



Montara Water and Sanitary District

Serving the Community of Montara and Moss Beach

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

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

NOTICE OF SPECIAL MEETING

AGENDA

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

July 11, 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/85256957275?pwd=gIazcIoVyrQawmE55JGr8fOHmrHPAb.1>

MEETING ID: 852 5695 7275

Password: 646586

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/wuZKb9gwEY7sMACIIsr7VSJqIB35kNZA/stream/159?fullscreen=true&showtabssearch=false&autostart=false>. If you experience technical difficulties or have technical questions prior to or during the meeting, please contact MWSD's IT support at (650) 728-7843.

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

Public Comment

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

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

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

CONSENT AGENDA

1. [Approve Minutes for Regular Scheduled Board Meeting June 6, and 20, 2024](#)
2. [Approve Financial Statements for May 2024](#)
3. [Approve Warrants for July 1, 2024](#)
4. [SAM Flow Report](#)
5. [Monthly Review of Current Investment Portfolio](#)
6. [Connection Permit Applications Received](#)
7. [Monthly Water Production Report](#)
8. [Rain Report](#)
9. [Monthly Solar Energy Report](#)
10. [Monthly Public Agency Retirement Service Report for April 2024](#)
11. [Review and Possible Action Concerning Government Claim for Personal Injuries](#)

OLD BUSINESS NEW BUSINESS

1. [Review and Possible Action Concerning Adoption of Appropriations Limit for FY 2024-2025](#)
2. [Review and Possible Action Concerning Cancellation of Next Regular Scheduled Board Meetings.](#)

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

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY
ADJOURNMENT

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



MONTARA WATER & SANITARY DISTRICT

REGULAR BOARD OF DIRECTORS MEETING June 6, 2024

MINUTES

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

REGULAR SESSION began at 7:33 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Slater-Carter, and Young

Directors Absent: Softky

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

Others Present: District Counsel Christine Fitzgerald
District Sewer Engineer Pippin Cavagnaro
Kastama Consulting, Alison Kastama
Kennan & Associates, Howell Southmayd

PRESIDENT'S STATEMENT

Director Boyd stated the great weather is a reminder of why they live there. One of Montara's finest recreational areas is the old roadway by the tunnel and is now a County Park. It is magnificent.

ORAL COMMENTS

Gregg Dieguez said he is speaking as an individual, and not as a member of the Midcoast Community Council in reference to the legal interference with the future of the water district. There is a 20-billion-dollar housing bond posed by the subsidiary of the Metropolitan Transportation Commission which will yield 19 billion in proceeds but cost 48 billion in debt service in assessed parcel taxes. The allocation to San Mateo County will be less than the taxes collected. They have other needs that are really critical, such as storm water infrastructure and other local public works. At the same time, there are other bills, such as SB1210 which limits connection and impact fees. He feels the infrastructure and public works is in trouble. He feels looking at the big picture, they are going to need a coordinated research and lobbying effort to explain the fiscal sustainability issues of public works. This fall election has a confluence of dangerous things that need to be addressed with a good written analysis and an opinion leader management campaign.

Director Slater-Carter stated she wanted people to be aware the National Park Service wants to build a big campground at the north end of Montara. She would like to see this agendized because it is in our district, and they need to be clear what their policies are on water and sewer. It is a federal project, so they need to be careful on how they do this. They want to bring in people and get rid of the few hundred horses ridden by the residents back there and have been on that land for 200 yrs. or more. The horses are not a new pollution problem, but the intensity of the camping will be. It is important for the public to be aware of this and write letters.

Peter Dekker asked if the draft plan from the Golden Gate National Recreational Area (GGNRA) about future development does not clash with the National Parks intent.

Director Slater-Carter says it all depends who is in power and spending the money.

Director Boyd said they are sending out a letter urging National Park Service to engage with the District. The plan is available at <https://www.nps.gov/goga/crancho.htm>

General Manager Clemens Heldmaier said he and District Sewer Engineer Pippin Cavagnaro attended the first Coastal Resilient Infrastructure Strategic plan (CRISP) meeting with the County. Its goal is determining priorities to focus on for the Coastside. He is hoping something positive comes out of it.

PUBLIC HEARING - none

CONSENT AGENDA

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

Director Dekker made a motion to approve consent agenda items 1-10. Director Slater-Carter seconded the motion. All were in favor and the motion passed unanimously 4-0.

OLD BUSINESS - none

NEW BUSINESS

- 1. Review and Possible Action Concerning Review and Suggested Changes to Employee Benefits**

General Manager Clemens Heldmaier said in reviewing the personnel manual with Boucher Law, they were referred to Howell Southmayd of Keenan & Associates to review their employee benefits. The Sewer Authority Mid-Coast (SAM) also went through a similar process. Overall, the evaluation of our employee benefits is good with a few suggestions. The District would save \$824.00 dollars per year by switching vision plans. Also, the District would like to add life insurance which comes with an Employee Assistance Program (EAP) and an emergency transport insurance. Staff recommendation is to authorize the General Manager to switch from the current vision plan to the Principal Financial plan, add the Mutual of Omaha Group Life/AD&D with EAP, and MASA Medical Transport Solutions insurance benefits for all 8 full-time employees. This will cost the district approximately \$2,200.00 for the year.

Howell Southmayd stated Keenan & Associations has been in business for the last 53 years and specializes in working with public agencies and municipalities in particular. The District currently has a good medical and dental plan. Vision can be enhanced with Principal which has a two-year rate guarantee with a savings of \$1,648 for two years and is in the same network with enhanced benefits. This is about retaining and/or attracting new employees. Mutual of Omaha has a program

for small employers throughout the country that is a life insurance program with a composite rate (saving money over time) and this includes an Employee Assistance Program. He also recommends the MASA Medical Transport Solutions program with air and ground ambulance program. This is not about significant changes. This is fine-tuning the benefits so that it is equal if not better than a larger agency.

Director Slater-Carter said the crew are essential services and they need to take care of them.

Director Young asked if the employees pay out-of-pocket.

General Manager Clemens Heldmaier said the cost is a \$2,200 impact to the District.

Director Dekker made a motion to authorize the General Manager to switch from the current vision plan to the Principal Financial plan, add the Mutual of Omaha Group Life/AD&D that comes with EAP, and MASA Emergency Transportation benefits for all 8 full-time employees. Director Slater-Carter seconded the motion. All were in favor and the motion passes unanimously 4-0.

2. Review and Possible Action Concerning Authorization of a Change Order Adding ~700 feet Force Main Rehabilitation to the Sewer Improvement Project and SPOT Repairs 2022-2023.

General Manager Clemens Heldmaier stated that they would like to add about 700 feet to the force main for the sewer improvement project. Costs would not exceed \$125,000 to the contractor.

District Sewer Engineer Pippin Cavagnaro said they are working on the sewer improvement project to complete all the sewers around the Date/Harte area and encountered a problem on Date Street with the constructability of the gravity sewer. The force main installed 50 years ago had been put in the same trench and is only about 6 inches away. In order to rehabilitate the gravity sewer, they can either move the force main which would be very expensive or rehabilitate it first by converting it to a polyethylene pipe by pipe bursting method. Then they could upgrade the gravity sewer. They had planned to do this with the force main within the next five years, but are asking to accelerate this capital improvement project so they can complete that block.

Director Slater-Carter said this is a great plan and will save money.

Director Slater-Carter made a motion to authorize the change order adding approximately 700 feet force main rehabilitation to the sewer improvement project and spot repairs 2022-2023 not to exceed \$125,000 to Hardiman Construction. Director Dekker seconded the motion. All were in favor and the motion passes 4-0.

3. Review and Possible Action Concerning Refund Policy for Water Leaks

General Manager Clemens Heldmaier said the District currently has a policy in place for customers that allows them to adjust the water bill if there was a water leak or other excess usage. Customers still have to pay for the water but at the Tier 2 rates instead of the Tier 3 and 4 rates. Past usage is averaged and used as a baseline and everything above that is the excess usage. It is only done once every 5 years and the damage has to be a minimum of 5 hundred cubic feet (hcf) to apply for a refund. This policy is twelve years old and should be updated. Although it is the customers responsibility, it can be very expensive and could happen to anyone. In order to reduce the financial impact of a water leak to customers, they would like to make the following changes: increase the minimum usage to process an adjustment to 7 hcf instead of 5hcf, charge customers Tier one rates for water usage instead of Tier 2, amend the time frame to once every 3 years instead of 5 years, and requests must be made within 120 days from the date the bill was issued. Staff recommendation is to Review and adopt the June 6, 2024 Draft Guidelines for Review of Water Bill Refund Requests.

Director Dekker said customers should know who to call to report a leak and he suggested they include this information in the newsletter.

Director Slater-Carter asked if there is a way for staff to know when there is a leak.

General Manager Clemens Heldmaier said yes, but the system is limited in what they can do. There are visible leaks in the street, and leaks on the premises. If the leak is in the street, customers should call the office, and if the leak is at their house, they can call the office but will be advised to call a plumber.

Director Young asked if the transmitter problem has deterred the process of notifying customers of a big spike in usage.

General Manager Clemens Heldmaier replied that the system has limited capabilities and customers should not rely on it. It is not the District's responsibility to detect water leaks on private premises. They do their best to notify customers, but it is ultimately the homeowner's responsibility.

Gregg Dieguez said that there are several short-term rentals and rental properties in the area. Can the District detect when the water is running continuously and does the District have the authority to turn off a meter if the water is running and is unable to reach the homeowner. He also thinks a phone call, text or email rather than a letter to notify customers of a leak would be timelier.

General Manager Clemens Heldmaier said they cannot turn water off unless there is property damage. Also, a door tag is timely, and what they do.

Lisa Ketcham asked if this water leak remedy can be applied to residents at Pillar Ridge.

General Manager Clemens Heldmaier said she is a customer of the Pillar Ridge Water System and Pillar Ridge gets water from the District. The Pillar Ridge billing is out of their hands. He suggested talking to management about this and see if there is a willingness to establish similar policies. He is happy to work with them.

Lisa Ketcham said she was told in the past that the loss of water would be shared with the residents there and not with the District itself.

General Manager Clemens Heldmaier reiterated that the issue is that Pillar Ridge is their customer and suggested talking to Pillar Ridge Management. Pillar Ridge can apply for a refund.

Director Young suggested she notify them of the new water leak policy so they can review it.

Director Boyd concurred and said the District can work with Pillar Ridge management. If people are having leaks and dealing with management, there could be an application for them to bring a refund request under the leak policy. The policy has changed, and it is an opportunity to see if there is a willingness to engage and let them know as a customer the policy is available to the park.

Director Young made a motion to adopt the June 6, 2024 draft Guidelines of the Water Bill Refund Requests policy, and Director Dekker seconded the motion. All were in favor and the motion passed 4-0.

4. Review and Possible Action Concerning Local Agency Formation Commission (LAFCo) Special District Member.

General Manager Clemens Heldmaier said LAFCo has two open alternating positions for independent special districts. One position is currently being held by Chris Mickelsen of Coastside County Water District and that ended in May, and the other position is held by San Mateo Harbor District Board Member Virginia Chang-Kiraly. Mr. Mickelsen's position is open and LAFCo is asking for nominations for the alternate member. They have a request from Director Slater-Carter to pass a letter tonight nominating her as candidate for the Alternate Special District representative to the San Mateo County LAFCo. They prepared a letter for the Board to sign. The recommendation is to authorize the Board President and treasurer to sign the attached letter and nominate Director Kathryn Slater-Carter as candidate for Alternate Special District Representative to the San Mateo County LAFCo.

Director Slater-Carter said it is important to have a Coastsider to be alternate and if a vacancy comes up in that particular slot, she would like to be there for the Coastside.

Director Dekker made a motion to authorize the board president and treasurer to sign the attached letter and nominate Director Kathryn Slater-Carter as candidate for Alternate Special District Representative to the San Mateo County LAFCo. Director Boyd seconded the motion. All were in favor and the motion passed 4-0.

REPORTS

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

Director Dekker said the last meeting was canceled. Meanwhile, the Half Moon Bay City Council approved the SAM budget (under protest).

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

Gregg Dieguez said there is discussion about the remodel at the Fire Station and building a temporary one. There will be a letter and discussion at the next upcoming meeting. There will also be a letter regarding the Burnham Strip and Granada Community Services District's proposal for a recreational area and various other things. They have some concerns about Surfer's Beach parking. There is also a proposal for the El Granada Fire station to build a trail on some property there which can also be used for parking. In reference to healthcare on the Coast, Half Moon Bay is trying to define the needs on the Coast for healthcare. The sense of the discussions seems to be they want an Urgent Care facility as opposed to a more expensive Emergency room.

Supervisor Mueller is in negotiations with Seton on what can or should be done at the current facility. He is hopeful that they will have some form of functioning health care on the Coast. The MCC had a discussion about evacuation on the Mid-Coast. There was a drill and new website and other details presented. It is on the Mid-coast website. The Parks Service is using an air curtain burner. The combusted logs in Quarry Park seemed to be flaring. Parks was notified and it has been corrected.

Director Boyd asked if Seton has an estimated opening date.

Gregg Dieguez said yes, they do. The concern was the reopening date might be after the contractual provision date which requires them to keep healthcare in this facility. The concern was they are using the remodels to extend the closure and by the time it is ready to open they wouldn't be required to have healthcare there.

Director Boyd said for the time being in case of emergency you have to go to Seton in Daly City.

3. California Special Districts Associations (CSDA) Report (Slater-Carter)

Director Slater-Carter went to the CSDA meet-and-greet for the legislators and talked to people about the costs of requirements by the regulators and how they are burdening the rate payers in this economy.

4. Local Agency Formation Commission (LAFCo) Report (Slater-Carter)

Director Slater-Carter said there were public hearings on Broadmoor and Municipal Services Review for San Bruno, and adoption of a final work program and LAFCo budget, etc. The next meeting will be in July.

5. Attorney's Report (Fitzgerald)

District Counsel Christine Fitzgerald stated there is a ballot initiative 1935 which would take the Board's power away to increase rates and transfer it to the electorate. Any increase in our rates would have to go on the ballot and be passed by a 2/3 electorate. It is also retroactive to 2022 and would also have to be submitted to the electorate and approved by 2/3 vote. The Governor filed a petition with the California Supreme Court on the grounds this initiative as unconstitutional and the decision will be issued at the end of the month. She will keep the Board updated.

6. Directors' Report - none

7. General Manager's Report (Heldmaier)

Director Young asked for clarification on one item in the General Manager's report. Under *Repairs and Leaks*, it references a leak at the Moss Beach Park on Virginia and the State Parks irrigation system to be at fault. Did they contact the County?

General Manager Clemens Heldmaier said the proper person was notified.

FUTURE AGENDAS

BREAK 9:00 pm

CONVENE IN CLOSED SESSION 9:05 pm

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

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

ADJOURNMENT at 10:30 pm

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

Respectfully Submitted,

Signed _____
Secretary

Approved on the 11th, July 2024

Signed _____
President



MONTARA WATER & SANITARY DISTRICT

REGULAR BOARD OF DIRECTORS MEETING June 20, 2024

MINUTES

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

REGULAR SESSION began at 7:32 p.m.

CALL TO ORDER

ROLL CALL

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

Directors Absent: None

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

Others Present: District Counsel, Christine Fitzgerald
District Sewer Engineer, Pippin Cavagnaro
District Accountant, Peter Medina
Kastama Consulting, Alison Kastama
SRT Consultants, Laura Chimelski

PRESIDENT'S STATEMENT

Director Boyd stated today is the longest day of the year and enjoy all the sun you get. They might see the sun soon. While others on the other side are dealing with the heat, that is not a Coastside problem.

ORAL COMMENTS

Director Young said Half Moon Bay passed their budget with a 4-million dollar deficit.

Director Slater-Carter said the tax bill that would retroactively undo finances for special districts was ruled against the State constitution today and has been pulled from the ballot. They need to keep their eyes open, because it will probably come back.

Director Young added that it was Initiative 1935 and was called the Tax Payer Deception Act.

Gregg Dieguez said he was speaking as an individual. There is a proposed 20-billion-dollar housing bond (a series of up to 7 bonds) by the subsidiary of the Metropolitan Transportation Commission (MTC) to provide 16 billion in funds going back to the counties, 4 billion would be a slush fund for the MTC and would cost 48.3 billion and not be paid off until 2078. If that gets passed with a tax levy for every property it will undermine the San Mateo County ability to do its own parcel tax and they have their own issues. Look for it on the ballot.

PUBLIC HEARING

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

General Manager Clemens Heldmaier said this is an annual item in which they update their water and sewer charges, water rates, and water reliability charges, etc. These charges were approved in 2023 through the Prop 218 process to increase up to 9%. However, the recommendation of the Finance Committee is 6%. Connection and construction charges are going up 7.33% in accordance with the California Construction cost index. The application, administration, and other fees based on staff time is going up 3.77% and is based on the SF Bay Cost of Living Increases from the US Bureau of Labor. Penalties for water theft authorized in a previous meeting have been added. Staff recommendation is to Open the public hearing, consider relevant public testimony, close the public hearing, and adopt the Ordinance of the Montara Water and Sanitary District Restating and Amending the Master Fee Schedule.

Director Boyd opened the public hearing.

Gregg Dieguez said he is not clear about these rates. He didn't see a rate study, financial projections for those rates, or an update in the water management plan. He also saw that there are insufficient reserves in the budget. Two wells were lost to Per- and polyfluoroalkyl substances (PFAS). When the Water Reliability charge was approved, the study argued for double the amount the Board approved. Now the reserves are inadequate, why don't they have more comprehensive projections tying in a solution to the reserve level? He doesn't want the District to be caught behind the eight ball, and if someone could explain the lack of the rate study and the projections tying in a solution to the reserves that would be great.

Director Dekker made the motion to close the public hearing. Director Young seconded the motion and all were in favor of closing the public hearing.

Director Dekker said in regards to the Finance Committee they reviewed the future projections and looked at the 5-year capital improvement estimates their consultants drafted, and the time window is considered to be the most accurate in order to consider what the rates should be to cover those future costs. It is true a longer term would be better, but there are so many uncertainties. This year they will have a major infrastructure budget than in previous years and they are aware it can be covered by their present reserves. He would like to keep the window looking at what they need at 5 years keeping in mind the costs of the lawsuit with the City of Half Moon Bay and the eventual costs that arise from that.

Director Softky said Gregg Dieguez made very powerful cases in how important it is to budget for the long term than we typically do. And it cuts to the core on how they are required to make budgetary assignments based on a bunch of studies and micro things on what is going on now. Whereas they are beset by wildfires and other disastrous things which upend the micro calculations they are required to follow. How will the State of California incentivize them to do the right thing for the community instead of handcuffing them to march lockstep through incremental revenue allocations on things that are already established.

General Manager Clemens Heldmaier said they have studies that support the fees. It is a normal process to elevate the fees on a yearly basis after they go through the study process and not to go through a rate study every year raising the rates according to these factors.

Director Boyd added that the annual actions of raising the rates on the Master Fee Schedule are points in time along a much longer timeline. They do take the time and the money to conduct the studies which are extensive. This is something to be done at a cadence that fits, but not something to be done every time they want to write a check or adjust the budget. The Prop

218 notice that is authorized under was proceeded by the studies that led to the recommendation that led to what they asked for in the Prop 218 notice and the vote to authorize the possible spending. What you are seeing now is given the conditions, and working with the Finance Committee, consultants, staff, etc. they have the authorization to increase rates 9% but they are going to moderate it a bit and increase it at 6% acknowledging costs go up and they have to make sure the money is there, but also recognizing they have to be responsible in doing that.

Director Slater-Carter said the study last year gave them the latitude to raise rates from last year into the future at 9%. They may have to look at what happens with the trial in February, manage what is happening with SAM, and be fully aware of the major expenses coming with the Ecological Rights Foundation (ERF) lawsuit. But given the economy they are trying to make sure people can afford water and sewer.

Director Boyd wanted to confirm from staff's point of view that the recommended increase is something that they can manage and will not suffer unduly from not taking it all the way up to the 9%.

General Manager Clemens Heldmaier said this was discussed with the Finance Committee extensively, and it is manageable. And as Director Slater-Carter stated why the 6% was chosen over the 9%.

Director Boyd said he wants to make sure that they have enough money to take care of business and at the same time they have to see what they can do with less. It is always in tension, and a combination of pressures.

Director Slater-Carter made a motion to adopt the Ordinance of the Montara Water and Sanitary District Restating and Amending Master Fee Schedule. Director Softky seconded the motion. Roll call vote: Director Dekker: aye, Director Young: Aye, Director Boyd: Aye, Director Slater-Carter: Aye, and Director Softky: Aye. The motion passes unanimously 5-0.

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.

General Manager Clemens Heldmaier stated that this is also an annual item. Now that the charges have been approved, this item allows them to collect sewer service charges, Water System Reliability, and delinquent water service and refuse collection on the property tax. The resolution indicates to the County how it is to be done. Additionally, they have a list of all sewer service and water service charges for 2023-2024. This list is confidential with billing information, so it cannot be published. They are

asking authorization to transfer this list along with the resolution to San Mateo County for this process. Staff recommendation is to open the public hearing, allow pertinent public testimony, close the public hearing, and adopt the Resolution of the Montara Water and Sanitary District Overruling Protests and Confirming Reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year 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.

Director Boyd opened the public hearing. Hearing none, Director Slater-Carter made a motion to close the public hearing. Director Dekker seconded the motion and all were in favor and the motion passed 5-0. The public hearing was closed.

Director Slater-Carter asked if the district adds charges for customers who don't pay their delinquent bills.

General Manager Clemens Heldmaier replied they do have a charge applied for adding charges to the tax roll.

Director Young asked if the delinquent charges are a high percentage of customers.

General Manager Clemens Heldmaier said no.

Director Young made a motion to adopt the Resolution of the Montara Water and Sanitary District Overruling Protests and Confirming Reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year 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. Director Dekker seconded the motion. Roll call vote: Director Dekker: aye, Director Young: Aye, Director Boyd: Aye, Director Slater-Carter: Aye, and Director Softky: Aye. The motion passes 5-0.

CONSENT AGENDA
OLD BUSINESS - none
NEW BUSINESS

- 1. Review and Possible Action Concerning Approval of 2024-2025 Water and Sewer Budget and Capital Improvement Programs.**

General Manager Clemens Heldmaier said they brought draft budgets to the Board before and have updated it. District Accountant Peter Medina is present to give them the highlights and the water and sewer engineers are also present to answer any questions about the capital improvement programs. Staff recommendation is to authorize a 3.77% Cost of Living increase for all non-exempt employees, and adopt Resolution of the Montara Water and Sanitary District approving the Budget for the Fiscal Year 2024-2025.

District Accountant Peter Medina said they talked about rate increase in the first two items here. In rate setting in April 2023, they agreed to 6%, 9% and 9% as far as those limits. Going through this year and even last year, the major impact items are personnel costs for our sewer side as well as CIP. What they are seeing has been an accumulation of funds due to CIP projects delays. And that went into our discussion of not going to the full 9%. So, this has a 6% rate increase. For sewer service charges they use software that models the various percentage increases and they decided to use 6%. They were provided full assessment amounts from SAM. They used those numbers plus an extra \$350,000 dollars with the expectation of SAM asking for a mid-year adjustment to begin the process of an additional project that was not adopted with the current fiscal year 2024-2025 budget on the SAM side. So, they have set aside money for what they thought it might be. For personnel they are modeling 3.77% on sewer side. They have the CIP and after that the long-term debt. In the big picture, they adopted 2.85 million and the expectation that they would go into reserves by 2.9 million dollars. That is not taking place. Our current CIP for the current year, which ends in 10 days, are about a quarter of the 3.849 million that they have budgeted as far as current year expenditures. They have been able to save quite a bit of money and will have it available for next year's projects. For property taxes, \$100,000 increase for increased assessments and recognition of a small portion for the Educational Revenue Augmentation Fund (ERAF). They have not done this in the past, and in conversations with the Board, it has been fairly regular over the last 7 years, they will capture a portion of it. So, there is \$100,000 more per fund for water and sewer. For water, personnel they are modeling 3.77%, then there is the CIP, connection fees, and long-term debt. These are discussed further on in the budget. The first two pages are Cash Flow views which are the two main sheets. At the end of it is the projection for the next fiscal year, and it is expected 2 million dollars into reserves. We are far below expectations for the 3.849 million CIP expenditure for fiscal year 2023-2024. The other pages are the details for the items in the packet. In the end, they do not have adequate reserves, but that is not necessarily the case in the way they calculate reserve requirements for operating or CIP. They still are not at the maximum rate. He has added a glossary.

Director Young asked if they have any proposals for how to get the capital reserves sufficient for the maximum target.

Director Slater-Carter said the Board sets the maximum and minimum reserves. They put a higher number because they want to recognize that you can always use more but by not meeting the top number, they are not insufficient in reserves as long as they can meet their debts.

General Manager Clemens Heldmaier added the upper limit protects the funds because they are within the declared reserve. If they go above that then the funds may be taken by the State.

Director Boyd said they created designated funds and set upper bounds in those funds. It is a guard for what they set.

Director Softky asked what the median is and where are their reserves in respect to that.

Director Boyd replied what matters is having sufficient reserves to cover unexpected expenses. The minimum is established by what they have in their budget. The maximum is what they set as a way of saying to the State anything under the maximum is accounted for and not to be claimed. They serve completely different purposes. Setting the reserve amounts all comes down to risk management.

District Accountant Peter Medina said the District's operating reserve is 6 months of projected expenses. Outside of that is their CIP reserves. Those do have a top and bottom. The water median is \$3,884,814 dollars.

District Sewer Engineer Pippin Cavagnaro said because of the scheduling of their CIP projects, about 1.5 million dollars from last year will be spent next year in addition to other projects already planned for the year. In a couple of months, the funds will dip below the median point. It fluctuates twice a year.

Director Dekker said as the person looking after the cash flow and knowing what is coming down the pike, he feels comfortable with these numbers. Their financial situation is good, and unlike many other agencies, they are consistently adjusting their rates. They take a conservative approach so citizens are not confronted by major increases.

Director Boyd said it is really important to point out that they are spending funds to do the projects before they become an emergency. Those things happen from time to time, but they happen more often when they don't do them.

Director Young asked what the Engineers Estimate is.

District Sewer Engineer Pippin Cavagnaro said that it is money set aside for preparations to support the projects to ensure they have funds to deal with

legal, permitting, or designs to make the project function. It is a regulatory cushion.

Director Slater-Carter read a paragraph from page 16 which describes the capital minimum and maximums. It's pretty self-explanatory.

Director Boyd said while there were technical issues a motion was made to authorize a 3.77% Cost of Living increase for all non-exempt employees, and adopt Resolution of the Montara Water and Sanitary District approving the budget for the Fiscal Year 2024-2025. A second motion was made, and all were in favor and by unanimous vote the motion passes 5-0.

2. Review and Possible Action Concerning District Election on November 5, 2024.

General Manager Clemens Heldmaier said they received correspondence from the Chief Elections Officer for the San Mateo County election process. Based on what the Board does historically, they chose the candidate statement to be limited to 200 words and will be paid by the candidate. This year there are two seats that are elected by division following the District's transition from an at-large to a district-based election. This year's electoral division 2 and 4 seats will be elected. They currently have Director Boyd and Director Slater-Carter on at-large seats, and those seats end. Additionally, there is the remaining term for Director Lohman's at-large seat. Currently, Director Young is serving the initial term of Director Lohman's at-large seat and the remaining two years will be up for election. All candidates are required to file a form 700 statement no later than the due date for the declaration of candidacy. They have a slightly amended resolution for the Board. Staff recommendation is to determine the election procedure for MWSD and adopt 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).

Director Young suggested filling in the subdistricts on the policy form.

General Manager Clemens Heldmaier said it was a good idea, but it is also all specified in the resolution.

District Counsel Christine Fitzgerald stated the resolution controls. That question on the policy form relates to whether or not there is an incumbent and if so, what division or subdistrict that incumbent resides in. They don't have any subdivision incumbents.

Director Boyd said because they don't have anyone sitting in those seats today, there are no incumbents for the seats that are open in the Fall Election. So, if a

Board member decides to run and goes to the County to file paperwork, the option to list themselves as incumbent will be controlled by what is not written down on the form.

District Counsel Christine Fitzgerald read Elections code 13107 which says “a candidate shall not use the word incumbent if the candidate was elected to their office in an at-large election and is a candidate in a district-based election.”

Director Young asked about an appointed incumbent.

District Counsel Chistine Fitzgerald read further to define an appointed incumbent, “The phrase ‘appointed incumbent’ is if a candidate holds office by virtue of appointment, and the candidate is a candidate for election to the same office or if the candidate is a candidate for election to the same or some other office, the word appointed and the title of the office.” If Director Young decides to run for the at-large two-year remaining term of Director Lohman, she could use the term “appointed incumbent” on the ballot.

Director Slater-Carter requested better maps for potential and interested candidates so they know what districts they are in.

General Manager Clemens Heldmaier said the maps are on the website and the easiest way to find out is to enter an address to see what district they are in.

Director Slater-Carter made a motion to Determine the election procedure for MWSD and adopt 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). Director Young seconded the motion, and all were in favor, and the motion passes unanimously 5-0.

3. Review and Possible Action Concerning Cancellation of Next Regular Scheduled Board Meeting.

General Manager Clemens Heldmaier said since the meeting falls on July 4th, he would like to cancel the meeting and have a special meeting on July 11th.

Director Dekker said he probably won't be able to attend that day.

REPORTS

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

Director Dekker said the meeting was canceled

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

Gregg Dieguez stated the Coastal Resiliency Infrastructure Strategic Plan (CRISP) got kicked off. There is a survey on line and he will list priorities. There was some controversy about American Tower and work done on road grading last year and the MCC sent a letter of concern. The Planning Commission has a hearing on June 26th. So, if you are concerned about the mountain, please voice your concern. They reviewed the negative declaration for the Granada Community Services District plan for the Burnham Strip. There is a mixture of concerns there—the loss of the daycare center, noise, light, parking, and no financial plan if they can afford this. There is also a hearing on the Moss Beach Fire station moving to a temporary location. The sense of the Council was it would be better to move to the new location permanently.

Director Young said she heard the Moss Beach Fire Station 44 is on the Planning Commission agenda on June 26th at 9:00am.

3. California Special Districts Associations (CSDA) Report (Slater-Carter)

Director Slater-Carter said there will be a meeting next month.

4. Local Agency Formation Commission (LAFCo) Report (Slater-Carter)

Director Slater-Carter said there will be a meeting next month.

5. Attorney's Report (Fitzgerald)

6. Directors' Report

Director Young said she intended to attend the Emergency Services Council and the Stormwater Committee (C/CAG) meetings but both were canceled.

7. General Manager's Report (Heldmaier)

General Manager Clemens Heldmaier said the newsletter has a link to their Consumer Confidence Report and it is also online.

FUTURE AGENDAS

BREAK 9:08 pm

CONVENE IN CLOSED SESSION 9:15 pm

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

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

**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-CV04413)

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

ADJOURNMENT at 9:45 pm

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

Respectfully Submitted,

Signed _____
Secretary

Approved on the 11th, July 2024

Signed _____
President

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. One (1) member of the Governing Board shall be elected by at-large election to fill the balance of an unexpired term of two (2) years. Two (2) members of the Governing Board shall be elected by division-based election for a full term of four (4) years each, as follows: one (1) member of the Governing Board shall be elected in the District's Electoral Division 2; and one (1) member of the Governing Board shall be elected in the District's Electoral Division 4.

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 one (1) board member, each governing board member shall reside within the Electoral Division 2 and shall be elected by the registered voters of said division; for the

division-based election of one (1) board member, each governing board member shall reside within the Electoral Division 4 and shall be elected by the registered voters of said division.

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.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

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

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

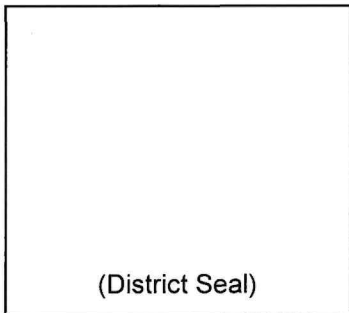
Secretary, Montara Water and Sanitary District



**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 4-year term : two (2) | | |
| | Names of incumbents currently holding these seats (Indicate sub-district if election is by district) | | |
| | Name | Sub-district | Name Sub-district |
| | Name | Sub-district | Name Sub-district |
| 2 | The <i>number of members</i> to be elected to the Governing Board for a 2-year term (if applicable to fill balance of an unexpired term): one (1) | | |
| | Name(s) of incumbent(s) currently holding or who previously held and has vacated this seat(s) | | |
| | Name Ric Lohman | Sub-district | Name Sub-district |
| | Name | Sub-district | Name Sub-district |
| 3 | Election type | | |
| | <input checked="" type="checkbox"/> At-large: 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"/> By district: 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

Prepared for the Meeting Of: July 11, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

**Budget vs. Actual – Sewer July 1, 2023 through May 31, 2024 - Variances
over \$2,000:**

- 4400 Fees, \$6,447 below Budget – All fee categories have lagged behind expectations due to economic conditions. Less home remodeling taking place.
- 4510 Grants, \$1,130,210 received, **No Budget established** – On behalf of SAM, the District received Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES) funds for 2022 & 2023 Winter Storm Damages. Due to SAM's organization structure as a JPA they are not allowed to directly apply for and request funds. MWSD facilitated the application and the funds, in total, were remitted to SAM.
- 4610 Property Tax Receipts, \$221,878 above Budget – Additional ERAF apportionment received in January. The District typically receives two per year.
- 4710 Sewer Service Charges, \$358,324 below Budget – 5th of 6 sewer service charge assessment received in June 2024.
- 4720 Sewer Service Refund, \$13,648 above Budget – Due to a programming error in our EDS system, a miscalculation was made on a customer sewer service charge and subsequently refunded.
- **Overall Total Operating Income for the period ending May 31, 2024 was \$973,796 above budget. Total operating revenue received to date is \$5,267,944.**
- 5200 Board of Directors, \$6,565 below Budget - \$15,000 budgeted for District voting borders realignment. The cost of study was half of what was budgeted.
- 5250 Conference Attendance, \$6,516 below Budget – Additional conferences expected to be attended later in the fiscal year.
- 5300 Insurance, \$2,922 above Budget – District pays for insurance premiums at the beginning of the fiscal year. Variance continues to decrease.
- LAFCO Assessment, \$2,500 below Budget – Expense is paid in June.
- 5400 Legal, \$64,761 below Budget – Costs related to the defense of various legal proceedings is less than expected at this point.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5510 Maintenance, Office, \$19,938 below Budget – Projects have been shifted to CIP non project category. Budget has been reduced for FY 24-25.
- 5620 Audit, \$3,675 below Budget – GM was able to successfully negotiate a credit to FY 21-22 audit fees from previous auditors due to their failure to provide timely service.
- 5630 Consulting, \$8,739 below Budget – Less reliance upon consultants than originally expected.
- 5710 San Mateo County Tax Roll Charges, \$2,173 below Budget – County administrative fees netted with assessment revenue when applicable.
- 5730 Telephone & Internet, \$9,583 below Budget – District staff has received credits for certain lines.
- 5800 Labor, \$22,450 above Budget – Mainly due to the funding of GM salary & benefit increase which included retro pay.
- 6170 Claims, Property Damage, \$7,060 below Budget – Single instance noted in April for the payment of a deductible.
- 6200 Engineering, \$26,154 below Budget – Majority of costs have been related to CIP projects and booked in account 8075 Sewer CIP.
- 6330 Facilities, \$4,952 above Budget – Tree work performed at two District sites in May 2024.
- 6400 Pumping, \$4,978 below Budget – Monthly fluctuations based on usage.
- 6600 Collection/Transmission, \$120,264 above Budget – FY 23-24 costs for meters have been shifted to the Sewer fund. In FY 22-23 costs were absorbed by the Water Fund. It has been established that the cost of meters and their component parts are both a Water & Sewer operating expense. On a go forward basis, the cost will be split 50/50.
- 6900 SAM Expenses, \$984,232 above Budget – The District adopted the original budget provided by SAM. After adoption by MWSD, SAM adjusted their infrastructure budget downward.

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

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

- **Overall Total Operating Expenses for the period ending May 31, 2024, were \$1,072,688 above Budget.**



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Total overall Expenses for the period ending May 31, 2024, were \$970,811 above budget. For a net ordinary gain of \$2,985 above Budget. Actual net ordinary income is \$1,202,375**
- 7100 Connection Fees, \$102,916 above Budget – No new connections sold in May 2024. 4 full connections sold this fiscal year.
- 7200 Interest Income, LAIF, \$128,059 above budget – Due to the increase Federal interest rates.
- 8000 CIP, \$2,593,514 below Budget – Minimal activity to date, mainly engineering support and generator expenses.
- 9200 I-Bank Loan, \$8,007 below budget – Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 1, 2023 thru May 31, 2024 - Variances over \$2,000:

- 4400 Fees, \$5,301 below Budget - All fee categories have lagged behind expectations due to economic conditions. Less home remodeling taking place.
- 4610 Property Tax Receipts, \$221,878 above Budget – Additional ERAF apportionment received in January. The District typically receives two per year.
- 4740 Testing, Backflow, \$6,545 above Budget – Due to timing of revenue collection.
- 4810 Water Sales, Domestic, \$108,347 above Budget – Due to timing of receipts.
- 4850 Water Sales refunds, \$7,333 below Budget – No refunds issued to date.
- 4990 Other Revenue, \$1,261,574, **no Budget established** – The District received a settlement in the amount of \$1,260,831 in March – MWSD vs. Dow Chemical.
- **Overall Total Operating Income for the period ending May 31, 2024 was \$1,637,876 above budget. Total operating revenue received to date is \$3,801,092.**
- 5200 Board of Directors, \$6,565 below Budget - \$15,000 budgeted for District voting borders realignment. The cost of study was half of what was budgeted.
- 5240 CDPH Fees, \$2,169 above Budget – Annual Permit paid for in January, \$14K.
- 5250 Conference Attendance, \$8,764 below Budget – Additional conferences expected to be attended later in the fiscal year.
- 5300 Insurance, \$4,628 above Budget – District pays insurance premiums at the beginning of the fiscal year. Variance continues to decrease.
- 5350 LAFCO Assessment, \$2,750 below Budget – Expense is paid in May or June.
- 5400 Legal, \$13,179 below Budget – Balance fluctuates based on current needs.
- 5510 Maintenance, Office, \$19,442 below Budget – Projects have been shifted to CIP non project category. Budget has been reduced for FY 24-25.
- 5550 Postage, \$4,751 above Budget – Additional costs relating to mail service.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5620 Audit, \$3,675 below Budget – GM was able to successfully negotiate a credit to FY 21-22 audit fees from previous auditors due to their failure to provide timely service.
- 5630 Consulting, \$22,489 below Budget – Less reliance upon consultants than originally expected.
- 5640 Data Services, \$10,988 above Budget – UtilityStar software maintenance fee paid. Budget has been established for FY 24-25.
- 5710 San Mateo County Tax Roll Charges, \$2,173 below Budget – County administrative fees netted with assessment revenue when applicable.
- 5720 Telephone & Internet, \$10,387 below Budget - District staff has received credits for certain lines.
- 5800 Labor & Wages, \$24,904 above Budget – Mainly due to the funding of GM salary & benefit increase which included arrears.
- 6170 Claims, Property Damage, \$8,774 below Budget – One minor claim paid in August.
- 6180 Communications, \$10,160 below Budget – SCADA maintenance costs are on an as needed basis.
- 6200 Engineering, \$87,394 above Budget – Majority of the expense due to water quality engineering.
- 6330 Facilities, \$6,965 above Budget – Tree work performed at various District sites.
- 6370 Lab Supplies & Equipment, \$9,992 above Budget – Major purchase of inventory made in August & November.
- 6400 Pumping, \$9,923 below Budget – Catch up bill paid in February was for \$14,519, which was within budget.
- 6500 Supply, \$29,519 below Budget – Payment for Q3 water purchase for Airport Wells made in April. The average expense is \$6,400.
- 6600 Collection/Transmission, \$141,011 below Budget – FY 23-24 costs for meters have been shifted to the Sewer fund. In FY 22-23 costs were absorbed by the Water Fund. It has been established that the cost of meters and their component parts are both a Water & Sewer operating expense. On a go forward basis, the cost will be split 50/50.
- 6700 Treatment, \$21,232 above Budget – costs are variable on a month-to-month basis.
- 6800 Vehicles, \$5,772 below Budget – 25% of costs are allocated to Sewer. Fuel cost is less than expected.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Overall Total Operating Expenses for the period ending May 31, 2024, were \$79,375 below Budget.**
- **Total overall Expenses for the period ending May 31, 2024 were \$119,826 below budget. For a net ordinary income of \$1,757,701 budgeted vs. actual. The actual net ordinary income was \$1,842,818.**
- 7100 Connection Fees, \$95,409 above Budget – No new connections sold in May. 5 full connections sold this fiscal year.
- 7250 CAMP interest, \$145,393 above Budget – Due to increase in federal interest rates.
- 7600 GO Bond Revenues, \$337,696 below budget - 45% advance was received in April. Remaining funds expected after FYE but will be accrued back.
- 7650 Water System Reliability, \$100,118 below Budget – 45% advance was received in April. Remaining funds expected after FYE but will be accrued back.
- 8000 CIP, \$3,097,403 below Budget – Projects are currently on-going, and others are being planned.
- 9100 GO Bond interest expense, \$24,838 below Budget – Difference due to timing.
- 9150 SRF loan: 7/1/2024 payment was made in May. Difference due to timing.

RECOMMENDATION:

This is for Board information only

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

| | Jul '23 - May 24 | Sewer Budget | \$ Over Budget |
|--|------------------|-----------------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4220 · Cell Tower Lease | 77,764.39 | 76,083.37 | 1,681.02 |
| 4400 · Fees | | | |
| 4410 · Administrative Fee (New Constr) | 1,244.00 | 3,666.74 | -2,422.74 |
| 4420 · Administrative Fee (Remodel) | 0.00 | 916.74 | -916.74 |
| 4430 · Inspection Fee (New Constr) | 1,178.00 | 3,666.74 | -2,488.74 |
| 4440 · Inspection Fee (Remodel) | 0.00 | 916.74 | -916.74 |
| 4460 · Remodel Fees | 7,471.00 | 7,333.37 | 137.63 |
| 4470 · Other Fees | 160.00 | | |
| Total 4400 · Fees | 10,053.00 | 16,500.33 | -6,447.33 |
| 4510 · Grants | 1,130,209.94 | | |
| 4610 · Property Tax Receipts | 521,877.97 | 300,000.00 | 221,877.97 |
| 4710 · Sewer Service Charges | 3,524,906.91 | 3,883,231.00 | -358,324.09 |
| 4720 · Sewer Service Refunds, Customer | -22,814.88 | -9,166.74 | -13,648.14 |
| 4760 · Waste Collection Revenues | 25,692.38 | 27,500.00 | -1,807.62 |
| 4990 · Other Revenue | 254.30 | | |
| Total Income | 5,267,944.01 | 4,294,147.96 | 973,796.05 |
| Gross Profit | 5,267,944.01 | 4,294,147.96 | 973,796.05 |
| Expense | | | |
| 5000 · Administrative | | | |
| 5190 · Bank Fees | 4,819.25 | 5,500.00 | -680.75 |
| 5200 · Board of Directors | | | |
| 5210 · Board Meetings | 4,713.85 | 3,666.74 | 1,047.11 |
| 5220 · Director Fees | 7,805.00 | 9,166.74 | -1,361.74 |
| 5230 · Election Expenses | 7,500.00 | 13,750.00 | -6,250.00 |
| Total 5200 · Board of Directors | 20,018.85 | 26,583.48 | -6,564.63 |
| 5250 · Conference Attendance | 2,651.03 | 9,166.74 | -6,515.71 |
| 5270 · Information Systems | 4,277.01 | 5,500.00 | -1,222.99 |
| 5300 · Insurance | | | |
| 5310 · Fidelity Bond | 437.50 | 458.37 | -20.87 |
| 5320 · Property & Liability Insurance | 12,109.75 | 9,166.74 | 2,943.01 |
| Total 5300 · Insurance | 12,547.25 | 9,625.11 | 2,922.14 |
| 5350 · LAFCO Assessment | 0.00 | 2,750.00 | -2,750.00 |
| 5400 · Legal | | | |
| 5430 · General Legal | 53,703.15 | 183,333.37 | -129,630.22 |
| 5440 · Litigation | 64,869.56 | | |
| Total 5400 · Legal | 118,572.71 | 183,333.37 | -64,760.66 |
| 5510 · Maintenance, Office | 2,979.16 | 22,916.74 | -19,937.58 |
| 5530 · Memberships | 4,500.00 | 4,583.37 | -83.37 |
| 5540 · Office Supplies | 6,160.58 | 7,562.50 | -1,401.92 |
| 5550 · Postage | 1,881.72 | 1,054.24 | 827.48 |
| 5560 · Printing & Publishing | 3,454.91 | 2,062.50 | 1,392.41 |

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

| | Jul '23 - May 24 | Sewer Budget | \$ Over Budget |
|---|-------------------|-------------------|--------------------|
| 5600 · Professional Services | | | |
| 5610 · Accounting | 37,497.50 | 35,750.00 | 1,747.50 |
| 5620 · Audit | 8,700.00 | 12,375.00 | -3,675.00 |
| 5630 · Consulting | 39,156.71 | 47,895.87 | -8,739.16 |
| 5640 · Data Services | 10,412.73 | 9,166.74 | 1,245.99 |
| 5650 · Labor & HR Support | 2,377.32 | 2,291.74 | 85.58 |
| 5660 · Payroll Services | 1,197.80 | 916.74 | 281.06 |
| Total 5600 · Professional Services | 99,342.06 | 108,396.09 | -9,054.03 |
| 5710 · San Mateo Co. Tax Roll Charges | 119.00 | 2,291.74 | -2,172.74 |
| 5720 · Telephone & Internet | 27,083.78 | 36,666.74 | -9,582.96 |
| 5730 · Mileage Reimbursement | 698.01 | 1,833.37 | -1,135.36 |
| 5740 · Reference Materials | 0.00 | 183.37 | -183.37 |
| 5790 · Other Administrative | -3,422.56 | | |
| 5800 · Labor | | | |
| 5810 · CalPERS 457 Deferred Plan | 23,531.40 | 19,695.50 | 3,835.90 |
| 5820 · Employee Benefits | 48,938.47 | 47,790.49 | 1,147.98 |
| 5830 · Disability Insurance | 1,701.86 | 2,081.75 | -379.89 |
| 5840 · Payroll Taxes | 20,484.88 | 23,276.88 | -2,792.00 |
| 5850 · PARS | 17,283.53 | 20,301.49 | -3,017.96 |
| 5900 · Wages | | | |
| 5910 · Management | 137,523.69 | 112,398.99 | 25,124.70 |
| 5920 · Staff | 181,613.43 | 188,619.75 | -7,006.32 |
| 5930 · Staff Certification | 1,925.00 | 1,650.00 | 275.00 |
| 5940 · Staff Overtime | 5,805.77 | 1,607.87 | 4,197.90 |
| 5950 · Staff Standby | 1,515.35 | | |
| Total 5900 · Wages | 328,383.24 | 304,276.61 | 24,106.63 |
| 5960 · Worker's Comp Insurance | 2,220.02 | 2,670.25 | -450.23 |
| Total 5800 · Labor | 442,543.40 | 420,092.97 | 22,450.43 |
| Total 5000 · Administrative | 748,226.16 | 850,102.33 | -101,876.17 |
| 6000 · Operations | | | |
| 6170 · Claims, Property Damage | 2,106.85 | 9,166.74 | -7,059.89 |
| 6195 · Education & Training | 2,500.00 | 1,833.37 | 666.63 |
| 6200 · Engineering | | | |
| 6220 · General Engineering | 38,012.50 | 64,166.74 | -26,154.24 |
| Total 6200 · Engineering | 38,012.50 | 64,166.74 | -26,154.24 |
| 6330 · Facilities | | | |
| 6335 · Alarm Services | 6,952.38 | 5,500.00 | 1,452.38 |
| 6337 · Landscaping | 9,000.00 | 5,500.00 | 3,500.00 |
| Total 6330 · Facilities | 15,952.38 | 11,000.00 | 4,952.38 |
| 6400 · Pumping | | | |
| 6410 · Pumping Fuel & Electricity | 50,089.36 | 45,833.37 | 4,255.99 |
| 6420 · Pumping Maintenance, Generators | 4,515.42 | 13,750.00 | -9,234.58 |
| Total 6400 · Pumping | 54,604.78 | 59,583.37 | -4,978.59 |

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

July 2023 through May 2024

| | Jul '23 - May 24 | Sewer Budget | \$ Over Budget |
|--|------------------|-----------------|----------------|
| 6600 · Collection/Transmission | | | |
| 6660 · Maintenance, Collection System | 0.00 | 9,166.74 | -9,166.74 |
| 6665 · Meters - Sewer | 129,430.68 | | |
| Total 6600 · Collection/Transmission | 129,430.68 | 9,166.74 | 120,263.94 |
| 6770 · Uniforms | 0.00 | 183.37 | -183.37 |
| 6800 · Vehicles | | | |
| 6810 · Fuel | 3,183.13 | 1,833.37 | 1,349.76 |
| 6820 · Truck Equipment, Expensed | 386.25 | 183.37 | 202.88 |
| 6830 · Truck Repairs | 312.36 | 916.74 | -604.38 |
| Total 6800 · Vehicles | 3,881.74 | 2,933.48 | 948.26 |
| 6900 · Sewer Authority Midcoastside | | | |
| 6910 · SAM Collections | 270,290.13 | 270,290.24 | -0.11 |
| 6920 · SAM Operations | 1,480,522.01 | 1,655,914.37 | -175,392.36 |
| 6930 · SAM Prior Year Adjustment | 1,144,515.14 | | |
| 6940 · SAM Maintenance, Collection Sys | 10,971.93 | 41,250.00 | -30,278.07 |
| 6950 · SAM Maintenance, Pumping | 153,449.19 | 119,166.74 | 34,282.45 |
| 6960 · SAM NDWSCP | 11,105.36 | | |
| Total 6900 · Sewer Authority Midcoastside | 3,070,853.76 | 2,086,621.35 | 984,232.41 |
| Total 6000 · Operations | 3,317,342.69 | 2,244,655.16 | 1,072,687.53 |
| Total Expense | 4,065,568.85 | 3,094,757.49 | 970,811.36 |
| Net Ordinary Income | 1,202,375.16 | 1,199,390.47 | 2,984.69 |
| Other Income/Expense | | | |
| Other Income | | | |
| 7000 · Capital Account Revenues | | | |
| 7100 · Connection Fees | | | |
| 7110 · Connection Fees (New Constr) | 133,194.00 | 201,666.74 | -68,472.74 |
| 7120 · Connection Fees (Remodel) | 39,051.00 | 50,416.74 | -11,365.74 |
| 7152 · Connection Fee Refunds | 0.00 | -18,333.37 | 18,333.37 |
| 7153 · Add'l Fixture Units (New Const) | 97,287.00 | 18,333.37 | 78,953.63 |
| 7155 · Add'l Fixture Units (Remodel) | 139,470.00 | 18,333.37 | 121,136.63 |
| 7157 · Fixture Fee Refunds | -32,543.00 | | |
| 7160 · PFP Pass Thru | -2,858.00 | | |
| 7165 · Meter Pass Thru Costs | -268.05 | | |
| Total 7100 · Connection Fees | 373,332.95 | 270,416.85 | 102,916.10 |
| 7200 · Interest Income - LAIF | 188,059.23 | 60,000.00 | 128,059.23 |
| Total 7000 · Capital Account Revenues | 561,392.18 | 330,416.85 | 230,975.33 |
| Total Other Income | 561,392.18 | 330,416.85 | 230,975.33 |
| Other Expense | | | |
| 8000 · Capital Improvement Program | | | |
| 8075 · Sewer | 1,072,497.32 | 3,666,011.25 | -2,593,513.93 |
| Total 8000 · Capital Improvement Program | 1,072,497.32 | 3,666,011.25 | -2,593,513.93 |

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Accrual Basis

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

| | Jul '23 - May 24 | Sewer Budget | \$ Over Budget |
|--|---------------------|----------------------|----------------------|
| 9000 · Capital Account Expenses | | | |
| 9125 · PNC Equipment Lease Interest | 6,324.91 | 6,578.00 | -253.09 |
| 9200 · I-Bank Loan | 10,694.76 | 18,702.00 | -8,007.24 |
| Total 9000 · Capital Account Expenses | 17,019.67 | 25,280.00 | -8,260.33 |
| Total Other Expense | 1,089,516.99 | 3,691,291.25 | -2,601,774.26 |
| Net Other Income | -528,124.81 | -3,360,874.40 | 2,832,749.59 |
| Net Income | 674,250.35 | -2,161,483.93 | 2,835,734.28 |

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

July 2023 through May 2024

| | Jul '23 - May 24 | Water Budget | \$ Over Budget |
|--|------------------|-----------------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4400 · Fees | | | |
| 4410 · Administrative Fee (New Constr) | 1,244.00 | 3,666.74 | -2,422.74 |
| 4420 · Administrative Fee (Remodel) | 0.00 | 550.00 | -550.00 |
| 4430 · Inspection Fee (New Constr) | 1,178.00 | 3,666.74 | -2,488.74 |
| 4440 · Inspection Fee (Remodel) | 0.00 | 0.00 | 0.00 |
| 4450 · Mainline Extension Fees | 0.00 | 0.00 | 0.00 |
| 4470 · Other Fees | 160.00 | | |
| Total 4400 · Fees | 2,582.00 | 7,883.48 | -5,301.48 |
| 4510 · Grants | 37,500.00 | | |
| 4610 · Property Tax Receipts | 521,877.89 | 300,000.00 | 221,877.89 |
| 4740 · Testing, Backflow | 23,045.00 | 16,500.00 | 6,545.00 |
| 4810 · Water Sales, Domestic | 1,954,513.88 | 1,846,166.74 | 108,347.14 |
| 4850 · Water Sales Refunds, Customer | 0.00 | -7,333.37 | 7,333.37 |
| 4990 · Other Revenue | 1,261,573.60 | | |
| Total Income | 3,801,092.37 | 2,163,216.85 | 1,637,875.52 |
| Gross Profit | 3,801,092.37 | 2,163,216.85 | 1,637,875.52 |
| Expense | | | |
| 5000 · Administrative | | | |
| 5190 · Bank Fees | 4,819.16 | 5,041.74 | -222.58 |
| 5200 · Board of Directors | | | |
| 5210 · Board Meetings | 4,713.85 | 3,666.74 | 1,047.11 |
| 5220 · Director Fees | 7,805.00 | 9,166.74 | -1,361.74 |
| 5230 · Election Expenses | 7,500.00 | 13,750.00 | -6,250.00 |
| Total 5200 · Board of Directors | 20,018.85 | 26,583.48 | -6,564.63 |
| 5240 · CDPH Fees | 18,669.08 | 16,500.00 | 2,169.08 |
| 5250 · Conference Attendance | 4,985.87 | 13,750.00 | -8,764.13 |
| 5270 · Information Systems | 4,276.99 | 5,958.37 | -1,681.38 |
| 5300 · Insurance | | | |
| 5310 · Fidelity Bond | 437.50 | 458.37 | -20.87 |
| 5320 · Property & Liability Insurance | 13,815.75 | 9,166.74 | 4,649.01 |
| Total 5300 · Insurance | 14,253.25 | 9,625.11 | 4,628.14 |
| 5350 · LAFCO Assessment | 0.00 | 2,750.00 | -2,750.00 |
| 5400 · Legal | | | |
| 5430 · General Legal | 53,683.16 | 68,750.00 | -15,066.84 |
| 5440 · Litigation | 1,888.00 | | |
| Total 5400 · Legal | 55,571.16 | 68,750.00 | -13,178.84 |
| 5510 · Maintenance, Office | 3,474.42 | 22,916.74 | -19,442.32 |
| 5530 · Memberships | 22,790.00 | 22,916.74 | -126.74 |
| 5540 · Office Supplies | 6,160.39 | 5,729.24 | 431.15 |
| 5550 · Postage | 18,271.94 | 13,520.87 | 4,751.07 |
| 5560 · Printing & Publishing | 7,019.70 | 5,270.87 | 1,748.83 |

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

July 2023 through May 2024

| | Water | | |
|---|---------------------|---------------------|-------------------|
| | Jul '23 - May 24 | Budget | \$ Over Budget |
| 5600 · Professional Services | | | |
| 5610 · Accounting | 37,497.50 | 35,750.00 | 1,747.50 |
| 5620 · Audit | 8,700.00 | 12,375.00 | -3,675.00 |
| 5630 · Consulting | 39,156.70 | 61,645.87 | -22,489.17 |
| 5640 · Data Services | 11,904.50 | 916.74 | 10,987.76 |
| 5650 · Labor & HR Support | 2,377.32 | 2,291.74 | 85.58 |
| 5660 · Payroll Services | 1,197.96 | 916.74 | 281.22 |
| Total 5600 · Professional Services | 100,833.98 | 113,896.09 | -13,062.11 |
| 5710 · San Mateo Co. Tax Roll Charges | 119.00 | 2,291.74 | -2,172.74 |
| 5720 · Telephone & Internet | 35,446.47 | 45,833.37 | -10,386.90 |
| 5730 · Mileage Reimbursement | 1,800.60 | 1,833.37 | -32.77 |
| 5740 · Reference Materials | 0.00 | 458.37 | -458.37 |
| 5790 · Other Administrative | -240.11 | | |
| 5800 · Labor | | | |
| 5810 · CalPERS 457 Deferred Plan | 49,130.81 | 47,172.62 | 1,958.19 |
| 5820 · Employee Benefits | 143,206.25 | 142,350.12 | 856.13 |
| 5830 · Disability Insurance | 3,769.93 | 5,107.74 | -1,337.81 |
| 5840 · Payroll Taxes | 52,996.03 | 54,554.50 | -1,558.47 |
| 5850 · PARS | 38,517.87 | 43,175.99 | -4,658.12 |
| 5900 · Wages | | | |
| 5910 · Management | 137,523.75 | 112,398.99 | 25,124.76 |
| 5920 · Staff | 523,136.83 | 508,236.74 | 14,900.09 |
| 5930 · Staff Certification | 9,425.00 | 10,450.00 | -1,025.00 |
| 5940 · Staff Overtime | 52,483.01 | 55,385.00 | -2,901.99 |
| 5950 · Staff Standby | 30,792.73 | 26,662.24 | 4,130.49 |
| Total 5900 · Wages | 753,361.32 | 713,132.97 | 40,228.35 |
| 5960 · Worker's Comp Insurance | 11,794.72 | 22,378.62 | -10,583.90 |
| Total 5800 · Labor | 1,052,776.93 | 1,027,872.56 | 24,904.37 |
| Total 5000 · Administrative | 1,371,047.68 | 1,411,498.66 | -40,450.98 |
| 6000 · Operations | | | |
| 6160 · Backflow Prevention | 797.79 | 916.74 | -118.95 |
| 6170 · Claims, Property Damage | 393.15 | 9,166.74 | -8,773.59 |
| 6180 · Communications | | | |
| 6185 · SCADA Maintenance | 8,173.85 | 18,333.37 | -10,159.52 |
| Total 6180 · Communications | 8,173.85 | 18,333.37 | -10,159.52 |
| 6195 · Education & Training | 3,519.16 | 4,583.37 | -1,064.21 |
| 6200 · Engineering | | | |
| 6220 · General Engineering | 1,362.58 | 9,166.74 | -7,804.16 |
| 6230 · Water Quality Engineering | 200,615.00 | 105,416.74 | 95,198.26 |
| Total 6200 · Engineering | 201,977.58 | 114,583.48 | 87,394.10 |
| 6320 · Equipment & Tools, Expensed | 10,626.93 | 9,166.74 | 1,460.19 |

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

July 2023 through May 2024

| | Water | | |
|---|------------------|--------------|----------------|
| | Jul '23 - May 24 | Budget | \$ Over Budget |
| 6330 · Facilities | | | |
| 6335 · Alarm Services | 2,221.50 | 1,833.37 | 388.13 |
| 6337 · Landscaping | 20,326.62 | 13,750.00 | 6,576.62 |
| Total 6330 · Facilities | 22,548.12 | 15,583.37 | 6,964.75 |
| 6370 · Lab Supplies & Equipment | 13,659.21 | 3,666.74 | 9,992.47 |
| 6380 · Meter Reading | 0.00 | 458.37 | -458.37 |
| 6400 · Pumping | | | |
| 6410 · Pumping Fuel & Electricity | 93,845.98 | 87,083.37 | 6,762.61 |
| 6420 · Pumping Maintenance, Generators | 15,943.70 | 27,500.00 | -11,556.30 |
| 6430 · Pumping Maintenance, General | -29.66 | 4,583.37 | -4,613.03 |
| 6440 · Pumping Equipment, Expensed | 125.05 | 641.74 | -516.69 |
| Total 6400 · Pumping | 109,885.07 | 119,808.48 | -9,923.41 |
| 6500 · Supply | | | |
| 6510 · Maintenance, Raw Water Mains | 767.35 | 2,291.74 | -1,524.39 |
| 6520 · Maintenance, Wells | 3,211.37 | 22,916.74 | -19,705.37 |
| 6530 · Water Purchases | 19,210.90 | 27,500.00 | -8,289.10 |
| Total 6500 · Supply | 23,189.62 | 52,708.48 | -29,518.86 |
| 6600 · Collection/Transmission | | | |
| 6610 · Hydrants | 0.00 | 9,166.74 | -9,166.74 |
| 6620 · Maintenance, Water Mains | 63,278.56 | 155,833.37 | -92,554.81 |
| 6630 · Maintenance, Water Svc Lines | 9,332.33 | 18,333.37 | -9,001.04 |
| 6640 · Maintenance, Tanks | 5,132.43 | 4,583.37 | 549.06 |
| 6650 · Maint., Distribution General | 10,412.40 | 13,750.00 | -3,337.60 |
| 6670 · Meters - Water | 0.00 | 27,500.00 | -27,500.00 |
| Total 6600 · Collection/Transmission | 88,155.72 | 229,166.85 | -141,011.13 |
| 6700 · Treatment | | | |
| 6710 · Chemicals & Filtering | 40,286.87 | 22,916.74 | 17,370.13 |
| 6720 · Maintenance, Treatment Equip. | 8,145.23 | 13,750.00 | -5,604.77 |
| 6730 · Treatment Analysis | 41,550.11 | 32,083.37 | 9,466.74 |
| Total 6700 · Treatment | 89,982.21 | 68,750.11 | 21,232.10 |
| 6770 · Uniforms | 2,672.81 | 2,291.74 | 381.07 |
| 6800 · Vehicles | | | |
| 6810 · Fuel | 9,549.38 | 11,000.00 | -1,450.62 |
| 6820 · Truck Equipment, Expensed | 1,158.76 | 1,833.37 | -674.61 |
| 6830 · Truck Repairs | 937.05 | 4,583.37 | -3,646.32 |
| Total 6800 · Vehicles | 11,645.19 | 17,416.74 | -5,771.55 |
| Total 6000 · Operations | 587,226.41 | 666,601.32 | -79,374.91 |
| Total Expense | 1,958,274.09 | 2,078,099.98 | -119,825.89 |
| Net Ordinary Income | 1,842,818.28 | 85,116.87 | 1,757,701.41 |

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

July 2023 through May 2024

| | Jul '23 - May 24 | Water Budget | \$ Over Budget |
|---|---------------------|--------------------|---------------------|
| Other Income/Expense | | | |
| Other Income | | | |
| 7000 · Capital Account Revenues | | | |
| 7100 · Connection Fees | | | |
| 7110 · Connection Fees (New Constr) | 144,413.00 | 169,583.37 | -25,170.37 |
| 7120 · Connection Fees (Remodel) | 43,778.20 | | |
| 7130 · Conn. Fees, PFP (New Constr) | 138,925.50 | 50,416.74 | 88,508.76 |
| 7155 · Add'l Fixture Units (Remodel) | 6,767.98 | | |
| 7157 · Fixture Fee Refunds | -27,695.58 | | |
| 7160 · PFP Pass Thru | -1,540.50 | | |
| 7165 · Meter Pass Thru Costs | 10,760.69 | | |
| Total 7100 · Connection Fees | 315,409.29 | 220,000.11 | 95,409.18 |
| 7250 · CAMP Interest Income | 200,393.38 | 55,000.00 | 145,393.38 |
| 7600 · Bond Revenues, G.O. | 857,685.44 | 1,195,381.00 | -337,695.56 |
| 7650 · Water System Reliability | 1,011,341.66 | 1,111,460.00 | -100,118.34 |
| Total 7000 · Capital Account Revenues | 2,384,829.77 | 2,581,841.11 | -197,011.34 |
| Total Other Income | 2,384,829.77 | 2,581,841.11 | -197,011.34 |
| Other Expense | | | |
| 8000 · Capital Improvement Program | | | |
| 8100 · Water | 445,513.54 | 3,542,916.74 | -3,097,403.20 |
| Total 8000 · Capital Improvement Program | 445,513.54 | 3,542,916.74 | -3,097,403.20 |
| 9000 · Capital Account Expenses | | | |
| 9100 · Interest Expense - GO Bonds | 32,139.48 | 56,977.00 | -24,837.52 |
| 9125 · PNC Equipment Lease Interest | 6,324.97 | 6,578.00 | -253.03 |
| 9150 · SRF Loan | 56,456.70 | 28,752.00 | 27,704.70 |
| 9210 · Conservation Program/Rebates | 150.00 | 0.00 | 150.00 |
| Total 9000 · Capital Account Expenses | 95,071.15 | 92,307.00 | 2,764.15 |
| Total Other Expense | 540,584.69 | 3,635,223.74 | -3,094,639.05 |
| Net Other Income | 1,844,245.08 | -1,053,382.63 | 2,897,627.71 |
| Net Income | 3,687,063.36 | -968,265.76 | 4,655,329.12 |

Montara Water & Sanitary District
Funds Balance Sheet
As of May 31, 2024

6/19/24

Accrual Basis

| | Sewer | Water | TOTAL |
|--|---------------------|---------------------|---------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Sewer - Bank Accounts | | | |
| Wells Fargo Operating - Sewer | 3,356,075.60 | 0.00 | 3,356,075.60 |
| LAIF Investment Fund | | | |
| Capital Reserve | 4,367,071.12 | 0.00 | 4,367,071.12 |
| Operating Reserve | 2,769,507.00 | 0.00 | 2,769,507.00 |
| Total LAIF Investment Fund | <u>7,136,578.12</u> | <u>0.00</u> | <u>7,136,578.12</u> |
| Total Sewer - Bank Accounts | 10,492,653.72 | 0.00 | 10,492,653.72 |
| Water - Bank Accounts | | | |
| CAMP Investment Fund | | | |
| Capital Reserve | 0.00 | 4,222,010.16 | 4,222,010.16 |
| Operating Reserve | 0.00 | 1,133,508.00 | 1,133,508.00 |
| Total CAMP Investment Fund | 0.00 | 5,355,518.16 | 5,355,518.16 |
| Wells Fargo Operating - Water | 0.00 | 66,713.98 | 66,713.98 |
| Restricted Cash | | | |
| 2020 GO Bonds Fund - Chase | 0.00 | 1,032,176.33 | 1,032,176.33 |
| Total Restricted Cash | <u>0.00</u> | <u>1,032,176.33</u> | <u>1,032,176.33</u> |
| Total Water - Bank Accounts | 0.00 | 6,454,408.47 | 6,454,408.47 |
| Total Checking/Savings | 10,492,653.72 | 6,454,408.47 | 16,947,062.19 |
| Accounts Receivable | | | |
| Sewer - Accounts Receivable | | | |
| Lease Receivable | 148,905.00 | 0.00 | 148,905.00 |
| Accounts Receivable | -7,352.95 | 0.00 | -7,352.95 |
| Sewer - Accounts Receivable - Other | -10,061.79 | 0.00 | -10,061.79 |
| Total Sewer - Accounts Receivable | <u>131,490.26</u> | <u>0.00</u> | <u>131,490.26</u> |
| Water - Accounts Receivable | | | |
| Accounts Receivable | 0.00 | 13,967.03 | 13,967.03 |
| Accounts Rec. - Backflow | 0.00 | 28,053.11 | 28,053.11 |
| Accounts Rec. - Water Residents | 0.00 | 391,418.95 | 391,418.95 |
| Unbilled Water Receivables | 0.00 | 243,766.73 | 243,766.73 |
| Total Water - Accounts Receivable | <u>0.00</u> | <u>677,205.82</u> | <u>677,205.82</u> |
| Total Accounts Receivable | 131,490.26 | 677,205.82 | 808,696.08 |
| Other Current Assets | | | |
| Maint/Parts Inventory | 0.00 | 42,656.32 | 42,656.32 |
| Total Other Current Assets | <u>0.00</u> | <u>42,656.32</u> | <u>42,656.32</u> |
| Total Current Assets | 10,624,143.98 | 7,174,270.61 | 17,798,414.59 |
| Fixed Assets | | | |
| Sewer - Fixed Assets | | | |
| General Plant | 9,149,397.80 | 0.00 | 9,149,397.80 |
| Land | 5,000.00 | 0.00 | 5,000.00 |
| Other Capital Improv. | | | |
| Sewer-Original Cost | 685,599.18 | 0.00 | 685,599.18 |
| Other Cap. Improv. | 2,564,810.39 | 0.00 | 2,564,810.39 |
| Total Other Capital Improv. | <u>3,250,409.57</u> | <u>0.00</u> | <u>3,250,409.57</u> |
| Seal Cove Collection System | 995,505.00 | 0.00 | 995,505.00 |
| Sewage Collection Facility | | | |
| Collection Facility - Org. Cost | 1,349,064.00 | 0.00 | 1,349,064.00 |
| Collection Facility - Other | 3,991,243.33 | 0.00 | 3,991,243.33 |
| Total Sewage Collection Facility | <u>5,340,307.33</u> | <u>0.00</u> | <u>5,340,307.33</u> |
| Treatment Facility | 244,539.84 | 0.00 | 244,539.84 |
| Accumulated Depreciation | -10,872,874.00 | 0.00 | -10,872,874.00 |
| Total Sewer - Fixed Assets | <u>8,112,285.54</u> | <u>0.00</u> | <u>8,112,285.54</u> |

Montara Water & Sanitary District
Funds Balance Sheet
As of May 31, 2024

6/19/24

Accrual Basis

| | | | |
|---|-----------------------------|-----------------------------|-----------------------------|
| Water - Fixed Assets | | | |
| General Plant | 0.00 | 29,787,721.97 | 29,787,721.97 |
| Land & Easements | 0.00 | 734,500.00 | 734,500.00 |
| Surface Water Rights | 0.00 | 300,000.00 | 300,000.00 |
| Water Meters | 0.00 | 1,058,985.00 | 1,058,985.00 |
| Fixed Assets - Other | 0.00 | 48,171.78 | 48,171.78 |
| Accumulated Depreciation | 0.00 | -15,809,611.00 | -15,809,611.00 |
| Total Water - Fixed Assets | <u>0.00</u> | <u>16,119,767.75</u> | <u>16,119,767.75</u> |
| Total Fixed Assets | 8,112,285.54 | 16,119,767.75 | 24,232,053.29 |
| Other Assets | | | |
| Sewer - Other Assets | | | |
| Def'd Amts Related to Pensions Joint Power Authority | 113,218.00 | 0.00 | 113,218.00 |
| SAM - Orig Collection Facility | 981,592.00 | 0.00 | 981,592.00 |
| SAM - Expansion | 1,705,955.08 | 0.00 | 1,705,955.08 |
| Total Joint Power Authority | <u>2,687,547.08</u> | <u>0.00</u> | <u>2,687,547.08</u> |
| Total Sewer - Other Assets | 2,800,765.08 | 0.00 | 2,800,765.08 |
| Water - Other Assets | | | |
| Def'd Amts Related to Pensions | 0.00 | 252,003.00 | 252,003.00 |
| Due from Sewer | 0.00 | 1,391,848.36 | 1,391,848.36 |
| Total Water - Other Assets | <u>0.00</u> | <u>1,643,851.36</u> | <u>1,643,851.36</u> |
| Total Other Assets | <u>2,800,765.08</u> | <u>1,643,851.36</u> | <u>4,444,616.44</u> |
| TOTAL ASSETS | <u>21,537,194.60</u> | <u>24,937,889.72</u> | <u>46,475,084.32</u> |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| Accounts Payable - Sewer | 160,582.12 | 0.00 | 160,582.12 |
| Total Accounts Payable | 160,582.12 | 0.00 | 160,582.12 |
| Other Current Liabilities | | | |
| Water - Net Pension Liability | 0.00 | 28,173.00 | 28,173.00 |
| Sewer - Net Pension Liability | 12,658.00 | 0.00 | 12,658.00 |
| Sewer - Current Liabilities | | | |
| Accrued Vacations | 10,926.30 | 0.00 | 10,926.30 |
| Deposits Payable | 32,308.51 | 0.00 | 32,308.51 |
| PNC Equip. Loan - S/T | 6,787.78 | 0.00 | 6,787.78 |
| Total Sewer - Current Liabilities | <u>50,022.59</u> | <u>0.00</u> | <u>50,022.59</u> |
| Water - Current Liabilities | | | |
| Accrued Vacations | 0.00 | 20,027.78 | 20,027.78 |
| Construction Deposits Payable | 0.00 | -589.09 | -589.09 |
| Deposits Payable | 0.00 | -95,704.18 | -95,704.18 |
| PFP Water Deposits | 0.00 | 4,302.50 | 4,302.50 |
| PNC Equip. Loan - S/T | 0.00 | 6,787.74 | 6,787.74 |
| Temporary Construction Meter | 0.00 | 42,079.49 | 42,079.49 |
| Total Water - Current Liabilities | <u>0.00</u> | <u>-23,095.76</u> | <u>-23,095.76</u> |
| Payroll Liabilities | | | |
| Employee Benefits Payable | 20,781.09 | 0.00 | 20,781.09 |
| Total Payroll Liabilities | <u>20,781.09</u> | <u>0.00</u> | <u>20,781.09</u> |
| Total Other Current Liabilities | <u>83,461.68</u> | <u>5,077.24</u> | <u>88,538.92</u> |
| Total Current Liabilities | <u>244,043.80</u> | <u>5,077.24</u> | <u>249,121.04</u> |
| Long Term Liabilities | | | |
| Sewer - Long Term Liabilities | | | |
| Deferred Inflows (Sewer Leases) | 141,496.00 | 0.00 | 141,496.00 |
| Due to Water Fund | 1,391,848.36 | 0.00 | 1,391,848.36 |
| Accrued Vacations | 29,339.03 | 0.00 | 29,339.03 |
| I-Bank Loan | 596,289.45 | 0.00 | 596,289.45 |
| PNC Equip. Loan - L/T | 199,511.05 | 0.00 | 199,511.05 |
| Total Sewer - Long Term Liabilities | <u>2,358,483.89</u> | <u>0.00</u> | <u>2,358,483.89</u> |

Montara Water & Sanitary District
Funds Balance Sheet
As of May 31, 2024

6/19/24

Accrual Basis

| | | | |
|--|-----------------------------|-----------------------------|-----------------------------|
| Water - Long Term Liabilities | | | |
| 2020 GO Bonds | 0.00 | 4,302,407.38 | 4,302,407.38 |
| Accrued Vacations | 0.00 | 37,678.17 | 37,678.17 |
| PNC Equip. Loan - L/T | 0.00 | 199,511.11 | 199,511.11 |
| SRF Loan Payable - X109 | 0.00 | 2,333,514.62 | 2,333,514.62 |
| Total Water - Long Term Liabilities | 0.00 | 6,873,111.28 | 6,873,111.28 |
| Deferred Inflows (Pensions) | | | |
| Sewer | 8,715.00 | 0.00 | 8,715.00 |
| Water | 0.00 | 19,399.00 | 19,399.00 |
| Total Deferred Inflows (Pensions) | 8,715.00 | 19,399.00 | 28,114.00 |
| Total Long Term Liabilities | 2,367,198.89 | 6,892,510.28 | 9,259,709.17 |
| Total Liabilities | 2,611,242.69 | 6,897,587.52 | 9,508,830.21 |
| Equity | | | |
| Sewer - Equity Accounts | | | |
| Capital Assets Net | 3,408,252.20 | 0.00 | 3,408,252.20 |
| Fund Balance - Unrestricted | 8,793,316.07 | 0.00 | 8,793,316.07 |
| Retained Earnings | -99,999.75 | 0.00 | -99,999.75 |
| Total Sewer - Equity Accounts | 12,101,568.52 | 0.00 | 12,101,568.52 |
| Water - Equity Accounts | | | |
| Capital Assets Net | 0.00 | 2,868,858.70 | 2,868,858.70 |
| Restricted Debt Service | 0.00 | 1,384,997.90 | 1,384,997.90 |
| Unrestricted | 0.00 | -1,562,801.59 | -1,562,801.59 |
| Retained Earnings | 0.00 | 99,999.75 | 99,999.75 |
| Total Water - Equity Accounts | 0.00 | 2,791,054.76 | 2,791,054.76 |
| Equity Adjustment Account | 6,150,133.04 | 11,562,184.08 | 17,712,317.12 |
| Net Income | 674,250.35 | 3,687,063.36 | 4,361,313.71 |
| Total Equity | 18,925,951.91 | 18,040,302.20 | 36,966,254.11 |
| TOTAL LIABILITIES & EQUITY | <u>21,537,194.60</u> | <u>24,937,889.72</u> | <u>46,475,084.32</u> |

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

| YTD Cash Information | July | August | September | October | November | December | January | February | March | April | May | June | Target Reserves | \$ Over (Under) Targets | % Over/(Under) Targets |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------|-----------------|-------------------------|------------------------|
| Sewer - Operations | 4,799,718.26 | 4,795,076.61 | 4,295,441.35 | 3,765,700.81 | 3,403,341.48 | 6,509,613.97 | 5,878,972.73 | 2,016,876.13 | 2,918,176.14 | 4,774,264.36 | 3,356,075.60 | | | | |
| Wells Fargo Operating Sewer Reserve Accounts | | | | | | | | | | | | | | | |
| LAI F | | | | | | | | | | | | | | | |
| Capital Reserve | 4,215,941.10 | 4,215,941.10 | 4,215,941.10 | 4,258,688.56 | 4,258,688.56 | 4,258,688.56 | 4,306,741.28 | 4,306,741.28 | 4,306,741.28 | 4,367,071.12 | 4,367,071.12 | | 6,700,000.00 | (2,332,928.88) | 65% |
| Operating Reserve | 524,507.00 | 524,507.00 | 524,507.00 | 524,507.00 | 524,507.00 | 524,507.00 | 524,507.00 | 2,769,507.00 | 2,769,507.00 | 2,769,507.00 | 2,769,507.00 | | 2,813,414.00 | (43,907.00) | 98% |
| Subtotal | 4,740,448.10 | 4,740,448.10 | 4,740,448.10 | 4,783,195.56 | 4,783,195.56 | 4,783,195.56 | 4,831,248.28 | 7,076,248.28 | 7,076,248.28 | 7,136,578.12 | 7,136,578.12 | | | | |
| Water Operations | | | | | | | | | | | | | | | |
| Wells Fargo Operating | 66,244.20 | 84,909.23 | (355.14) | 23,905.76 | 42,704.46 | 59,284.54 | 78,444.55 | 18,057.53 | 33,620.86 | 51,192.25 | 66,713.98 | | | | |
| Water - Reserve Accounts | | | | | | | | | | | | | | | |
| CAMP - Reserve Funds | | | | | | | | | | | | | | | |
| Capital Reserve | 2,998,600.24 | 3,014,247.10 | 3,029,695.42 | 3,046,076.65 | 3,062,072.13 | 3,062,072.13 | 3,062,072.13 | 3,062,072.13 | 4,173,803.37 | 4,197,479.71 | 4,222,010.16 | | 6,458,585.00 | (2,236,574.84) | 65% |
| Operating Reserve | 339,579.00 | 339,579.00 | 441,252.33 | 441,252.33 | 441,252.33 | 457,772.27 | 474,273.60 | 2,220,720.12 | 1,133,508.00 | 1,133,508.00 | 1,133,508.00 | | 1,133,508.00 | - | 100% |
| Subtotal | 3,338,179.24 | 3,353,826.10 | 3,470,947.75 | 3,487,328.98 | 3,503,324.46 | 3,519,844.40 | 3,536,345.73 | 5,282,792.25 | 5,307,311.37 | 5,330,987.71 | 5,355,518.16 | | | | |
| Water - Restricted Accounts | | | | | | | | | | | | | | | |
| JP Morgan Chase | | | | | | | | | | | | | | | |
| 2020 GO Bond Fund | 1,179,454.43 | 689,691.67 | 689,691.67 | 690,667.34 | 700,604.29 | 702,016.10 | 1,152,913.64 | 743,533.62 | 743,807.11 | 1,031,091.70 | 1,032,176.33 | | | | |
| Subtotal | 1,179,454.43 | 689,691.67 | 689,691.67 | 690,667.34 | 700,604.29 | 702,016.10 | 1,152,913.64 | 743,533.62 | 743,807.11 | 1,031,091.70 | 1,032,176.33 | | | | |
| Total Cash & Equivalents | 14,124,044.23 | 13,663,951.71 | 13,196,173.73 | 12,750,798.45 | 12,433,170.25 | 15,573,954.57 | 15,477,924.93 | 15,137,507.81 | 16,079,163.76 | 18,324,114.14 | 16,947,062.19 | | | | |

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

| | | | | | | | | | | | | TOTAL | | | | |
|--|-----------|------------|-----------|-----------|-----------|--------------|------------|------------|-----------|--------------|-----------|--------|------------------|--------------|----------------|-------------|
| | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | Jun 24 | Jul '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
| Ordinary Income/Expense | | | | | | | | | | | | | | | | |
| Income | | | | | | | | | | | | | | | | |
| 4220 · Cell Tower Lease | 7,069.49 | 7,069.49 | 7,069.49 | 7,069.49 | 7,069.49 | 7,069.49 | 7,069.49 | 7,069.49 | 7,069.49 | 7,069.49 | 7,069.49 | | 77,764.39 | 83,000.00 | -5,235.61 | 93.69% |
| 4400 · Fees | | | | | | | | | | | | | | | | |
| 4410 · Administrative Fee (New Constr) | | | | 1,244.00 | | | | | | | | | 1,244.00 | 4,000.00 | -2,756.00 | 31.1% |
| 4420 · Administrative Fee (Remodel) | | | | | | | | | | | | | | 1,000.00 | -1,000.00 | |
| 4430 · Inspection Fee (New Constr) | | | | 1,178.00 | | | | | | | | | 1,178.00 | 4,000.00 | -2,822.00 | 29.45% |
| 4440 · Inspection Fee (Remodel) | | | | | | | | | | | | | | 1,000.00 | -1,000.00 | |
| 4460 · Remodel Fees | 1,496.00 | 1,244.00 | 622.00 | | 136.00 | 1,059.00 | 272.00 | 1,059.00 | 437.00 | 573.00 | 573.00 | | 7,471.00 | 8,000.00 | -529.00 | 93.39% |
| 4470 · Other Fees | 160.00 | | | | | | | | | | | | 160.00 | | | |
| Total 4400 · Fees | 1,656.00 | 1,244.00 | 622.00 | 2,422.00 | 136.00 | 1,059.00 | 272.00 | 1,059.00 | 437.00 | 573.00 | 573.00 | | 10,053.00 | 18,000.00 | -7,947.00 | 55.85% |
| 4510 · Grants | | | | | | 732,291.90 | | | | 360,418.04 | 37,500.00 | | 1,130,209.94 | | | |
| 4610 · Property Tax Receipts | | 102,896.55 | 286.44 | 324.00 | 18,998.49 | 151,189.32 | 108,960.45 | 25,966.20 | | 112,335.49 | 921.03 | | 521,877.97 | 300,000.00 | 221,877.97 | 173.96% |
| 4710 · Sewer Service Charges | 2,950.88 | 1,352.45 | | 983.60 | | 1,956,555.11 | | 284,574.65 | | 1,278,490.22 | | | 3,524,906.91 | 3,883,231.00 | -358,324.09 | 90.77% |
| 4720 · Sewer Service Refunds, Customer | | | | | -6,682.82 | | -15,264.16 | -867.90 | | | | | -22,814.88 | -10,000.00 | -12,814.88 | 228.15% |
| 4760 · Waste Collection Revenues | 1,227.28 | 3,786.17 | 1,351.59 | 3,495.04 | 1,035.67 | 3,546.57 | 1,273.35 | 3,507.03 | 1,155.72 | 4,068.39 | 1,245.57 | | 25,692.38 | 30,000.00 | -4,307.62 | 85.64% |
| 4990 · Other Revenue | | 22.34 | | 21.72 | 150.88 | | | 28.78 | | | 30.58 | | 254.30 | | | |
| Total Income | 12,903.65 | 116,371.00 | 9,329.52 | 14,315.85 | 20,707.71 | 2,851,711.39 | 102,311.13 | 321,337.25 | 8,662.21 | 1,762,954.63 | 47,339.67 | | 5,267,944.01 | 4,304,231.00 | 963,713.01 | 122.39% |
| Gross Profit | 12,903.65 | 116,371.00 | 9,329.52 | 14,315.85 | 20,707.71 | 2,851,711.39 | 102,311.13 | 321,337.25 | 8,662.21 | 1,762,954.63 | 47,339.67 | | 5,267,944.01 | 4,304,231.00 | 963,713.01 | 122.39% |
| Expense | | | | | | | | | | | | | | | | |
| 5000 · Administrative | | | | | | | | | | | | | | | | |
| 5190 · Bank Fees | 1,281.04 | 325.63 | 337.06 | 371.16 | 345.94 | 423.48 | 395.51 | 341.01 | 328.83 | 315.10 | 354.49 | | 4,819.25 | 6,000.00 | -1,180.75 | 80.32% |
| 5200 · Board of Directors | | | | | | | | | | | | | | | | |
| 5210 · Board Meetings | | 200.00 | 2,113.85 | | 400.00 | 400.00 | 400.00 | 200.00 | 400.00 | 200.00 | 400.00 | | 4,713.85 | 4,000.00 | 713.85 | 117.85% |
| 5220 · Director Fees | | 1,800.00 | 900.00 | | 750.00 | 750.00 | 975.00 | 755.00 | 750.00 | | 1,125.00 | | 7,805.00 | 10,000.00 | -2,195.00 | 78.05% |
| 5230 · Election Expenses | | | 7,500.00 | | | | | | | | | | 7,500.00 | 15,000.00 | -7,500.00 | 50.0% |
| Total 5200 · Board of Directors | | 2,000.00 | 10,513.85 | | 1,150.00 | 1,150.00 | 1,375.00 | 955.00 | 1,150.00 | 200.00 | 1,525.00 | | 20,018.85 | 29,000.00 | -8,981.15 | 69.03% |
| 5250 · Conference Attendance | 415.00 | 337.50 | 686.77 | | | | 112.50 | 769.50 | 329.76 | | | | 2,651.03 | 10,000.00 | -7,348.97 | 26.51% |
| 5270 · Information Systems | | 779.88 | 1,355.25 | 254.38 | 162.50 | 443.75 | 237.50 | 200.00 | 368.75 | 162.50 | 312.50 | | 4,277.01 | 6,000.00 | -1,722.99 | 71.28% |
| 5300 · Insurance | | | | | | | | | | | | | | | | |
| 5310 · Fidelity Bond | | | | | | | | | 437.50 | | | | 437.50 | 500.00 | -62.50 | 87.5% |
| 5320 · Property & Liability Insurance | 12,109.75 | | | | | | | | | | | | 12,109.75 | 10,000.00 | 2,109.75 | 121.1% |
| Total 5300 · Insurance | 12,109.75 | | | | | | | | 437.50 | | | | 12,547.25 | 10,500.00 | 2,047.25 | 119.5% |
| 5350 · LAFCO Assessment | | | | | | | | | | | | | | 3,000.00 | -3,000.00 | |
| 5400 · Legal | | | | | | | | | | | | | | | | |
| 5430 · General Legal | 8,598.00 | | 17,231.15 | 5,158.00 | 4,462.00 | 5,222.00 | 3,486.00 | 3,366.00 | 3,342.00 | 2,838.00 | | | 53,703.15 | 200,000.00 | -146,296.85 | 26.85% |
| 5440 · Litigation | 2,979.38 | | 7,762.06 | 3,569.30 | 12,461.15 | 10,296.45 | 2,160.00 | 11,272.75 | 8,864.00 | 5,504.47 | | | 64,869.56 | | | |
| Total 5400 · Legal | 11,577.38 | | 24,993.21 | 8,727.30 | 16,923.15 | 15,518.45 | 5,646.00 | 14,638.75 | 12,206.00 | 8,342.47 | | | 118,572.71 | 200,000.00 | -81,427.29 | 59.29% |
| 5510 · Maintenance, Office | 130.00 | | 992.19 | 130.00 | | 390.00 | 144.87 | 325.00 | | 130.00 | 737.10 | | 2,979.16 | 25,000.00 | -22,020.84 | 11.92% |
| 5530 · Memberships | | | | | 4,500.00 | | | | | | | | 4,500.00 | 5,000.00 | -500.00 | 90.0% |
| 5540 · Office Supplies | 611.04 | 132.89 | 675.03 | 649.86 | 1,231.88 | 100.76 | 933.99 | 730.70 | 338.27 | 299.52 | 456.64 | | 6,160.58 | 8,250.00 | -2,089.42 | 74.67% |

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

| | | | | | | | | | | | | TOTAL | | | | |
|---|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------|-------------------|-------------------|--------------------|----------------|
| | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | Jun 24 | Jul '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
| 5550 · Postage | | | | 1,031.57 | 8.01 | 207.10 | | 211.68 | | 211.68 | 211.68 | | 1,881.72 | 1,150.00 | 731.72 | 163.63% |
| 5560 · Printing & Publishing | 487.82 | 373.78 | 55.79 | 1,503.62 | 76.85 | 211.71 | 63.23 | 115.15 | 64.21 | 344.11 | 158.64 | | 3,454.91 | 2,250.00 | 1,204.91 | 153.55% |
| 5600 · Professional Services | | | | | | | | | | | | | | | | |
| 5610 · Accounting | 3,650.00 | 3,927.50 | 4,852.50 | 2,715.00 | 3,555.00 | 2,255.00 | 3,125.00 | 2,575.00 | 3,967.50 | 3,335.00 | 3,540.00 | | 37,497.50 | 39,000.00 | -1,502.50 | 96.15% |
| 5620 · Audit | | | 2,500.00 | 5,000.00 | 1,200.00 | | | | | | | | 8,700.00 | 13,500.00 | -4,800.00 | 64.44% |
| 5630 · Consulting | 1,815.81 | 6,142.14 | 1,531.25 | 6,018.05 | 3,297.44 | 2,613.40 | 3,146.60 | 1,747.14 | 5,081.77 | 3,597.15 | 4,165.96 | | 39,156.71 | 52,250.00 | -13,093.29 | 74.94% |
| 5640 · Data Services | 1,199.50 | 9,213.23 | | | | | | | | | | | 10,412.73 | 10,000.00 | 412.73 | 104.13% |
| 5650 · Labor & HR Support | 427.00 | | 213.50 | 242.32 | 427.00 | | 213.50 | 427.00 | | | 213.50 | 213.50 | 2,377.32 | 2,500.00 | -122.68 | 95.09% |
| 5660 · Payroll Services | 91.64 | 125.56 | 91.64 | 127.00 | 97.38 | 94.52 | 183.40 | 95.95 | 95.95 | 97.38 | 97.38 | | 1,197.80 | 1,000.00 | 197.80 | 119.78% |
| Total 5600 · Professional Services | 7,183.95 | 19,408.43 | 9,188.89 | 14,102.37 | 8,576.82 | 4,962.92 | 6,668.50 | 4,845.09 | 9,145.22 | 7,243.03 | 8,016.84 | | 99,342.06 | 118,250.00 | -18,907.94 | 84.01% |
| 5710 · San Mateo Co. Tax Roll Charges | | | | 119.00 | | | | | | | | | 119.00 | 2,500.00 | -2,381.00 | 4.76% |
| 5720 · Telephone & Internet | 4,475.47 | 4,484.79 | 823.77 | -1,236.40 | 4,373.09 | 213.43 | 4,511.20 | 2,355.92 | 2,184.50 | 2,358.69 | 2,539.32 | | 27,083.78 | 40,000.00 | -12,916.22 | 67.71% |
| 5730 · Mileage Reimbursement | | | | 19.95 | | | | 189.33 | | | 95.00 | 393.73 | 698.01 | 2,000.00 | -1,301.99 | 34.9% |
| 5740 · Reference Materials | | | | | | | | | | | | | | 200.00 | -200.00 | |
| 5790 · Other Administrative | | 18.04 | 337.66 | -4,039.87 | | | | 261.61 | | | | | -3,422.56 | | | |
| 5800 · Labor | | | | | | | | | | | | | | | | |
| 5810 · CalPERS 457 Deferred Plan | 1,681.16 | 1,885.79 | 5,067.93 | 1,848.36 | 1,866.71 | 1,751.73 | 1,943.56 | 1,741.69 | 1,751.31 | 2,115.30 | 1,877.86 | | 23,531.40 | 21,486.00 | 2,045.40 | 109.52% |
| 5820 · Employee Benefits | 8,438.94 | | 4,219.47 | 4,219.47 | 8,859.65 | | 4,640.18 | 9,280.38 | | 4,640.19 | 4,640.19 | | 48,938.47 | 52,135.00 | -3,196.53 | 93.87% |
| 5830 · Disability Insurance | 152.55 | 152.55 | 152.55 | 152.55 | 155.57 | 155.56 | 155.56 | 155.56 | 156.47 | 156.47 | 156.47 | | 1,701.86 | 2,271.00 | -569.14 | 74.94% |
| 5840 · Payroll Taxes | 1,912.24 | 2,160.35 | 1,803.49 | 1,697.32 | 1,296.84 | 930.98 | 2,204.56 | 1,978.39 | 1,985.84 | 2,386.69 | 2,128.18 | | 20,484.88 | 25,393.00 | -4,908.12 | 80.67% |
| 5850 · PARS | 1,738.30 | 1,837.33 | 1,389.08 | 1,147.96 | 1,078.94 | 572.73 | 1,886.74 | 1,786.38 | 1,786.38 | 2,140.71 | 1,918.98 | | 17,283.53 | 22,147.00 | -4,863.47 | 78.04% |
| 5900 · Wages | | | | | | | | | | | | | | | | |
| 5910 · Management | 9,567.78 | 9,567.78 | 21,271.59 | 26,784.88 | 10,034.88 | 10,109.88 | 10,047.38 | 10,034.88 | 10,034.88 | 10,034.88 | 10,034.88 | | 137,523.69 | 122,617.00 | 14,906.69 | 112.16% |
| 5920 · Staff | 15,224.71 | 16,901.35 | 15,741.43 | 16,465.59 | 16,103.67 | 15,611.23 | 16,851.11 | 15,416.23 | 15,376.23 | 20,676.67 | 17,245.21 | | 181,613.43 | 205,767.00 | -24,153.57 | 88.26% |
| 5930 · Staff Certification | 175.00 | 175.00 | 175.00 | 175.00 | 175.00 | 175.00 | 175.00 | 175.00 | 175.00 | 175.00 | 175.00 | | 1,925.00 | 1,800.00 | 125.00 | 106.94% |
| 5940 · Staff Overtime | 29.42 | 941.52 | 804.21 | 147.11 | 1,333.81 | 58.84 | 1,206.32 | 235.38 | 372.68 | 312.22 | 364.26 | | 5,805.77 | 1,754.00 | 4,051.77 | 331.0% |
| 5950 · Staff Standby | | 654.55 | | 322.80 | | | 538.00 | | | | | | 1,515.35 | | | |
| Total 5900 · Wages | 24,996.91 | 28,240.20 | 37,992.23 | 43,895.38 | 27,647.36 | 25,954.95 | 28,817.81 | 25,861.49 | 25,958.79 | 31,198.77 | 27,819.35 | | 328,383.24 | 331,938.00 | -3,554.76 | 98.93% |
| 5960 · Worker's Comp Insurance | | | 791.00 | | | 707.08 | | | 721.94 | | | | 2,220.02 | 2,913.00 | -692.98 | 76.21% |
| Total 5800 · Labor | 38,920.10 | 34,276.22 | 51,415.75 | 52,961.04 | 40,905.07 | 30,073.03 | 39,648.41 | 40,803.89 | 32,360.73 | 42,638.13 | 38,541.03 | | 442,543.40 | 458,283.00 | -15,739.60 | 96.57% |
| Total 5000 · Administrative | 77,191.55 | 62,137.16 | 101,375.22 | 74,593.98 | 78,253.31 | 53,694.63 | 59,736.71 | 66,481.02 | 59,175.38 | 62,340.23 | 53,246.97 | | 748,226.16 | 927,383.00 | -179,156.84 | 80.68% |
| 6000 · Operations | | | | | | | | | | | | | | | | |
| 6170 · Claims, Property Damage | | | | | | | | | | | 2,106.85 | | 2,106.85 | 10,000.00 | -7,893.15 | 21.07% |
| 6195 · Education & Training | | | | | | | | | | 2,500.00 | | | 2,500.00 | 2,000.00 | 500.00 | 125.0% |
| 6200 · Engineering | | | | | | | | | | | | | | | | |
| 6220 · General Engineering | 2,962.50 | 917.50 | 2,508.00 | 3,657.50 | 1,463.00 | 5,240.50 | 1,776.50 | 4,192.50 | 6,665.00 | 6,049.50 | 2,580.00 | | 38,012.50 | 70,000.00 | -31,987.50 | 54.3% |
| Total 6200 · Engineering | 2,962.50 | 917.50 | 2,508.00 | 3,657.50 | 1,463.00 | 5,240.50 | 1,776.50 | 4,192.50 | 6,665.00 | 6,049.50 | 2,580.00 | | 38,012.50 | 70,000.00 | -31,987.50 | 54.3% |
| 6330 · Facilities | | | | | | | | | | | | | | | | |
| 6335 · Alarm Services | 690.60 | 430.08 | 560.82 | 557.10 | 430.08 | 560.82 | 557.10 | 1,617.78 | 560.82 | 557.10 | 430.08 | | 6,952.38 | 6,000.00 | 952.38 | 115.87% |
| 6337 · Landscaping | | | | 3,000.00 | | | | | | | 6,000.00 | | 9,000.00 | 6,000.00 | 3,000.00 | 150.0% |
| Total 6330 · Facilities | 690.60 | 430.08 | 560.82 | 3,557.10 | 430.08 | 560.82 | 557.10 | 1,617.78 | 560.82 | 557.10 | 6,430.08 | | 15,952.38 | 12,000.00 | 3,952.38 | 132.94% |

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

| | | | | | | | | | | | | TOTAL | | | | |
|--|-------------|-------------|-------------|-------------|-------------|--------------|-------------|------------|-------------|--------------|-------------|--------|------------------|--------------|----------------|-------------|
| | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | Jun 24 | Jul '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
| 6400 · Pumping | | | | | | | | | | | | | | | | |
| 6410 · Pumping Fuel & Electricity | 3,549.85 | 3,553.27 | 3,590.30 | 3,016.65 | 3,076.52 | 2,980.47 | 3,697.90 | 14,519.05 | 4,823.67 | 3,843.58 | 3,438.10 | | 50,089.36 | 50,000.00 | 89.36 | 100.18% |
| 6420 · Pumping Maintenance, Generators | 2,260.00 | | | | 2,172.00 | 83.42 | | | | | | | 4,515.42 | 15,000.00 | -10,484.58 | 30.1% |
| Total 6400 · Pumping | 5,809.85 | 3,553.27 | 3,590.30 | 3,016.65 | 5,248.52 | 3,063.89 | 3,697.90 | 14,519.05 | 4,823.67 | 3,843.58 | 3,438.10 | | 54,604.78 | 65,000.00 | -10,395.22 | 84.01% |
| 6600 · Collection/Transmission | | | | | | | | | | | | | | | | |
| 6660 · Maintenance, Collection System | | | | | | | | | | | | | | 10,000.00 | -10,000.00 | |
| 6665 · Meters - Sewer | | 7,832.87 | 114.06 | 65,325.78 | 114.48 | 43,663.87 | 3,620.58 | 114.72 | | 8,529.42 | 114.90 | | 129,430.68 | | | |
| Total 6600 · Collection/Transmission | | 7,832.87 | 114.06 | 65,325.78 | 114.48 | 43,663.87 | 3,620.58 | 114.72 | | 8,529.42 | 114.90 | | 129,430.68 | 10,000.00 | 119,430.68 | 1,294.31% |
| 6770 · Uniforms | | | | | | | | | | | | | | 200.00 | -200.00 | |
| 6800 · Vehicles | | | | | | | | | | | | | | | | |
| 6810 · Fuel | 203.38 | 229.19 | 205.45 | | 288.05 | 456.71 | 233.87 | 692.37 | 259.11 | 313.00 | 302.00 | | 3,183.13 | 2,000.00 | 1,183.13 | 159.16% |
| 6820 · Truck Equipment, Expensed | 202.73 | 41.52 | | | 10.90 | 58.51 | | | 24.30 | 48.29 | | | 386.25 | 200.00 | 186.25 | 193.13% |
| 6830 · Truck Repairs | 31.08 | | | | 278.16 | | | | | 3.12 | | | 312.36 | 1,000.00 | -687.64 | 31.24% |
| Total 6800 · Vehicles | 437.19 | 270.71 | 205.45 | | 577.11 | 515.22 | 233.87 | 692.37 | 283.41 | 364.41 | 302.00 | | 3,881.74 | 3,200.00 | 681.74 | 121.3% |
| 6900 · Sewer Authority Midcoastside | | | | | | | | | | | | | | | | |
| 6910 · SAM Collections | 24,571.83 | 24,571.83 | 24,571.83 | 24,571.83 | 24,571.83 | 24,571.83 | 24,571.83 | 24,571.83 | 24,571.83 | 24,571.83 | 24,571.83 | | 270,290.13 | 294,862.00 | -24,571.87 | 91.67% |
| 6920 · SAM Operations | 118,801.91 | 118,801.91 | 118,801.91 | 118,801.91 | 118,801.91 | 118,801.91 | 118,801.91 | 118,801.91 | 118,801.91 | 205,652.91 | 205,651.91 | | 1,480,522.01 | 1,806,452.00 | -325,929.99 | 81.96% |
| 6930 · SAM Prior Year Adjustment | | | | 51,805.20 | | 732,291.90 | | | | | 360,418.04 | | 1,144,515.14 | | | |
| 6940 · SAM Maintenance, Collection Sys | | | | | | 465.25 | | | 10,506.68 | | | | 10,971.93 | 45,000.00 | -34,028.07 | 24.38% |
| 6950 · SAM Maintenance, Pumping | | 13,861.24 | 2,211.68 | 17,363.23 | 681.95 | 30,464.99 | | | 74,778.50 | 12,307.94 | 1,779.66 | | 153,449.19 | 130,000.00 | 23,449.19 | 118.04% |
| 6960 · SAM NDWSCP | | | 150.00 | 6,020.00 | | 630.00 | | 4,305.36 | | | | | 11,105.36 | | | |
| Total 6900 · Sewer Authority Midcoastside | 143,373.74 | 157,234.98 | 145,735.42 | 218,562.17 | 144,055.69 | 907,225.88 | 143,373.74 | 147,679.10 | 228,658.92 | 242,532.68 | 592,421.44 | | 3,070,853.76 | 2,276,314.00 | 794,539.76 | 134.91% |
| Total 6000 · Operations | 153,273.88 | 170,239.41 | 152,714.05 | 294,119.20 | 151,888.88 | 960,270.18 | 153,259.69 | 168,815.52 | 240,991.82 | 266,483.54 | 605,286.52 | | 3,317,342.69 | 2,448,714.00 | 868,628.69 | 135.47% |
| Total Expense | 230,465.43 | 232,376.57 | 254,089.27 | 368,713.18 | 230,142.19 | 1,013,964.81 | 212,996.40 | 235,296.54 | 300,167.20 | 328,823.77 | 658,533.49 | | 4,065,568.85 | 3,376,097.00 | 689,471.85 | 120.42% |
| Net Ordinary Income | -217,561.78 | -116,005.57 | -244,759.75 | -354,397.33 | -209,434.48 | 1,837,746.58 | -110,685.27 | 86,040.71 | -291,504.99 | 1,434,130.86 | -611,193.82 | | 1,202,375.16 | 928,134.00 | 274,241.16 | 129.55% |
| Other Income/Expense | | | | | | | | | | | | | | | | |
| Other Income | | | | | | | | | | | | | | | | |
| 7000 · Capital Account Revenues | | | | | | | | | | | | | | | | |
| 7100 · Connection Fees | | | | | | | | | | | | | | | | |
| 7110 · Connection Fees (New Constr) | 65,222.00 | | | | 33,986.00 | | 33,986.00 | | | | | | 133,194.00 | 220,000.00 | -86,806.00 | 60.54% |
| 7120 · Connection Fees (Remodel) | | | | 12,231.00 | 26,820.00 | | | | | | | | 39,051.00 | 55,000.00 | -15,949.00 | 71.0% |
| 7152 · Connection Fee Refunds | | | | | | | | | | | | | | -20,000.00 | 20,000.00 | |
| 7153 · Add'l Fixture Units (New Const) | 6,705.00 | 9,657.00 | | 3,231.00 | 4,077.00 | | 9,513.00 | | | 10,728.00 | 53,376.00 | | 97,287.00 | 20,000.00 | 77,287.00 | 486.44% |
| 7155 · Add'l Fixture Units (Remodel) | | 8,154.00 | 17,595.00 | | 29,898.00 | 47,130.00 | | | 36,693.00 | | | | 139,470.00 | 20,000.00 | 119,470.00 | 697.35% |
| 7157 · Fixture Fee Refunds | | | | | | | -27,778.50 | -4,764.50 | | | | | | | -32,543.00 | |
| 7160 · PFP Pass Thru | | | | | -2,858.00 | | | | | | | | | | -2,858.00 | |
| 7165 · Meter Pass Thru Costs | | | | | | -268.05 | | | | | | | | | -268.05 | |
| Total 7100 · Connection Fees | 71,927.00 | 17,811.00 | 17,595.00 | 15,462.00 | 91,923.00 | 46,861.95 | 15,720.50 | -4,764.50 | 36,693.00 | 10,728.00 | 53,376.00 | | 373,332.95 | 295,000.00 | 78,332.95 | 126.55% |
| 7200 · Interest Income - LAIF | 36,929.21 | | | 42,747.46 | | | 48,052.72 | | | 60,329.84 | | | 188,059.23 | 60,000.00 | 128,059.23 | 313.43% |
| Total 7000 · Capital Account Revenues | 108,856.21 | 17,811.00 | 17,595.00 | 58,209.46 | 91,923.00 | 46,861.95 | 63,773.22 | -4,764.50 | 36,693.00 | 71,057.84 | 53,376.00 | | 561,392.18 | 355,000.00 | 206,392.18 | 158.14% |
| Total Other Income | 108,856.21 | 17,811.00 | 17,595.00 | 58,209.46 | 91,923.00 | 46,861.95 | 63,773.22 | -4,764.50 | 36,693.00 | 71,057.84 | 53,376.00 | | 561,392.18 | 355,000.00 | 206,392.18 | 158.14% |

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

| | | | | | | | | | | | | TOTAL | | | | |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|-------------------|------------------|--------------------|---------------------|----------------------|--------|-------------------|----------------------|---------------------|----------------|
| | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | Jun 24 | Jul '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
| Other Expense | | | | | | | | | | | | | | | | |
| 8000 · Capital Improvement Program | | | | | | | | | | | | | | | | |
| 8075 · Sewer | 16,731.70 | 83,146.82 | 83,240.65 | 114,561.06 | 4,956.35 | 1,149.50 | 20,627.60 | 25,362.19 | 15,186.55 | 5,544.00 | 701,990.90 | | 1,072,497.32 | 3,999,285.00 | -2,926,787.68 | 26.82% |
| Total 8000 · Capital Improvement Program | 16,731.70 | 83,146.82 | 83,240.65 | 114,561.06 | 4,956.35 | 1,149.50 | 20,627.60 | 25,362.19 | 15,186.55 | 5,544.00 | 701,990.90 | | 1,072,497.32 | 3,999,285.00 | -2,926,787.68 | 26.82% |
| 9000 · Capital Account Expenses | | | | | | | | | | | | | | | | |
| 9125 · PNC Equipment Lease Interest | 1,015.55 | | 655.59 | 639.27 | 622.91 | 606.51 | 590.06 | 573.58 | 557.06 | 540.49 | 523.89 | | 6,324.91 | 7,176.00 | -851.09 | 88.14% |
| 9200 · I-Bank Loan | 1,601.35 | | | | | | 9,093.41 | | | | | | 10,694.76 | 18,702.00 | -8,007.24 | 57.19% |
| Total 9000 · Capital Account Expenses | 2,616.90 | | 655.59 | 639.27 | 622.91 | 606.51 | 9,683.47 | 573.58 | 557.06 | 540.49 | 523.89 | | 17,019.67 | 25,878.00 | -8,858.33 | 65.77% |
| Total Other Expense | 19,348.60 | 83,146.82 | 83,896.24 | 115,200.33 | 5,579.26 | 1,756.01 | 30,311.07 | 25,935.77 | 15,743.61 | 6,084.49 | 702,514.79 | | 1,089,516.99 | 4,025,163.00 | -2,935,646.01 | 27.07% |
| Net Other Income | 89,507.61 | -65,335.82 | -66,301.24 | -56,990.87 | 86,343.74 | 45,105.94 | 33,462.15 | -30,700.27 | 20,949.39 | 64,973.35 | -649,138.79 | | -528,124.81 | -3,670,163.00 | 3,142,038.19 | 14.39% |
| Net Income | -128,054.17 | -181,341.39 | -311,060.99 | -411,388.20 | -123,090.74 | 1,882,852.52 | -77,223.12 | 55,340.44 | -270,555.60 | 1,499,104.21 | -1,260,332.61 | | 674,250.35 | -2,742,029.00 | 3,416,279.35 | -24.59% |

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

| | | | | | | | | | | | | | TOTAL | | | |
|---|------------|------------|------------|------------|------------|------------|------------|------------|--------------|------------|------------|--------|------------------|--------------|----------------|-------------|
| | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | Jun 24 | Jul '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
| Ordinary Income/Expense | | | | | | | | | | | | | | | | |
| Income | | | | | | | | | | | | | | | | |
| 4400 · Fees | | | | | | | | | | | | | | | | |
| 4410 · Administrative Fee (New Constr) | | | | 1,244.00 | | | | | | | | | 1,244.00 | 4,000.00 | -2,756.00 | 31.1% |
| 4420 · Administrative Fee (Remodel) | | | | | | | | | | | | | | 600.00 | -600.00 | |
| 4430 · Inspection Fee (New Constr) | | | | 1,178.00 | | | | | | | | | 1,178.00 | 4,000.00 | -2,822.00 | 29.45% |
| 4440 · Inspection Fee (Remodel) | | | | | | | | | | | | | | | | |
| 4450 · Mainline Extension Fees | | | | | | | | | | | | | | | | |
| 4470 · Other Fees | 160.00 | | | | | | | | | | | | 160.00 | | | |
| Total 4400 · Fees | 160.00 | | | 2,422.00 | | | | | | | | | 2,582.00 | 8,600.00 | -6,018.00 | 30.02% |
| 4510 · Grants | | | | | | | | | | | 37,500.00 | | 37,500.00 | | | |
| 4610 · Property Tax Receipts | -0.01 | 102,896.55 | 286.43 | 324.00 | 18,998.48 | 151,189.31 | 108,960.45 | 25,966.18 | | 112,335.47 | 921.03 | | 521,877.89 | 300,000.00 | 221,877.89 | 173.96% |
| 4740 · Testing, Backflow | 1,486.00 | 1,496.00 | 2,176.00 | | 2,040.00 | 9,047.00 | 952.00 | 1,088.00 | 1,904.00 | 1,904.00 | 952.00 | | 23,045.00 | 18,000.00 | 5,045.00 | 128.03% |
| 4760 · Waste Collection Revenues | | | | | | | | | | | | | | | | |
| 4810 · Water Sales, Domestic | 142,714.49 | 205,441.91 | 156,717.66 | 153,940.81 | 170,874.59 | 139,747.96 | 195,630.04 | 100,659.36 | 249,177.14 | 45,837.44 | 393,772.48 | | 1,954,513.88 | 2,014,000.00 | -59,486.12 | 97.05% |
| 4850 · Water Sales Refunds, Customer | | | | | | | | | | | | | | -8,000.00 | 8,000.00 | |
| 4990 · Other Revenue | | 22.35 | | 21.73 | 150.88 | | | 28.78 | 1,260,831.29 | | 518.57 | | 1,261,573.60 | | | |
| Total Income | 144,360.48 | 309,856.81 | 159,180.09 | 156,708.54 | 192,063.95 | 299,984.27 | 305,542.49 | 127,742.32 | 1,511,912.43 | 160,076.91 | 433,664.08 | | 3,801,092.37 | 2,332,600.00 | 1,468,492.37 | 162.96% |
| Gross Profit | 144,360.48 | 309,856.81 | 159,180.09 | 156,708.54 | 192,063.95 | 299,984.27 | 305,542.49 | 127,742.32 | 1,511,912.43 | 160,076.91 | 433,664.08 | | 3,801,092.37 | 2,332,600.00 | 1,468,492.37 | 162.96% |
| Expense | | | | | | | | | | | | | | | | |
| 5000 · Administrative | | | | | | | | | | | | | | | | |
| 5190 · Bank Fees | 1,281.04 | 325.63 | 337.05 | 371.15 | 345.93 | 423.47 | 395.50 | 341.00 | 328.82 | 315.09 | 354.48 | | 4,819.16 | 5,500.00 | -680.84 | 87.62% |
| 5200 · Board of Directors | | | | | | | | | | | | | | | | |
| 5210 · Board Meetings | | 200.00 | 2,113.85 | | 400.00 | 400.00 | 400.00 | 200.00 | 400.00 | 200.00 | 400.00 | | 4,713.85 | 4,000.00 | 713.85 | 117.85% |
| 5220 · Director Fees | | 1,800.00 | 900.00 | | 750.00 | 750.00 | 975.00 | 755.00 | 750.00 | | 1,125.00 | | 7,805.00 | 10,000.00 | -2,195.00 | 78.05% |
| 5230 · Election Expenses | | | 7,500.00 | | | | | | | | | | 7,500.00 | 15,000.00 | -7,500.00 | 50.0% |
| Total 5200 · Board of Directors | | 2,000.00 | 10,513.85 | | 1,150.00 | 1,150.00 | 1,375.00 | 955.00 | 1,150.00 | 200.00 | 1,525.00 | | 20,018.85 | 29,000.00 | -8,981.15 | 69.03% |
| 5240 · CDPH Fees | | | | | | 4,614.00 | 14,055.08 | | | | | | 18,669.08 | 18,000.00 | 669.08 | 103.72% |
| 5250 · Conference Attendance | 415.00 | 337.50 | 1,342.73 | | | | 112.50 | 1,609.50 | 329.75 | 838.89 | | | 4,985.87 | 15,000.00 | -10,014.13 | 33.24% |
| 5270 · Information Systems | | 779.87 | 1,355.25 | 254.37 | 162.50 | 443.75 | 237.50 | 200.00 | 368.75 | 162.50 | 312.50 | | 4,276.99 | 6,500.00 | -2,223.01 | 65.8% |
| 5300 · Insurance | | | | | | | | | | | | | | | | |
| 5310 · Fidelity Bond | | | | | | | | | 437.50 | | | | 437.50 | 500.00 | -62.50 | 87.5% |
| 5320 · Property & Liability Insurance | 13,159.75 | | | | 656.00 | | | | | | | | 13,815.75 | 10,000.00 | 3,815.75 | 138.16% |
| Total 5300 · Insurance | 13,159.75 | | | | 656.00 | | | | 437.50 | | | | 14,253.25 | 10,500.00 | 3,753.25 | 135.75% |
| 5350 · LAFCO Assessment | | | | | | | | | | | | | 3,000.00 | -3,000.00 | | |
| 5400 · Legal | | | | | | | | | | | | | | | | |
| 5430 · General Legal | 8,598.00 | | 17,211.16 | 5,158.00 | 4,462.00 | 5,222.00 | 3,486.00 | 3,366.00 | 3,342.00 | 2,838.00 | | | 53,683.16 | 75,000.00 | -21,316.84 | 71.58% |
| 5440 · Litigation | 208.00 | | 544.00 | 640.00 | 80.00 | | | | | 416.00 | | | 1,888.00 | | | |
| Total 5400 · Legal | 8,806.00 | | 17,755.16 | 5,798.00 | 4,542.00 | 5,222.00 | 3,486.00 | 3,366.00 | 3,342.00 | 3,254.00 | | | 55,571.16 | 75,000.00 | -19,428.84 | 74.1% |
| 5510 · Maintenance, Office | 179.80 | 95.16 | 1,262.23 | 130.00 | | 470.27 | 144.87 | 325.00 | | 130.00 | 737.09 | | 3,474.42 | 25,000.00 | -21,525.58 | 13.9% |
| 5530 · Memberships | | | | | 4,500.00 | 17,345.00 | 945.00 | | | | | | 22,790.00 | 25,000.00 | -2,210.00 | 91.16% |

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

| | | | | | | | | | | | | | TOTAL | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------|---------------------|---------------------|--------------------|---------------|
| | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | Jun 24 | Jul '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
| 5540 · Office Supplies | 611.03 | 132.89 | 675.00 | 649.84 | 1,231.85 | 100.75 | 933.96 | 730.69 | 338.26 | 299.50 | 456.62 | | 6,160.39 | 6,250.00 | -89.61 | 98.57% |
| 5550 · Postage | 1,589.08 | 2,283.68 | | 2,431.23 | 1,482.23 | 2,671.90 | 123.56 | 1,777.30 | 2,088.64 | 2,116.55 | 1,707.77 | | 18,271.94 | 14,750.00 | 3,521.94 | 123.88% |
| 5560 · Printing & Publishing | 550.02 | 1,098.18 | 1,285.66 | 1,503.59 | 76.85 | 211.70 | 1,547.70 | 115.12 | 64.22 | 408.02 | 158.64 | | 7,019.70 | 5,750.00 | 1,269.70 | 122.08% |
| 5600 · Professional Services | | | | | | | | | | | | | | | | |
| 5610 · Accounting | 3,650.00 | 3,927.50 | 4,852.50 | 2,715.00 | 3,555.00 | 2,255.00 | 3,125.00 | 2,575.00 | 3,967.50 | 3,335.00 | 3,540.00 | | 37,497.50 | 39,000.00 | -1,502.50 | 96.15% |
| 5620 · Audit | | | 2,500.00 | 5,000.00 | 1,200.00 | | | | | | | | 8,700.00 | 13,500.00 | -4,800.00 | 64.44% |
| 5630 · Consulting | 1,815.82 | 6,142.15 | 1,531.25 | 6,018.05 | 3,297.42 | 2,613.39 | 3,146.60 | 1,747.15 | 5,081.77 | 3,597.14 | 4,165.96 | | 39,156.70 | 67,250.00 | -28,093.30 | 58.23% |
| 5640 · Data Services | 1,199.50 | | | | | | | | | | | | 11,904.50 | 1,000.00 | 10,904.50 | 1,190.45% |
| 5650 · Labor & HR Support | 427.00 | | 213.50 | 242.32 | 427.00 | | 213.50 | 427.00 | | | 213.50 | | 2,377.32 | 2,500.00 | -122.68 | 95.09% |
| 5660 · Payroll Services | 91.66 | 125.58 | 91.66 | 127.01 | 97.40 | 94.52 | 183.41 | 95.96 | 95.96 | 97.40 | 97.40 | | 1,197.96 | 1,000.00 | 197.96 | 119.8% |
| Total 5600 · Professional Services | 7,183.98 | 10,195.23 | 9,188.91 | 14,102.38 | 8,576.82 | 4,962.91 | 6,668.51 | 4,845.11 | 9,145.23 | 7,243.04 | 18,721.86 | | 100,833.98 | 124,250.00 | -23,416.02 | 81.15% |
| 5710 · San Mateo Co. Tax Roll Charges | | | | 119.00 | | | | | | | | | 119.00 | 2,500.00 | -2,381.00 | 4.76% |
| 5720 · Telephone & Internet | 4,834.41 | 5,213.00 | 1,531.82 | -504.07 | 5,110.42 | 950.76 | 4,766.63 | 3,732.74 | 3,121.97 | 3,224.06 | 3,464.73 | | 35,446.47 | 50,000.00 | -14,553.53 | 70.89% |
| 5730 · Mileage Reimbursement | 282.85 | | | 19.95 | 93.83 | | 123.60 | 189.33 | 40.59 | 94.99 | 955.46 | | 1,800.60 | 2,000.00 | -199.40 | 90.03% |
| 5740 · Reference Materials | | | | | | | | | | | | | | 500.00 | -500.00 | |
| 5790 · Other Administrative | 320.84 | 2,791.24 | 337.66 | -4,045.87 | | | 123.77 | | 307.62 | -75.37 | | | -240.11 | | | |
| 5800 · Labor | | | | | | | | | | | | | | | | |
| 5810 · CalPERS 457 Deferred Plan | 4,078.38 | 4,456.34 | 7,647.51 | 4,108.95 | 4,330.33 | 3,637.47 | 4,009.44 | 3,684.44 | 4,132.87 | 4,576.95 | 4,468.13 | | 49,130.81 | 51,461.00 | -2,330.19 | 95.47% |
| 5820 · Employee Benefits | 22,675.89 | | 12,565.44 | 12,565.44 | 26,371.12 | | 13,805.68 | 27,611.34 | | 13,805.67 | 13,805.67 | | 143,206.25 | 155,291.00 | -12,084.75 | 92.22% |
| 5830 · Disability Insurance | 329.39 | 329.39 | 329.39 | 345.27 | 338.38 | 334.39 | 334.39 | 334.39 | 364.98 | 364.98 | 364.98 | | 3,769.93 | 5,572.00 | -1,802.07 | 67.66% |
| 5840 · Payroll Taxes | 4,563.59 | 4,982.88 | 4,656.38 | 4,588.65 | 4,535.48 | 3,592.84 | 5,096.51 | 4,653.26 | 5,258.22 | 5,652.11 | 5,416.11 | | 52,996.03 | 59,514.00 | -6,517.97 | 89.05% |
| 5850 · PARS | 3,731.96 | 4,020.87 | 3,427.57 | 3,189.41 | 2,896.61 | 2,070.28 | 3,654.16 | 3,295.75 | 3,793.00 | 4,281.34 | 4,156.92 | | 38,517.87 | 47,101.00 | -8,583.13 | 81.78% |
| 5900 · Wages | | | | | | | | | | | | | | | | |
| 5910 · Management | 9,567.80 | 9,567.80 | 21,271.61 | 26,784.88 | 10,034.88 | 10,109.88 | 10,047.38 | 10,034.88 | 10,034.88 | 10,034.88 | 10,034.88 | | 137,523.75 | 122,617.00 | 14,906.75 | 112.16% |
| 5920 · Staff | 42,121.16 | 46,357.89 | 42,735.32 | 49,078.01 | 47,502.09 | 43,440.03 | 48,427.48 | 42,389.23 | 50,692.17 | 56,929.92 | 53,463.53 | | 523,136.83 | 554,440.00 | -31,303.17 | 94.35% |
| 5930 · Staff Certification | 775.00 | 925.00 | 925.00 | 925.00 | 825.00 | 725.00 | 825.00 | 725.00 | 925.00 | 925.00 | 925.00 | | 9,425.00 | 11,400.00 | -1,975.00 | 82.68% |
| 5940 · Staff Overtime | 4,349.89 | 4,430.67 | 7,494.35 | 2,315.35 | 8,336.35 | 3,548.80 | 4,556.59 | 5,183.60 | 4,040.54 | 3,804.36 | 4,422.51 | | 52,483.01 | 60,420.00 | -7,936.99 | 86.86% |
| 5950 · Staff Standby | 2,840.75 | 3,854.13 | 2,858.70 | 2,586.90 | 3,283.62 | 2,926.54 | 2,764.43 | 2,494.15 | 3,042.06 | 2,189.38 | 1,952.07 | | 30,792.73 | 29,086.00 | 1,706.73 | 105.87% |
| Total 5900 · Wages | 59,654.60 | 65,135.49 | 75,284.98 | 81,690.14 | 69,981.94 | 60,750.25 | 66,620.88 | 60,826.86 | 68,734.65 | 73,883.54 | 70,797.99 | | 753,361.32 | 777,963.00 | -24,601.68 | 96.84% |
| 5960 · Worker's Comp Insurance | | | 3,847.57 | | | 3,939.76 | | | 4,007.39 | | | | 11,794.72 | 24,413.00 | -12,618.28 | 48.31% |
| Total 5800 · Labor | 95,033.81 | 78,924.97 | 107,758.84 | 106,487.86 | 108,453.86 | 74,324.99 | 93,521.06 | 100,406.04 | 86,291.11 | 102,564.59 | 99,009.80 | | 1,052,776.93 | 1,121,315.00 | -68,538.07 | 93.89% |
| Total 5000 · Administrative | 134,247.61 | 104,177.35 | 153,344.16 | 127,317.43 | 136,382.29 | 112,891.50 | 128,560.24 | 118,592.83 | 107,354.46 | 120,775.86 | 127,403.95 | | 1,371,047.68 | 1,539,815.00 | -168,767.32 | 89.04% |
| 6000 · Operations | | | | | | | | | | | | | | | | |
| 6160 · Backflow Prevention | | | | | | 706.07 | | | | | 91.72 | | 797.79 | 1,000.00 | -202.21 | 79.78% |
| 6170 · Claims, Property Damage | | 393.15 | | | | | | | | | | | 393.15 | 10,000.00 | -9,606.85 | 3.93% |
| 6180 · Communications | | | | | | | | | | | | | | | | |
| 6185 · SCADA Maintenance | | | | 1,760.00 | 2,591.89 | | 1,760.00 | 81.96 | | | 1,980.00 | | 8,173.85 | 20,000.00 | -11,826.15 | 40.87% |
| Total 6180 · Communications | | | | 1,760.00 | 2,591.89 | | 1,760.00 | 81.96 | | | 1,980.00 | | 8,173.85 | 20,000.00 | -11,826.15 | 40.87% |
| 6195 · Education & Training | | 125.00 | 39.99 | 242.00 | 125.00 | | 229.99 | 257.18 | | | 2,500.00 | | 3,519.16 | 5,000.00 | -1,480.84 | 70.38% |
| 6200 · Engineering | | | | | | | | | | | | | | | | |
| 6220 · General Engineering | 825.00 | | 495.00 | | | 42.58 | | | | | | | 1,362.58 | 10,000.00 | -8,637.42 | 13.63% |

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

| | | | | | | | | | | | | | TOTAL | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------|---------------------|---------------------|--------------------|----------------|
| | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | Jun 24 | Jul '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
| 6230 · Water Quality Engineering | 9,085.00 | 5,165.00 | 5,885.00 | 21,245.00 | 27,837.50 | 10,362.50 | 14,217.50 | 32,375.00 | 20,215.00 | 27,417.50 | 26,810.00 | | 200,615.00 | 115,000.00 | 85,615.00 | 174.45% |
| Total 6200 · Engineering | 9,910.00 | 5,165.00 | 6,380.00 | 21,245.00 | 27,837.50 | 10,405.08 | 14,217.50 | 32,375.00 | 20,215.00 | 27,417.50 | 26,810.00 | | 201,977.58 | 125,000.00 | 76,977.58 | 161.58% |
| 6320 · Equipment & Tools, Expensed | 582.95 | 1,363.48 | 309.93 | 1,279.72 | 488.50 | 717.74 | 148.25 | 1,156.12 | 3,538.91 | 875.06 | 166.27 | | 10,626.93 | 10,000.00 | 626.93 | 106.27% |
| 6330 · Facilities | | | | | | | | | | | | | | | | |
| 6335 · Alarm Services | 260.52 | | 130.74 | 127.02 | | 130.74 | 127.02 | 1,187.70 | 130.74 | 127.02 | | | 2,221.50 | 2,000.00 | 221.50 | 111.08% |
| 6337 · Landscaping | 860.00 | | 1,065.00 | 3,860.00 | 2,381.62 | 1,065.00 | 385.00 | 1,925.00 | 860.00 | | 7,925.00 | | 20,326.62 | 15,000.00 | 5,326.62 | 135.51% |
| Total 6330 · Facilities | 1,120.52 | | 1,195.74 | 3,987.02 | 2,381.62 | 1,195.74 | 512.02 | 3,112.70 | 990.74 | 127.02 | 7,925.00 | | 22,548.12 | 17,000.00 | 5,548.12 | 132.64% |
| 6370 · Lab Supplies & Equipment | | 5,642.00 | 157.51 | 454.80 | 4,984.86 | 328.14 | 730.00 | 1,268.22 | | 12.52 | 81.16 | | 13,659.21 | 4,000.00 | 9,659.21 | 341.48% |
| 6380 · Meter Reading | | | | | | | | | | | | | | 500.00 | -500.00 | |
| 6400 · Pumping | | | | | | | | | | | | | | | | |
| 6410 · Pumping Fuel & Electricity | 5,171.86 | 8,046.47 | 8,298.03 | 7,304.76 | 7,021.24 | 7,106.71 | 8,180.63 | 19,074.04 | 8,750.77 | 7,706.08 | 7,185.39 | | 93,845.98 | 95,000.00 | -1,154.02 | 98.79% |
| 6420 · Pumping Maintenance, Generators | 2,260.00 | | | | 496.00 | 8,088.41 | 4,113.29 | | | 986.00 | | | 15,943.70 | 30,000.00 | -14,056.30 | 53.15% |
| 6430 · Pumping Maintenance, General | | 874.29 | | | | | -1,000.00 | | | | 96.05 | | -29.66 | 5,000.00 | -5,029.66 | -0.59% |
| 6440 · Pumping Equipment, Expensed | | | | | | | | 125.05 | | | | | 125.05 | 700.00 | -574.95 | 17.86% |
| Total 6400 · Pumping | 7,431.86 | 8,920.76 | 8,298.03 | 7,304.76 | 7,517.24 | 15,195.12 | 11,293.92 | 19,199.09 | 8,750.77 | 8,692.08 | 7,281.44 | | 109,885.07 | 130,700.00 | -20,814.93 | 84.07% |
| 6500 · Supply | | | | | | | | | | | | | | | | |
| 6510 · Maintenance, Raw Water Mains | | | | | | | 767.35 | | | | | | 767.35 | 2,500.00 | -1,732.65 | 30.69% |
| 6520 · Maintenance, Wells | 1,082.80 | 941.29 | | | 1,079.53 | | | 49.21 | 58.54 | | | | 3,211.37 | 25,000.00 | -21,788.63 | 12.85% |
| 6530 · Water Purchases | | | | | 6,176.53 | | 6,855.21 | | 6,179.16 | | | | 19,210.90 | 30,000.00 | -10,789.10 | 64.04% |
| Total 6500 · Supply | 1,082.80 | 941.29 | | | 7,256.06 | | 7,622.56 | 49.21 | 6,237.70 | | | | 23,189.62 | 57,500.00 | -34,310.38 | 40.33% |
| 6600 · Collection/Transmission | | | | | | | | | | | | | | | | |
| 6610 · Hydrants | | | | | | | | | | | | | | 10,000.00 | -10,000.00 | |
| 6620 · Maintenance, Water Mains | | 16,022.90 | 8,107.37 | 3,644.94 | 9,416.78 | | 14,278.60 | | 6,174.08 | 5,633.89 | | | 63,278.56 | 170,000.00 | -106,721.44 | 37.22% |
| 6630 · Maintenance, Water Svc Lines | | 2,127.00 | | | | | | | | 7,205.33 | | | 9,332.33 | 20,000.00 | -10,667.67 | 46.66% |
| 6640 · Maintenance, Tanks | | | 36.32 | | | | 3,500.00 | | 1,596.11 | | | | 5,132.43 | 5,000.00 | 132.43 | 102.65% |
| 6650 · Maint., Distribution General | | 1,443.75 | | 1,818.37 | 56.05 | 20.77 | | 2,438.41 | | 4,635.05 | | | 10,412.40 | 15,000.00 | -4,587.60 | 69.42% |
| 6670 · Meters - Water | | | | | | | | | | | | | | 30,000.00 | -30,000.00 | |
| Total 6600 · Collection/Transmission | | 19,593.65 | 8,143.69 | 5,463.31 | 9,472.83 | 20.77 | 17,778.60 | | 4,034.52 | 6,174.08 | 17,474.27 | | 88,155.72 | 250,000.00 | -161,844.28 | 35.26% |
| 6700 · Treatment | | | | | | | | | | | | | | | | |
| 6710 · Chemicals & Filtering | | 7,646.01 | | 1,713.67 | 175.38 | 1,139.68 | 6,971.68 | 20,881.32 | 14.36 | 1,730.58 | 14.19 | | 40,286.87 | 25,000.00 | 15,286.87 | 161.15% |
| 6720 · Maintenance, Treatment Equip. | | 206.57 | 3,398.80 | 429.54 | 1,073.20 | 378.27 | 215.43 | 358.83 | | 1,894.92 | 189.67 | | 8,145.23 | 15,000.00 | -6,854.77 | 54.3% |
| 6730 · Treatment Analysis | 283.15 | 2,479.00 | 7,568.68 | 2,073.74 | 1,782.19 | 637.00 | 7,110.98 | 536.00 | 2,616.00 | 11,251.30 | 5,212.07 | | 41,550.11 | 35,000.00 | 6,550.11 | 118.72% |
| Total 6700 · Treatment | 283.15 | 10,331.58 | 10,967.48 | 4,216.95 | 3,030.77 | 2,154.95 | 14,298.09 | 21,776.15 | 2,630.36 | 14,876.80 | 5,415.93 | | 89,982.21 | 75,000.00 | 14,982.21 | 119.98% |
| 6770 · Uniforms | 834.88 | 216.66 | 418.17 | -21.87 | 451.05 | 192.22 | | 96.56 | 368.60 | 116.54 | | | 2,672.81 | 2,500.00 | 172.81 | 106.91% |
| 6800 · Vehicles | | | | | | | | | | | | | | | | |
| 6810 · Fuel | 610.11 | 687.57 | 616.38 | 1,152.20 | 770.89 | 311.19 | 701.61 | 2,077.09 | 777.34 | 939.00 | 906.00 | | 9,549.38 | 12,000.00 | -2,450.62 | 79.58% |
| 6820 · Truck Equipment, Expensed | 608.19 | 124.55 | | 43.59 | 199.17 | -34.51 | | | 72.89 | 144.88 | | | 1,158.76 | 2,000.00 | -841.24 | 57.94% |
| 6830 · Truck Repairs | 93.23 | | | 1,112.64 | -278.16 | | | | | 9.34 | | | 937.05 | 5,000.00 | -4,062.95 | 18.74% |
| Total 6800 · Vehicles | 1,311.53 | 812.12 | 616.38 | 2,308.43 | 691.90 | 276.68 | 701.61 | 2,077.09 | 850.23 | 1,093.22 | 906.00 | | 11,645.19 | 19,000.00 | -7,354.81 | 61.29% |
| Total 6000 · Operations | 22,557.69 | 53,504.69 | 36,526.92 | 48,240.12 | 66,829.22 | 31,192.51 | 69,292.54 | 81,400.07 | 41,428.34 | 68,214.24 | 68,040.07 | | 587,226.41 | 727,200.00 | -139,973.59 | 80.75% |
| Total Expense | 156,805.30 | 157,682.04 | 189,871.08 | 175,557.55 | 203,211.51 | 144,084.01 | 197,852.78 | 199,992.90 | 148,782.80 | 188,990.10 | 195,444.02 | | 1,958,274.09 | 2,267,015.00 | -308,740.91 | 86.38% |

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

| | | | | | | | | | | | | | TOTAL | | | |
|---|------------------|-------------------|-------------------|------------------|-------------------|---------------------|------------------|------------------|---------------------|-------------------|-------------------|--------|---------------------|----------------------|---------------------|-----------------|
| | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | Jun 24 | Jul '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
| Net Ordinary Income | -12,444.82 | 152,174.77 | -30,690.99 | -18,849.01 | -11,147.56 | 155,900.26 | 107,689.71 | -72,250.58 | 1,363,129.63 | -28,913.19 | 238,220.06 | | 1,842,818.28 | 65,585.00 | 1,777,233.28 | 2,809.82% |
| Other Income/Expense | | | | | | | | | | | | | | | | |
| Other Income | | | | | | | | | | | | | | | | |
| 7000 · Capital Account Revenues | | | | | | | | | | | | | | | | |
| 7100 · Connection Fees | | | | | | | | | | | | | | | | |
| 7110 · Connection Fees (New Constr) | 52,196.00 | | | 26,277.00 | 26,277.00 | 25,919.00 | | | | | 13,744.00 | | 144,413.00 | 185,000.00 | -40,587.00 | 78.06% |
| 7120 · Connection Fees (Remodel) | | 5,732.88 | 8,121.58 | 11,545.38 | 18,378.36 | | | | | | | | 43,778.20 | | | |
| 7130 · Conn. Fees, PFP (New Constr) | 37,299.00 | 24,413.50 | | 25,374.00 | 12,594.00 | | 24,278.00 | | | 14,967.00 | | | 138,925.50 | 55,000.00 | 83,925.50 | 252.59% |
| 7155 · Add'l Fixture Units (Remodel) | | | | | | | 6,767.98 | | | | | | 6,767.98 | | | |
| 7157 · Fixture Fee Refunds | | | | | -26,277.00 | | 951.92 | -2,370.50 | | | | | -27,695.58 | | | |
| 7160 · PFP Pass Thru | | | | 990.00 | -2,530.50 | | | | | | | | -1,540.50 | | | |
| 7165 · Meter Pass Thru Costs | 2,624.50 | 1,375.50 | 260.50 | 1,110.00 | | 361.79 | | | 2,422.00 | 2,051.40 | 555.00 | | 10,760.69 | | | |
| Total 7100 · Connection Fees | 92,119.50 | 31,521.88 | 8,382.08 | 65,296.38 | 28,441.86 | 26,280.79 | 31,997.90 | -2,370.50 | 2,422.00 | 17,018.40 | 14,299.00 | | 315,409.29 | 240,000.00 | 75,409.29 | 131.42% |
| 7250 · CAMP Interest Income | 14,999.34 | 15,646.86 | 15,448.32 | 16,381.23 | 15,995.48 | 16,519.94 | 16,501.33 | 16,174.97 | 24,519.12 | 23,676.34 | 24,530.45 | | 200,393.38 | 60,000.00 | 140,393.38 | 333.99% |
| 7600 · Bond Revenues, G.O. | | | 686.91 | 288.76 | -9,936.95 | 460,763.94 | 2,566.99 | 81,581.64 | | 320,876.09 | 858.06 | | 857,685.44 | 1,195,381.00 | -337,695.56 | 71.75% |
| 7650 · Water System Reliability | 1,480.45 | 814.22 | | 789.44 | | 560,006.02 | | 81,451.07 | | 366,800.46 | | | 1,011,341.66 | 1,111,460.00 | -100,118.34 | 90.99% |
| Total 7000 · Capital Account Revenues | 108,599.29 | 47,982.96 | 24,517.31 | 82,755.81 | 34,500.39 | 1,063,570.69 | 51,066.22 | 176,837.18 | 26,941.12 | 728,371.29 | 39,687.51 | | 2,384,829.77 | 2,606,841.00 | -222,011.23 | 91.48% |
| Total Other Income | 108,599.29 | 47,982.96 | 24,517.31 | 82,755.81 | 34,500.39 | 1,063,570.69 | 51,066.22 | 176,837.18 | 26,941.12 | 728,371.29 | 39,687.51 | | 2,384,829.77 | 2,606,841.00 | -222,011.23 | 91.48% |
| Other Expense | | | | | | | | | | | | | | | | |
| 8000 · Capital Improvement Program | | | | | | | | | | | | | | | | |
| 8100 · Water | 11,518.75 | 48,683.25 | 51,416.25 | 35,145.94 | 21,795.59 | 6,685.00 | 77,266.47 | 33,012.37 | 97,645.72 | 9,299.95 | 53,044.25 | | 445,513.54 | 3,865,000.00 | -3,419,486.46 | 11.53% |
| Total 8000 · Capital Improvement Program | 11,518.75 | 48,683.25 | 51,416.25 | 35,145.94 | 21,795.59 | 6,685.00 | 77,266.47 | 33,012.37 | 97,645.72 | 9,299.95 | 53,044.25 | | 445,513.54 | 3,865,000.00 | -3,419,486.46 | 11.53% |
| 9000 · Capital Account Expenses | | | | | | | | | | | | | | | | |
| 9100 · Interest Expense - GO Bonds | | 4,967.53 | | | | | | 27,171.95 | | | | | 32,139.48 | 56,977.00 | -24,837.52 | 56.41% |
| 9125 · PNC Equipment Lease Interest | 1,015.56 | | 655.60 | 639.28 | 622.91 | 606.51 | 590.07 | 573.59 | 557.06 | 540.50 | 523.89 | | 6,324.97 | 7,176.00 | -851.03 | 88.14% |
| 9150 · SRF Loan | | | | | 28,752.45 | | | | | | 27,704.25 | | 56,456.70 | 56,457.00 | -0.30 | 100.0% |
| 9210 · Conservation Program/Rebates | | 150.00 | | | | | | | | | | | 150.00 | | 150.00 | 100.0% |
| Total 9000 · Capital Account Expenses | 1,015.56 | 5,117.53 | 655.60 | 639.28 | 29,375.36 | 606.51 | 590.07 | 27,745.54 | 557.06 | 540.50 | 28,228.14 | | 95,071.15 | 120,610.00 | -25,538.85 | 78.83% |
| Total Other Expense | 12,534.31 | 53,800.78 | 52,071.85 | 35,785.22 | 51,170.95 | 7,291.51 | 77,856.54 | 60,757.91 | 98,202.78 | 9,840.45 | 81,272.39 | | 540,584.69 | 3,985,610.00 | -3,445,025.31 | 13.56% |
| Net Other Income | 96,064.98 | -5,817.82 | -27,554.54 | 46,970.59 | -16,670.56 | 1,056,279.18 | -26,790.32 | 116,079.27 | -71,261.66 | 718,530.84 | -41,584.88 | | 1,844,245.08 | -1,378,769.00 | 3,223,014.08 | -133.76% |
| Net Income | 83,620.16 | 146,356.95 | -58,245.53 | 28,121.58 | -27,818.12 | 1,212,179.44 | 80,899.39 | 43,828.69 | 1,291,867.97 | 689,617.65 | 196,635.18 | | 3,687,063.36 | -1,313,184.00 | 5,000,247.36 | -280.77% |

Montara Water & Sanitary District Check Detail

July 2 - 5, 2024

| Date | Num | Name | Paid Amount | |
|--|-------|---------------------------------------|-------------|------|
| Board of Directors Consent Agenda Warrants Report 7/11/2024 | | | | |
| SPLIT | | | | |
| 06/04/2024 | 14751 | ACWA/JPIA | -18,445.86 | PAID |
| 06/04/2024 | 14752 | CalPERS 457 Plan | -9,357.93 | PAID |
| 06/06/2024 | 14764 | Fitzgerald Law Offices | -33,046.40 | PAID |
| 06/04/2024 | 14754 | Huntington National Bank | -14,590.00 | PAID |
| 06/04/2024 | 14755 | IEDA | -427.00 | PAID |
| 06/04/2024 | 14756 | OpenGov, Inc. | -5,720.00 | PAID |
| 06/06/2024 | 14766 | Parcel Quest | -2,399.00 | PAID |
| 06/04/2024 | 14757 | RVE ACCOUNTING & ADVISORY SERVICES | -7,080.00 | PAID |
| 06/06/2024 | 14767 | Tech Solutions | -325.00 | PAID |
| 06/04/2024 | 14759 | U.S. Bank | -1,155.00 | PAID |
| 06/04/2024 | 14758 | U.S. Bank PARS | -12,526.34 | PAID |
| 06/04/2024 | 14760 | US Postal Service | -200.00 | PAID |
| 06/18/2024 | 14771 | Cintas | -100.25 | PAID |
| 06/18/2024 | 14773 | Bay Alarm Company | -280.32 | PAID |
| 06/18/2024 | 14775 | Cruzio Internet | -104.81 | PAID |
| 06/18/2024 | 14778 | KBA Document Solutions | 91.48 | PAID |
| 06/18/2024 | 14780 | ODP Business Solutions | -278.91 | PAID |
| 06/18/2024 | 14781 | PARS | -895.54 | PAID |
| 06/18/2024 | 14782 | PCT | -400.00 | PAID |
| 06/18/2024 | 14784 | Rauch Communication Consultants, Inc. | -1,093.04 | PAID |
| 06/18/2024 | 14785 | San Mateo Daily Journal | -1,152.00 | PAID |
| 06/27/2024 | 14791 | A-B Communications | -176.53 | PAID |
| 06/27/2024 | 14794 | Lingo | -3,937.78 | PAID |
| 06/27/2024 | 14796 | Pacific Gas & Electric | -6,922.62 | PAID |
| 06/27/2024 | 14797 | San Mateo Daily Journal | -1,728.00 | PAID |
| 06/27/2024 | 14798 | Standard Insurance Co. | -484.45 | PAID |
| 07/05/2024 | 14800 | ACWA/JPIA | -18,445.86 | |
| 07/05/2024 | 14804 | Aztec Gardens | -1,065.00 | |
| 07/05/2024 | 14799 | Brandon Fields | -44,480.50 | |
| 07/05/2024 | 14809 | Fitzgerald Law Offices | -40,130.00 | |
| 07/05/2024 | 14811 | Huntington National Bank | -14,590.00 | |
| 07/05/2024 | 14812 | IEDA | -427.00 | |
| 07/05/2024 | 14813 | Kastama Strategic Consulting | -3,870.68 | |
| 07/05/2024 | 14814 | KBA Document Solutions | -20.18 | |
| 07/05/2024 | 14818 | ODP Business Solutions | -121.08 | |
| 07/05/2024 | 14822 | RVE ACCOUNTING & ADVISORY SERVICES | -7,340.00 | |
| 07/05/2024 | 14830 | White Glove Housekeeping | -260.00 | |

Montara Water & Sanitary District Check Detail July 2 - 5, 2024

| Date | Num | Name | Paid Amount | |
|--------------|-------|------------------------------------|-------------|------|
| WATER | | | | |
| 06/06/2024 | 14763 | Blue Locker Commercial Diving | -3,800.00 | PAID |
| 06/04/2024 | 14753 | Hassett | -449.31 | PAID |
| 06/06/2024 | 14761 | Karen Williams & Brian Ebinger | -1,995.86 | PAID |
| 06/06/2024 | 14768 | Lisa Waag/washing machine rebate | -150.00 | PAID |
| 06/06/2024 | 14765 | Pacific Gas & Electric | -563.41 | PAID |
| 06/18/2024 | 14772 | Badger Meter, Inc. | -115.38 | PAID |
| 06/18/2024 | 14774 | BSK Lab | -248.00 | PAID |
| 06/18/2024 | 14769 | Clinton Miles | -86.92 | PAID |
| 06/18/2024 | 14789 | Deep Patel | -398.12 | PAID |
| 06/18/2024 | 14770 | Derek Dye | -62.10 | PAID |
| 06/18/2024 | 14776 | Esbro Chemical | -992.44 | PAID |
| 06/18/2024 | 14779 | McMaster-Carr Supply Co. | -46.33 | PAID |
| 06/18/2024 | 14783 | Phil's Tire Pros & auto Care | -1,975.93 | PAID |
| 06/18/2024 | 14786 | T & T Valve and Instrument | -1,821.31 | PAID |
| 06/18/2024 | 14787 | Underground Republic Water Works | -3,070.85 | PAID |
| 06/18/2024 | 14788 | USA Blue Book | -102.50 | PAID |
| 06/27/2024 | 14793 | AT&T Mobility | -1,311.69 | PAID |
| 06/27/2024 | 14795 | Pacific Gas & Electric | -2,288.99 | PAID |
| 06/27/2024 | 14790 | Wells Fargo Remittance Center | -6,318.99 | PAID |
| 07/05/2024 | 14801 | Alliant Insurance Services | -1,860.00 | |
| 07/05/2024 | 14802 | American Water Works Association | -501.00 | |
| 07/05/2024 | 14803 | Andreini Brothers, Inc. | -8,942.51 | |
| 07/05/2024 | 14805 | Badger Meter, Inc. | -115.38 | |
| 07/05/2024 | 14806 | BSK Lab | -248.00 | |
| 07/05/2024 | 14808 | County of San Mateo- | -3,957.00 | |
| 07/05/2024 | 14810 | Hach Company | -140.01 | |
| 07/05/2024 | 14815 | MWSD SEWER TO GO BOND | -119,065.42 | |
| 07/05/2024 | 14816 | Mossa Excavation | -25,724.67 | |
| 07/05/2024 | 14819 | Pacific Gas & Electric | -543.81 | |
| 07/05/2024 | 14821 | Roadrunner Drilling & Pump Company | -12,189.75 | |
| 07/05/2024 | 14823 | San Mateo County Health Dept | -328.00 | |
| 07/05/2024 | 14828 | SRT Consultants | -31,674.38 | |
| 07/05/2024 | 14829 | Underground Republic Water Works | -931.22 | |

Montara Water & Sanitary District

Check Detail

July 2 - 5, 2024

| Date | Num | Name | Paid Amount | |
|--------------|-------|----------------------------------|-------------|------|
| SEWER | | | | |
| 06/06/2024 | 14762 | Karen Williams & Brian Ebinger | -6,248.88 | PAID |
| 06/18/2024 | 14777 | Hue & Cry Security Systems, Inc. | -430.08 | PAID |
| 07/05/2024 | 14807 | County of San Mateo- | -3,764.00 | |
| 07/05/2024 | 14817 | Nute Engineering | -27,081.50 | |
| 07/05/2024 | 14820 | Recology of the Coastside | -641.48 | |
| 07/05/2024 | 14824 | Sewer Authority Mid-Coastside | -10,314.62 | |
| 07/05/2024 | 14825 | Sewer Authority Mid-Coastside | -86,850.00 | |
| 07/05/2024 | 14826 | Sewer Authority Mid-Coastside | -118,801.91 | |
| 07/05/2024 | 14827 | Sewer Authority Mid-Coastside | -24,571.83 | |



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2024

TO: BOARD OF DIRECTORS

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

SUBJECT: SAM Flow Report for May 2024

The May reports have not yet been approved by the SAM Board.

It will be submitted when it becomes available.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: July 11, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

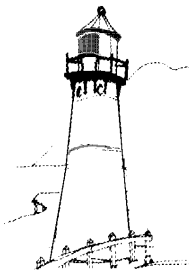
SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for June 2024 was 4.48%. In early June staff moved most of the District's idle sewer funds into a new sewer account with the California Asset Management Program (CAMP) to take advantage of the higher interest returns. The current 7 day yield for 7/3/24 was 5.44%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 7/3/24 was 5.44%.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

RECOMMENDATION:

District staff attempts to cash manage idle funds in CAMP as long as possible before transferring to the Wells Fargo checking accounts for disbursements.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

As of July 11, 2024 the following new **Sewer Connection Permit** application was received since the last report:

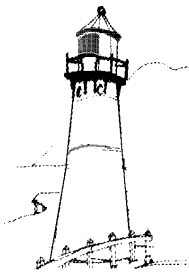
| Date of Application | Property Owner | Site Address | Home Size |
|---------------------|----------------|--------------|-----------|
| | | | |

As of July 11, 2024 the following new **Water (Private Fire Sprinkler) Connection Permit** application was received since the last report:

| Date of Application | Property Owner | Site Address | Home Size |
|---------------------|---------------------------|-------------------------------------|-----------|
| 01/08/24 | Andrea Festejo | 540 5 th Street, Montara | SFD |
| 01/08/24 | David Morris | 1450 Cypress, Montara | SFD |
| 06/15/23 | Kelly & Wayne Robinson | 717 Etheldore, Moss Beach | MFD |

As of July 11, 2024 the following new **Water Connection Permit** application was received since the last report:

| Date of App. | Property Owner | Site Address | Home Size | Type of Connection |
|--------------|---------------------------|----------------------------------|-----------|---------------------|
| 08/25/23 | Sam Dickson | 1217 Birch, Montara | MFD | 2 nd Dom |
| 06/15/23 | Kelly & Wayne Robinson | 717 Etheldore, Moss Beach | MFD | 2 nd DOM |
| 1/24/24 | Gus & Jamie Horwith | 178 Wienke Way, Moss Beach | MFD | 2 nd DOM |



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of July 11th, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Monthly Water Production Report

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

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

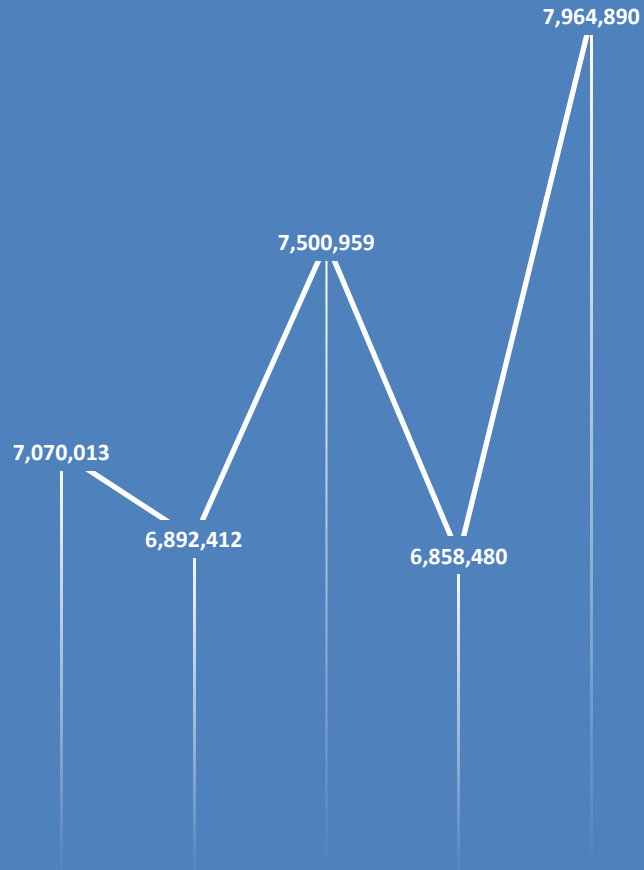
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2024 (GALLONS)

GALLONS



| | January | February | March | April | May | June | July | August | September | October | November | December |
|----------------------------|-----------|-----------|-----------|-----------|-----------|------|------|--------|-----------|---------|----------|----------|
| Total Production (Gallons) | 7,070,013 | 6,892,412 | 7,500,959 | 6,858,480 | 7,964,890 | | | | | | | |

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of July 11th, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Rain Report

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

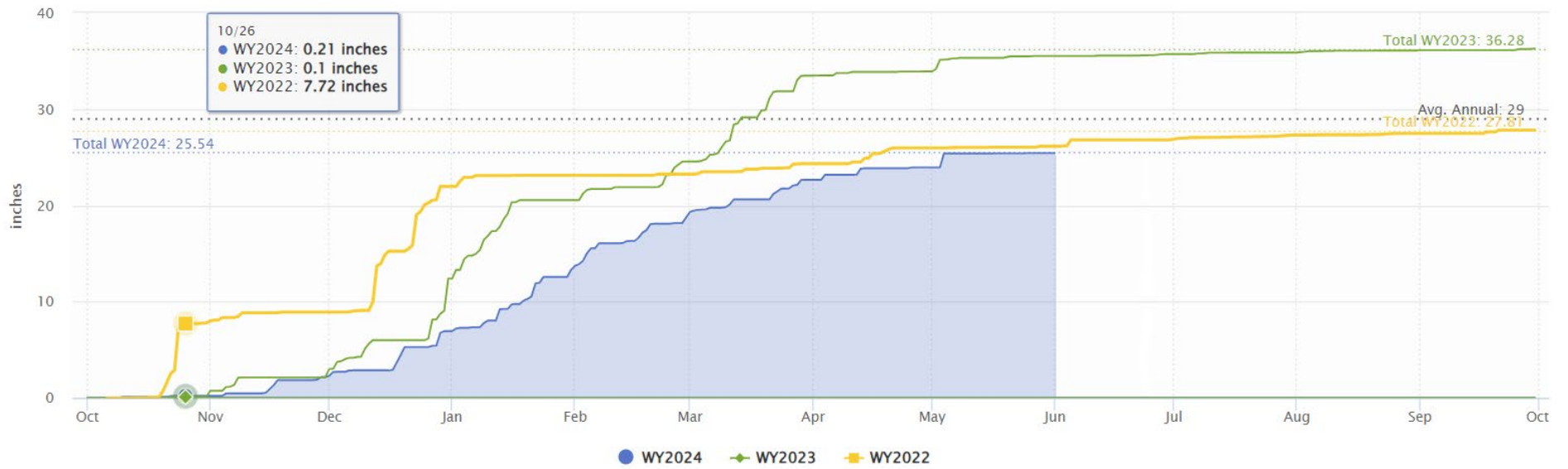
RECOMMENDATION:

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

Attachments: 2

Annual Cumulative Rainfall

Cumulative Rainfall by Water Year



Monthly Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: July 11th, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Solar Energy Report

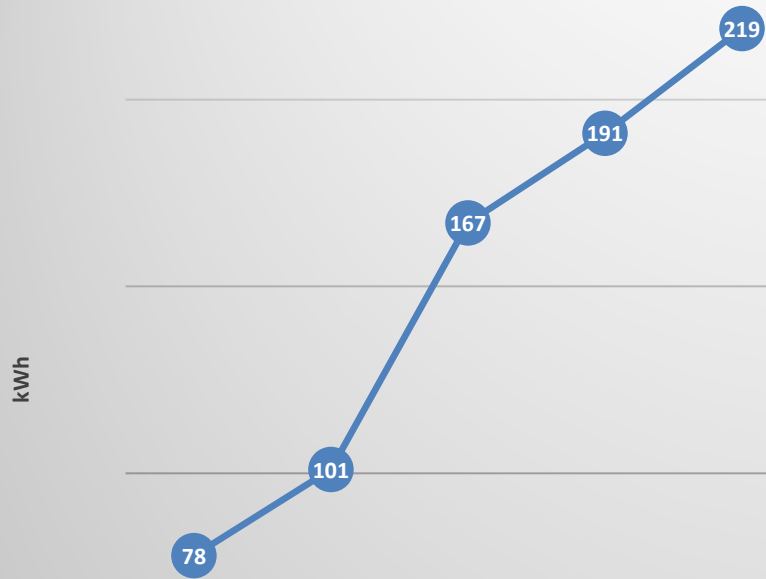
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 51,838kWh and saved 88,124 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1

SOLAR ENERGY PRODUCED IN 2024 (kWh)



| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| total kWh | 78 | 101 | 167 | 191 | 219 | | | | | | | |



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of **July 11, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

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

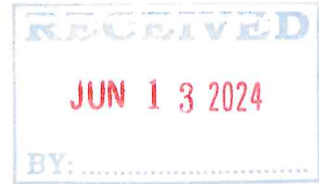
Contributions are calculated on a bi-weekly basis, and contributions are made on a monthly basis.

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

RECOMMENDATION:

This is for Board information only.

Attachment



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

**Monthly Account Report for the Period
4/1/2024 to 4/30/2024**

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

Plan ID: P7-REP15A

Account Summary

| Source | Beginning Balance as of 4/1/2024 | Contributions | Earnings | Expenses | Distributions | Transfers | Ending Balance as of 4/30/2024 |
|---------------|----------------------------------|--------------------|----------------------|-----------------|-------------------|---------------|--------------------------------|
| Contributions | \$1,632,955.79 | \$11,502.66 | (\$59,229.82) | \$739.04 | \$1,185.50 | \$0.00 | \$1,583,304.09 |
| TOTAL | \$1,632,955.79 | \$11,502.66 | (\$59,229.82) | \$739.04 | \$1,185.50 | \$0.00 | \$1,583,304.09 |

Investment Selection

PARS Capital Appreciation - Index

Investment Objective

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

Investment Return

| Source | 1-Month | 3-Months | 1-Year | Annualized Return | | | Plan's Inception Date |
|---------|---------|----------|--------|-------------------|---------|----------|-----------------------|
| | | | | 3-Years | 5-Years | 10-Years | |
| GENERAL | -3.63% | 2.02% | 12.09% | 2.33% | 7.05% | - | 03/08/16 |

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

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

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

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Government Claim For Personal Injuries**

On June 5, 2024, Susan Carroll, through her attorney Quinton B. Cutlip, presented a claim to MWSD in the amount \$35,000 for personal injuries resulting from a car accident that occurred on December 15, 2023 within a construction zone, along HWY 1 and 11th St. (See attached statement of claim submitted by Ms. Carroll's attorney.)

Claimant Susan Carroll alleges several claims against the District due to an alleged unsafe construction zone along the Hwy 1 on the basis that this was a MWSD infrastructure project. The true facts are that the construction zone was for the *Caltrans Erosion Control Project* (Project ID 0418000134), implemented by a third-party contractor:

- Work Description: Erosion Control, HMA, Cold Plane PVM, DD, Veg Control, Crash Cushion
- Location: San Mateo County At Montara At 0.1 Mile South Of 9th Street
- Contractor Name: HOSELEY CORPORATION (bid awarded 7/26/23)

Consequently, this was not a MWSD project and MWSD had no property ownership or control over the construction area where the incident occurred. MWSD's only involvement was issuance of a temporary fire hydrant meter and permit for water use to the contractor on November 21, 2023.

The Government Tort Claims Act (Gov't Code §§910, et. seq.) requires a claim to be presented to MWSD before a claimant can file a lawsuit; MWSD may accept or reject the claim within 45 days.

RECOMMENDATION:

Move approval rejecting the liability claim of Susan Carroll for personal injuries occurring on December 15, 2023

Attachments

1 QUINTON B. CUTLIP, SBN 168030
2 CUTLIP LAW OFFICE
3 106 Merced Dr.
4 San Bruno, CA 94066
5 Telephone: (415) 265-7785
6 cutliplawoffice@gmail.com

7 Attorneys for Claimant
8 SUSAN CARROLL

9 COUNTY OF SAN MATEO
10 (Unlimited Civil Jurisdiction)

11 SUSAN CARROLL,
12 Complainant,

13 v.

14 MONTARA WATER AND SANITARY
15 DISTRICT, et al.,
16 Respondent.

17) CASE NO.:
18) **CLAIM FOR PERSONAL INJURIES**
19) **(Gov. Code, § 910).**

20 TO THE PRESIDENT, CLERK, SECRETARY, TREASURER, DIRECTORS, AND
21 GENERAL MANAGER OF THE MONTARA WATER AND SANITARY DISTRICT:

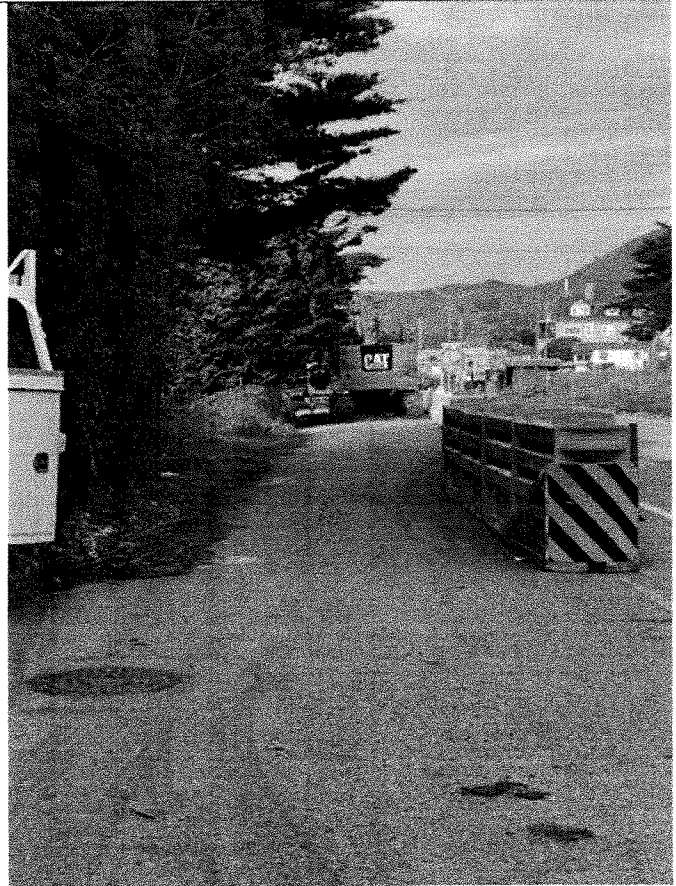
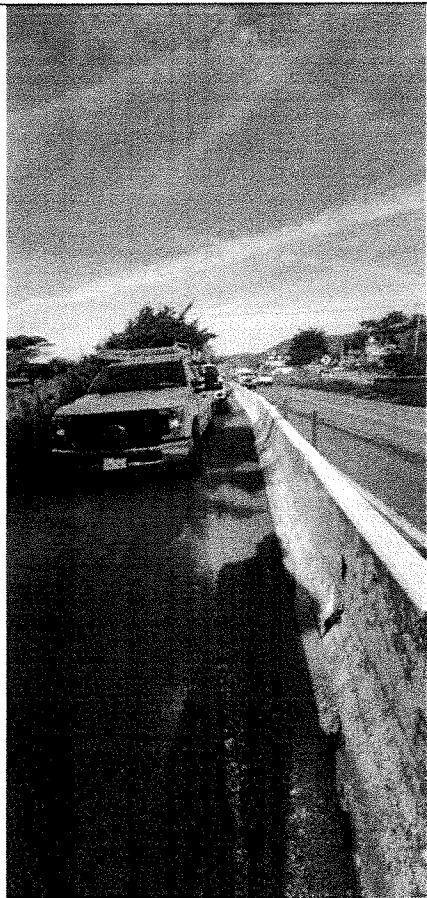
22 You are hereby notified that Susan Carroll, whose address is 129 Dartmouth Road, San
23 Mateo, CA 94402, claims damages from the Montara Water and Sanitary District. This claim
24 is based upon injuries sustained by the claimant on December 15, 2023. Claimant's damages
25 are within the unlimited jurisdiction of the superior court and exceed \$ 35,000.00.

26 **FACTS AND GOVERNMENT LIABILITY**

27 Montara California has residential housing on the west and east sides of Highway 1. The
28

1 commercial area, including the post office, eateries, stores and bus stops, are on the east side of
2 the highway. Pedestrian signs reveal that pedestrians are known to cross the highway.

3 Susan Carroll resided at 102 12th Street in Montara, California, on the west side of Highway
4 1. On December 15, 2023, at approximately 1:30 p.m., she went to walk her dog and needed to
5 cross to the east side of Highway 1. She walked to 11th Street, which intersects with Highway 1.
6 There was a construction zone extending north on Highway one from 11th Street. The construction
7 zone altered the course of southbound traffic on Highway 1. Elements of the construction zone,
8 including the cement railing and equipment located in the construction zone, inhibited the ability
9 for drivers and pedestrians to see each other.
10



(Police Photos)

1 To get to a place where she could better monitor southbound traffic before crossing the
2 highway, Ms. Carroll attempted to walk northbound along the west side of Highway 1 in the
3 construction zone, but her way was blocked by trucks and large equipment. Workers appeared to
4 be having some sort of meeting, so she could not continue northbound behind the concrete barriers.
5 She turned around and walked back to the southern end of the construction zone and attempted to
6 cross to the east side of Highway 1. She waited until the northbound traffic had cleared and she
7 could not see any traffic coming southbound. As she was crossing the southbound lane, a small
8 Fiat car suddenly appeared going southbound. The Fiat struck Ms. Carroll as she attempted to get
9 out of the way.
10

11 **(Government Responsibility)**

12 Claimant's investigation into the responsibility for the subject construction zone has been
13 hampered by Caltrans' repeated delays in providing information initially requested in February
14 2024. Ms. Carroll is informed and believes she was injured as a result of the Montara Water and
15 Sanitary District's defective ownership, control, operation, design, planning, engineering,
16 maintenance, management, inspection, repair, and/or failure to warn pertaining to and/or related
17 to the following bases for government liability:
18
19

20 DANGEROUS CONDITION OF PUBLIC PROPERTY (Gov. Code, § 835.):

21 The following interrelated factors, individually, in combination, and/or based upon a
22 totality of the circumstances constituted one or more dangerous conditions of public property:
23

24 The layout, configuration, alignment, and/or condition of the roadway and/or the
25 construction zone endangered the safe movement of traffic and pedestrians in that area of Highway
26 1. There were nonstandard stopping sight distances. There was an abrupt lane shift for traffic.
27 There was no marked pedestrian crossing. The sight distance was inadequate for the speeds on
28

1 the roadway. The site contained obstructions, including vehicles, a portable toilet, and machinery,
2 that decreased visibility for drivers and pedestrians. Trucks were parked in the construction zone
3 that blocked pedestrian access. Despite knowledge that pedestrians crossed Highway 1 in the
4 vicinity of the construction zone, as evidenced by permanent pedestrian signs in the vicinity, the
5 construction project did not accommodate pedestrians and/or provide for the safe movement of
6 pedestrians. There were no pedestrian walkways or temporary pedestrian access routes. There
7 were no warnings to pedestrians about crossing the highway or advising them not to cross the
8 highway. The area where pedestrians could walk on the west side of the highway behind concrete
9 barriers was within the construction zone and was not clear of obstructions, including trucks, heavy
10 equipment, and/or workers that precluded Ms. Carroll from walking southbound on the western
11 side of the highway in order to get to a place where she could view southbound traffic. There were
12 inadequate warnings for drivers approaching the construction zone. Drivers were only told to
13 “Reduce Speed” and were not provided with specific speed instructions. The configuration and
14 alignment of the construction zone and/or the placement of equipment in the construction zone,
15 combined with the lack of warning signs and/or markings created a trap for pedestrians.
16
17
18

19 Claimant is informed and believes, and thereupon alleges: 1) that the Montara Water and
20 Sanitary District or its subdivisions(s) owns the property along Highway 1 where the construction
21 was taking place; 2) that the Montara Water and Sanitary District or its subdivision(s) is
22 responsible for the maintenance and construction of its property; 3) that the dangerous condition(s)
23 was created by an employee of the Montara Water and Sanitary District or its subdivisions; 4) that
24 the Montara Water and Sanitary District and its subdivision(s) had actual knowledge of the
25 dangerous condition(s); and/or that the dangerous condition(s) existed for such an amount of time
26 that the Montara Water and Sanitary District and its applicable subdivision(s) should have known
27
28

1 of the existence of the dangerous condition(s); 5) that the dangerous condition(s) created a
2 substantial risk of injury to pedestrians when used with due care.

3 LIABILITY FOR THE ACTS OR OMISSIONS OF PUBLIC EMPLOYEE(S) WITHIN THE
4 SCOPE OF DUTIES. (Gov. Code, § 815.2.)

5 Claimant asserts that the Montara Water and Sanitary District's employee(s) failed to
6 properly manage, inspect, and/or oversee the conditions in the construction zone. The Montara
7 Water and Sanitary District employees knew or should have known about the trucks and equipment
8 parked inside the construction zone that blocked the views of pedestrians and motorists and/or
9 blocked pedestrians' ability to walk behind the concrete barriers on the west side of the roadway.
10 Claimant further alleges, upon information and belief, that the Montara Water and Sanitary District
11 was responsible for the meeting and/or the parking of vehicles in the construction zone that
12 prevented Claimant from being able to walk behind the barriers on the west side of the roadway.
13

14 LIABILITY FOR ACTS OF INDEPENDENT CONTRACTORS – NONDELEGABLE DUTY
15 (Gov. Code, § 815.4.)

16 The Montara Water and Sanitary District had a nondelegable duty to maintain its property
17 in a safe condition. It is liable for the acts and omissions of its independent contractors. The
18 following interrelated factors, individually, in combination, and/or based upon a totality of the
19 circumstances were the result of the acts or omissions of the contractor(s) working on the
20 construction project:
21
22

23 The layout, configuration, alignment, and/or condition of the roadway and/or the
24 construction zone endangered the safe movement of traffic and pedestrians in that area of Highway
25 1. There were nonstandard stopping sight distances. There was an abrupt lane shift for traffic.
26 The sight distance was inadequate for the speeds on the roadway. The site contained obstructions,
27
28

1 including vehicles, a portable toilet, and machinery, that decreased visibility for drivers and
2 pedestrians. Trucks were parked in the construction zone that blocked pedestrian movement.
3 Despite knowledge that pedestrians crossed Highway 1 in the vicinity of the construction project,
4 as evidenced by permanent pedestrian signs in the vicinity, the construction zone did not
5 accommodate pedestrians and/or provide for the safe movement of pedestrians. There were no
6 pedestrian walkways or temporary pedestrian access routes. There were no warnings to
7 pedestrians about crossing the highway or advising them not to cross the highway. The area where
8 pedestrians could walk on the west side of the highway behind concrete barriers was within the
9 construction zone and was not clear of obstructions, including trucks, heavy equipment, and
10 workers that precluded Ms. Carroll from walking southbound on the western side of the highway
11 to get to a place where she could view southbound traffic.

14 There were inadequate warnings for drivers approaching the construction zone. Drivers
15 were only told to "Reduce Speed" and were not provided with specific speed instructions. The
16 configuration and alignment of the roadway, combined with the visibility obstruction and the lack
17 of proper warning signs, traffic control signs, and/or markings created a trap for pedestrians.
18

19 LIABILITY FOR ACTS OF INDEPENDENT CONTRACTORS – PECULIAR RISK (Gov.
20 Code, § 815.4.)

21 Claimant is informed and believes that the Montara Water and Sanitary District employed
22 one or more contractors to perform the construction work on the highway. The Montara Water
23 and Sanitary District should have recognized that the construction project created a peculiar risk
24 of physical harm to others unless special precautions were taken. It is liable for physical harm
25 caused by the failure of the contractor(s) to exercise reasonable care to take necessary precautions.
26 In this case, despite knowledge that pedestrians crossed Highway 1 in the vicinity of the
27
28

1 construction project, as evidenced by permanent pedestrian signs in the vicinity, the construction
2 project did not accommodate pedestrians and/or provide for the safe movement of pedestrians.
3 There were no pedestrian walkways or temporary pedestrian access routes. There were no
4 warnings to pedestrians about crossing the highway or advising them not to cross the highway.
5 The area where pedestrians could walk on the west side of the highway behind concrete barriers
6 was within the construction zone and was not clear of obstructions, including trucks, heavy
7 equipment, and workers that precluded Claimant from walking southbound on the western side of
8 the highway. There were inadequate warnings for drivers approaching the construction zone.
9 Drivers were only told to "Reduce Speed" and were not provided with more specific speed
10 instructions. The configuration and alignment of the roadway, combined with the lack of warning
11 signs, traffic control signs, and/or markings created a trap for pedestrians.
12

13
14 LIABILITY FOR VIOLATION OF A MANDATORY DUTY (Gov. Code, § 815.6.)

15 According to the California Vehicle Code, § 21350, "The Department of Transportation
16 shall place and maintain, or cause to be placed and maintained, with respect to highways under its
17 jurisdiction, appropriate signs, signals, and other traffic control devices as required hereunder, and
18 may place and maintain, or cause to be placed and maintained, such appropriate signs, signals, or
19 other traffic control devices as may be authorized hereunder, or may be necessary properly to
20 indicate and to carry out the provisions of this code, or to warn or guide traffic upon the highways."
21 (Emphasis added.)
22

23
24 According to California Vehicle Code, § 21401, "Except as provided in Section 21374,
25 only those official traffic control devices that conform to the uniform standards and specifications
26 promulgated by the Department of Transportation shall be placed upon a street or highway."
27 (Emphasis added.) In this case, southbound traffic on Highway 1 was presented with a changeable
28

1 message sign that alternated between “Road Work Ahead,” “Road Conditio [sic] Changed,” and
2 “Reduce Speed.” The sign failed to comply with the uniform standards and specifications set forth
3 in § 21401. It also failed to provide drivers with proper guidance for their speed based upon the
4 diminished sight distances created by the construction zone and equipment in the construction zone
5 that diminished the visibility of pedestrians waiting to cross the highway.

6
7 The Manual on Uniform Traffic Control Devices (MUTCD) is approved by the Federal
8 Highway Administrator as the National Standard in accordance with Title 23 U.S. Code, section
9 109(d) and 23 CFR 655. The California Manual on Uniform Traffic Control Devices (California
10 MUTCD) is published by the State of California, Department of Transportation (Caltrans) and is
11 issued to adopt uniform standards and specifications for all official traffic control devices, in
12 accordance with Section 21400 of the California Vehicle Code.

13
14 The signage for the construction zone failed to comply with Chapter 6H of the California
15 MUTCD. The State of California also has a mandatory duty to provide pedestrian facilities
16 through construction zones, according to the California Manual of Uniform Traffic Control
17 Devices, Chapter 6D. The Montara Water and Sanitary District violated provisions of the
18 CAMUTCD, including, but not limited to, provisions that contained requirements for pedestrian
19 considerations in section 6D.01. For example, “If the TTC [Temporary Traffic Control] zone
20 affects the movement of pedestrians, adequate pedestrian access and walkways shall be provided.
21 ...” In this case, no adequate pedestrian access or walkways were provided. There is no
22 indication that any consideration as given to pedestrians who needed to cross Highway 1 in the
23 vicinity of the construction zone.

24
25
26 LIABILITY BASED UPON TERMS OF A PERMIT OR OTHER PERMISSION.

27 To perform work on the State of California’s Highway 1, the Montara Water and Sanitary
28

1 District would be required to comply with and conform to conditions and requirements set forth
2 in an encroachment or other permit / permission from the State of California. The Montara
3 Water and Sanitary District's liability is premised upon its noncompliance and/or nonconforming
4 violations of the requirements of any permits or permissions obtained to perform the construction
5 work. The Montara Water and Sanitary District's liability is also premised upon its subrogation
6 obligations to the State of California.
7

8 DESCRIPTION OF CLAIMANT'S INJURIES AND DAMAGES

9 Susan Carroll suffered severe physical, mental, and emotional injuries when she was struck
10 by an automobile while walking across Highway 1. When impacted by the car, her body flew
11 into the air, and she landed violently on the pavement. She suffered a broken arm / displaced
12 fracture that required surgery and the use of surgical hardware. Her teeth and mouth were severely
13 damaged requiring dental surgeries and repairs. Her lip was badly cut and required stitches. Her
14 nose and face were injured. Her foot/ankle was severely injured. She suffered a traumatic brain
15 injury that has resulted in impairments that include, but are not limited to, impairments in her
16 memory, attention, focus, processing speed, and/or concentration. She suffered severe physical
17 pain all over her body, including to her limbs, torso, and head. She has had trouble sleeping.
18

19 She was hospitalized and has been required to seek further medical care. She has past
20 medical expenses and is reasonably likely to require future medical care. She lost income and is
21 reasonably likely to lose income in the future and/or to suffer a loss of earning capacity. In addition
22 to the medical and dental care she received, she has required care and help from friends and
23 relatives. She also suffered and will continue to suffer noneconomic damages, including, but not
24 limited to, past and future physical pain, mental suffering, loss of enjoyment of life, disfigurement,
25 physical impairment, mental impairment, inconvenience, grief, anxiety, humiliation, and
26
27
28

1 emotional distress.

2 **NOTICES AND COMMUNICATION**

3 **All notices or other communications with regard to this claim should be sent to**
4 **Quinton Cutlip, Esq. / Cutlip Law Office at 106 Merced Dr., San Bruno, CA 94066. (415)**
5 **265-7785.**
6

7
8 Dated: June 5, 2023.

CUTLIP LAW OFFICE

9
10 By: _____

11 **Quinton B. Cutlip, Esq.**
12 **for Claimant Susan Carroll**
13
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PROOF OF SERVICE

I, Quinton B. Cutlip, declare that:

I am over the age of eighteen (18) years and not a party to the within action. I am employed in the City of San Bruno, County of San Mateo, at Cutlip Law Office. My business address is 106 Merced Dr., San Bruno, CA 94066.

On June 5, 2024, I caused the following to be served on the interested party/parties in said action:

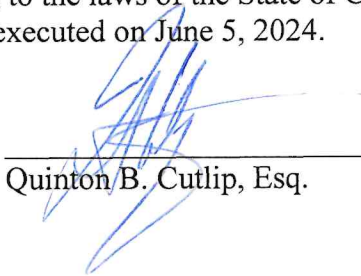
CLAIM FOR PERSONAL INJURIES (Gov. Code, § 910).

XX (By certified mail / return receipt requested) by placing a true copy thereof enclosed in a sealed envelope with postage thereon fully prepaid addressed as follows:

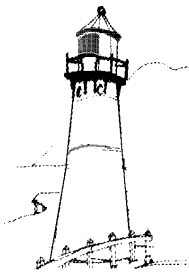
Scott Boyd, President
Kathryn Slater-Carter, President Pro Tem, Secretary
Peter Kekker, Treasurer
Bill Softky, Director
Carlyle Ann Young, Director
Clemens Helmaier, General Manager
Montara Water and Sanitary District
P.O. Box 370131
Montara, CA 94037

By taking the sealed envelope to the United States post office and mailing the envelope certified mail / return receipt requested.

I declare under penalty of perjury, according to the laws of the State of California, that the foregoing is true and correct. This declaration was executed on June 5, 2024.




Quinton B. Cutlip, Esq.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Adoption of Appropriations Limit for FY 2024-
2025**

Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, was adopted by California voters in 1980 and placed limits on the amount of proceeds of taxes that State and local agencies can appropriate and spend each year.

The limit is different for every agency and changes each year. The annual limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79, modified for changes in inflation and population. Inflationary adjustments are based on increases in the California per capita income and changes in County population.

The appropriation limit for the prior fiscal year was \$2,881,566. Factoring in San Mateo County's County overall area's change in population (0.50%), and the change in the California per capita personal income (3.62%) provides the appropriation limit for the new fiscal year. This information is found in the State Department of Finance report published in May 2024. Based on these adjustments the appropriation limit for Fiscal Year 2024-2025 is \$2,970,949. This is the maximum amount of tax proceeds the District is able to spend in fiscal year 2024-2025. As the attached worksheet shows, the District is \$1,479,022 below its GANN Limit.

Section 7910 of the State Government Code requires a governing body to annually adopt, by resolution, an Appropriations Limit for the upcoming fiscal year.

RECOMMENDATION:

Adopt Resolution No. _____, Resolution of the Montara Water and Sanitary District Determining the 2024-2025 Appropriation Limit.

Attachment

RESOLUTION NO.

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT DETERMINING THE 2024-2025 APPROPRIATION LIMIT

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. The District, on the basis of appropriations limit calculations, which have been on file and available for public review in the office of the Secretary of the District, has calculated the maximum limit applicable to the appropriations of tax proceeds for the Fiscal Year 2024-2025 to be the sum of Two Million Nine Hundred Seventy Thousand Nine Hundred And Forty Nine Dollars (\$2,970,949).
2. The basis for said calculations are available and on file in the office of the Secretary of said District.

COUNTERSIGNED:

President, Montara Water and Sanitary District

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 thereof on the 11th day of July 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

MONTARA WATER AND SANITARY DISTRICT

Appropriations Limit
FY 2024/2025

| USER FEES | SUB-TOTAL | TOTAL |
|---|----------------|--------------|
| SEWER | | |
| Sewer Service Charges | \$ 4,071,594 | |
| Sewer Connection Fees | \$ 415,000 | |
| Application and Inspection Fees | \$ 18,000 | |
| WATER | | |
| Water Sales and Charges | \$ 2,016,000 | |
| Water Connection Fees | \$ 465,000 | |
| Water Application Fees | \$ 4,600 | |
| Water Reliability Charge | \$ 1,178,148 | |
| TOTAL | | \$ 8,168,342 |
| LESS: | | |
| Total Operating Expenses - Sewer | \$ 3,808,070 | |
| Total Operating Expenses - Water | \$ 2,426,348 | |
| Debt Instruments: | | |
| Water Loan Costs | \$ 329,669 | |
| Sewer Loan Costs | \$ 140,994 | |
| TOTAL | | \$ 6,705,081 |
| USER FEES IN EXCESS OF COSTS | | \$ 1,463,261 |
| ADD: | | |
| User Fees in Excess of Costs | \$ 1,463,261 | |
| Taxes | \$ 800,000 | |
| Franchise Fee | \$ 32,000 | |
| Interest Income | \$ 300,000 | |
| Operating Income or Loss (From Audit) | \$ (1,103,334) | |
| TOTAL | | \$ 1,491,927 |
| TOTAL APPROPRIATIONS SUBJECT TO LIMIT FOR FY 2024/25 | | \$ 1,491,927 |

| RECONCILIATION/ CALCULATION | |
|--|------------------|
| FY 23/24 | |
| Appropriations Limit | |
| \$ | 2,881,566 |
| May 2024 State Department of Finance Report: | |
| Per Capita Personal Income Increase: 3.62% | |
| San Mateo County Population Change = -0.50% | |
| Unincorporated Population Change = -0.65% | |
| Calculation | |
| 1.0362 x (0.9950) = (1.031019) | |
| 1.031019 X \$2,881,566 = 2,970,949 | |
| \$ | 2,970,949 |
| Appropriations Limit for FY 23/24 | |
| \$ | 2,970,949 |
| \$ | (1,491,927) |
| \$ | 1,479,022 |
| BELOW APPROPRIATIONS LIMIT | |

MONTARA WATER AND SANITARY DISTRICT

Appropriations Limit

FY 2024/2025

Use the lesser of amount between County and Unincorporated

April 30, 2024

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2024, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2024-25. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2024-25 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. [California Revenue and Taxation Code section 2228](#) provides additional information regarding the appropriations limit. [Article XIII B, section 9\(C\) of the California Constitution](#) exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2024.** Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Richard Gillihan

RICHARD GILLIHAN
Chief Operating Officer

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2024-25 appropriation limit is:

Per Capita Personal Income

| Fiscal Year (FY) | Percentage change over prior year |
|------------------|-----------------------------------|
| 2024-25 | 3.62 |

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2024-25 appropriation limit.

2024-25:

Per Capita Cost of Living Change = 3.62 percent
Population Change = 0.17 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.62 + 100}{100} = 1.0362$

Population converted to a ratio: $\frac{0.17 + 100}{100} = 1.0017$

Calculation of factor for FY 2024-25: $1.0362 \times 1.0017 = 1.0379$

Fiscal Year 2024-25

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2023 to January 1, 2024 and Total Population, January 1, 2024

| County City | Percent Change | --- Population Minus Exclusions --- | | Total Population |
|------------------------|-----------------------|--|----------------|-----------------------------|
| | 23-24 | 1-1-23 | 1-1-24 | 1-1-24 |
| San Mateo | | | | |
| Atherton | 0.06 | 6,972 | 6,976 | 6,976 |
| Belmont | -0.92 | 27,180 | 26,931 | 26,931 |
| Brisbane | -0.72 | 4,695 | 4,661 | 4,661 |
| Burlingame | 0.34 | 30,410 | 30,513 | 30,513 |
| Colma | -1.12 | 1,426 | 1,410 | 1,410 |
| Daly City | -1.03 | 102,513 | 101,458 | 101,458 |
| East Palo Alto | 0.42 | 28,957 | 29,078 | 29,078 |
| Foster City | -1.03 | 32,921 | 32,581 | 32,581 |
| Half Moon Bay | -0.79 | 11,328 | 11,238 | 11,238 |
| Hillsborough | -0.19 | 11,137 | 11,116 | 11,116 |
| Menlo Park | 0.61 | 32,814 | 33,015 | 33,140 |
| Millbrae | 1.79 | 22,687 | 23,093 | 23,093 |
| Pacifica | -0.89 | 37,388 | 37,057 | 37,062 |
| Portola Valley | -0.79 | 4,283 | 4,249 | 4,249 |
| Redwood City | -0.34 | 82,144 | 81,863 | 81,863 |
| San Bruno | -0.94 | 42,550 | 42,152 | 42,152 |
| San Carlos | -0.94 | 29,700 | 29,420 | 29,420 |
| San Mateo | -0.79 | 104,180 | 103,352 | 103,352 |
| South San Francisco | -0.25 | 64,765 | 64,601 | 64,601 |
| Woodside | -0.83 | 5,176 | 5,133 | 5,133 |
| Unincorporated | -0.65 | 61,942 | 61,538 | 61,538 |
| County Total | -0.50 | 745,168 | 741,435 | 741,565 |

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

Staff suggests to cancel the next regular scheduled board meetings on July 18 and August 1 due to the planned absence of the General Manager. In case of an urgent need to meet Special Meetings can be called within 24 hours notice at any time.

RECOMMENDATION:

Staff suggest to cancel the next Regular Scheduled Board Meetings on July 18 and August 1.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2024**

FROM: Clemens Heldmaier, General Manager

SUBJECT: General Manager's Report

Operations Report

MAY

811 Dig Alerts

- 5/1/24- 451 5th. Residential property work, tree root/stump removal. Service line marked to meter.
- 5/2/24- 620 Edison. Work for utilities distribution, power pole. Service line marked within USA.
 - 431 Farallone. Residential property work, fence/gate/wall. Remark, marks checked and remarked.
- 5/3/24- 1670 Buena Vista. Work for utilities distribution, power pole. Remark, marks checked and remarked.
- 5/6/24- 100 Beach. Work for utilities distribution, power pole. Hydrant marked near power pole.
 - 70 Wylvale. Residential property work, Landscaping/irrigation/drainage. Main and service lines marked within USA.
 - 1100 Le Conte. Work for utilities distribution, water/existing assets. Main marked.
- 5/8/24- Alta vista Road. Work for Road work, culvert work. No water within USA marks.
- 5/10/24- Harte St., between Date and Ivy. Work for utilities distribution, sewer/existing assets. Remark, marks checked and remarked.
 - Howells St., between Fir and SVR. Work for utilities distribution, sewer/existing assets. Remark, marks checked and remarked.
 - Crescent St., between Hate and SVR. Work for utilities distribution, sewer/existing assets. Remark, marks checked and remarked.
 - Ivy St., between Alamo and Howells. Work for utilities distribution, sewer/existing assets. Remark, marks checked and remarked.
 - SVR, between Crescent and Howells. Work for utilities distribution, sewer/existing assets. Remark, marks checked and remarked.
 - Howells, between SVR and Ivy. Work for utilities distribution, sewer/existing assets. Remark, marks checked and remarked.
- 5/13/24- Marine, between Beach and Airport. Work for utilities distribution, sewer/existing assets. Remark, marks checked and remarked.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2024**

FROM: Clemens Heldmaier, General Manager

- Alton, Between Beach and Park. Work for utilities distribution, sewer/existing assets. Remark, marks checked and remarked.
- Park, between Cypress and Orval. Work for utilities distribution, sewer/existing assets. Remark, marks checked and remarked.
- 125 Precita. Work for utilities distribution, Communications. Main, Service line, and blowoff marked within USA.
- 1160 Cedar. Residential property work, fence/gate/wall. Main and service line marked within USA.
- 431 Farallone. Residential property work, Footing/foundation work. Remark, marks checked and remarked within USA.
- 5/14/24- 8450 CA-1. Work type Environmental, soil sampling/boring. USA marks checked and marked No Water.
- 5/15/24- 495 8th. Residential property work, concrete. Marked main and service line within USA.
- 5/17/24- 1372 Birch. Work for utilities distribution, sewer/pipe bursting. Mains and service lines marked within USA.
 - 1396 Cedar. Work for utilities distribution, sewer/pipe bursting. Mains and service lines marked within USA.
 - 1200 Date. Work for utilities distribution, sewer/pipe bursting. Mains and service lines marked within USA.
- 5/21/24- 1100 Le Conte. Work for utilities distribution, Water/existing assets. Remark, Marks still visible within USA.
 - 1217 Birch. Work for utilities distribution, Water/existing assets. Main and service lines marked within USA.
- 5/22/24- 795 Park. Work to repair/replace water service line. Main and service lines marked.
- 5/29/24- 508 6th. Work for utilities distribution, water-existing assets. Service lines and main marked within USA marks.
 - 431 Farallone. Residential property work, Footing/foundation work. Remark, marks checked and remarked within USA.
- 5/30/24- 5997 CA-1. Road work, asphalt/paving. No water within USA marks.
 - 5973 CA-1. Road work, asphalt/paving. No water within USA marks.
- 5/31/24- 450 Cypress. Work for utilities distribution, water-install new facilities. Service lines and main marked within USA marks.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2024**

FROM: Clemens Heldmaier, General Manager

Work Orders

- 5/1/24- 198 4th. MOVO. Final read taken, water left on.
 - 1475 East. MOVO. Final read taken, water left on.
- 5/2/24- 260 3rd. Customer is concerned about high usage. Read taken, profile taken, no issues or leaks detected, Profile sent to customer.
- 5/8/24- 898 Etheldore. Taste and odor complaint. Performed white bucket test, Cl2 residual 0.08, no color, no taste, no odor. Grabbed sample from kitchen sink with same results.
- 5/10/24- 1315 Audubon. MOVO. Final read taken and water left on.
 - 1409 Main. MOVO. Final read taken and water shut off at meter.
- 5/15/24- 260 3rd. Customer is still concerned about high water bill after having leaking toilet fixed. Profile pulled and sent to customer. Repair was made in the middle of a billing cycle and the leak was reflected on the high bill in question.
- 5/14/24- 834 Stetson. Customer received a courtesy leak notice and request a profile. Profile pulled and sent to customer.
 - 1011 Etheldore. Customer received a courtesy leak notice and request a profile. Profile pulled and sent to customer.
 - 1195 Acacia. Customer received a courtesy leak notice and request a profile. Profile pulled and sent to customer.
- 5/15/24- 1109 Acacia. MOVI. Start read taken and water turned on.
 - 1409 Main. MOVI. Start read taken and water turned on at meter.
- 5/16/24- 540 Stetson. MOVO. Final read taken and water left on.
 - 602 Stetson. MOVO. Final read taken and water turned off at meter.
- 5/17/24- 635 Vue De Mar. MOVI. Start read taken and water turned on at meter.
- 5/22/24- 340 7th. Customer is complaining about low psi in house. MWSD operator tested flow and psi at meter and house, determined a failing pressure reducer is the problem.
- 5/23/24- 179 11th. Customer received multiple high bills and is concerned about potential water leak. Profile pulled and sent to customer, toilet dye packets delivered to customer.
 - 1035 Tamarind. Customer received a courtesy leak notice and request a profile. Leak indicator activated on meter face. Profile pulled and sent to customer.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2024**

FROM: Clemens Heldmaier, General Manager

- 5/24/24- 508 6th. Customer is concerned about potential leak in front of house, water has been present for many months. MWSD operator found water in front of house and neighbor's house. Total Cl2 present, suspected location hand dug with no leak found. Neighbor stated they have a sprig in their backyard that is possibly contributing to ware present.
- 5/29/24- 898 San Ramon. MOVO. Final read taken and water left on.
 - 711 Lancaster. MOVO. Final read taken and water left on.

After Hours Call Outs

- 5/2/2024 – 11:45pm power loss at schoolhouse.
- 5/3/2024 – 7:20pm Bay alarm, motion detected in office. Nothing found when came down to office.
- 5/7/24- 4:35 pm Cal-Fire call for hydrant flow/training.

Repairs and Leaks

- 5/9/24- 1128 Crescent. Pipe bursting project, excavator hit service line and old rusted 2" saddle failed (needed to be replaced). New 2" saddle and 4' of service line installed.
- 5/21/24 –
- 5/21/24- 428 Farallone ave, poly service line had a leak. Pulled 60' of new copper service line. Replaced 8" rusted steel saddle with double banded brass. New corp and meter stop.

Miscellaneous

- Operation Dead Endpoint Absent Reads.
O.D.E.A.R.
 - 197 missed reads.
 - 27, missed reads not on missed read report.
 - 1 High Usages
 - 10 MIA meters located.

Maintenance

- 66 dead meters replaced.
- Potola tank roof and ring wall inspected and cleaned.
- Schoolhouse Tank 1 failing inspection plate manufactured and replaced.
- Alta Vista Tank 1 small rust holes patched, and new vent cap replaced.
- Diversion line/box trail maintenance.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2024**

FROM: Clemens Heldmaier, General Manager

- Portola well 2 site maintenance/removal of trees and debris, removal of old plumbing and capped well head.
- Park well site maintenance and cleanup.
- Portola well 4 site maintenance and well head re-capped.
- Hose bib backflow pressure vacuum breaker installed at all well sites and treatment plant.
- Airport Well North out to waste pipe, Raise 2'.
- Flush Big Wave main on airport Road.

Manager Leave: The General Manager will be out of the office from July 16-August 6 and August 9.

RECOMMENDATION:

This is for Board information only.

Attachment