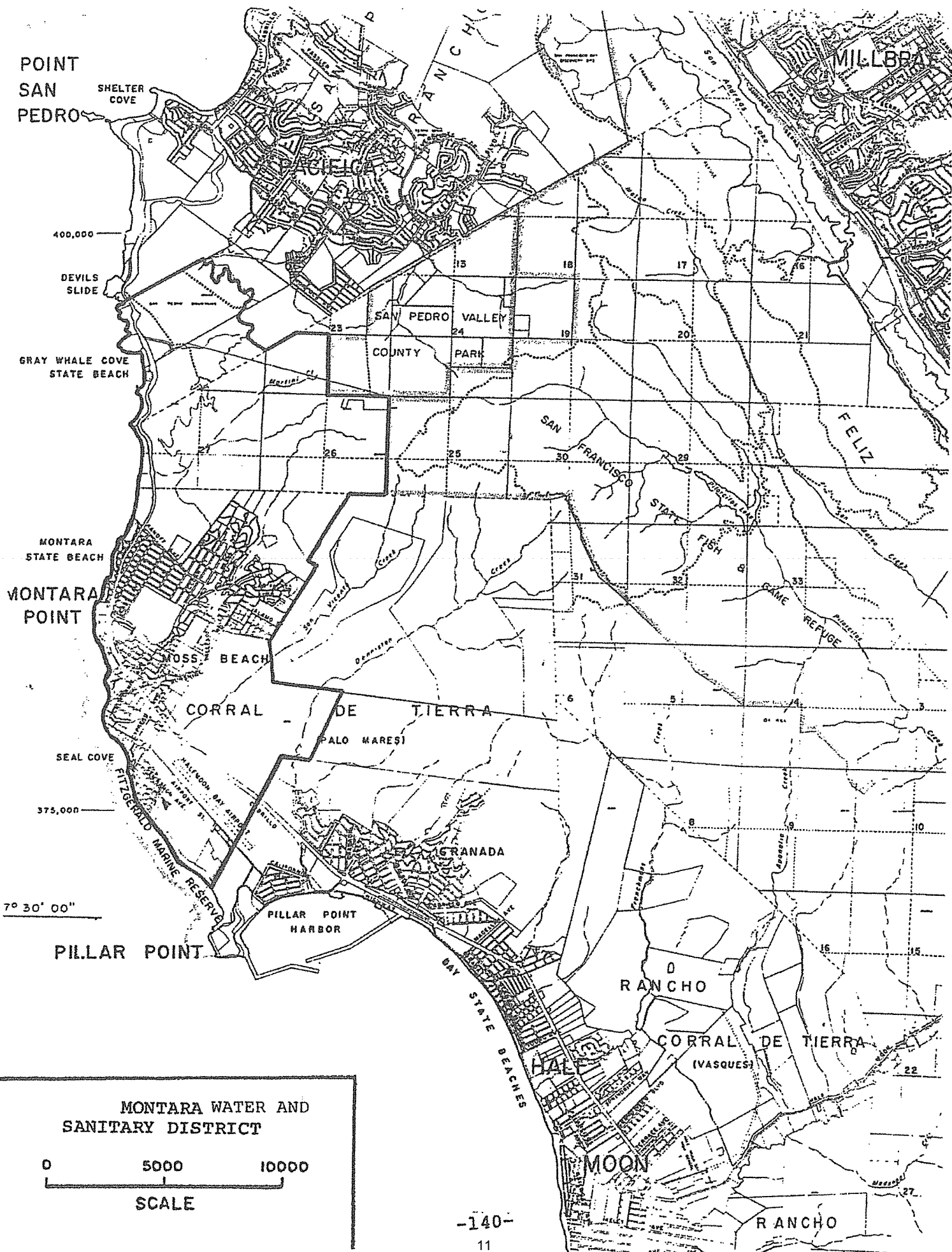
Attachments

# EXHIBIT A

**Electoral Division Map**  
Adopted by the Board of Directors of the  
Montara Water & Sanitary District on August  
17, 2023

**Election Sequence**  
2024: Divisions 2 and 4  
2026: Divisions 1, 3 and 5





POINT  
SAN  
PEDRO

MILLBRAE

400,000

DEVILS  
SLIDE

GRAY WHALE COVE  
STATE BEACH

SAN PEDRO VALLEY  
COUNTY PARK

FELIZ

MONTARA  
STATE BEACH

MONTARA  
POINT

MOSS BEACH

CORRAL DE TIERRA

(PALO MARES)

375,000

7° 30' 00"

PILLAR POINT

GRANADA

PILLAR POINT  
HARBOR

RANCHO

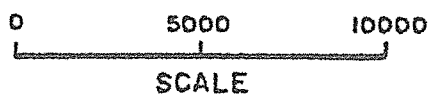
CORRAL DE TIERRA

(VASQUES)

MOON

RANCHO

MONTARA WATER AND  
SANITARY DISTRICT





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

**A RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 5, 2024, FOR THE ELECTION OF ONE MEMBER OF THE GOVERNING BOARD TO BE ELECTED AT-LARGE, AND TWO MEMBERS OF THE GOVERNING BOARD TO BE ELECTED BY-DIVISION (ELECTORAL DIVISIONS 2 & 4)**

The Governing Board of the Montara Water and Sanitary District hereby resolves as follows:

**WHEREAS**, an election is hereby called to be held in and for the Montara Water and Sanitary District on November 5, 2024, to elect three (3) members of the Governing Board for a full term of four years each.

**WHEREAS**, pursuant to Elections Code 10002, the Governing Board of the Montara Water and Sanitary District hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor – County Clerk – Recorder (the “Chief Elections Officer”) as the County Elections Official for the purpose of rendering services in the conduct of the election to be held on November 5, 2024.

**WHEREAS**, the election to be held on November 5, 2024 will be conducted using an at-large election and a division-based election. For the at-large election of one (1) board member, each governing board member shall reside within the District’s jurisdiction and shall be elected by the registered voters of the entire jurisdiction. For the division-based election of two (2) board members, each governing board member shall reside within the designated Electoral Divisions 2 & 4 and shall be elected by the registered voters of said divisions.

**WHEREAS**, pursuant to Elections Code 10509, not less than 125 days prior to the date of the election, the jurisdiction secretary shall deliver a notice to the Chief Elections Officer.

The notice shall bear the secretary's signature and the district seal and shall also contain both of the following:

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

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

**WHEREAS**, the General Manager of the Montara Water and Sanitary District hereby is authorized and directed to enter an Elections Service Agreement with the Chief Elections Officer regarding the election to be held on November 5, 2024 to outline the detailed services to be provided by both the Montara Water and Sanitary District and the Chief Elections Officer.

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

**BE IT FURTHER RESOLVED** that pursuant to Elections Code 13307, each candidate for the Governing Board to be voted in the election to be held on November 5, 2024 may prepare a candidate statement on the appropriate form provided by the Chief Elections Officer. Such statement shall be limited to 200 words. The prorated costs of printing, mailing and translating the statements shall be paid by the candidate.

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President, Montara Water and Sanitary District

COUNTERSIGNED:

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Secretary, Montara Water and Sanitary District

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 20<sup>th</sup> day of June 2024, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

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Secretary, Montara Water and Sanitary District



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

**Administrative Contact & Incumbent List Form**  
**for the November 5, 2024**  
**Presidential General Election**

**Official District (Jurisdiction) Name:** MONTARA WATER AND SANITARY DISTRICT

<b>Primary Administrative Contact</b>		
Name CLEMENS HELDMAIER		Phone (650) 728-3545
E-mail CLEMENS@MWSD.NET		Fax (650) 728-8556
<b>Secondary Administrative Contact</b>		
Name TRACY BEARDSLEY		Phone (650) 728-3545
E-mail TRACY@MWSD.NET		Fax (650) 728-8556
<b>Complete List of Incumbent Board Members – Also Name Incumbent’s Trustee Area/Subdistrict Area if Elected by District – Circle Appointed or Elected</b>		
Name <b>Scott Boyd</b>	Trustee Area/Subdistrict Area	Most Recent Date (Appointed / Elected) <b>ELECTED 2020</b>
Name <b>Kathryn Slater-Carter</b>	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected) <b>ELECTED 2020</b>
Name <b>Peter Dekker</b>	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected) <b>ELECTED 2022</b>
Name <b>Bill Softky</b>	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected) <b>ELECTED 2022</b>
Name <b>Carlisle Ann Young</b>	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected) <b>APPOINTED 2023</b>
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)

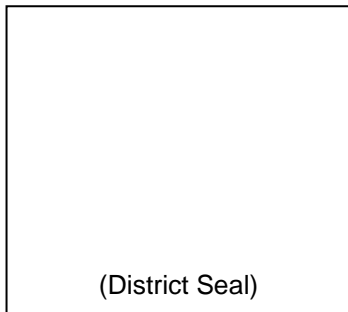


**Candidate Policy Form for Special Districts  
 November 5, 2024**

**Presidential General Election**

Please complete and return this form by July 3, 2024 (EC §§10509, 10522)

Our District Board adopts the following policies effective for the November 5, 2024 Presidential General Election:	
1	The <i>number of members</i> to be elected to the Governing Board for a <b>4-year term</b> : <u>  3  </u>
	Names of incumbents currently holding these seats (Indicate sub-district if election is by district)
	Name <b>Scott Boyd</b> Sub-district                      Name <b>Kathryn Slater-Carter</b> Sub-district
	Name <b>Carlyle Ann Young</b> Sub-district                      Name                      Sub-district
2	The <i>number of members</i> to be elected to the Governing Board for a <b>2-year term</b> (if applicable to fill balance of an unexpired term): <u>  none  </u>
	Name(s) of incumbent(s) currently holding or who previously held and has vacated this seat(s)
	Name                      Sub-district                      Name                      Sub-district
	Name                      Sub-district                      Name                      Sub-district
3	Election type
	<input checked="" type="checkbox"/> <b>At-large:</b> Each governing board member shall reside in the jurisdiction and shall be elected by the registered voters of the entire jurisdiction
	<input checked="" type="checkbox"/> <b>By district:</b> Each governing board member shall reside in the sub-district area where she or he seeks to represent and shall be elected (choose one): <input checked="" type="checkbox"/> By the registered voters of that particular sub-district area <input type="checkbox"/> By the registered voters of the entire jurisdiction
4	The word limit for a candidate statement will be (EC §13307)
	<input checked="" type="checkbox"/> 200-word statement <input type="checkbox"/> 400-word statement
5	The cost of the candidate's statement sent to each voter will be paid by (EC §13307)
	<input type="checkbox"/> District (Jurisdiction) <input checked="" type="checkbox"/> Candidate



\_\_\_\_\_  
 Signature of the General Manager or Administrator and Date

Clemens Heldmaier, General Manager  
 Print Name and Title

Montara Water and Sanitary District  
 Official District Name (**to be used as ballot heading**)



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Review and Possible Action Concerning  
Cancellation of Next Regular Scheduled Board  
Meeting.**

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The next regular scheduled board meeting falls on a national holiday, July 4.

## RECOMMENDATION:

Staff suggest to cancel the next Regular Scheduled Board Meeting on July 4 and hold a special meeting on July 11, 2024 or any other suitable date.