



# Montara Water and Sanitary District

*Serving the Community of Montara and Moss Beach*

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

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

# AGENDA

## District Board of Directors

8888 Cabrillo Highway  
Montara, California 94037

## November 7, 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/84648517512?pwd=yVjjLZmkV710H5NGOWzVmeCq32Eami.1>

MEETING ID: 846 4851 7512

Password 908460

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

## **CALL TO ORDER**

## **ROLL CALL**

## **PRESIDENT'S STATEMENT**

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

## **PUBLIC HEARING**

## **CONSENT AGENDA**

1. [Approve Minutes for Regular Board Meeting October 3, 2024 and Special Meeting on October 24, 2024.](#)
2. [Approve Financial Statements for September 2024](#)
3. [Approve Warrants for November 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 August 2024](#)

**OLD BUSINESS  
NEW BUSINESS**

1. [Review of the Strategic Planning Process](#)
2. [Review and Acceptance of The June 30, 2024 GASB 68 Actuarial Valuation](#)
3. [Review of 2023/2024 Audit Status and Timeline](#)

**REPORTS**

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

**FUTURE AGENDAS**

**CONVENE IN CLOSED SESSION**

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

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

**REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**PARTICIPATION BY TELECONFERENCE**

The following Director will participate by teleconference in all or a portion of the meeting of the Board, including Closed Session, from the following locations:

Director Kathryn Slater-Carter – 616 Lakeshore Blvd, Incline Village, NV

Directors participating by teleconference shall post a copy of the Agenda at a location available to the public in the vicinity of the place of their participation. Members of the public will be allowed to participate in open portions of the meeting at the teleconference site(s). All votes taken during a teleconferenced meeting shall be by roll call.

## **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 MEETINGS October 3, 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 7:30 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Boyd, Dekker, Softky, and Young  
Slater-Carter via teleconference

Directors Absent: None

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

Others Present: District Counsel Christine Fitzgerald  
District Accountant, Peter Medina  
Kastama Consulting, Alison Kastama  
General Manager of Recology of the Coast, Glen Bong

#### **PRESIDENT'S STATEMENT**

Director Boyd highlighted the pleasant weather on the Coast while noting the severe flooding and overwhelmed water system in Asheville, North Carolina. He urged everyone to remain vigilant and proactive, emphasizing the importance of anticipating and preparing for unexpected events.

## **ORAL COMMENTS**

General Manager Clemens Heldmaier reported that the agency is working to increase capacity at their Portola wells, which are not connected to surface aquifers and will not affect nearby wells. The Portola 4 well has been encased, and a pump test will begin soon. Portola Well 1 had to be redrilled, encountering challenges due to metal deposits dislodged from the casing. The agency is also exploring new water sources and enhancing maintenance on existing wells to ensure system reliability.

Director Young asked if the District closed on the vacant lot and will they be drilling there.

General Manager Clemens Heldmaier said they have 45 days for review before closing. They don't have permits for drilling and have no plans currently.

Director Slater-Carter noted that other agencies are facing significant costs, amounting to billions, due to the San Francisco Public Utilities Commission's lack of maintenance on the Hetch Hetchy system. In contrast, the Montara Water and Sanitary District (MWSD) is community-owned and maintains transparent financial records.

## **PUBLIC HEARING - none**

## **CONSENT AGENDA**

- 1. Approve Minutes for Special and Regular Board Meeting September 5, 2024 and Special Personnel Meeting on September 9, 2024.**
- 2. Approve Financial Statements for August 2024**
- 3. Approve Warrants for October 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 July 2024**

Director Young made a motion to approve consent agenda with the correction to the minutes. Director Softy seconded the motion. Roll call vote: Director Dekker:

Aye, Director Young: Aye, Director Softky: Aye, Director Boyd: Aye, Director Slater-Carter: Aye. The motioned passed 5-0.

## **OLD BUSINESS - none**

## **NEW BUSINESS**

### **1. Review and Possible Action Concerning Review of Recology 2025 Solid Waste Rate Increase**

General Manager Clemens Heldmaier said they have a franchise agreement with Recology. This year Recology requested a 22.36% rate increase for 2025. However, their contract has a cap of 6% to prevent rate shock and will authorize a 6% rate increase for 2025 for solid waste disposal. The rates were not available at the time of the preparation of the staff report. A standard 32-gallon can will increase from \$40.55 to \$42.98 dollars. This year is a cost-based calculation, and one of the factors is the deferred rate increase in past years. Each year District Accountant Peter Medina reviews the information and provide a report. Staff recommendation is to receive the RVE Accounting & Advisory report on the review of the suggested rate increase and direct staff to move forward with an updated prop 218 notice utilizing the 6% rate increase cap as agreed upon between the District and Recology. General Manager Glen Bongi and District Accountant Peter Medina are present to answer any questions.

District Accountant Peter Medina stated Recology provides documents at the beginning of September. It lays out how the rate will be applied. Every third year there is a cost-based adjustment. It ties out their expenditures in their financial statements and allocates between the three users-- Pacifica, Montara and El Granada. He verifies the accuracy of the calculations and its process. They did not have the updated rates at the time of preparation.

Director Softky asked for clarification of the usage of the terms "rates."

Director Boyd says "rates" is being used in two ways. One is to the increase and the other in the charges for the service.

General Manager Clemens Heldmaier said the contract specifies that no rate increase can be above 6%, so these rate increases are accumulating. When the contract ends in 2028, they will have to negotiate a new franchise agreement and smooth out the outstanding accumulation of rates.

Director Young expressed concerns that the notice did not accurately reflect the increase and mentioned discrepancies regarding senior discounts for service in different areas. She wants to address this when the franchise agreement is reviewed.

General Manager Clemens Heldmaier assured her that the notice is a draft and will be revised, and he said General Manager Glen Bongi will call her to discuss the discount issue further.

Director Boyd said the information has been received and directed staff to move forward with the updated prop 218 notice utilizing the 6% rate increase.

## **2. Review and Possible Action Concerning District's Standard Specifications – Water System**

General Manager Clemens Heldmaier announced the development of a standard for properly abandoning private water service lines. Staff recommendation is to adopt the additional Standard 15-06 Amendment of Pipelines and standard drawing SD-25 and direct staff to amend the District's Water System Standard Specifications accordingly. This will provide necessary guidance for third-party contractors.

Director Young asked if this comes up frequently.

General Manager Clemens responded that it has become more common, especially with the rise in accessory dwelling unit construction and related pipe upgrades. He emphasized the importance of doing this work correctly to prevent future water leaks and repairs.

Director Boyd noted a typo next to last word in line B.

General Manager Clemens Heldmaier said it will be amended.

Director Young made a motion to adopt the additional Standard 15-06 Amendment of Pipelines and standard drawing SD-25 and direct staff to amend the District's Water System Standard Specifications accordingly. Director Softky seconded the motion. Roll call vote: Director Dekker: Aye, Director Young: Aye, Director Boyd: Aye, Director Softky: Aye, Director Slater-Carter: Aye.

## **3. Review of 2015 Strategic Plan**

General Manager Clemens Heldmaier said they have been discussing the need for a new strategic plan for the district since the spring, and they plan to start on the new strategic plan in November. The consultant will be working with them on conducting interviews, workshops, etc. and he anticipates completion of the new plan in January or February 2025. The 2015 Strategic Plan is attached for review for the new Board members to get an idea of its contents. While some goals remain unchanged, others are outdated. He stressed the importance of the Board's participation.



Director Softky said he really likes the Strategic Plan but does not recall discussing the items on the plan while a Board member for the last two years, and is disappointed that they haven't been able to talk about it. Somewhere between the Brown Act and habit there is no way for them to discuss it or do anything about it. Reading a document on-line without having someone to talk about it is almost never useful as a human understanding tool.

Director Boyd replied that some issues in the Strategic plan have already been addressed through the years, and what they are about to engage in is a recalibration with three new board members.

Director Slater-Carter asked District Counsel Christine Fitzgerald to comment on the legality issue that Bill just raised. She wants to make it clear there is no legal deficiency at the District. The strategic plan is on the website, and it is the personal responsibility of all Board members to read the material and ask questions.

District Counsel Christine Fitzgerald asked for clarification of what Director Softky is referencing.

Director Softky said the process by which they make use of the Strategic plan is what he is talking about. They need to converse with each other enough to understand the interplay of the issues.

Director Boyd said Director Softky made a misstatement, saying it might be illegal for them to be talking about these things in the construct that they have. They have a place where they are free to talk about things that are properly the Board business and properly agendaized. If they are not agendaized the Brown Act says the public has the right to see its business conducted in public. So, it is required by law that they have agendas that talk about things they are going to talk about and what actions they might take. Once that has happened, they can talk about those things on the agenda within the scope of what is described in the agenda. Many of the items in the strategic plan have been the proper subject matter. His broadside against the Board for not providing opportunity to discuss items on parts of the strategic plan is misleading and false. He is happy to look into past agendas and point out items properly agendaized in this room and recorded in the minutes.

Director Softky said he is not broadsiding the Board but the Brown Act. It is an administrative structure that impedes problem solving. His complaint is that they are imbedded in what seems to be an administrative structure which makes actually resolving long term problems difficult.

Director Boyd said based on his experience he strongly disagrees that the Brown Act is keeping them from doing the important business with the proper amounts of consideration and discussion. The evidence is manifestly clear. They would not own the water system if his claims were true. They did all of that under the auspices of the Brown Act.

General Manager Clemens Heldmaier said Director Softky is free to meet with other board members one-on-one.

Director Dekker said page 5 it indicates that the Strategic plan be updated annually and rolled-forward so they always have a five-year guide. He suggested they do this in the future. He thought it funny that in terms of priorities, the force main is at the very end.

Director Boyd pointed out that a lot of what they are doing is at the bottom of public perception of what is really important, like tending to the force main, the wells, pumps, etc. Some of the minutia is actually the stuff it takes to run the agency.

Director Young read part of the *Expectation and Results* on page 19, highlighting the need for a semi-annual report to the Board on progress, review and update the plan annually and roll it forward. There are always unexpected problems that come up, such as the redistricting and Half Moon Bay lawsuit. They have to remember to update it.

Director Slater-Carter said every agency operates under the Brown Act. It protects the public from behind the scenes deals, and it is a critical part of representative government. The strategic plan is a point in time from the community. There are general concepts that they have been working on for years, such as acquiring the Caltrans Right-of-Way property. She suggested referencing the Strategic plan in an agenda item. This Board has been very dedicated in meeting the needs of the community. CSDA has workshops on the Brown Act.

General Manager Clemens Heldmaier said as Director Young stated the plan needs to be updated annually and without the Board's participation there is no update.

## **REPORTS**

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

Director Slater-Carter said the two meetings in September were cancelled, and the October 14th meeting will be canceled. They got their finances in for the recent quarter.

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

Gregg Dieguez said they are going to discuss the lighting at the Farallone School and the parking lot at El Granada School. Then they are going to take another step and discuss a Coastside Dark Sky Ordinance. They have three vacancies on the

MCC and no candidates running. They are actively looking for people who would like to run or be appointed.

Director Softky offered the use of his scientific equipment for the Dark Skies project.

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

Director Slater-Carter said the San Mateo CSDA are working on the bylaws. She attended the State CSDA meeting, and there was a class given on the Brown Act. It has changed a lot, particularly on sexual harassment. They all need to make sure they are up-to-date on these things. They should take these workshops every year.

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

Director Slater-Carter said East Palo Alto Sanitary District is now operated by the City of East Palo Alto. She is seeing that many districts have financial issues and don't know how to run a district. They are starting their Municipal Services Review on the Harbor District.

### **5. Attorney's Report (Fitzgerald)**

District Counsel Christine Fitzgerald suggested additional training that would be helpful to the Board.

### **6. Directors' Report**

Director Young said on NextDoor she saw that the State and San Mateo County is suing the Advanced Hospital Management Corporation (AHMC) for closing Seton Coastsides emergency facility on the Coast. Senior Courtsiders will have a meeting on October 29<sup>th</sup> at the Oceana Hotel to get the community involved.

Director Slater-Carter mentioned the appeal she filed to eliminate parking (and coastal access) along Surfers Beach will be reviewed by the Coastal Commission at the meeting in November. If people have comments, please email them to her at [Kathryn.s.c@gmail.com](mailto:Kathryn.s.c@gmail.com).

Director Young suggested she post this on NextDoor so people can write letters to the Coastal Commission.

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

Director Dekker asked for clarification of the pipe bursting projects.

General Manager Clemens Heldmaier said that is the capital improvement sewer project. He described the pipe bursting process used to replace existing pipes.

Director Dekker asked about the repairs on Beach Street.

General Manager Clemens Heldmaier said this location is an active fault line and landslide area with significant movement. There is a pipe that goes through there that is offset by 8-10 feet. Couplings are slipped over the plastic pipe to add flexibility in the pipe.

Director Young said on the Fire Board report it always refers to MWSD and the hydrants. Is there any update?

General Manager Clemens Heldmaier said they are working on an agreement with the Fire district for the hydrant maintenance. Some hydrants will be tested this month.

**FUTURE AGENDAS**

**ADJOURNMENT at 9:03 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 7th, November 2024

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



## **MONTARA WATER & SANITARY DISTRICT**

### **SPECIAL BOARD OF DIRECTORS MEETING October 24, 2024**

#### **MINUTES**

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

**SPECIAL SESSION began at 6:35 p.m.**

**CALL TO ORDER**

**ROLL CALL**

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

Directors Absent: None

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

Others Present: District Counsel, Christine Fitzgerald  
Boucher Law, Marc Zafferano, Esq.

#### **PRESIDENT'S STATEMENT**

Director Boyd stated that it is a workshop and is a different type of meeting.

## ORAL COMMENTS

Director Softky stated he published an article on Coastside Buzz about a Montara Dark Park encouraging the government to use the land adjoining the District in a way that keeps it from being noisy and lit up. Also, the man that introduced him to theoretical nerve science and essentially human communication and sat on his Thesis Committee just recently won the Nobel prize. He feels it validates the entire line of using the equations of physics and information flow to stitch together the on/off binary categorical computations in communications done by computers and legal systems, and to stitch that together with the continuous fluidity by which organisms in the real world communicate. The world now understands these mathematics matter.

Director Young asked what property he was referring to.

Director Softky replied the Golden Gate National Recreation Area (GGNRA) National Parks.

Director Dekker said the Sewer Authority Mid-Coastside received three bids for the main design project all within or under budget and able to complete the project on-time.

Director Young said the Plan Princeton project will be discussed on November 1<sup>st</sup> at the Harbor from 11:00am-3:00pm. You have to go to the website and register to attend.

Director Slater-Carter said she went to the California Association of Local Agency Formation Commissions (CALAFCO) Conference last week. She learned a lot about Municipal Service Reviews, the role of a LAFCo member, etc. She suggested they get everything ready before their Municipal Service review comes up. She also read on Coastside Buzz that Supervisor Ray Mueller wants to annex Montara, Moss Beach, and El Granada into Half Moon Bay. He thinks it would resolve the lawsuit. It is something they need to be aware of and talk to their neighbors about.

Julie Mell, a Montara resident and owner and founder of Beach Break Entertainment, talked about her company and the Beach Break Film Festival coming up. One of the featured films, produced by Gabriela Cowperthwaite, *The Grab*, is about water and land grabbing. It is very important and relevant. She hopes the Board will consider speaking, supporting, or attending the showing at the Beach Break Film Festival on December 28<sup>th</sup> at the Coastal Repertoire Theater.

Director Softky volunteered to help in getting people together.

Director Slater-Carter suggested Ms. Mell attend more meetings to let people know about the Film Festival.

Julie Mell said she brought some promotional material and encouraged people to see the website. The link about the film *The Grab*, including the trailer is <https://www.bbffhmb.org/tickets/p/the-grab-director-gabriela-cowperthwaite>

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

### **1. Board Governance Workshop 6:30pm - 8:30pm**

General Manager Clemens Heldmaier said the process for the Strategic Plan update will begin in November, and Mr. Mark Zafferano will be presenting a general governance overview and guidelines for the Board's role in this process.

Mr. Zafferano stated he is the senior counsel at Boucher Law and works with Chris Boucher. He has extensive experience and is well versed in a broad range of municipal law issues.

The purpose of this presentation will focus on applicable provisions of the 2015 Strategic Plan and the 2021 Code of Ethics, provide a refresher regarding state laws and adopted policies applicable to Board, review common issues that arise with local elected boards, and preview some of the topics that may be included in future code of conduct or strategic plan.

He reviewed the Strategic Plan and pulled out some applicable Provisions of 2015 Strategic Plan.

#### *Section 3: Strategic Goals and Objectives*

- GOAL 2. COMMUNICATION
- Actively communicate with all stakeholders in a clear, factual, timely, two-way manner to foster understanding and alignment between the District and those it serves and works with.
- 2.1 Staff will develop core messages and obtain board approval for them.
- 2.2 Staff will design and implement communication that is consistent with Board-approved messaging.
- 2.3 Staff will develop and follow an outreach plan and budget, and will consider and select among all outreach tools for cost- effectiveness and

practicality (e.g. open houses, newsletters, press, social media, radio interviews, etc.)

- GOAL 6. OPERATIONS AND ADMINISTRATION
- Develop and maintain an organizational structure and management policies that foster a high-performing, stable and productive organization that learns and improves over time.
- 6.1 Develop and implement a plan for retaining institutional knowledge.
- 6.2 Develop, follow and appropriately update procedures for Administration, Human Resources, and Management.
- 6.3 Emergency planning should be appropriately updated with documented procedures and methods in place for coordinating with others.
- GOAL 8. GOVERNANCE
- The Board will govern lawfully, with an emphasis on (a) outward vision rather than internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and general manager roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity.
- 8.1 The Board will invest in itself and its members training and governance capacity.
- 8.2 Continued Board development is to include orientation of new board members, and periodic consideration of Board governance effectiveness, including enhancing communication between Board members and between the Board and general manager.

Mr. Zafferano highlighted the key takeaways from the 2015 Strategic Plan:

- The board sets general policies; staff implements them through the general manager.
- Board members should not be communicating with or directing staff about their work.
- Creates potential liability for District and Board members.
- Staff is responsible for communicating the Board's policies and messages throughout the organization and to the general public
- Staff is responsible for developing administrative and management structures within the organization to effectively implement Board policies.
- Board attendance at CSDA and other training conferences/webinars is essential for effective governance.

Director Slater-Carter said the California Special Districts Association (CSDA) has many free classes.

Mr. Zafferano said if the Board members don't do the training, it can be used against them.



Director Softky voiced his frustration in regard to the Strategic Plan, not seeing these items agendaized, and the inability to discuss items due to constraints.

Mr. Zafferano said the time to talk about it is when they discuss the strategic plan.

Director Boyd said the Board members can get items agendaized by contacting the President or the General Manager. It needs to fit within the priorities of what needs to happen at meetings.

Director Slater-Carter said items noted in the Strategic Plan have been discussed over time, incrementally as part of other things.

Director Boyd stated that many of the items in the Strategic Plan have been dealt with. It is also an advisory, not a set of commandments, to consider and/or choose to act on if and when they choose to do it. Some of them require a great deal of patience and money.

Mr. Zafferano said ethics is the core of what they do as public officials. He went over what was adopted in the 2021 Code of Ethics.

- 2b): To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District's Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called Officials for the purposes of this policy.
- 3b): All Officials, and others, who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.
- 6b): I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- 6d): I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
- 6e) I show respect for persons, confidences, and information designated as "confidential."

- 6f): I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
- 7c): I keep my professional education, knowledge, and skills current and growing.
- 10: As a representative of the Montara Water and Sanitary District, I will be organized. In practice, this value looks like:
  - I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short- and long-term goals.
  - I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- c) I am respectful of established District processes and guidelines.
- 14: Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the General Manager or by an authorized designee.

Mr. Zafferano talked about the general principles of effective Board Governance.

- The board acts by majority vote.
- Members do not speak for the Board unless authorized to do so by majority action. The public perception is the individual is speaking as a Board member.
  - Example: Members should include disclaimer in communications if not speaking for Board
  - Example: Members are not speaking as members of the public when they're discussing District business
  - Example: Members cannot direct staff to revise the meeting minutes without Board approval
- Members appointed to JPAs must vote as authorized by the Board.
- Board members support staff in implementing Board actions, whether they agree or not.

The Board discussed the minutes which is the only official record of what transpired. There is a distinction between what was meant and what was said.

The minutes don't always record what the Board member meant. To avoid this each Board member should be careful of what he/she says.

Mr. Zafferano discussed the Parliamentary procedure for Board Meetings. The Parliamentary procedure is to control the flow of the meeting and keep it balanced.

- All members have the opportunity to speak; no members should monopolize the discussion.
- Chair to control conduct of meeting
  - Implement consistent procedure for all agenda items: staff presentation, questions by Board members, responses by staff, public input, discuss, and vote.
- Demonstrate basic norms of respect, civil discourse, preparedness, professionalism.
  - Consider adopting formal rules of procedure, such as Robert's Rules of Order or Rosenberg's Rules of Procedure

Mr. Zafferano discussed the Public Records Act

- Public records are writings created or maintained by the District about District business.
  - Includes Board members and staff.
  - Exceptions for records that are protected by state privacy and confidentiality laws: attorney-client privilege, litigation, deliberative process (factors/reasons why you made the decision), personnel, customer information.
- Use *only* District-issued electronic devices, not personal devices (cell phone or IPAD), for communications about District business.
  - If you do District business on a personal device, make a copy on another District issued device so the Public Record can be retrieved from the District issued device.
- Communications on personal devices about District business are subject to disclosure under the Public Records Act (PRA).
- Inadvertent deletion in violation of document retention policies can create liability.
- Use only personal devices for campaign communications.

Director Boyd added when the Public Records Act request comes through, the document production requires going to where the documents might be and if those documents are only on a personal device that personal device may be subject to that record collection. If all the correspondence is available on the District's server, then all production can be done regardless of what device is used. Where do phones come into this?

Mr. Zafferano said a phone call is not a written record. However, if you leave a voice mail and the other person leaves a voice mail about District business, then in

theory, it could be a public record. Text messages are also included. And if there is a text on the phone about District business, and the text message automatically deleted every 30 days, then you have possibly destroyed a public record.

Director Boyd asked about facts of the phone call (call data record).

Mr. Zafferano said there are exceptions for things like calendars, etc.

Mr. Zafferano talked about the use of social media.

- Avoid using personal social media accounts to discuss District business.
  - Messages subject to disclosure under PRA
  - Cannot censor content or users except in limited circumstances.
  - Can create liability for District.
- Reminders:
  - Board members are not members of the public when discussing District business.
  - Use a disclaimer so that the member is not speaking on behalf of the Board if not authorized to do so.
  - Board members cannot use district resources for campaign purposes.
    - Campaigning is not Board business or an official act of office.

Director Boyd commented that sometimes he posts something on NextDoor. They are usually general items like an announcement.

Mr. Zafferano said to be careful about that. It can be a very effective way to communicate with the community.

Director Boyd said they should not talk about their individual campaigns in the Board room or on district property.

Mr. Zafferano discussed conflicts of interest.

#### Financial: Political Reform Act

- Regulated by state law and enforced by the FPPC.
- Basic principles
  - Board members cannot influence or participate in a decision in which they have a financial interest.
  - Disqualification and disclosure rules
  - Gift rules
  - Campaign contributions

#### Prohibited Contracts: Government Code section 1090.

- The board cannot enter into contracts in which one of its members is financially interested.

- Example: Board cannot enter into a janitorial contract with a company owned by one of its members
- The remedy for an illegal contract is return of all remuneration paid and potential felony criminal prosecution.
- Non-financial: common law (no statute) conflicts of interest
  - Personal interests and potential bias

Mr. Zafferano said if you think you have a conflict of interest call your general counsel or get your own legal counsel. The District Counsel's duty is to the Board. The Fair Political Practices Commission (FPPC) also has great information.

General Manager Clemens Heldmaier asked if District Counsel Christine Fitzgerald is obligated to advise a Board member with an individual conflict of interest.

District Counsel Christine Fitzgerald said that while her duty is to the Board, she is willing to offer guidance to any board member about a perceived conflict of interest.

Director Boyd added that there would be some point that advising an individual Board member's queries with District Counsel Christine Fitzgerald would be using District funds and inappropriate.

Mr. Zafferano talked about liability.

District may be sued in litigation for liability arising from Board actions or actions of staff.

- State law requires District to defend and indemnify Board members and staff from any liability arising from official acts conducted in the course and scope of employment.
- Board members and staff enjoy a variety of immunities that protect them and the District from liability and damages when discharging their official duties

BUT: these laws do not protect Board members and staff if acting in their personal capacities or outside the course and scope of their employment

- Examples: harassment, retaliation, assault

Director Boyd added that acting against the advice of counsel eliminates their protections and they may be liable as an individual.

Mr. Zafferano discussed the important procedures of closed sessions.

Closed session is authorized by state law to protect privacy and confidentiality of Board discussions regarding these major topics:

- Litigation
- Labor Negotiations
- Real property transactions
- Evaluation/hiring/discipline of employees that report directly to the Board.

State law requires that all discussions in closed session remain confidential and not be disclosed to anyone.

- Potential civil and criminal liability

Mr. Zafferano concluded by stating District activities are governed exclusively by state law and policies adopted by the Board. He encouraged periodic training to delve into effective governance strategies, and the full Board should engage in productive discussions when policy matters such as strategic plan is updated, or code of conduct is presented.

Director Boyd looked around for any questions by the public or Board members. Hearing none, he adjourned the meeting.

**REPORTS - none**  
**FUTURE AGENDAS - none**

**ADJOURNMENT at 8:37 pm**

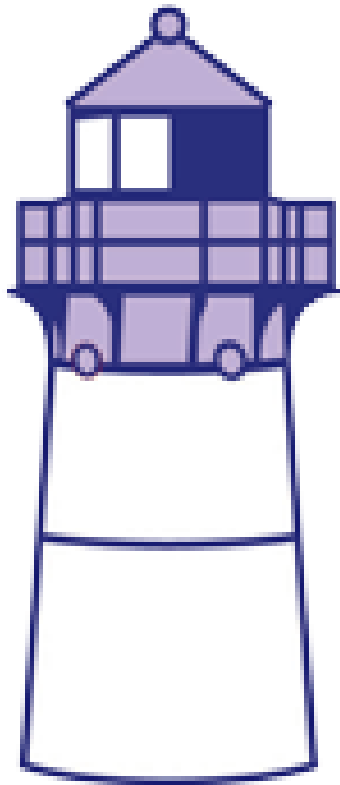
The district has a curfew of 10:30 pm for all meetings. The meeting may be extended for one hour by vote of the Board.

Respectfully Submitted,

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

Approved on the 7th, November 2024

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



# Montara Water and Sanitary District

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Board Governance Presentation

**Montara Water & Sanitary District**

Marc L. Zafferano, *Esq.*



# MARC L. ZAFFERANO



Marc is a seasoned and accomplished attorney with nearly four decades of experience in all aspects of municipal law for cities and special districts, as well as representing public and private employers in labor and employment law issues. Prior to joining our firm, Marc served as City Attorney for the cities of San Bruno and Belmont, Deputy City Attorney for the cities of San Carlos, Foster City and Woodside, and District Counsel for the West Bay Sanitary District and San Mateo County Harbor District.

Marc is well versed in a broad range of municipal law issues, including: Brown Act and open meetings law compliance, conflicts of interest, business licensing, code enforcement, elections and redistricting, CEQA compliance, land use, real estate, planning and zoning (including General plan and specific plan adoption, amendment, and implementation and the Subdivision Map Act), government policy and public integrity, Joint Powers Authorities (JPAs), public finance, contracts and bidding, Public Records Act, public safety, records retention and destruction, subpoenas, telecommunications, and trial and appellate advocacy.



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## Education:

Bachelor of Arts  
with Distinction,  
Stanford  
University; Juris  
Doctor, Hastings  
College of the Law  
– University of  
California.

## Licensed:

California

**Boucher**  
Labor & Employment Law

# Agenda

- Introduction
- Applicable provisions of 2015 Strategic Plan
- Applicable provisions of 2021 Code of Ethics
- General principles of effective Board governance
- Parliamentary procedure for Board meetings
- Public Records Act
- Use of social media
- Conflicts of interest
- Liability
- Closed sessions
- Conclusion

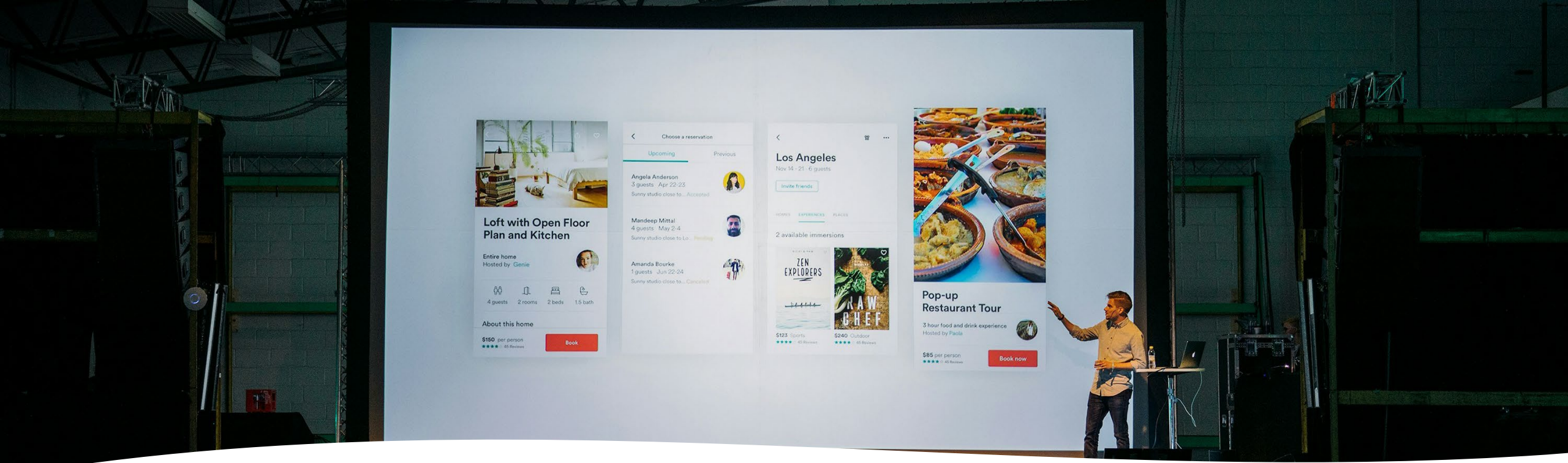






# Introduction – Purpose of presentation

- Purpose of presentation
  - Refresher regarding state laws and adopted policies applicable to Board
  - Review of common issues that arise with local elected boards
  - Preview some of the topics that may be included in future code of conduct



## Introduction – Format of Presentation

- Oral presentation
- Opportunity for questions and answers by Board members following each section of presentation
- Public comment at end of presentation
- Final comments by Board members

# Applicable Provisions of 2015 Strategic Plan

- Section 3: Strategic Goals and Objectives
- GOAL 2. COMMUNICATION
- Actively communicate with all stakeholders in a clear, factual, timely, two-way manner to foster understanding and alignment between the District and those it serves and works with.
- 2.1 Staff will develop core messages and obtain board approval for them.
- 2.2 Staff will design and implement communication that is consistent with Board-approved messaging.
- 2.3 Staff will develop and follow an outreach plan and budget, and will consider and select among all outreach tools for cost-effectiveness and practicality (e.g. open houses, newsletters, press, social media, radio interviews, etc.)

# Applicable Provisions of 2015 Strategic Plan (Cont.)

- Section 3: Strategic Goals and Objectives
- GOAL 6. OPERATIONS AND ADMINISTRATION
- Develop and maintain an organizational structure and management policies that foster a high-performing, stable and productive organization that learns and improves over time.
- 6.1 Develop and implement a plan for retaining institutional knowledge.
- 6.2 Develop, follow and appropriately update procedures for Administration, Human Resources, and Management.
- 6.3 Emergency planning should be appropriately updated with documented procedures and methods in place for coordinating with others.

# Applicable Provisions of 2015 Strategic Plan (Cont.)

- Section 3: Strategic Goals and Objectives
- GOAL 8. GOVERNANCE
- The Board will govern lawfully, with an emphasis on (a) outward vision rather than internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and general manager roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity.
- 8.1 The Board will invest in itself and its members' training and governance capacity.
- 8.2 Continued Board development is to include orientation of new board members, and periodic consideration of Board governance effectiveness, including enhancing communication between Board members and between the Board and general manager



# Applicable Provisions of 2015 Strategic Plan (Cont.)

## Key takeaways

- Board sets general policies; staff implements them through general manager
- Board members should not be communicating with or directing staff about their work
- Creates potential liability for District and Board members
- Staff is responsible for communicating the Board's policies and messages throughout the organization and to the general public
- Staff is responsible for developing administrative and management structures within the organization to effectively implement Board policies
- Board attendance at CSDA and other training conferences/webinars is essential for effective governance

# Applicable Provisions of 2021 Code of Ethics

- 2b): To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District's Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called "Officials" for the purposes of this policy.
- 3b): All Officials, and others, who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decisionmakers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.
- 6b): I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- 6d): I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
- 6e) I show respect for persons, confidences, and information designated as "confidential."

# Applicable Provisions of 2021 Code of Ethics (Cont.)

- 6f): I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
- 7c): I keep my professional education, knowledge, and skills current and growing.
- 10: As a representative of the Montara Water and Sanitary District, I will be organized. In practice, this value looks like:
  - a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
  - b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
  - c) I am respectful of established District processes and guidelines.
- 14: Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the General Manager or by an authorized designee.



# General Principles of Effective Board Governance

- Board acts by majority vote
  - Members do not speak for Board unless authorized to do so by majority action
    - Example: Members should include disclaimer in communications if not speaking for Board
    - Example: Members are not speaking as “members of the public” when they’re discussing District business
    - Example: Members cannot direct staff to revise the meeting minutes without Board approval
  - Members appointed to JPAs must vote as authorized by Board
- Board members support staff in implementing Board actions

# Parliamentary Procedure for Board Meetings

- All members have opportunity to speak; no members should monopolize the discussion
- Chair to control conduct of meeting
  - Implement consistent procedure for all agenda items: staff presentation, questions by Board members, responses by staff, public input, vote
- Demonstrate basic norms of respect, civil discourse, preparedness, professionalism
  - Consider adopting formal rules of procedure, such as Robert's Rules of Order or Rosenberg's Rules of Procedure

# Public Records Act

- Overview: writings created or maintained by District about District business are presumed to be public records
  - Includes Board members and staff
  - Many exceptions for records that are protected by state privacy and confidentiality laws: attorney-client privilege, litigation, deliberative process, personnel, customer information
- Use only District-issued electronic devices, not personal devices, for communications about District business
  - Communications on personal devices about District business are subject to disclosure under the PRA
  - Inadvertent deletion in violation of document retention policies can create liability
- Use only personal devices, not District-issued devices, for campaign communications

# Use of Social Media

- Avoid using personal social media accounts to discuss District business
  - Messages subject to disclosure under PRA
  - Cannot censor content or users except in limited circumstances
  - Can create liability for District
- Reminders:
  - Board members are not “members of the public” when discussing District business
  - Use disclaimer that member is not speaking on behalf of Board if not authorized to do so
  - Board members cannot use public resources for campaign purposes
    - Campaigning is not Board business or an official act of office

# Conflicts of Interest

- **Financial: Political Reform Act**

- Regulated by state law and enforced by the FPPC
- Basic principles
  - Board member cannot influence or participate in a decision in which they have a financial interest
  - Disqualification and disclosure rules
  - Gift rules
  - Campaign contributions

- **Prohibited Contracts: Government Code section 1090**

- Board cannot enter into contracts in which one of its members is financially interested
  - Example: Board cannot enter into janitorial contract with a company owned by one of its members
- Remedy for illegal contract is return of all remuneration paid and potential felony criminal prosecution

- **Non-financial: common law conflicts of interest**

- Personal interests and potential bias



# Liability

- District may be sued in litigation for liability arising from Board actions or actions of staff
  - State law requires District to defend and indemnify Board members and staff from any liability arising from official acts conducted in the course and scope of employment
  - Board members and staff enjoy a variety of immunities that protect them and the District from liability and damages when discharging their official duties
- BUT: these laws do not protect Board members and staff if acting in their personal capacities or outside the course and scope of their employment
  - Examples: harassment, retaliation, assault

# Closed Sessions

- Authorized by state law to protect privacy and confidentiality of Board discussions regarding these major topics:
  - Litigation
  - Labor Negotiations
  - Real property transactions
  - Evaluation/hiring/discipline of employees that report directly to Board
- State law requires that all discussions in closed session remain confidential and not be disclosed to anyone
  - Potential civil and criminal liability

# Conclusion

- District activities governed exclusively by state law and policies adopted by Board
- Encourage periodic training to delve into effective governance strategies
- Engage in productive discussions with full Board when policy matters such as strategic plan is updated or code of conduct is presented



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(626) 838-1000

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# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **November 7, 2024**

TO: BOARD OF DIRECTORS

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

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

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

- 4610 Property Tax Receipts, \$104,464 above Budget – The District received our first ERAF assessment in the amount of \$208,748.
- 4720 Sewer Service Refund, \$7,406 above Budget – Two refunds issued in August 2024.
- **Overall Total Operating Revenue for the period ending September 30, 2024 was \$97,464 above budget. Total operating revenue received to date is \$124,089.**
- 5200 Board of Directors, \$4,141 below Budget – Cost of Elections budgeted for FY 24-25.
- 5250 Conference Attendance, \$2,500 below Budget – Conferences have been attended, but payment will be made later.
- 5400 Legal, \$41,864 below Budget – MWSD received a claim reimbursement in the amount of \$20,383.38 due to stolen check fraud. The incident took place in FY 23-24.
- 5610 Accounting, \$3,698 above Budget – Extra work performed in July, August & September due to audit preparation and review of Recology Exhibit E.
- 5620 Audit, \$4,512 above Budget – Second progress bill paid in September.
- 5630 Consulting, \$5,797 below Budget – Additional activity expected later in fiscal year.
- 5640 Data Services, \$6,958 above Budget – Payment for Engineering Data Services paid in August. Program used to calculate property tax roll charges and forwarded to County for billing and collection. Variance will decrease as year moves forward.
- 5800 Labor & Wages, \$12,894 above Budget – Mainly due to funding of GM salary package.
- 6170 Claims, Property Damage, \$2,500 below Budget – No claims filed to date.
- 6200 Engineering, \$8,644 above Budget – Mechanical & General engineering support.
- 6600 Collection/Transmission, \$21,250 below Budget – No activity to date.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **November 7, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6900 SAM Expenses, \$125,310 below Budget – The District adopted a budget for SAM that was in excess of the budgeted amount provided by SAM due to the expected need for a mid-year budget increase.
- **Overall Total Operating Expenses for the period ending September 30, 2024, were \$143,044 below Budget.**
- **Total overall Expenses for the period ending September 30, 2024, were \$162,259 below budget. For a net ordinary gain of \$259,723 above Budget. Actual net ordinary loss is \$674,547.**
- 7100 Connection Fees, \$80,064 below Budget – No new connections sold in September 2024.
- 7200 Interest Income, \$104,364 above budget – Due to the increase Federal interest rates.
- 8000 CIP, \$1,344,661 below Budget – Major CIP project is underway.
- 9200 IBank Loan, \$7,577 below Budget – Due to timing.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

**Prepared for the Meeting Of: November 7, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

- 4400 Fees, \$2,767 above Budget – Inspection & administrative fees are seeing more activity.
- 4610 Property Tax Receipts, \$104,464 above Budget – The District received our first ERAF assessment in the amount of \$208,748.
- 4740 Testing, Backflow, \$9,149 above Budget – Due to timing of payments.
- 4810 Water Sales, Domestic, \$76,119 above Budget – Due to timing of receipts.
- **Overall Total Operating Revenue for the period ending September 30, 2024 was \$194,403 above budget. Total operating revenue received to date is \$700,177.**
- 5200 Board of Directors, \$4,766 below Budget – Cost of Elections budgeted for FY 24-25.
- 5240 CDPH Fees, \$5,000 below Budget – invoice for the year is received and paid in June 2025.
- 5250 Conference Attendance, \$3,170 below Budget – Conferences have been attended, but payment will be made later.
- 5400 Legal, \$19,706 below Budget – MWSD received a claim reimbursement in the amount of \$20,383.38 due to stolen check fraud. The incident took place in FY 23-24.
- 5510 Maintenance, Office, \$2,709 below Budget – Minimal activity to date.
- 5530 Memberships, \$5,749 below Budget - American Water Works Association membership paid in July. Rest will be paid at the beginning of the calendar year.
- 5610 Accounting, \$3,698 above Budget – Extra work performed in July, August & September due to audit preparation and review of Recology Exhibit E.
- 5620 Audit, \$4,512 above Budget – Second progress bill paid in September.
- 5630 Consulting, \$5,234 below Budget – Additional services expected later in fiscal year.
- 5640 Data Services, \$3,000 below Budget – No activity to date.
- 5800 Labor & Wages, \$20,408 above Budget – Mainly due to funding of GM salary package and under budgeting for District Superintendent.
- 6170 Claims, Property Damage, \$2,500 below Budget – No claims to date.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **November 7, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6180 Communications, \$3,701 below Budget – Minimal activity to date.
- 6200 Engineering, \$30,668 below Budget – Budget equalized over full year, less activity through Q1 than annualized budget amount.
- 6370 Lab Supplies & Equipment, \$4,731 below Budget – Minimal activity to date.
- 6400 Pumping, \$11,352 below Budget – Budget is annualized consistently over the fiscal year, the expectation of the “catch-up” bill is built in and causes the under budget until received in February.
- 6500 Supply, \$16,649 below Budget – Payment for Q1 water purchase for Airport Wells is not made until October.
- 6600 Collection/Transmission, \$11,247 below Budget – Minimal activity to date.
- 6700 Treatment, \$2,732 below Budget – costs are variable on a month-to-month basis.
- **Overall Total Operating Expenses for the period ending September 30, 2024, were \$87,266 below Budget.**
- **Total overall Expenses for the period ending September 30, 2024 were \$110,626 below budget. For a net ordinary income of \$305,029 budgeted vs. actual. The actual net ordinary income was \$194,589.**
- 7100 Connection Fees, \$84,994 below Budget – No new connections sold in September.
- 7250 CAMP interest, \$23,850 above Budget – Due to increase in federal interest rates.
- 7600 GO Bond Revenues, \$298,907 below budget – First large receipt expected in November or December.
- 7650 Water System Reliability, \$294,537 below Budget – First large receipt expected in November or December.
- 8000 CIP, \$828,102 below Budget – Projects are currently on-going, and others are being planned.
- 9100 GO Bond interest expense, \$20,436 below Budget – Difference due to timing.

## RECOMMENDATION:

This is for Board information only

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

	Jul - Sep 24	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	21,208.47	21,624.99	-416.52
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,366.00	999.99	366.01
4420 · Administrative Fee (Remodel)	76.00	249.99	-173.99
4430 · Inspection Fee (New Constr)	1,295.00	999.99	295.01
4440 · Inspection Fee (Remodel)	73.00	249.99	-176.99
4460 · Remodel Fees	1,605.00	2,000.01	-395.01
<b>Total 4400 · Fees</b>	4,415.00	4,499.97	-84.97
4510 · Grants	160.00		
4610 · Property Tax Receipts	104,464.31	0.00	104,464.31
4710 · Sewer Service Charges	1,433.74	0.00	1,433.74
4720 · Sewer Service Refunds, Customer	-14,905.62	-7,500.00	-7,405.62
4760 · Waste Collection Revenues	7,280.90	8,000.01	-719.11
4990 · Other Revenue	32.42		
<b>Total Income</b>	124,089.22	26,624.97	97,464.25
<b>Gross Profit</b>	124,089.22	26,624.97	97,464.25
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	2,011.41	1,500.00	511.41
5200 · Board of Directors			
5210 · Board Meetings	534.25	1,500.00	-965.75
5220 · Director Fees	1,200.00	2,499.99	-1,299.99
5230 · Election Expenses	0.00	1,875.00	-1,875.00
<b>Total 5200 · Board of Directors</b>	1,734.25	5,874.99	-4,140.74
5250 · Conference Attendance	0.00	2,499.99	-2,499.99
5270 · Information Systems	1,712.50	1,500.00	212.50
5300 · Insurance			
5310 · Fidelity Bond	0.00	0.00	0.00
5320 · Property & Liability Insurance	13,171.63	13,000.00	171.63
<b>Total 5300 · Insurance</b>	13,171.63	13,000.00	171.63
5350 · LAFCO Assessment	0.00	774.99	-774.99
5400 · Legal			
5430 · General Legal	-955.69	50,000.01	-50,955.70
5440 · Litigation	9,091.55		
<b>Total 5400 · Legal</b>	8,135.86	50,000.01	-41,864.15
5510 · Maintenance, Office	566.76	2,499.99	-1,933.23
5530 · Memberships	0.00	1,299.99	-1,299.99
5540 · Office Supplies	887.90	2,124.99	-1,237.09
5550 · Postage	217.41	500.01	-282.60
5560 · Printing & Publishing	568.08	1,125.00	-556.92

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

	Jul - Sep 24	Sewer Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	13,697.50	9,999.99	3,697.51
5620 · Audit	7,500.00	2,987.60	4,512.40
5630 · Consulting	7,265.85	13,062.51	-5,796.66
5640 · Data Services	9,508.05	2,550.00	6,958.05
5650 · Labor & HR Support	640.50	750.00	-109.50
5660 · Payroll Services	293.95	300.00	-6.05
<b>Total 5600 · Professional Services</b>	<b>38,905.85</b>	<b>29,650.10</b>	<b>9,255.75</b>
5710 · San Mateo Co. Tax Roll Charges	0.00	624.99	-624.99
5720 · Telephone & Internet	6,943.08	8,750.01	-1,806.93
5730 · Mileage Reimbursement	0.00	500.01	-500.01
5740 · Reference Materials	0.00	50.01	-50.01
5790 · Other Administrative	15,311.63		
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	6,866.74	5,894.76	971.98
5820 · Employee Benefits	14,236.89	15,228.99	-992.10
5830 · Disability Insurance	478.71	552.75	-74.04
5840 · Payroll Taxes	6,287.77	6,545.01	-257.24
5850 · PARS	4,651.29	6,080.49	-1,429.20
<b>5900 · Wages</b>			
5910 · Management	46,317.14	35,770.50	10,546.64
5920 · Staff	52,035.99	48,844.74	3,191.25
5930 · Staff Certification	525.00	450.00	75.00
5940 · Staff Overtime	1,339.20	430.50	908.70
<b>Total 5900 · Wages</b>	<b>100,217.33</b>	<b>85,495.74</b>	<b>14,721.59</b>
5960 · Worker's Comp Insurance	710.63	758.00	-47.37
<b>Total 5800 · Labor</b>	<b>133,449.36</b>	<b>120,555.74</b>	<b>12,893.62</b>
<b>Total 5000 · Administrative</b>	<b>223,615.72</b>	<b>242,830.82</b>	<b>-19,215.10</b>
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	0.00	2,499.99	-2,499.99
6195 · Education & Training	0.00	999.99	-999.99
<b>6200 · Engineering</b>			
6220 · General Engineering	18,643.50	9,999.99	8,643.51
<b>Total 6200 · Engineering</b>	<b>18,643.50</b>	<b>9,999.99</b>	<b>8,643.51</b>
<b>6330 · Facilities</b>			
6335 · Alarm Services	1,557.42	1,625.01	-67.59
6337 · Landscaping	1,500.00	1,500.00	0.00
<b>Total 6330 · Facilities</b>	<b>3,057.42</b>	<b>3,125.01</b>	<b>-67.59</b>
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	12,185.66	14,250.00	-2,064.34
6420 · Pumping Maintenance, Generators	3,146.34	2,499.99	646.35
6440 · Pumping Equipment, Expensed	0.09		
<b>Total 6400 · Pumping</b>	<b>15,332.09</b>	<b>16,749.99</b>	<b>-1,417.90</b>

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

	Jul - Sep 24	Sewer Budget	\$ Over Budget
<b>6600 · Collection/Transmission</b>			
6660 · Maintenance, Collection System	0.00	2,499.99	-2,499.99
6665 · Meters - Sewer	0.00	18,750.00	-18,750.00
<b>Total 6600 · Collection/Transmission</b>	0.00	21,249.99	-21,249.99
<b>6770 · Uniforms</b>	0.00	50.01	-50.01
<b>6800 · Vehicles</b>			
6810 · Fuel	887.00	875.01	11.99
6820 · Truck Equipment, Expensed	14.75	125.01	-110.26
6830 · Truck Repairs	256.79	249.99	6.80
<b>Total 6800 · Vehicles</b>	1,158.54	1,250.01	-91.47
<b>6900 · Sewer Authority Midcoastside</b>			
6910 · SAM Collections	59,293.74	59,293.74	0.00
6920 · SAM Operations	467,095.65	554,595.51	-87,499.86
6940 · SAM Maintenance, Collection Sys	1,800.00	11,250.00	-9,450.00
6950 · SAM Maintenance, Pumping	8,639.72	32,499.99	-23,860.27
6960 · SAM NDWSCP	0.00	4,500.00	-4,500.00
<b>Total 6900 · Sewer Authority Midcoastside</b>	536,829.11	662,139.24	-125,310.13
<b>Total 6000 · Operations</b>	575,020.66	718,064.22	-143,043.56
<b>Total Expense</b>	798,636.38	960,895.04	-162,258.66
<b>Net Ordinary Income</b>	-674,547.16	-934,270.07	259,722.91
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	9,555.00	52,500.00	-42,945.00
7120 · Connection Fees (Remodel)	-2,154.00	15,000.00	-17,154.00
7152 · Connection Fee Refunds	0.00	-5,000.01	5,000.01
7153 · Add'l Fixture Units (New Const)	0.00	12,500.01	-12,500.01
7155 · Add'l Fixture Units (Remodel)	16,285.00	28,749.99	-12,464.99
7157 · Fixture Fee Refunds	0.00		
<b>Total 7100 · Connection Fees</b>	23,686.00	103,749.99	-80,063.99
<b>7200 · Interest Income</b>			
7205 · CAMP Interest Earnings	68,240.44		
7210 · LAIF Interest Earnings	76,123.17		
7200 · Interest Income - Other	0.00	39,999.99	-39,999.99
<b>Total 7200 · Interest Income</b>	144,363.61	39,999.99	104,363.62
<b>Total 7000 · Capital Account Revenues</b>	168,049.61	143,749.98	24,299.63
<b>Total Other Income</b>	168,049.61	143,749.98	24,299.63

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

	Jul - Sep 24	Sewer Budget	\$ Over Budget
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8075 · Sewer	68,027.31	1,412,688.51	-1,344,661.20
<b>Total 8000 · Capital Improvement Program</b>	68,027.31	1,412,688.51	-1,344,661.20
<b>9000 · Capital Account Expenses</b>			
9125 · PNC Equipment Lease Interest	1,175.94	1,421.23	-245.29
9200 · I-Bank Loan	1,515.57	9,093.00	-7,577.43
<b>Total 9000 · Capital Account Expenses</b>	2,691.51	10,514.23	-7,822.72
<b>Total Other Expense</b>	70,718.82	1,423,202.74	-1,352,483.92
<b>Net Other Income</b>	97,330.79	-1,279,452.76	1,376,783.55
<b>Net Income</b>	<b>-577,216.37</b>	<b>-2,213,722.83</b>	<b>1,636,506.46</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July through September 2024

	Water		
	Jul - Sep 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4400 · Fees</b>			
4410 · Administrative Fee (New Constr)	2,011.00	500.01	1,510.99
4420 · Administrative Fee (Remodel)	0.00	150.00	-150.00
4430 · Inspection Fee (New Constr)	1,906.00	500.01	1,405.99
<b>Total 4400 · Fees</b>	3,917.00	1,150.02	2,766.98
<b>4510 · Grants</b>	160.00		
4610 · Property Tax Receipts	104,464.31	0.00	104,464.31
4740 · Testing, Backflow	13,774.00	4,625.01	9,148.99
4810 · Water Sales, Domestic	580,118.87	504,000.00	76,118.87
4850 · Water Sales Refunds, Customer	-2,289.02	-3,999.99	1,710.97
4990 · Other Revenue	32.82		
<b>Total Income</b>	700,177.98	505,775.04	194,402.94
<b>Gross Profit</b>	700,177.98	505,775.04	194,402.94
<b>Expense</b>			
<b>5000 · Administrative</b>			
5190 · Bank Fees	2,011.39	1,500.00	511.39
<b>5200 · Board of Directors</b>			
5210 · Board Meetings	534.24	1,500.00	-965.76
5220 · Director Fees	1,200.00	2,499.99	-1,299.99
5230 · Election Expenses	0.00	2,499.99	-2,499.99
<b>Total 5200 · Board of Directors</b>	1,734.24	6,499.98	-4,765.74
5240 · CDPH Fees	0.00	5,000.01	-5,000.01
5250 · Conference Attendance	580.00	3,750.00	-3,170.00
5270 · Information Systems	1,712.50	1,625.01	87.49
<b>5300 · Insurance</b>			
5310 · Fidelity Bond	0.00	0.00	0.00
5320 · Property & Liability Insurance	15,031.63	14,000.00	1,031.63
<b>Total 5300 · Insurance</b>	15,031.63	14,000.00	1,031.63
5350 · LAFCO Assessment	0.00	924.99	-924.99
<b>5400 · Legal</b>			
5430 · General Legal	-955.69	18,750.00	-19,705.69
<b>Total 5400 · Legal</b>	-955.69	18,750.00	-19,705.69
5510 · Maintenance, Office	-209.40	2,499.99	-2,709.39
5530 · Memberships	501.00	6,249.99	-5,748.99
5540 · Office Supplies	681.05	2,000.01	-1,318.96
5550 · Postage	5,958.23	4,749.99	1,208.24
5560 · Printing & Publishing	568.09	2,499.99	-1,931.90

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July through September 2024

	Jul - Sep 24	Water Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	13,697.50	9,999.99	3,697.51
5620 · Audit	7,500.00	2,987.60	4,512.40
5630 · Consulting	7,265.82	12,500.01	-5,234.19
5640 · Data Services	0.00	3,000.00	-3,000.00
5650 · Labor & HR Support	640.50	750.00	-109.50
5660 · Payroll Services	293.95	300.00	-6.05
<b>Total 5600 · Professional Services</b>	<b>29,397.77</b>	<b>29,537.60</b>	<b>-139.83</b>
5710 · San Mateo Co. Tax Roll Charges	0.00	624.99	-624.99
5720 · Telephone & Internet	10,138.84	9,999.99	138.85
5730 · Mileage Reimbursement	0.00	500.01	-500.01
5740 · Reference Materials	0.00	125.01	-125.01
5790 · Other Administrative	-79.60		
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	14,844.18	13,847.49	996.69
5820 · Employee Benefits	42,103.03	45,310.26	-3,207.23
5830 · Disability Insurance	1,020.96	1,453.74	-432.78
5840 · Payroll Taxes	16,370.56	17,214.51	-843.95
5850 · PARS	11,356.39	12,766.50	-1,410.11
<b>5900 · Wages</b>			
5910 · Management	46,317.14	35,770.50	10,546.64
5920 · Staff	161,990.05	142,176.00	19,814.05
5930 · Staff Certification	2,850.00	2,850.00	0.00
5940 · Staff Overtime	16,082.85	15,293.76	789.09
5950 · Staff Standby	4,777.02	7,490.49	-2,713.47
<b>Total 5900 · Wages</b>	<b>232,017.06</b>	<b>203,580.75</b>	<b>28,436.31</b>
5960 · Worker's Comp Insurance	4,173.56	7,304.50	-3,130.94
<b>Total 5800 · Labor</b>	<b>321,885.74</b>	<b>301,477.75</b>	<b>20,407.99</b>
<b>Total 5000 · Administrative</b>	<b>388,955.79</b>	<b>412,315.31</b>	<b>-23,359.52</b>
<b>6000 · Operations</b>			
6160 · Backflow Prevention	0.00	275.01	-275.01
6170 · Claims, Property Damage	0.00	2,499.99	-2,499.99
<b>6180 · Communications</b>			
6185 · SCADA Maintenance	48.80	3,750.00	-3,701.20
6180 · Communications - Other	0.00	0.00	0.00
<b>Total 6180 · Communications</b>	<b>48.80</b>	<b>3,750.00</b>	<b>-3,701.20</b>
6195 · Education & Training	1,559.00	2,000.01	-441.01
<b>6200 · Engineering</b>			
6220 · General Engineering	-300.00	2,499.99	-2,799.99
6230 · Water Quality Engineering	22,132.50	50,000.01	-27,867.51
<b>Total 6200 · Engineering</b>	<b>21,832.50</b>	<b>52,500.00</b>	<b>-30,667.50</b>
6320 · Equipment & Tools, Expensed	1,455.34	2,499.99	-1,044.65



**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July through September 2024

	Jul - Sep 24	Water Budget	\$ Over Budget
<b>6330 · Facilities</b>			
6335 · Alarm Services	267.18	500.01	-232.83
6337 · Landscaping	4,285.00	4,500.00	-215.00
<b>Total 6330 · Facilities</b>	4,552.18	5,000.01	-447.83
<b>6370 · Lab Supplies &amp; Equipment</b>	269.40	5,000.01	-4,730.61
6380 · Meter Reading	0.00	125.01	-125.01
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	17,232.43	26,250.00	-9,017.57
6420 · Pumping Maintenance, Generators	4,399.34	6,249.99	-1,850.65
6430 · Pumping Maintenance, General	0.00	500.01	-500.01
6440 · Pumping Equipment, Expensed	141.05	125.01	16.04
<b>Total 6400 · Pumping</b>	21,772.82	33,125.01	-11,352.19
<b>6500 · Supply</b>			
6510 · Maintenance, Raw Water Mains	404.54	249.99	154.55
6520 · Maintenance, Wells	696.59	5,000.01	-4,303.42
6530 · Water Purchases	0.00	12,500.01	-12,500.01
<b>Total 6500 · Supply</b>	1,101.13	17,750.01	-16,648.88
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	0.00	1,250.01	-1,250.01
6620 · Maintenance, Water Mains	21,245.87	18,750.00	2,495.87
6630 · Maintenance, Water Svc Lines	0.00	2,499.99	-2,499.99
6640 · Maintenance, Tanks	562.90	1,250.01	-687.11
6650 · Maint., Distribution General	12,963.63	3,750.00	9,213.63
6670 · Meters - Water	230.88	18,750.00	-18,519.12
<b>Total 6600 · Collection/Transmission</b>	35,003.28	46,250.01	-11,246.73
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	4,092.02	15,000.00	-10,907.98
6720 · Maintenance, Treatment Equip.	15,596.25	3,750.00	11,846.25
6730 · Treatment Analysis	5,079.56	8,750.01	-3,670.45
<b>Total 6700 · Treatment</b>	24,767.83	27,500.01	-2,732.18
<b>6770 · Uniforms</b>	795.74	875.01	-79.27
<b>6800 · Vehicles</b>			
6810 · Fuel	2,661.01	3,000.00	-338.99
6820 · Truck Equipment, Expensed	44.25	500.01	-455.76
6830 · Truck Repairs	770.36	1,250.01	-479.65
<b>Total 6800 · Vehicles</b>	3,475.62	4,750.02	-1,274.40
<b>Total 6000 · Operations</b>	116,633.64	203,900.10	-87,266.46
<b>Total Expense</b>	505,589.43	616,215.41	-110,625.98
<b>Net Ordinary Income</b>	194,588.55	-110,440.37	305,028.92

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

July through September 2024

	Jul - Sep 24	Water Budget	\$ Over Budget
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	6,716.00	54,999.99	-48,283.99
7120 · Connection Fees (Remodel)	10,682.50	13,749.99	-3,067.49
7130 · Conn. Fees, PFP (New Constr)	38,425.00	47,499.99	-9,074.99
7152 · Connection Fee Refunds	-20,815.00		
7157 · Fixture Fee Refunds	-18,922.00	-12,500.01	-6,421.99
7165 · Meter Pass Thru Costs	2,669.79		
<b>Total 7100 · Connection Fees</b>	18,756.29	103,749.96	-84,993.67
7250 · CAMP Interest Income	73,849.78	50,000.01	23,849.77
7600 · Bond Revenues, G.O.	-62.16	298,845.24	-298,907.40
7650 · Water System Reliability	0.00	294,537.00	-294,537.00
<b>Total 7000 · Capital Account Revenues</b>	92,543.91	747,132.21	-654,588.30
<b>Total Other Income</b>	92,543.91	747,132.21	-654,588.30
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8100 · Water	75,648.46	903,750.00	-828,101.54
<b>Total 8000 · Capital Improvement Program</b>	75,648.46	903,750.00	-828,101.54
<b>9000 · Capital Account Expenses</b>			
9100 · Interest Expense - GO Bonds	4,087.29	24,523.72	-20,436.43
9125 · PNC Equipment Lease Interest	1,175.95	1,421.23	-245.28
9150 · SRF Loan	0.00	0.00	0.00
9210 · Conservation Program/Rebates	0.00	750.00	-750.00
<b>Total 9000 · Capital Account Expenses</b>	5,263.24	26,694.95	-21,431.71
<b>Total Other Expense</b>	80,911.70	930,444.95	-849,533.25
<b>Net Other Income</b>	11,632.21	-183,312.74	194,944.95
<b>Net Income</b>	<b>206,220.76</b>	<b>-293,753.11</b>	<b>499,973.87</b>

**Montara Water & Sanitary District**  
**Balance Sheet by Class**  
**As of September 30, 2024**

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	3,751,614.87	0.00	3,751,614.87
CAMP Investment Fund 4021-002			
Capital Reserve	3,300,783.56	0.00	3,300,783.56
Operating Reserve	1,904,035.00	0.00	1,904,035.00
<b>Total CAMP Investment Fund 4021-002</b>	<b>5,204,818.56</b>	<b>0.00</b>	<b>5,204,818.56</b>
<b>LAIF Investment Fund</b>			
Capital Reserve	86,701.29	0.00	86,701.29
<b>Total LAIF Investment Fund</b>	<b>86,701.29</b>	<b>0.00</b>	<b>86,701.29</b>
<b>Total Sewer - Bank Accounts</b>	<b>9,043,134.72</b>	<b>0.00</b>	<b>9,043,134.72</b>
<b>Water - Bank Accounts</b>			
<b>CAMP Investment Fund 4021-001</b>			
Capital Reserve	0.00	4,340,031.81	4,340,031.81
Operating Reserve	0.00	1,213,174.00	1,213,174.00
<b>Total CAMP Investment Fund 4021-001</b>	<b>0.00</b>	<b>5,553,205.81</b>	<b>5,553,205.81</b>
Wells Fargo Operating - Water	0.00	40,414.03	40,414.03
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	676,080.48	676,080.48
<b>Total Restricted Cash</b>	<b>0.00</b>	<b>676,080.48</b>	<b>676,080.48</b>
<b>Total Water - Bank Accounts</b>	<b>0.00</b>	<b>6,269,700.32</b>	<b>6,269,700.32</b>
<b>Total Checking/Savings</b>	<b>9,043,134.72</b>	<b>6,269,700.32</b>	<b>15,312,835.04</b>
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Lease Receivable	74,585.00	0.00	74,585.00
Accounts Receivable	-3,666.76	0.00	-3,666.76
<b>Total Sewer - Accounts Receivable</b>	<b>70,918.24</b>	<b>0.00</b>	<b>70,918.24</b>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	13,967.03	13,967.03
Accounts Rec. - Backflow	0.00	34,815.11	34,815.11
Accounts Rec. - Water Residents	0.00	218,771.46	218,771.46
Unbilled Water Receivables	0.00	248,812.71	248,812.71
<b>Total Water - Accounts Receivable</b>	<b>0.00</b>	<b>516,366.31</b>	<b>516,366.31</b>
<b>Total Accounts Receivable</b>	<b>70,918.24</b>	<b>516,366.31</b>	<b>587,284.55</b>
<b>Other Current Assets</b>			
Fraudulent Activity	53,646.45	0.00	53,646.45
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<b>53,646.45</b>	<b>42,656.32</b>	<b>96,302.77</b>
<b>Total Current Assets</b>	<b>9,167,699.41</b>	<b>6,828,722.95</b>	<b>15,996,422.36</b>
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	11,247,534.15	0.00	11,247,534.15
Land	5,000.00	0.00	5,000.00
<b>Other Capital Improv.</b>			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<b>3,250,409.57</b>	<b>0.00</b>	<b>3,250,409.57</b>
Seal Cove Collection System	995,505.00	0.00	995,505.00
<b>Sewage Collection Facility</b>			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
<b>Total Sewage Collection Facility</b>	<b>5,340,307.33</b>	<b>0.00</b>	<b>5,340,307.33</b>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-11,411,144.00	0.00	-11,411,144.00
<b>Total Sewer - Fixed Assets</b>	<b>9,672,151.89</b>	<b>0.00</b>	<b>9,672,151.89</b>

**Montara Water & Sanitary District**  
**Balance Sheet by Class**  
As of September 30, 2024

	Sewer	Water	TOTAL
<b>Water - Fixed Assets</b>			
General Plant	0.00	30,232,251.46	30,232,251.46
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	-16,837,463.00	-16,837,463.00
<b>Total Water - Fixed Assets</b>	0.00	15,536,445.24	15,536,445.24
<b>Total Fixed Assets</b>	9,672,151.89	15,536,445.24	25,208,597.13
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Def'd Amts Related to Pensions	113,218.00	0.00	113,218.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	2,687,547.08	0.00	2,687,547.08
<b>Total Sewer - Other Assets</b>	2,800,765.08	0.00	2,800,765.08
<b>Water - Other Assets</b>			
Def'd Amts Related to Pensions	0.00	252,003.00	252,003.00
Due from Sewer	0.00	1,666,622.72	1,666,622.72
<b>Total Water - Other Assets</b>	0.00	1,918,625.72	1,918,625.72
<b>Total Other Assets</b>	2,800,765.08	1,918,625.72	4,719,390.80
<b>TOTAL ASSETS</b>	<b>21,640,616.38</b>	<b>24,283,793.91</b>	<b>45,924,410.29</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	48,381.90	9,173.56	57,555.46
<b>Total Accounts Payable</b>	48,381.90	9,173.56	57,555.46
<b>Other Current Liabilities</b>			
Water - Net Pension Liability	0.00	28,173.00	28,173.00
Sewer - Net Pension Liability	12,658.00	0.00	12,658.00
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	11,697.88	0.00	11,697.88
Deposits Payable	57,639.22	0.00	57,639.22
PNC Equip. Loan - S/T	63,147.74	0.00	63,147.74
<b>Total Sewer - Current Liabilities</b>	132,484.84	0.00	132,484.84
<b>Water - Current Liabilities</b>			
Accrued Vacations	0.00	25,183.74	25,183.74
Deposits Payable	0.00	-51,886.63	-51,886.63
GO Bonds - S/T	0.00	464,600.85	464,600.85
PNC Equip. Loan - S/T	0.00	63,147.72	63,147.72
SRF Loan Payable X109 - Current	0.00	188,895.28	188,895.28
Temporary Construction Meter	0.00	43,916.82	43,916.82
<b>Total Water - Current Liabilities</b>	0.00	733,857.78	733,857.78
<b>Payroll Liabilities</b>			
Employee Benefits Payable	8,187.58	0.00	8,187.58
<b>Total Payroll Liabilities</b>	8,187.58	0.00	8,187.58
<b>Total Other Current Liabilities</b>	153,330.42	762,030.78	915,361.20
<b>Total Current Liabilities</b>	201,712.32	771,204.34	972,916.66
<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Deferred Inflows (Sewer Leases)	68,453.00	0.00	68,453.00
Due to Water Fund	1,666,622.72	0.00	1,666,622.72
Accrued Vacations	27,518.39	0.00	27,518.39
I-Bank Loan	561,508.88	0.00	561,508.88
PNC Equip. Loan - L/T	115,714.54	0.00	115,714.54
<b>Total Sewer - Long Term Liabilities</b>	2,439,817.53	0.00	2,439,817.53

**Montara Water & Sanitary District**  
**Balance Sheet by Class**  
**As of September 30, 2024**

	Sewer	Water	TOTAL
<b>Water - Long Term Liabilities</b>			
2020 GO Bonds	0.00	3,370,557.45	3,370,557.45
Accrued Vacations	0.00	37,439.66	37,439.66
PNC Equip. Loan - L/T	0.00	115,714.61	115,714.61
SRF Loan Payable - X109	0.00	2,144,619.34	2,144,619.34
<b>Total Water - Long Term Liabilities</b>	0.00	5,668,331.06	5,668,331.06
<b>Deferred Inflows (Pensions)</b>			
Sewer	8,715.00	0.00	8,715.00
Water	0.00	19,399.00	19,399.00
<b>Total Deferred Inflows (Pensions)</b>	8,715.00	19,399.00	28,114.00
<b>Total Long Term Liabilities</b>	2,448,532.53	5,687,730.06	8,136,262.59
<b>Total Liabilities</b>	2,650,244.85	6,458,934.40	9,109,179.25
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,793,316.07	0.00	8,793,316.07
Retained Earnings	-109,915.88	0.00	-109,915.88
<b>Total Sewer - Equity Accounts</b>	12,091,652.39	0.00	12,091,652.39
<b>Water - Equity Accounts</b>			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	109,915.88	109,915.88
<b>Total Water - Equity Accounts</b>	0.00	2,800,970.89	2,800,970.89
Equity Adjustment Account	7,747,342.23	14,546,261.14	22,293,603.37
Net Income	-577,216.37	206,220.76	-370,995.61
<b>Total Equity</b>	19,261,778.25	17,553,452.79	36,815,231.04
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>21,912,023.10</b>	<b>24,012,387.19</b>	<b>45,924,410.29</b>

Montara Water and Sanitary District  
 Restricted and Non Restricted Cash Assets  
 July 2024 through June 2025

YTD Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over (Under) Targets	% Over/(Under) Targets
<b>Sewer - Operations</b>															
Wells Fargo Operating	4,987,314.76	4,107,267.90	3,751,614.87												
<i>Sewer Reserve Accounts</i>															
<i>LAIF</i>															
Capital Reserve	86,701.29	86,701.29	86,701.29												
Operating Reserve	-	-	-												
Subtotal	86,701.29	86,701.29	86,701.29												
<i>CAMP</i>															
Capital Reserve	3,254,660.68	3,278,319.84	3,300,783.56												
Operating Reserve	1,904,035.00	1,904,035.00	1,904,035.00												
Subtotal	5,158,695.68	5,182,354.84	5,204,818.56												
<b>Reserve Totals</b>															
Capital Reserve	3,341,361.97	3,365,021.13	3,387,484.85										6,677,754.00	(3,290,269.15)	50%
Operating Reserve	1,904,035.00	1,904,035.00	1,904,035.00										1,904,035.00	-	100%
Total Reserves	5,245,396.97	5,269,056.13	5,291,519.85												
<b>Water Operations</b>															
Wells Fargo Operating	100,511.10	19,933.88	40,414.03												
<b>Water - Reserve Accounts</b>															
<i>CAMP - Reserve Funds</i>															
Capital Reserve	4,190,939.53	4,316,064.44	4,340,031.81										5,446,500.00	(1,106,468.19)	79%
Operating Reserve	1,213,174.00	1,213,174.00	1,213,174.00										1,213,174.00	-	100%
Subtotal	5,404,113.53	5,529,238.44	5,553,205.81												
<b>Water - Restricted Accounts</b>															
<i>JP Morgan Chase</i>															
2020 GO Bond Fund	1,166,356.59	659,468.95	676,080.48												
Subtotal	1,166,356.59	659,468.95	676,080.48	-	-	-	-	-	-	-	-	-			
<b>Total Cash &amp; Equivalents</b>	<b>16,903,692.95</b>	<b>15,584,965.30</b>	<b>15,312,835.04</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2024 through June 2025

												TOTAL				
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
<b>4220 · Cell Tower Lease</b>	7,069.49	7,069.49	7,069.49										21,208.47	86,500.00	-65,291.53	24.52%
<b>4400 · Fees</b>																
<b>4410 · Administrative Fee (New Constr)</b>			1,366.00										1,366.00	4,000.00	-2,634.00	34.15%
<b>4420 · Administrative Fee (Remodel)</b>		76.00											76.00	1,000.00	-924.00	7.6%
<b>4430 · Inspection Fee (New Constr)</b>			1,295.00										1,295.00	4,000.00	-2,705.00	32.38%
<b>4440 · Inspection Fee (Remodel)</b>		73.00											73.00	1,000.00	-927.00	7.3%
<b>4460 · Remodel Fees</b>	906.00	699.00											1,605.00	8,000.00	-6,395.00	20.06%
<b>Total 4400 · Fees</b>	906.00	848.00	2,661.00										4,415.00	18,000.00	-13,585.00	24.53%
<b>4510 · Grants</b>	160.00												160.00			
<b>4610 · Property Tax Receipts</b>		104,411.77	52.54										104,464.31	400,000.00	-295,535.69	26.12%
<b>4710 · Sewer Service Charges</b>	1,433.74												1,433.74	4,071,594.00	-4,070,160.26	0.04%
<b>4720 · Sewer Service Refunds, Customer</b>		-14,905.62											-14,905.62	-30,000.00	15,094.38	49.69%
<b>4760 · Waste Collection Revenues</b>	1,220.75	4,974.33	1,085.82										7,280.90	32,000.00	-24,719.10	22.75%
<b>4990 · Other Revenue</b>			32.42										32.42			
<b>Total Income</b>	10,789.98	102,397.97	10,901.27										124,089.22	4,578,094.00	-4,454,004.78	2.71%
<b>Gross Profit</b>	10,789.98	102,397.97	10,901.27										124,089.22	4,578,094.00	-4,454,004.78	2.71%
<b>Expense</b>																
<b>5000 · Administrative</b>																
<b>5190 · Bank Fees</b>	1,286.01	332.56	392.84										2,011.41	6,000.00	-3,988.59	33.52%
<b>5200 · Board of Directors</b>																
<b>5210 · Board Meetings</b>		200.00	334.25										534.25	6,000.00	-5,465.75	8.9%
<b>5220 · Director Fees</b>		300.00	900.00										1,200.00	10,000.00	-8,800.00	12.0%
<b>5230 · Election Expenses</b>														7,500.00	-7,500.00	
<b>Total 5200 · Board of Directors</b>		500.00	1,234.25										1,734.25	23,500.00	-21,765.75	7.38%
<b>5250 · Conference Attendance</b>														10,000.00	-10,000.00	
<b>5270 · Information Systems</b>		1,043.75	668.75										1,712.50	6,000.00	-4,287.50	28.54%
<b>5300 · Insurance</b>																
<b>5310 · Fidelity Bond</b>														500.00	-500.00	
<b>5320 · Property &amp; Liability Insurance</b>	13,171.63												13,171.63	13,000.00	171.63	101.32%
<b>Total 5300 · Insurance</b>	13,171.63												13,171.63	13,500.00	-328.37	97.57%
<b>5350 · LAFCO Assessment</b>														3,100.00	-3,100.00	
<b>5400 · Legal</b>																
<b>5430 · General Legal</b>	5,030.00	4,206.00	-10,191.69										-955.69	200,000.00	-200,955.69	-0.48%
<b>5440 · Litigation</b>	3,611.55	480.00	5,000.00										9,091.55			

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2024 through June 2025

												TOTAL				
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Total 5400 · Legal</b>	8,641.55	4,686.00	-5,191.69										8,135.86	200,000.00	-191,864.14	4.07%
5510 · Maintenance, Office	-423.45	130.00	860.21										566.76	10,000.00	-9,433.24	5.67%
5530 · Memberships														5,200.00	-5,200.00	
5540 · Office Supplies	141.45	435.31	311.14										887.90	8,500.00	-7,612.10	10.45%
5550 · Postage		217.41											217.41	2,000.00	-1,782.59	10.87%
5560 · Printing & Publishing	340.58	146.27	81.23										568.08	4,500.00	-3,931.92	12.62%
<b>5600 · Professional Services</b>																
5610 · Accounting	3,845.00	4,935.00	4,917.50										13,697.50	40,000.00	-26,302.50	34.24%
5620 · Audit		2,500.00	5,000.00										7,500.00	14,938.00	-7,438.00	50.21%
5630 · Consulting	1,429.83	1,299.38	4,536.64										7,265.85	52,250.00	-44,984.15	13.91%
5640 · Data Services		9,508.05											9,508.05	10,200.00	-691.95	93.22%
5650 · Labor & HR Support	213.50	213.50	213.50										640.50	3,000.00	-2,359.50	21.35%
5660 · Payroll Services	95.39	99.28	99.28										293.95	1,200.00	-906.05	24.5%
<b>Total 5600 · Professional Services</b>	<b>5,583.72</b>	<b>18,555.21</b>	<b>14,766.92</b>										<b>38,905.85</b>	<b>121,588.00</b>	<b>-82,682.15</b>	<b>32.0%</b>
5710 · San Mateo Co. Tax Roll Charges														2,500.00	-2,500.00	
5720 · Telephone & Internet	2,185.29	2,545.73	2,212.06										6,943.08	35,000.00	-28,056.92	19.84%
5730 · Mileage Reimbursement														2,000.00	-2,000.00	
5740 · Reference Materials														200.00	-200.00	
5790 · Other Administrative		15,311.63											15,311.63			
<b>5800 · Labor</b>																
5810 · CalPERS 457 Deferred Plan	2,007.44	3,024.24	1,835.06										6,866.74	23,579.00	-16,712.26	29.12%
5820 · Employee Benefits	4,752.19	4,658.89	4,825.81										14,236.89	60,916.00	-46,679.11	23.37%
5830 · Disability Insurance	159.57	159.57	159.57										478.71	2,211.00	-1,732.29	21.65%
5840 · Payroll Taxes	2,203.35	2,636.74	1,447.68										6,287.77	26,180.00	-19,892.23	24.02%
5850 · PARS	1,902.94	1,609.40	1,138.95										4,651.29	24,322.00	-19,670.71	19.12%
<b>5900 · Wages</b>																
5910 · Management	10,034.88	26,047.38	10,234.88										46,317.14	143,082.00	-96,764.86	32.37%
5920 · Staff	17,857.93	17,585.00	16,593.06										52,035.99	195,379.00	-143,343.01	26.63%
5930 · Staff Certification	175.00	175.00	175.00										525.00	1,800.00	-1,275.00	29.17%
5940 · Staff Overtime	734.40	388.80	216.00										1,339.20	1,722.00	-382.80	77.77%
<b>Total 5900 · Wages</b>	<b>28,802.21</b>	<b>44,196.18</b>	<b>27,218.94</b>										<b>100,217.33</b>	<b>341,983.00</b>	<b>-241,765.67</b>	<b>29.31%</b>
5960 · Worker's Comp Insurance			710.63										710.63	3,032.00	-2,321.37	23.44%
<b>Total 5800 · Labor</b>	<b>39,827.70</b>	<b>56,285.02</b>	<b>37,336.64</b>										<b>133,449.36</b>	<b>482,223.00</b>	<b>-348,773.64</b>	<b>27.67%</b>
<b>Total 5000 · Administrative</b>	<b>70,754.48</b>	<b>100,188.89</b>	<b>52,672.35</b>										<b>223,615.72</b>	<b>935,811.00</b>	<b>-712,195.28</b>	<b>23.9%</b>
<b>6000 · Operations</b>																
6170 · Claims, Property Damage														10,000.00	-10,000.00	



**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2024 through June 2025

	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	TOTAL			
													Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6195 · Education & Training													4,000.00	-4,000.00		
6200 · Engineering																
6220 · General Engineering	7,855.00	3,586.00	7,202.50										18,643.50	40,000.00	-21,356.50	46.61%
<b>Total 6200 · Engineering</b>	<b>7,855.00</b>	<b>3,586.00</b>	<b>7,202.50</b>										<b>18,643.50</b>	<b>40,000.00</b>	<b>-21,356.50</b>	<b>46.61%</b>
6330 · Facilities																
6335 · Alarm Services	557.10	430.08	570.24										1,557.42	6,500.00	-4,942.58	23.96%
6337 · Landscaping		1,500.00											1,500.00	6,000.00	-4,500.00	25.0%
<b>Total 6330 · Facilities</b>	<b>557.10</b>	<b>1,930.08</b>	<b>570.24</b>										<b>3,057.42</b>	<b>12,500.00</b>	<b>-9,442.58</b>	<b>24.46%</b>
6400 · Pumping																
6410 · Pumping Fuel & Electricity	4,132.24	3,979.98	4,073.44										12,185.66	57,000.00	-44,814.34	21.38%
6420 · Pumping Maintenance, Generators	52.64	3,093.70											3,146.34	10,000.00	-6,853.66	31.46%
6440 · Pumping Equipment, Expensed			0.09										0.09			
<b>Total 6400 · Pumping</b>	<b>4,184.88</b>	<b>7,073.68</b>	<b>4,073.53</b>										<b>15,332.09</b>	<b>67,000.00</b>	<b>-51,667.91</b>	<b>22.88%</b>
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
6665 · Meters - Sewer														75,000.00	-75,000.00	
<b>Total 6600 · Collection/Transmission</b>														<b>85,000.00</b>	<b>-85,000.00</b>	
6770 · Uniforms														200.00	-200.00	
6800 · Vehicles																
6810 · Fuel		595.47	291.53										887.00	3,500.00	-2,613.00	25.34%
6820 · Truck Equipment, Expensed		14.75											14.75	500.00	-485.25	2.95%
6830 · Truck Repairs		256.79											256.79	1,000.00	-743.21	25.68%
<b>Total 6800 · Vehicles</b>		<b>867.01</b>	<b>291.53</b>										<b>1,158.54</b>	<b>5,000.00</b>	<b>-3,841.46</b>	<b>23.17%</b>
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections	19,764.58	19,764.58	19,764.58										59,293.74	237,175.00	-177,881.26	25.0%
6920 · SAM Operations	155,698.55	155,698.55	155,698.55										467,095.65	2,218,382.00	-1,751,286.35	21.06%
6940 · SAM Maintenance, Collection Sys		1,800.00											1,800.00	45,000.00	-43,200.00	4.0%
6950 · SAM Maintenance, Pumping		3,579.66	5,060.06										8,639.72	130,000.00	-121,360.28	6.65%
6960 · SAM NDWSCP														18,000.00	-18,000.00	
<b>Total 6900 · Sewer Authority Midcoastside</b>	<b>175,463.13</b>	<b>180,842.79</b>	<b>180,523.19</b>										<b>536,829.11</b>	<b>2,648,557.00</b>	<b>-2,111,727.89</b>	<b>20.27%</b>
<b>Total 6000 · Operations</b>	<b>188,060.11</b>	<b>194,299.56</b>	<b>192,660.99</b>										<b>575,020.66</b>	<b>2,872,257.00</b>	<b>-2,297,236.34</b>	<b>20.02%</b>
<b>Total Expense</b>	<b>258,814.59</b>	<b>294,488.45</b>	<b>245,333.34</b>										<b>798,636.38</b>	<b>3,808,068.00</b>	<b>-3,009,431.62</b>	<b>20.97%</b>
<b>Net Ordinary Income</b>	<b>-248,024.61</b>	<b>-192,090.48</b>	<b>-234,432.07</b>										<b>-674,547.16</b>	<b>770,026.00</b>	<b>-1,444,573.16</b>	<b>-87.6%</b>
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 · Capital Account Revenues</b>																

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2024 through June 2025

												TOTAL				
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>7100 · Connection Fees</b>																
7110 · Connection Fees (New Constr)			9,555.00										9,555.00	210,000.00	-200,445.00	4.55%
7120 · Connection Fees (Remodel)			-2,154.00										-2,154.00	60,000.00	-62,154.00	-3.59%
7152 · Connection Fee Refunds														-20,000.00	20,000.00	
7153 · Add'l Fixture Units (New Const)														50,000.00	-50,000.00	
7155 · Add'l Fixture Units (Remodel)		16,285.00											16,285.00	115,000.00	-98,715.00	14.16%
7157 · Fixture Fee Refunds																
<b>Total 7100 · Connection Fees</b>		16,285.00	7,401.00										23,686.00	415,000.00	-391,314.00	5.71%
<b>7200 · Interest Income</b>																
7205 · CAMP Interest Earnings	22,117.56	23,659.16	22,463.72										68,240.44			
7210 · LAIF Interest Earnings	76,123.17												76,123.17			
7200 · Interest Income - Other														160,000.00	-160,000.00	
<b>Total 7200 · Interest Income</b>	98,240.73	23,659.16	22,463.72										144,363.61	160,000.00	-15,636.39	90.23%
<b>Total 7000 · Capital Account Revenues</b>	98,240.73	39,944.16	29,864.72										168,049.61	575,000.00	-406,950.39	29.23%
<b>Total Other Income</b>	98,240.73	39,944.16	29,864.72										168,049.61	575,000.00	-406,950.39	29.23%
<b>Other Expense</b>																
<b>8000 · Capital Improvement Program</b>																
8075 · Sewer	18,077.00	14,285.31	35,665.00										68,027.31	5,650,754.00	-5,582,726.69	1.2%
<b>Total 8000 · Capital Improvement Program</b>	18,077.00	14,285.31	35,665.00										68,027.31	5,650,754.00	-5,582,726.69	1.2%
<b>9000 · Capital Account Expenses</b>																
9125 · PNC Equipment Lease Interest	245.28	473.83	456.83										1,175.94	4,761.00	-3,585.06	24.7%
9200 · I-Bank Loan	1,515.57												1,515.57	17,656.00	-16,140.43	8.58%
<b>Total 9000 · Capital Account Expenses</b>	1,760.85	473.83	456.83										2,691.51	22,417.00	-19,725.49	12.01%
<b>Total Other Expense</b>	19,837.85	14,759.14	36,121.83										70,718.82	5,673,171.00	-5,602,452.18	1.25%
<b>Net Other Income</b>	78,402.88	25,185.02	-6,257.11										97,330.79	-5,098,171.00	5,195,501.79	-1.91%
<b>Net Income</b>	<b>-169,621.73</b>	<b>-166,905.46</b>	<b>-240,689.18</b>										<b>-577,216.37</b>	<b>-4,328,145.00</b>	<b>3,750,928.63</b>	<b>13.34%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2024 through June 2025

												TOTAL				
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
<b>4400 · Fees</b>																
4410 · Administrative Fee (New Constr)	645.00		1,366.00										2,011.00	2,000.00	11.00	100.55%
4420 · Administrative Fee (Remodel)														600.00	-600.00	
4430 · Inspection Fee (New Constr)	611.00		1,295.00										1,906.00	2,000.00	-94.00	95.3%
<b>Total 4400 · Fees</b>	1,256.00		2,661.00										3,917.00	4,600.00	-683.00	85.15%
<b>4510 · Grants</b>	160.00												160.00			
4610 · Property Tax Receipts		104,411.76	52.55										104,464.31	400,000.00	-295,535.69	26.12%
4740 · Testing, Backflow		2,982.00	10,792.00										13,774.00	18,500.00	-4,726.00	74.45%
4810 · Water Sales, Domestic	223,093.15	153,929.24	203,096.48										580,118.87	2,016,000.00	-1,435,881.13	28.78%
4850 · Water Sales Refunds, Customer		-1,743.81	-545.21										-2,289.02	-16,000.00	13,710.98	14.31%
4990 · Other Revenue		0.40	32.42										32.82			
<b>Total Income</b>	224,509.15	259,579.59	216,089.24										700,177.98	2,423,100.00	-1,722,922.02	28.9%
<b>Gross Profit</b>	224,509.15	259,579.59	216,089.24										700,177.98	2,423,100.00	-1,722,922.02	28.9%
<b>Expense</b>																
<b>5000 · Administrative</b>																
5190 · Bank Fees	1,285.99	332.56	392.84										2,011.39	6,000.00	-3,988.61	33.52%
<b>5200 · Board of Directors</b>																
5210 · Board Meetings		200.00	334.24										534.24	6,000.00	-5,465.76	8.9%
5220 · Director Fees		300.00	900.00										1,200.00	10,000.00	-8,800.00	12.0%
5230 · Election Expenses														10,000.00	-10,000.00	
<b>Total 5200 · Board of Directors</b>		500.00	1,234.24										1,734.24	26,000.00	-24,265.76	6.67%
5240 · CDPH Fees														20,000.00	-20,000.00	
5250 · Conference Attendance			580.00										580.00	15,000.00	-14,420.00	3.87%
5270 · Information Systems		1,043.75	668.75										1,712.50	6,500.00	-4,787.50	26.35%
<b>5300 · Insurance</b>																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance	15,031.63												15,031.63	14,000.00	1,031.63	107.37%
<b>Total 5300 · Insurance</b>	15,031.63												15,031.63	14,500.00	531.63	103.67%
5350 · LAFCO Assessment														3,700.00	-3,700.00	
<b>5400 · Legal</b>																
5430 · General Legal	5,030.00	4,206.00	-10,191.69										-955.69	75,000.00	-75,955.69	-1.27%
<b>Total 5400 · Legal</b>	5,030.00	4,206.00	-10,191.69										-955.69	75,000.00	-75,955.69	-1.27%
5510 · Maintenance, Office	-423.44	214.04											-209.40	10,000.00	-10,209.40	-2.09%
5530 · Memberships	501.00												501.00	25,000.00	-24,499.00	2.0%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2024 through June 2025

													TOTAL			
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
5540 · Office Supplies	141.43	435.31	104.31										681.05	8,000.00	-7,318.95	8.51%
5550 · Postage	2,044.75	2,258.36	1,655.12										5,958.23	19,000.00	-13,041.77	31.36%
5560 · Printing & Publishing	340.58	146.28	81.23										568.09	10,000.00	-9,431.91	5.68%
5600 · Professional Services																
5610 · Accounting	3,845.00	4,935.00	4,917.50										13,697.50	40,000.00	-26,302.50	34.24%
5620 · Audit		2,500.00	5,000.00										7,500.00	14,938.00	-7,438.00	50.21%
5630 · Consulting	1,429.82	1,299.37	4,536.63										7,265.82	50,000.00	-42,734.18	14.53%
5640 · Data Services														12,000.00	-12,000.00	
5650 · Labor & HR Support	213.50	213.50	213.50										640.50	3,000.00	-2,359.50	21.35%
5660 · Payroll Services	95.39	99.28	99.28										293.95	1,200.00	-906.05	24.5%
<b>Total 5600 · Professional Services</b>	<b>5,583.71</b>	<b>9,047.15</b>	<b>14,766.91</b>										<b>29,397.77</b>	<b>121,138.00</b>	<b>-91,740.23</b>	<b>24.27%</b>
5710 · San Mateo Co. Tax Roll Charges														2,500.00	-2,500.00	
5720 · Telephone & Internet	3,117.63	3,804.38	3,216.83										10,138.84	40,000.00	-29,861.16	25.35%
5730 · Mileage Reimbursement														2,000.00	-2,000.00	
5740 · Reference Materials														500.00	-500.00	
5790 · Other Adminstrative	21.40	-101.00											-79.60			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	4,837.19	5,579.78	4,427.21										14,844.18	55,390.00	-40,545.82	26.8%
5820 · Employee Benefits	13,917.67	13,861.77	14,323.59										42,103.03	181,241.00	-139,137.97	23.23%
5830 · Disability Insurance	340.32	340.32	340.32										1,020.96	5,815.00	-4,794.04	17.56%
5840 · Payroll Taxes	5,542.88	5,994.69	4,832.99										16,370.56	68,858.00	-52,487.44	23.77%
5850 · PARS	4,263.09	3,824.46	3,268.84										11,356.39	51,066.00	-39,709.61	22.24%
5900 · Wages																
5910 · Management	10,034.88	26,047.38	10,234.88										46,317.14	143,082.00	-96,764.86	32.37%
5920 · Staff	53,447.36	55,552.05	52,990.64										161,990.05	568,704.00	-406,713.95	28.48%
5930 · Staff Certification	925.00	950.00	975.00										2,850.00	11,400.00	-8,550.00	25.0%
5940 · Staff Overtime	6,400.57	3,922.39	5,759.89										16,082.85	61,175.00	-45,092.15	26.29%
5950 · Staff Standby	1,647.82	1,618.58	1,510.62										4,777.02	29,962.00	-25,184.98	15.94%
<b>Total 5900 · Wages</b>	<b>72,455.63</b>	<b>88,090.40</b>	<b>71,471.03</b>										<b>232,017.06</b>	<b>814,323.00</b>	<b>-582,305.94</b>	<b>28.49%</b>
5960 · Worker's Comp Insurance			4,173.56										4,173.56	29,218.00	-25,044.44	14.28%
<b>Total 5800 · Labor</b>	<b>101,356.78</b>	<b>117,691.42</b>	<b>102,837.54</b>										<b>321,885.74</b>	<b>1,205,911.00</b>	<b>-884,025.26</b>	<b>26.69%</b>
<b>Total 5000 · Administrative</b>	<b>134,031.46</b>	<b>139,578.25</b>	<b>115,346.08</b>										<b>388,955.79</b>	<b>1,610,749.00</b>	<b>-1,221,793.21</b>	<b>24.15%</b>
6000 · Operations																
6160 · Backflow Prevention														1,100.00	-1,100.00	
6170 · Claims, Property Damage														10,000.00	-10,000.00	
6180 · Communications																

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water July 2024 through June 2025

													TOTAL			
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6185 · SCADA Maintenance	48.80												48.80	15,000.00	-14,951.20	0.33%
6180 · Communications - Other																
<b>Total 6180 · Communications</b>	48.80												48.80	15,000.00	-14,951.20	0.33%
6195 · Education & Training	59.00		1,500.00										1,559.00	8,000.00	-6,441.00	19.49%
6200 · Engineering																
6220 · General Engineering			-300.00										-300.00	10,000.00	-10,300.00	-3.0%
6230 · Water Quality Engineering	8,340.00	6,515.00	7,277.50										22,132.50	200,000.00	-177,867.50	11.07%
<b>Total 6200 · Engineering</b>	8,340.00	6,515.00	6,977.50										21,832.50	210,000.00	-188,167.50	10.4%
6320 · Equipment & Tools, Expensed		1,114.92	340.42										1,455.34	10,000.00	-8,544.66	14.55%
6330 · Facilities																
6335 · Alarm Services	127.02		140.16										267.18	2,000.00	-1,732.82	13.36%
6337 · Landscaping	860.00	1,500.00	1,925.00										4,285.00	18,000.00	-13,715.00	23.81%
<b>Total 6330 · Facilities</b>	987.02	1,500.00	2,065.16										4,552.18	20,000.00	-15,447.82	22.76%
6370 · Lab Supplies & Equipment		269.40											269.40	20,000.00	-19,730.60	1.35%
6380 · Meter Reading														500.00	-500.00	
6400 · Pumping																
6410 · Pumping Fuel & Electricity	4,132.24	6,452.21	6,647.98										17,232.43	105,000.00	-87,767.57	16.41%
6420 · Pumping Maintenance, Generators	59.28	4,340.06											4,399.34	25,000.00	-20,600.66	17.6%
6430 · Pumping Maintenance, General														2,000.00	-2,000.00	
6440 · Pumping Equipment, Expensed			141.05										141.05	500.00	-358.95	28.21%
<b>Total 6400 · Pumping</b>	4,191.52	10,792.27	6,789.03										21,772.82	132,500.00	-110,727.18	16.43%
6500 · Supply																
6510 · Maintenance, Raw Water Mains			404.54										404.54	1,000.00	-595.46	40.45%
6520 · Maintenance, Wells	696.59												696.59	20,000.00	-19,303.41	3.48%
6530 · Water Purchases														50,000.00	-50,000.00	
<b>Total 6500 · Supply</b>	696.59		404.54										1,101.13	71,000.00	-69,898.87	1.55%
6600 · Collection/Transmission																
6610 · Hydrants														5,000.00	-5,000.00	
6620 · Maintenance, Water Mains		4,234.93	17,010.94										21,245.87	75,000.00	-53,754.13	28.33%
6630 · Maintenance, Water Svc Lines														10,000.00	-10,000.00	
6640 · Maintenance, Tanks			562.90										562.90	5,000.00	-4,437.10	11.26%
6650 · Maint., Distribution General			12,963.63										12,963.63	15,000.00	-2,036.37	86.42%
6670 · Meters - Water			230.88										230.88	75,000.00	-74,769.12	0.31%
<b>Total 6600 · Collection/Transmission</b>		4,234.93	30,768.35										35,003.28	185,000.00	-149,996.72	18.92%
6700 · Treatment																
6710 · Chemicals & Filtering	1,323.27		2,768.75										4,092.02	60,000.00	-55,907.98	6.82%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2024 through June 2025

	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	TOTAL			
													Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6720 · Maintenance, Treatment Equip.	5,664.42	6,094.72	3,837.11										15,596.25	15,000.00	596.25	103.98%
6730 · Treatment Analysis	111.56	2,807.00	2,161.00										5,079.56	35,000.00	-29,920.44	14.51%
<b>Total 6700 · Treatment</b>	<b>7,099.25</b>	<b>8,901.72</b>	<b>8,766.86</b>										<b>24,767.83</b>	<b>110,000.00</b>	<b>-85,232.17</b>	<b>22.52%</b>
6770 · Uniforms		220.00	575.74										795.74	3,500.00	-2,704.26	22.74%
6800 · Vehicles																
6810 · Fuel	1,444.23	342.19	874.59										2,661.01	12,000.00	-9,338.99	22.18%
6820 · Truck Equipment, Expensed		44.25											44.25	2,000.00	-1,955.75	2.21%
6830 · Truck Repairs	1,027.15	-256.79											770.36	5,000.00	-4,229.64	15.41%
<b>Total 6800 · Vehicles</b>	<b>2,471.38</b>	<b>129.65</b>	<b>874.59</b>										<b>3,475.62</b>	<b>19,000.00</b>	<b>-15,524.38</b>	<b>18.29%</b>
<b>Total 6000 · Operations</b>	<b>23,893.56</b>	<b>33,677.89</b>	<b>59,062.19</b>										<b>116,633.64</b>	<b>815,600.00</b>	<b>-698,966.36</b>	<b>14.3%</b>
<b>Total Expense</b>	<b>157,925.02</b>	<b>173,256.14</b>	<b>174,408.27</b>										<b>505,589.43</b>	<b>2,426,349.00</b>	<b>-1,920,759.57</b>	<b>20.84%</b>
<b>Net Ordinary Income</b>	<b>66,584.13</b>	<b>86,323.45</b>	<b>41,680.97</b>										<b>194,588.55</b>	<b>-3,249.00</b>	<b>197,837.55</b>	<b>-5,989.18%</b>
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 · Capital Account Revenues</b>																
<b>7100 · Connection Fees</b>																
7110 · Connection Fees (New Constr)			6,716.00										6,716.00	220,000.00	-213,284.00	3.05%
7120 · Connection Fees (Remodel)		10,682.50											10,682.50	55,000.00	-44,317.50	19.42%
7130 · Conn. Fees, PFP (New Constr)		16,553.00	21,872.00										38,425.00	190,000.00	-151,575.00	20.22%
7152 · Connection Fee Refunds	-20,815.00												-20,815.00			
7155 · Add'l Fixture Units (Remodel)																
7157 · Fixture Fee Refunds	-18,922.00												-18,922.00	-50,000.00	31,078.00	37.84%
7165 · Meter Pass Thru Costs	1,523.06	590.50	556.23										2,669.79			
<b>Total 7100 · Connection Fees</b>	<b>-38,213.94</b>	<b>27,826.00</b>	<b>29,144.23</b>										<b>18,756.29</b>	<b>415,000.00</b>	<b>-396,243.71</b>	<b>4.52%</b>
7250 · CAMP Interest Income	24,757.50	25,124.91	23,967.37										73,849.78	200,000.00	-126,150.22	36.93%
7600 · Bond Revenues, G.O.		7.60	-69.76										-62.16	1,195,381.00	-1,195,443.16	-0.01%
7650 · Water System Reliability														1,178,148.00	-1,178,148.00	
<b>Total 7000 · Capital Account Revenues</b>	<b>-13,456.44</b>	<b>52,958.51</b>	<b>53,041.84</b>										<b>92,543.91</b>	<b>2,988,529.00</b>	<b>-2,895,985.09</b>	<b>3.1%</b>
<b>Total Other Income</b>	<b>-13,456.44</b>	<b>52,958.51</b>	<b>53,041.84</b>										<b>92,543.91</b>	<b>2,988,529.00</b>	<b>-2,895,985.09</b>	<b>3.1%</b>
<b>Other Expense</b>																
<b>8000 · Capital Improvement Program</b>																
8100 · Water	9,257.50	32,546.19	33,844.77										75,648.46	3,615,000.00	-3,539,351.54	2.09%
<b>Total 8000 · Capital Improvement Program</b>	<b>9,257.50</b>	<b>32,546.19</b>	<b>33,844.77</b>										<b>75,648.46</b>	<b>3,615,000.00</b>	<b>-3,539,351.54</b>	<b>2.09%</b>
<b>9000 · Capital Account Expenses</b>																
9100 · Interest Expense - GO Bonds		4,087.29											4,087.29	46,384.00	-42,296.71	8.81%
9125 · PNC Equipment Lease Interest	245.28	473.83	456.84										1,175.95	4,761.00	-3,585.05	24.7%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2024 through June 2025

	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	TOTAL		
	Jul '24 - Jun 25	Budget	\$ Over Budget			% of Budget									
9150 · SRF Loan		52,216.00	-52,216.00												
9210 · Conservation Program/Rebates		3,000.00	-3,000.00												
<b>Total 9000 · Capital Account Expenses</b>	245.28	4,561.12	456.84			5,263.24	106,361.00	-101,097.76			4.95%				
<b>Total Other Expense</b>	9,502.78	37,107.31	34,301.61			80,911.70	3,721,361.00	-3,640,449.30			2.17%				
<b>Net Other Income</b>	-22,959.22	15,851.20	18,740.23			11,632.21	-732,832.00	744,464.21			-1.59%				
<b>Net Income</b>	<b>43,624.91</b>	<b>102,174.65</b>	<b>60,421.20</b>			<b>206,220.76</b>	<b>-736,081.00</b>	<b>942,301.76</b>			<b>-28.02%</b>				

Date	Num	Name	Paid Amount	
<b>WARRANTS IN THE 11/07/2024 Board of Directors Consent Agenda</b>				
<b>SPLIT</b>				
09/30/2024	15031	Aztec Gardens	-860.00	PAID
10/02/2024	15035	CalPERS 457 Plan	-9,145.77	PAID
10/02/2024	15036	Huntington National Bank	-14,775.00	PAID
10/02/2024	15037	IEDA	-427.00	PAID
10/02/2024	15038	RVE Accounting & Advisory Services	-9,835.00	PAID
10/02/2024	15040	Tech Solutions August	-3,882.00	PAID
10/02/2024	15041	Tech Solutions Sept	-2,340.00	PAID
10/02/2024	15042	U.S. Bank PARS	-9,087.33	PAID
10/14/2024	15043	ACWA/JPIA	-18,216.66	PAID
10/15/2024	15059	ACWA/JPIA Workers Comp	-4,884.19	PAID
10/14/2024	15044	Bay Alarm Company	-254.04	PAID
10/14/2024	15046	Cintas	-59.84	PAID
10/14/2024	15047	Coastside Tree Service	-2,650.00	PAID
10/14/2024	15048	Comcast	-357.87	PAID
10/14/2024	15049	CROPPER	-10,000.00	PAID
10/14/2024	15050	Cruzio Internet	-105.56	PAID
08/29/2024	14949 VOIDED/LOST	Laura Burtness & Dudley Hughes	-1,162.25	VOIDED
10/14/2024	15058	Laura Burtness & Dudley Hughes	-1,162.25	PAID
10/14/2024	15057	PCT	-400.00	PAID
10/15/2024	15060	White Glove Housekeeping	-260.00	PAID
10/18/2024	15066	Lingo	-3,937.78	PAID
10/18/2024	15073	ODP Business Solutions	-103.39	PAID
10/23/2024	15080	Pacific Gas & Electric	-6,140.21	PAID
10/30/2024	15081	A-B Communications	-175.45	
10/31/2024	15104	Aztec Gardens	-1,065.00	
10/30/2024	15085	California Special Districts Association	-9,338.00	
10/31/2024	15103	Comcast	-358.04	
10/30/2024	15087	Fitzgerald Law Offices	-25,865.82	
10/30/2024	15090	Kastama Strategic Consulting	-8,726.57	
10/30/2024	15091	KBA Document Solutions	-23.91	
10/18/2024	15065	KBA Document Solutions	-64.73	
10/30/2024	15093	Medical Air Services Association	-152.00	
10/30/2024	15094	MUTUAL OF OMAHA	-626.66	
10/30/2024	15097	Sandie Arnett S. M. County Tax Collector	-238.00	
10/30/2024	15098	Standard Insurance Co.	-499.89	
10/30/2024	15099	Tech Solutions	-8,809.97	



**WATER**

10/02/2024	15039	SRT Consultants	-23,690.50	PAID
10/14/2024	15045	Calcon Systems, Inc.	-3,790.00	PAID
10/14/2024	15051	Hassett	-1,123.54	PAID
10/14/2024	15052	McMaster-Carr Supply Co.	-142.85	PAID
10/14/2024	15056	Pacific Gas & Electric	-302.78	PAID
10/23/2024	15079	AT&T Mobility	-567.89	PAID
10/30/2024	15082	Andreini Brothers, Inc.	-11,826.90	
10/18/2024	15062	Badger Meter, Inc.	-115.80	
10/30/2024	15083	BSK Lab	-34.50	
10/18/2024	15063	BSK Lab	-1,011.60	
10/30/2024	15084	Calcon Systems, Inc.	-1,799.83	
10/30/2024	15086	County of San Mateo Dept Public Works	-6,156.75	
10/18/2024	15061	Derek Dye Reimbursement	-62.35	
10/18/2024	15064	Esbro Chemical	-1,246.93	
10/30/2024	15092	McMaster-Carr Supply Co.	-86.84	
10/18/2024	15070	McMaster-Carr Supply Co.	-141.82	
10/18/2024	15071	MWSD Sewer to GO BOND	-126.27	
10/30/2024	15095	Pacific Gas & Electric	-1,671.25	
10/18/2024	15077	Underground Republic Water Works	-4,195.95	
10/18/2024	15078	USA Blue Book	-1,059.28	
10/30/2024	15100	Wells Fargo Remittance Center	-10,438.56	

**SEWER**

09/30/2024	15032	Nute Engineering	-24,789.00	PAID
09/30/2024	15033	Sewer Authority Mid-Coastside Sept	-155,698.55	PAID
09/30/2024	15034	Sewer Authority Mid-Coastside Sept	-19,764.58	PAID
10/14/2024	15054	PAC MACHINE CO., INC.	-30,137.65	PAID
10/14/2024	15055	PAC MACHINE CO., INC.	-48,659.07	PAID
08/29/2024	14948 VOIDED	David Morris & Lori Rhodes	-11,961.30	voided
10/31/2024	15101	David Morris & Lori Rhodes	-30,884.82	
10/30/2024	15088	Hardiman Construction	-412,787.35	
10/30/2024	15089	Hue & Cry Security Systems, Inc.	-430.08	
10/18/2024	15067	Maggiora Bros. Drilling, Inc.	-100,877.50	
10/18/2024	15068	Maggiora Bros. Drilling, Inc.	-30,655.00	
10/18/2024	15069	Maggiora Bros. Drilling, Inc.	-12,710.00	
10/18/2024	15072	Nute Engineering	-19,022.00	
10/30/2024	15096	Recology of the Coastside Tax Roll	-19,078.38	
10/18/2024	15074	Sewer Authority Mid-Coastside	-19,764.58	
10/18/2024	15075	Sewer Authority Mid-Coastside Oct	-155,698.55	
10/18/2024	15076	Sewer Authority Mid-Coastside Oct	-25,137.53	



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: November 7, 2024

TO: BOARD OF DIRECTORS

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

## **SUBJECT: SAM Flow Report for August and September 2024**

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

- Flow Report for August and September 2024
- Collection System Monthly Overflow Report - August and September 2024

The Average Daily Flow for Montara was 0.227 MGD in August 2024 and 0.223 MGD in September 2024. There were 0 reportable overflows in August and September 2024 in the Montara System. SAM indicates there was 0.110 inches of rain in August 2024 and 0.050 inches of rain in September 2024 in Montara.

### RECOMMENDATION:

Review and File

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, August 2024

## August 2024

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

## 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSO	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	1	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

## Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
August 2024	0	0	0	0	0
12 Month Moving Total	1	1	0	0	0

## SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
August 2024	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.0	2.7	0.0	0.0	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	1.0	2.7	0.0	0.0	0.0
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

## 12 Month Rolling Total Sewer Cleaning Summary

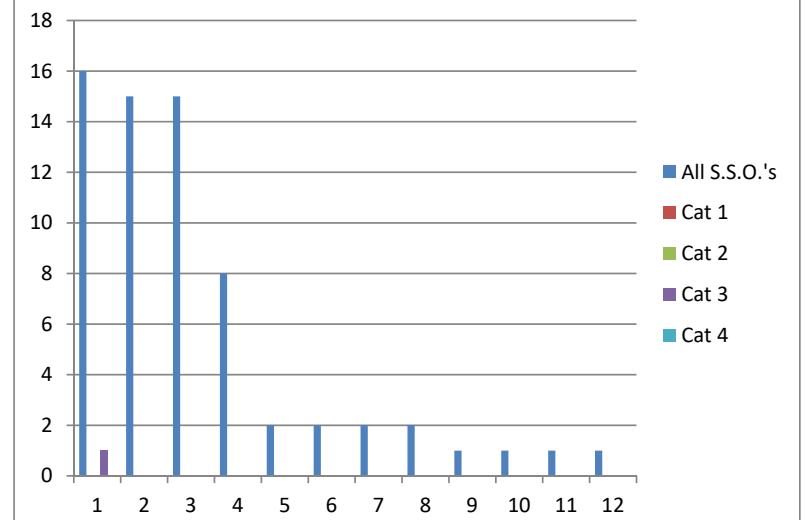
Month	HMB	GCSO	MWSD	Total Feet	Total Miles
Sep - 23	13,355	14,640	5,960	33,955	6.4
Oct - 23	16,290	9,765	10,161	36,216	6.9
Nov - 23	10,835	9,620	10,746	31,201	5.9
Dec - 23	5,717	10,633	8,268	24,618	4.7
Jan - 24	4,029	14,785	12,144	30,958	5.9
Feb - 24	11,024	12,840	7,193	31,057	5.9
Mar - 24	10,744	6,990	6,117	23,851	4.5
Apr - 24	10,392	12,822	8,043	31,257	5.9
May - 24	10,558	10,835	4,694	26,087	4.9
June - 24	7,077	7,842	8,486	23,405	4.4
July - 24	10,921	11,376	5,137	27,434	5.2
Aug - 24	12,461	11,072	12,019	35,552	6.7

Annual ft	123,403	133,220	98,968	355,591	
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Annual Mi.	23.4	25.2	18.7		67.3
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Attachment C

## 12 Month Moving SSO Totals Through August 2024



## Attachment A

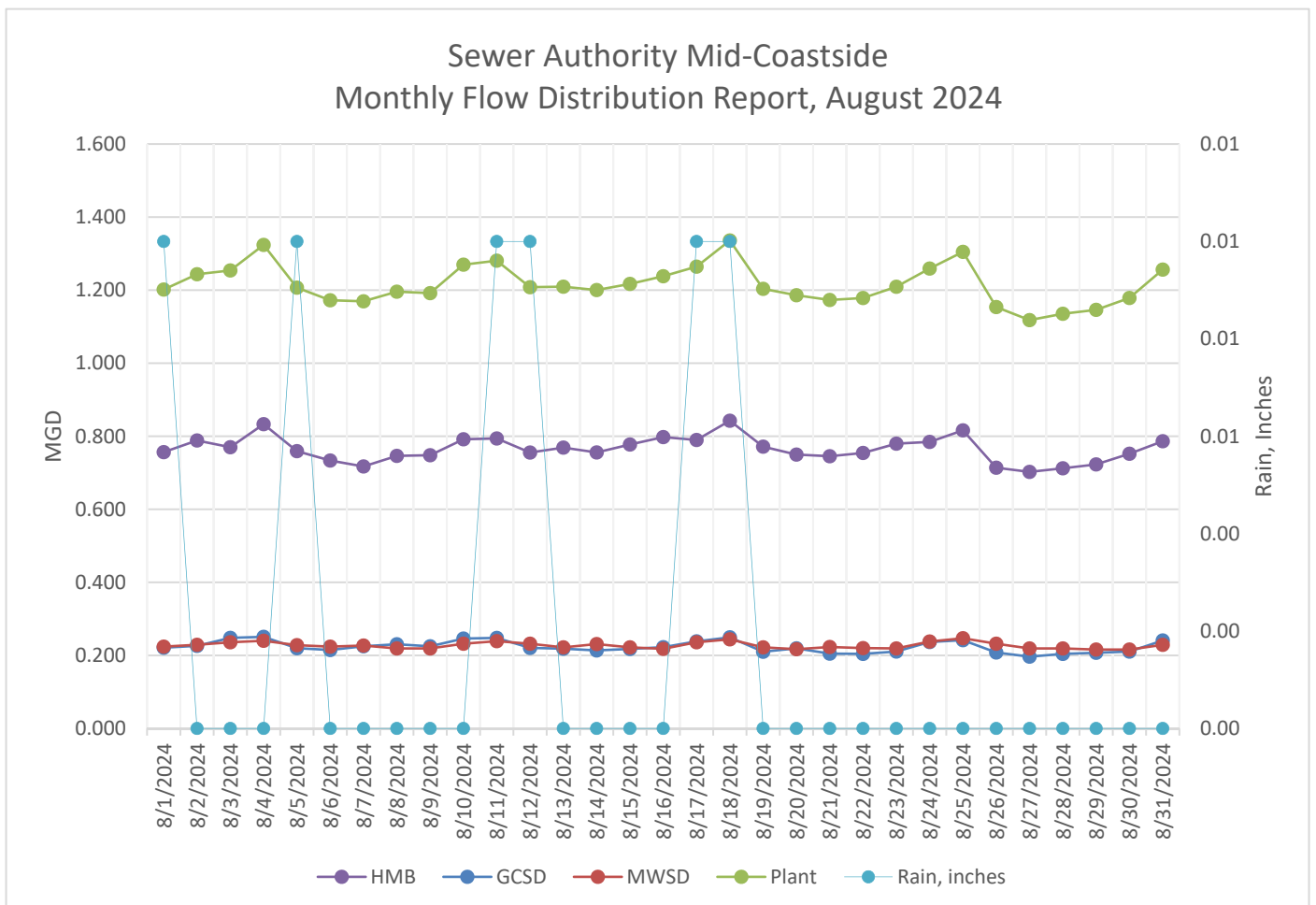
### Flow Distribution Report Summary for August 2024

The daily flow report figures for the month of August 2024  
have been converted to an Average

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.765	62.93%
Granada Community Services District	0.224	18.39%
Montara Water and Sanitary District	<u>0.227</u>	<u>18.68%</u>
<b>Total</b>	<b>1.216</b>	<b>100.0%</b>



# Sewer Authority Mid-Coastside

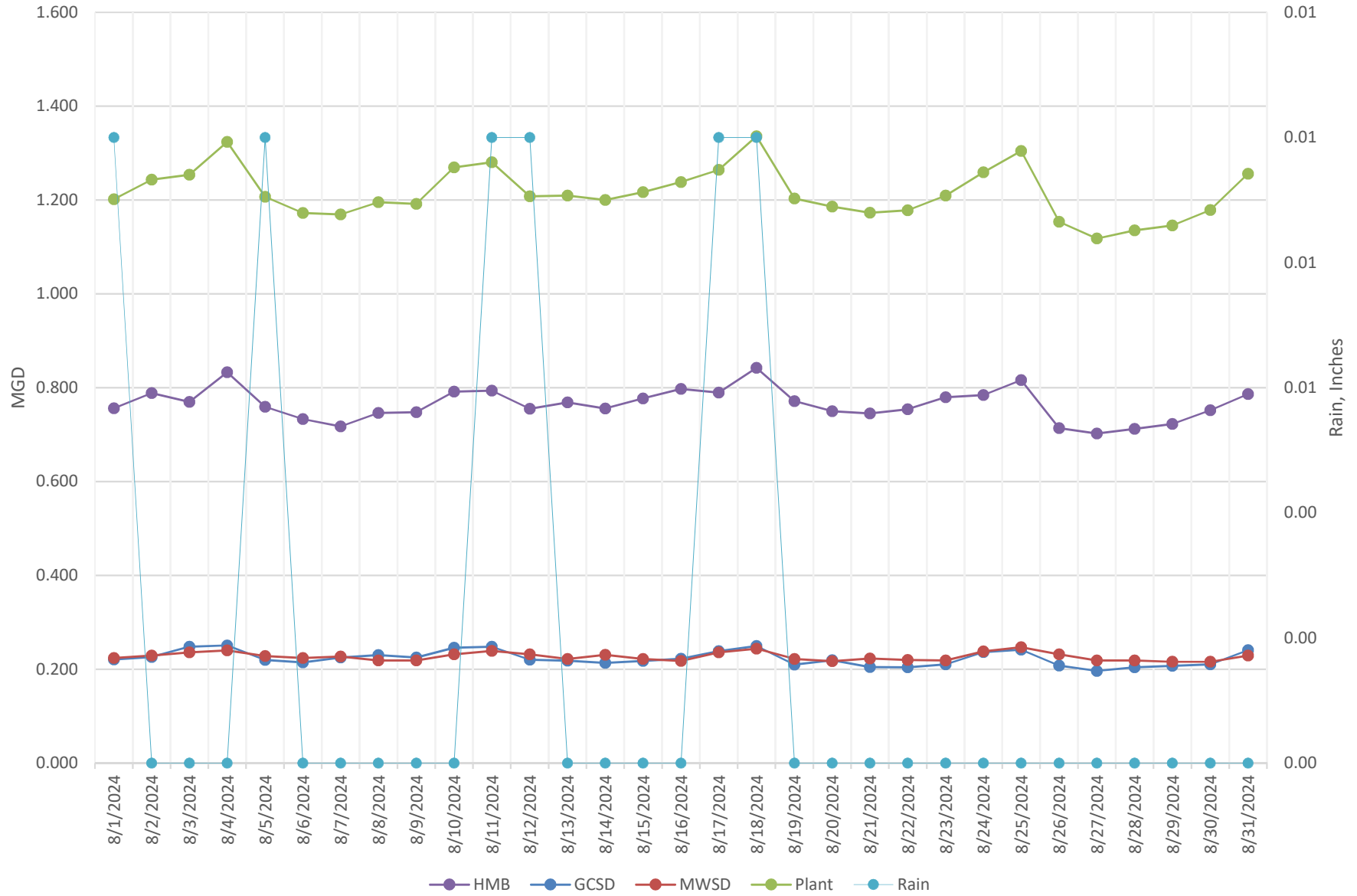
## Monthly Flow Distribution Report for August 2024

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
8/1/2024	0.756	0.221	0.224	1.202	0.01	0.01	0.01
8/2/2024	0.788	0.226	0.229	1.244	0.00	0.00	0.01
8/3/2024	0.770	0.248	0.236	1.254	0.00	0.00	0.00
8/4/2024	0.833	0.251	0.240	1.324	0.00	0.00	0.00
8/5/2024	0.759	0.220	0.228	1.207	0.01	0.01	0.02
8/6/2024	0.734	0.215	0.224	1.172	0.00	0.00	0.00
8/7/2024	0.717	0.225	0.227	1.169	0.00	0.00	0.00
8/8/2024	0.746	0.231	0.219	1.196	0.00	0.00	0.00
8/9/2024	0.748	0.225	0.219	1.192	0.00	0.00	0.00
8/10/2024	0.792	0.246	0.232	1.270	0.00	0.00	0.00
8/11/2024	0.794	0.248	0.239	1.281	0.01	0.01	0.01
8/12/2024	0.755	0.221	0.232	1.208	0.01	0.01	0.01
8/13/2024	0.769	0.218	0.222	1.209	0.00	0.00	0.00
8/14/2024	0.756	0.214	0.231	1.200	0.00	0.00	0.00
8/15/2024	0.777	0.218	0.222	1.217	0.00	0.00	0.00
8/16/2024	0.798	0.222	0.218	1.238	0.00	0.00	0.00
8/17/2024	0.790	0.238	0.236	1.264	0.01	0.01	0.04
8/18/2024	0.842	0.250	0.244	1.336	0.01	0.01	0.01
8/19/2024	0.772	0.210	0.222	1.204	0.00	0.00	0.00
8/20/2024	0.750	0.219	0.217	1.186	0.00	0.00	0.00
8/21/2024	0.745	0.205	0.223	1.173	0.00	0.00	0.00
8/22/2024	0.754	0.204	0.220	1.178	0.00	0.00	0.00
8/23/2024	0.780	0.211	0.219	1.209	0.00	0.00	0.00
8/24/2024	0.784	0.237	0.238	1.259	0.00	0.00	0.00
8/25/2024	0.816	0.242	0.247	1.305	0.00	0.00	0.00
8/26/2024	0.714	0.208	0.232	1.154	0.00	0.00	0.00
8/27/2024	0.702	0.197	0.219	1.118	0.00	0.00	0.00
8/28/2024	0.712	0.204	0.219	1.135	0.00	0.00	0.00
8/29/2024	0.723	0.207	0.216	1.146	0.00	0.00	0.00
8/30/2024	0.752	0.210	0.216	1.179	0.00	0.00	0.00
8/31/2024	0.786	0.241	0.229	1.256	0.00	0.00	0.00
<b>Totals</b>	<b>23.716</b>	<b>6.930</b>	<b>7.039</b>	<b>37.685</b>	<b>0.060</b>	<b>0.060</b>	<b>0.110</b>

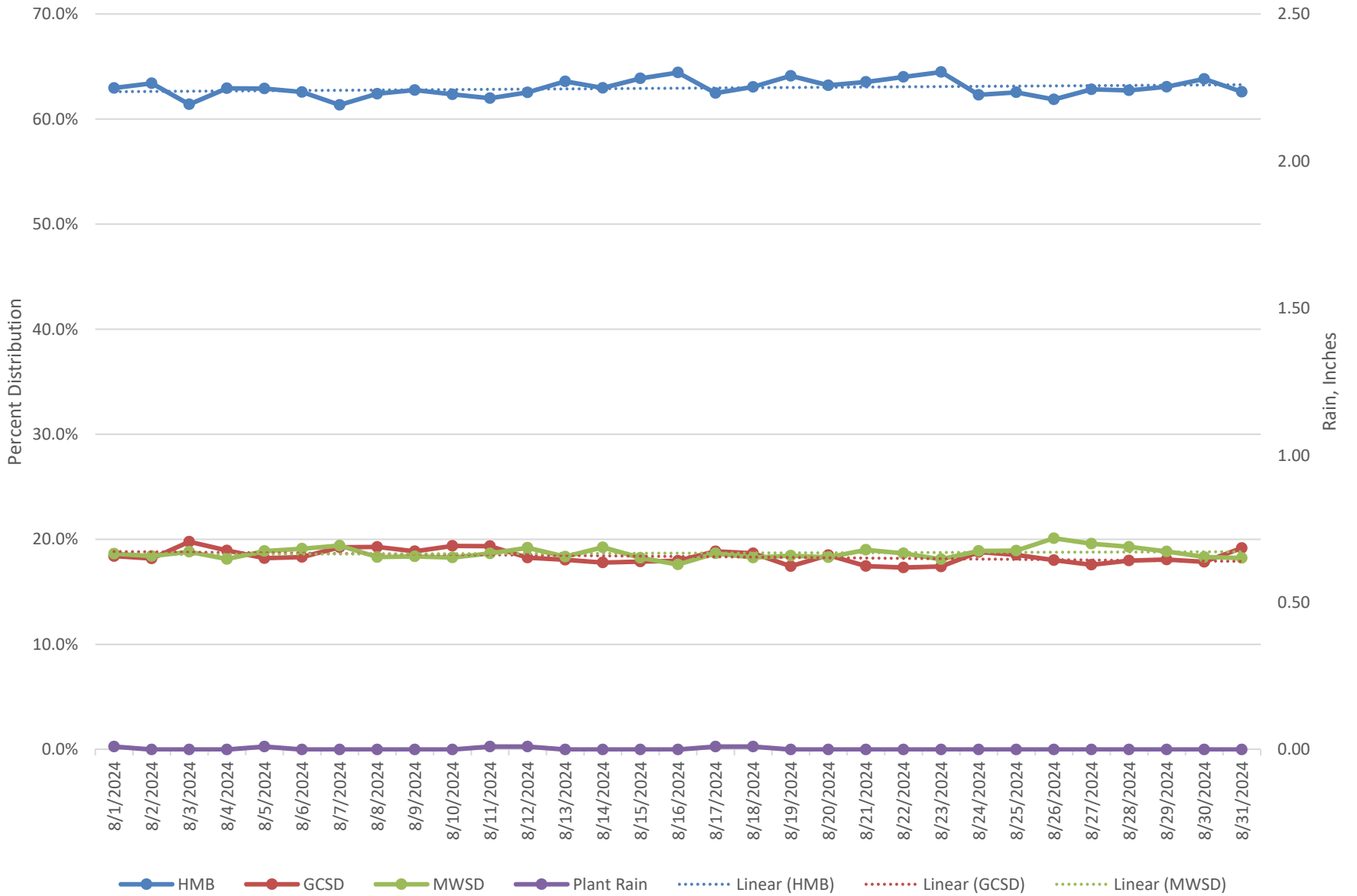
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.702	0.197	0.216	1.118
<b>Average</b>	<b>0.765</b>	<b>0.224</b>	<b>0.227</b>	<b>1.216</b>
Maximum	0.842	0.251	0.247	1.336
<b>Distribution</b>	<b>62.93%</b>	<b>18.39%</b>	<b>18.68%</b>	<b>100.0%</b>

## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, August 2024



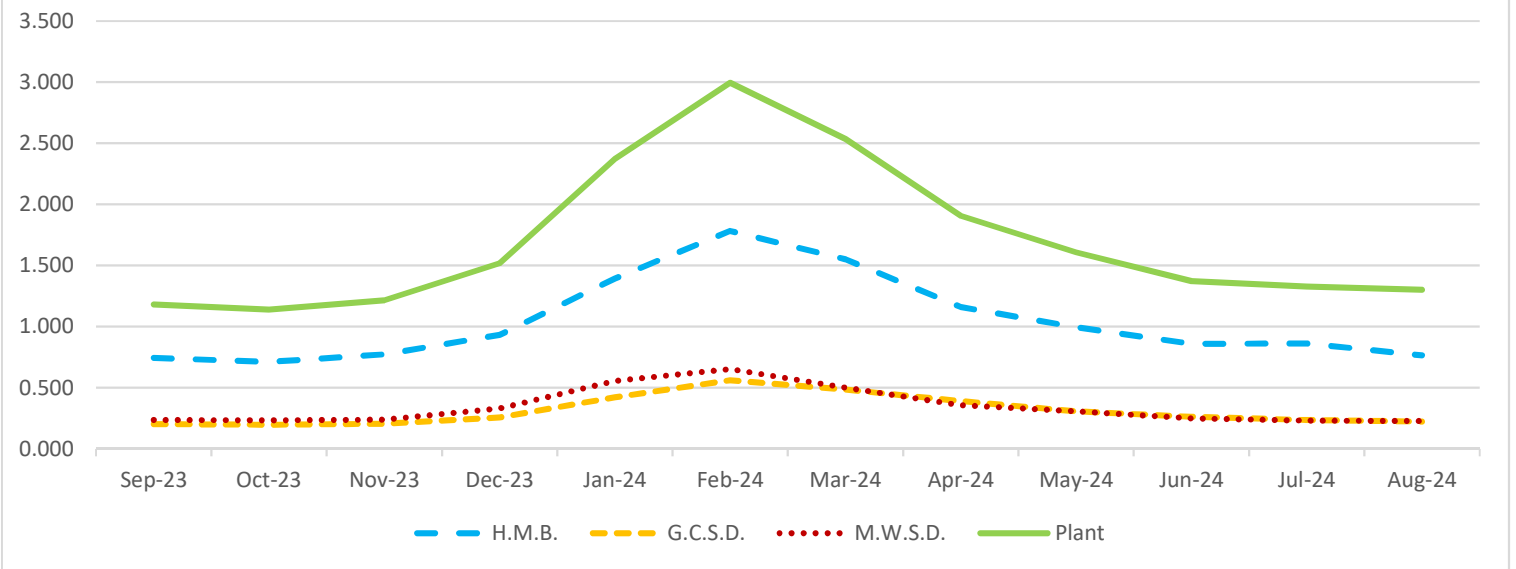
## Percent Distribution August 2024



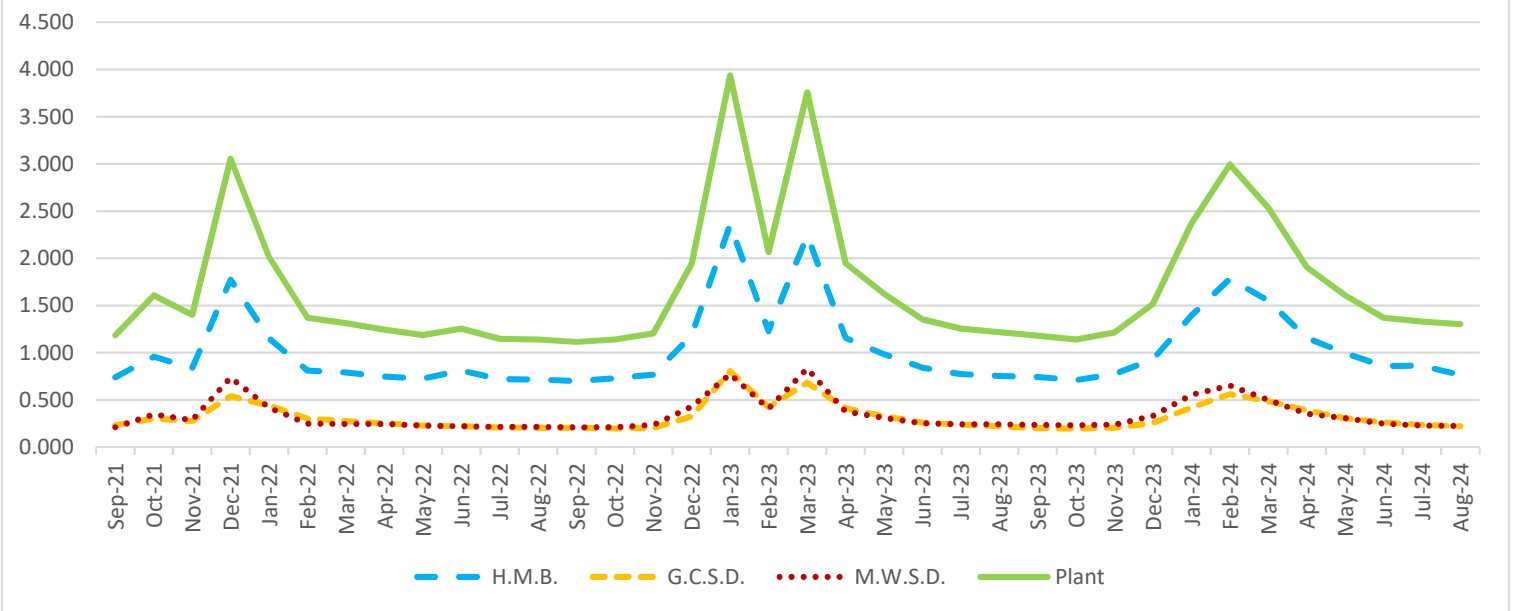


Most recent flow calibration January 2024 PS, January 2024 Plant inf

One Year Flow Chart  
September 2023 - August 2024

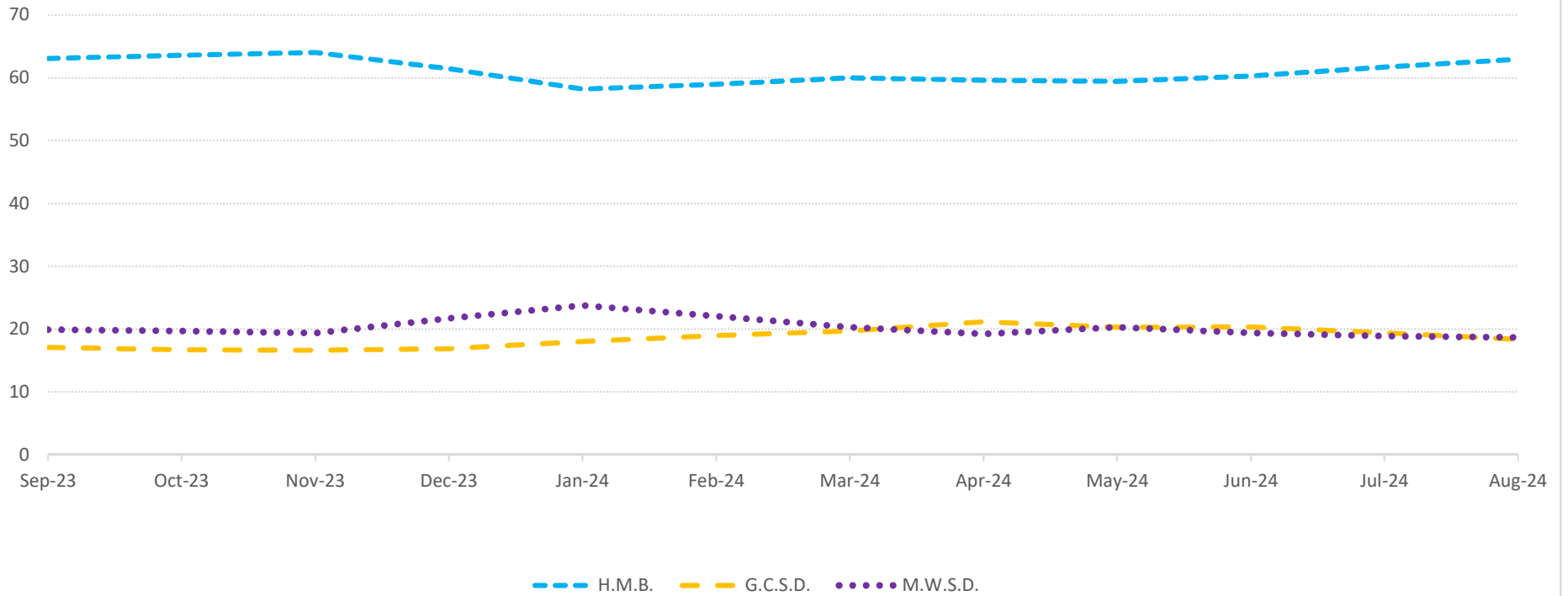


Three year flow chart  
September 2021 - August 2024



# Flow based percent distribution based for past year

1 year Distribution by %  
September 2023 - August 2024



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, September 2024

## September 2024

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

## 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCS D	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

## Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCS D	MWSD	SAM
September 2024	0	0	0	0	0
12 Month Moving Total	0	0	0	0	0

## SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCS D	MWSD	SAM
September 2024	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	0.0	0.0	0.0	0.0	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	0.0	0.0	0.0	0.0	0.0
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

## 12 Month Rolling Total Sewer Cleaning Summary

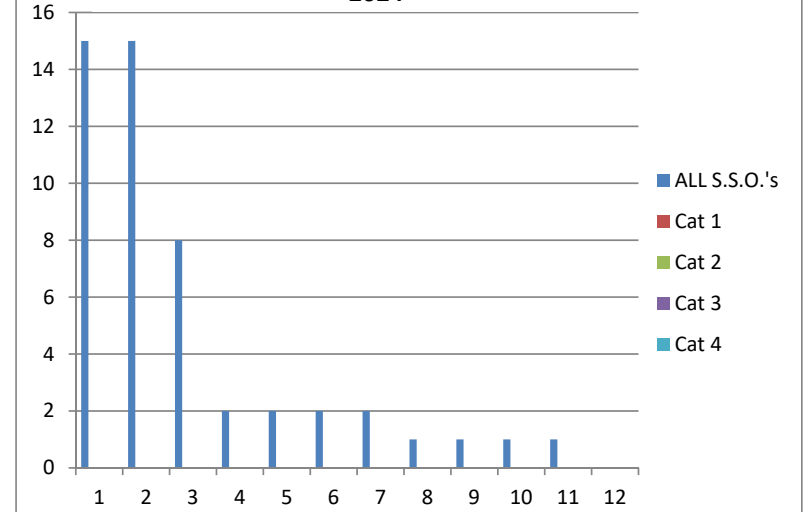
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Oct - 23	16,290	9,765	10,161	36,216	6.9
Nov - 23	10,835	9,620	10,746	31,201	5.9
Dec - 23	5,717	10,633	8,268	24,618	4.7
Jan - 24	4,029	14,785	12,144	30,958	5.9
Feb - 24	11,024	12,840	7,193	31,057	5.9
Mar - 24	10,744	6,990	6,117	23,851	4.5
Apr - 24	10,392	12,822	8,043	31,257	5.9
May - 24	10,558	10,835	4,694	26,087	4.9
June - 24	7,077	7,842	8,486	23,405	4.4
July - 24	10,921	11,376	5,137	27,434	5.2
Aug - 24	12,461	11,072	12,019	35,552	6.7
Sep - 24	11,201	10,596	5,188	26,985	5.1

Annual ft	121,249	129,176	98,196	348,621	
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Annual Mi.	23.0	24.5	18.6		66.0
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Attachment C

**12 Month Moving SSO Totals Through September 2024**



# Attachment A

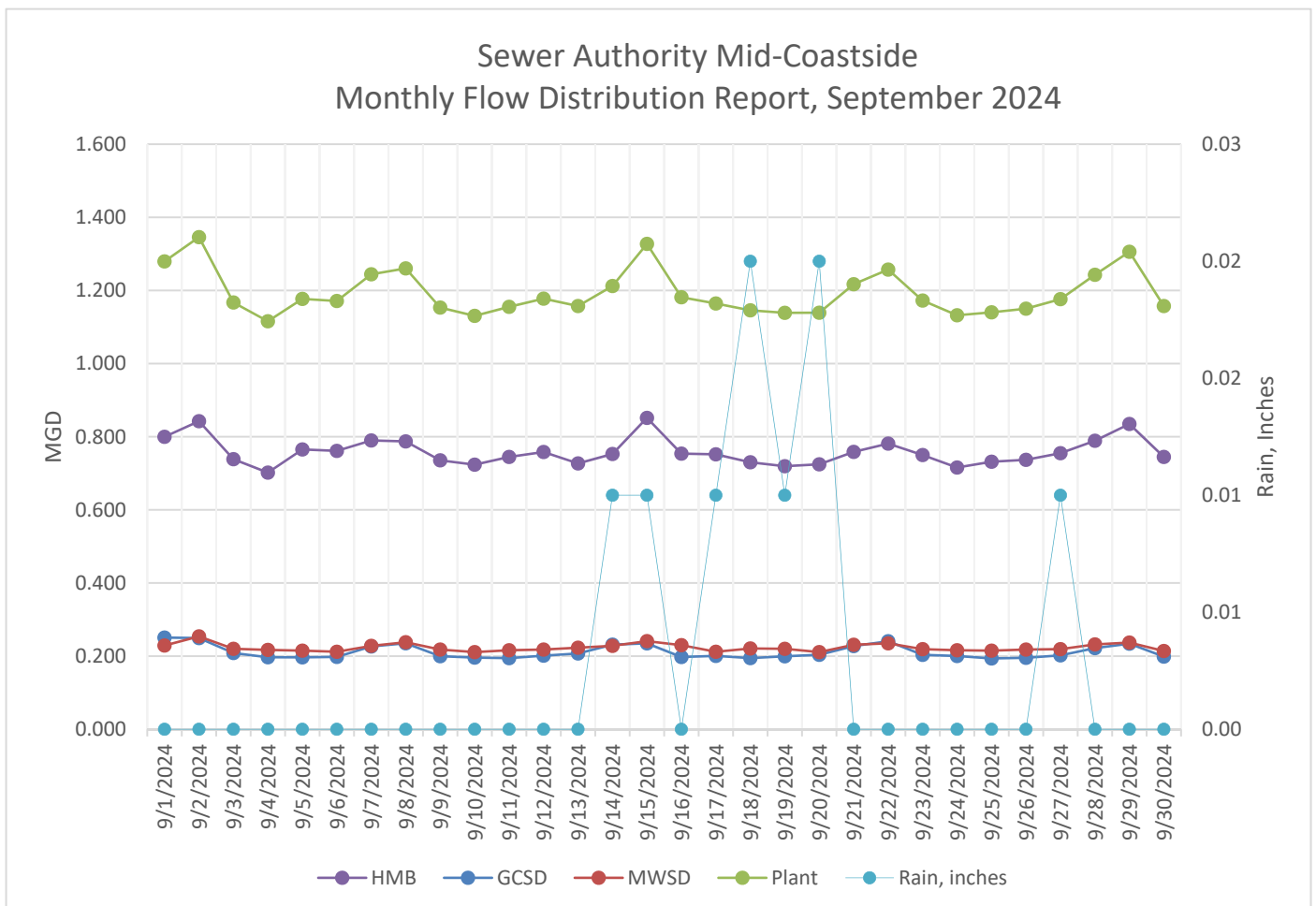
## Flow Distribution Report Summary for September 2024

The daily flow report figures for the month of September 2024 have been converted to an Average

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.759	63.57%
Granada Community Services District	0.211	17.71%
Montara Water and Sanitary District	<u>0.223</u>	<u>18.71%</u>
Total	1.193	100.0%



# Sewer Authority Mid-Coastside

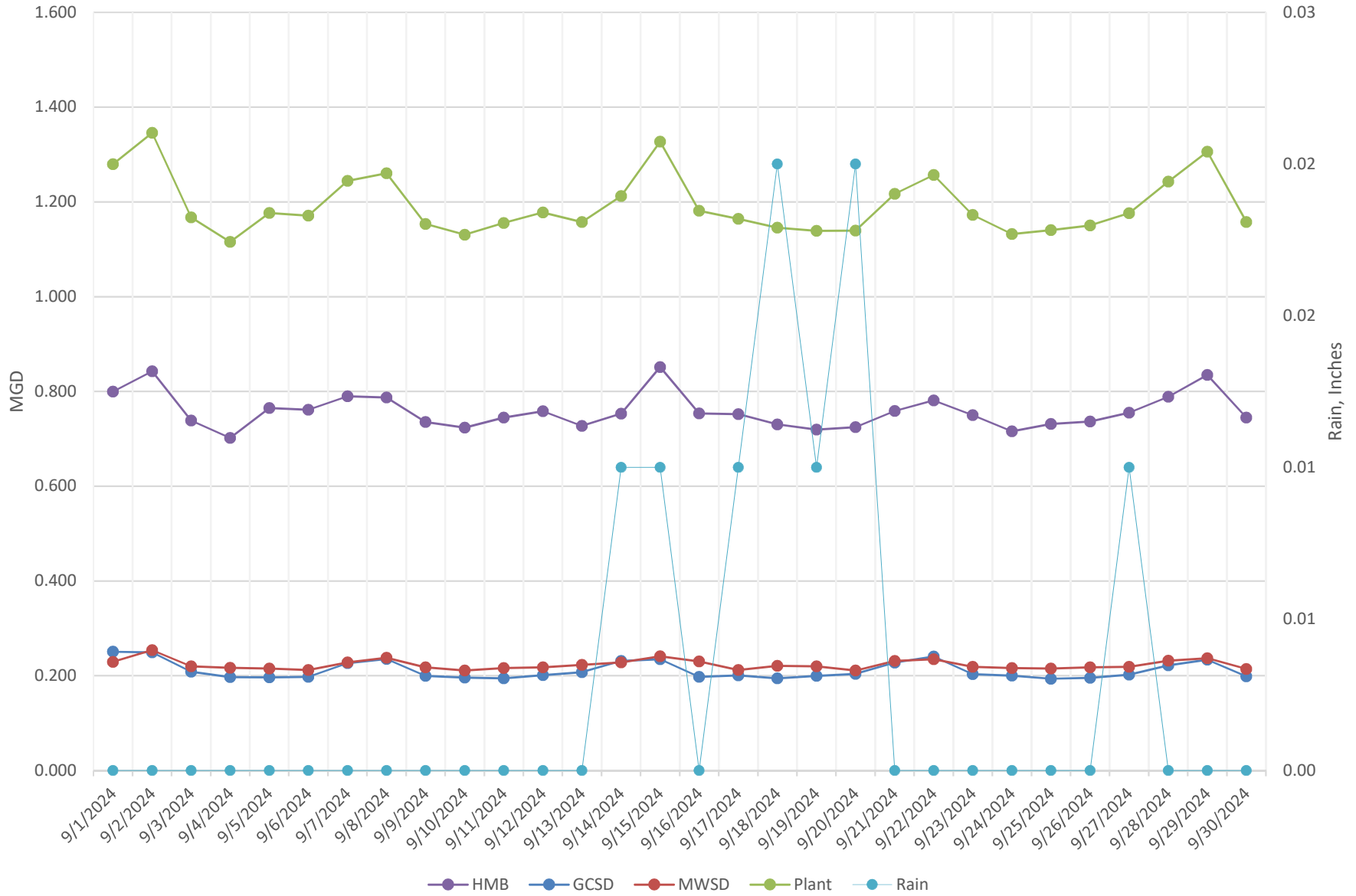
## Monthly Flow Distribution Report for September 2024

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
9/1/2024	0.800	0.251	0.229	1.279	0.00	0.00	0.00
9/2/2024	0.843	0.249	0.254	1.346	0.00	0.00	0.00
9/3/2024	0.739	0.208	0.220	1.167	0.00	0.00	0.00
9/4/2024	0.702	0.197	0.217	1.116	0.00	0.00	0.00
9/5/2024	0.765	0.197	0.215	1.177	0.00	0.00	0.00
9/6/2024	0.761	0.198	0.212	1.171	0.00	0.00	0.00
9/7/2024	0.790	0.226	0.228	1.244	0.00	0.00	0.00
9/8/2024	0.787	0.235	0.238	1.260	0.00	0.00	0.00
9/9/2024	0.735	0.200	0.218	1.153	0.00	0.00	0.00
9/10/2024	0.724	0.196	0.211	1.131	0.00	0.00	0.00
9/11/2024	0.745	0.194	0.216	1.155	0.00	0.00	0.00
9/12/2024	0.758	0.201	0.218	1.178	0.00	0.00	0.00
9/13/2024	0.727	0.207	0.223	1.157	0.00	0.00	0.00
9/14/2024	0.753	0.231	0.228	1.212	0.01	0.01	0.00
9/15/2024	0.852	0.235	0.241	1.327	0.01	0.00	0.00
9/16/2024	0.754	0.198	0.230	1.181	0.00	0.00	0.00
9/17/2024	0.752	0.201	0.212	1.164	0.01	0.01	0.00
9/18/2024	0.730	0.195	0.221	1.146	0.02	0.00	0.01
9/19/2024	0.719	0.200	0.220	1.139	0.01	0.01	0.02
9/20/2024	0.725	0.204	0.211	1.139	0.02	0.03	0.02
9/21/2024	0.759	0.228	0.231	1.217	0.00	0.00	0.00
9/22/2024	0.781	0.241	0.235	1.257	0.00	0.00	0.00
9/23/2024	0.750	0.204	0.219	1.173	0.00	0.00	0.00
9/24/2024	0.716	0.200	0.216	1.132	0.00	0.00	0.00
9/25/2024	0.732	0.194	0.215	1.140	0.00	0.00	0.00
9/26/2024	0.737	0.195	0.218	1.150	0.00	0.00	0.00
9/27/2024	0.755	0.202	0.219	1.176	0.01	0.00	0.00
9/28/2024	0.789	0.222	0.232	1.243	0.00	0.00	0.00
9/29/2024	0.835	0.234	0.237	1.306	0.00	0.00	0.00
9/30/2024	0.745	0.199	0.214	1.157	0.00	0.00	0.00
<b>Totals</b>	<b>22.757</b>	<b>6.341</b>	<b>6.698</b>	<b>35.796</b>	<b>0.090</b>	<b>0.060</b>	<b>0.050</b>

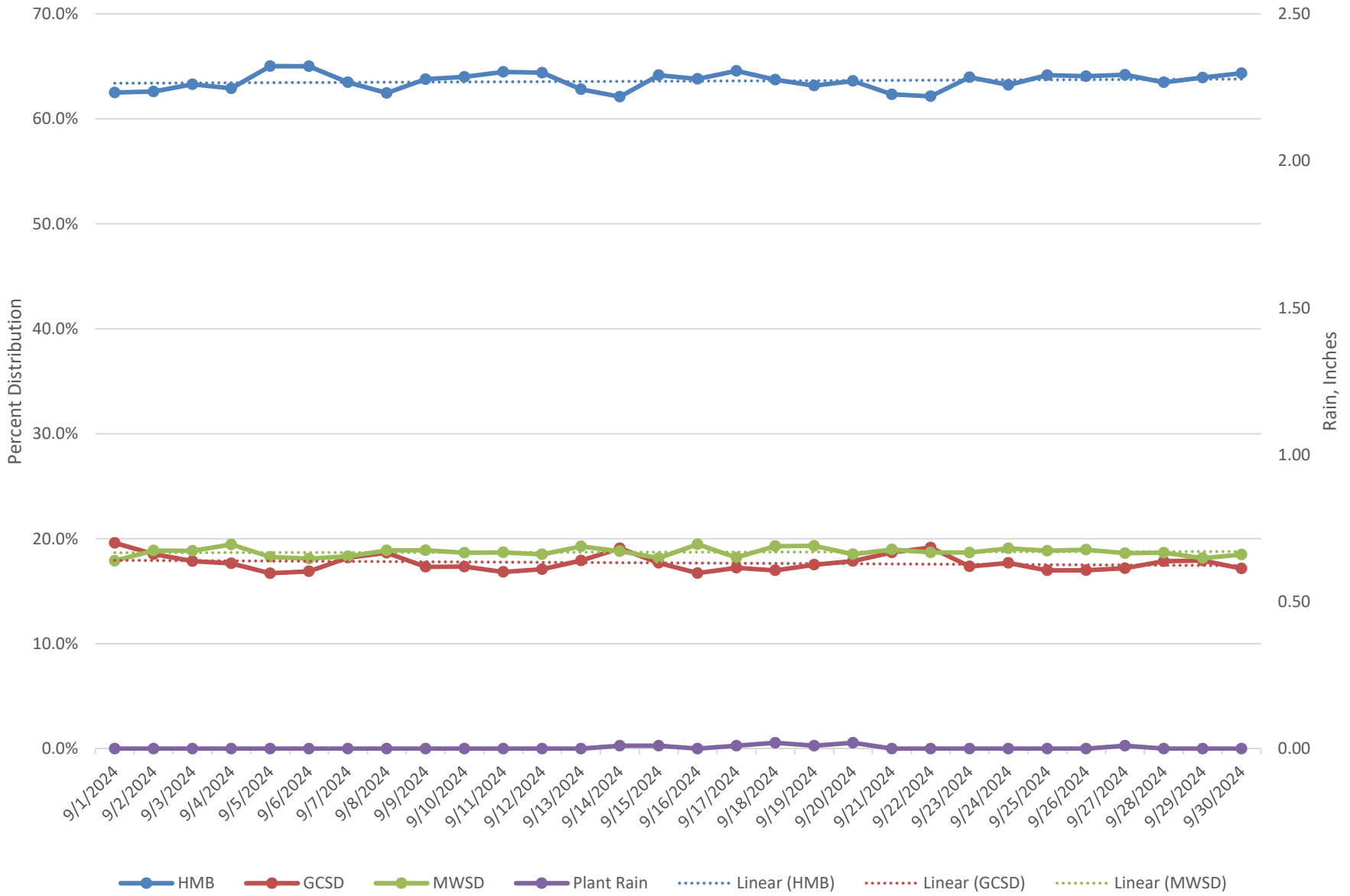
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.702	0.194	0.211	1.116
<b>Average</b>	<b>0.759</b>	<b>0.211</b>	<b>0.223</b>	<b>1.193</b>
Maximum	0.852	0.251	0.254	1.346
<b>Distribution</b>	<b>63.57%</b>	<b>17.71%</b>	<b>18.71%</b>	<b>100.0%</b>

## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, September 2024

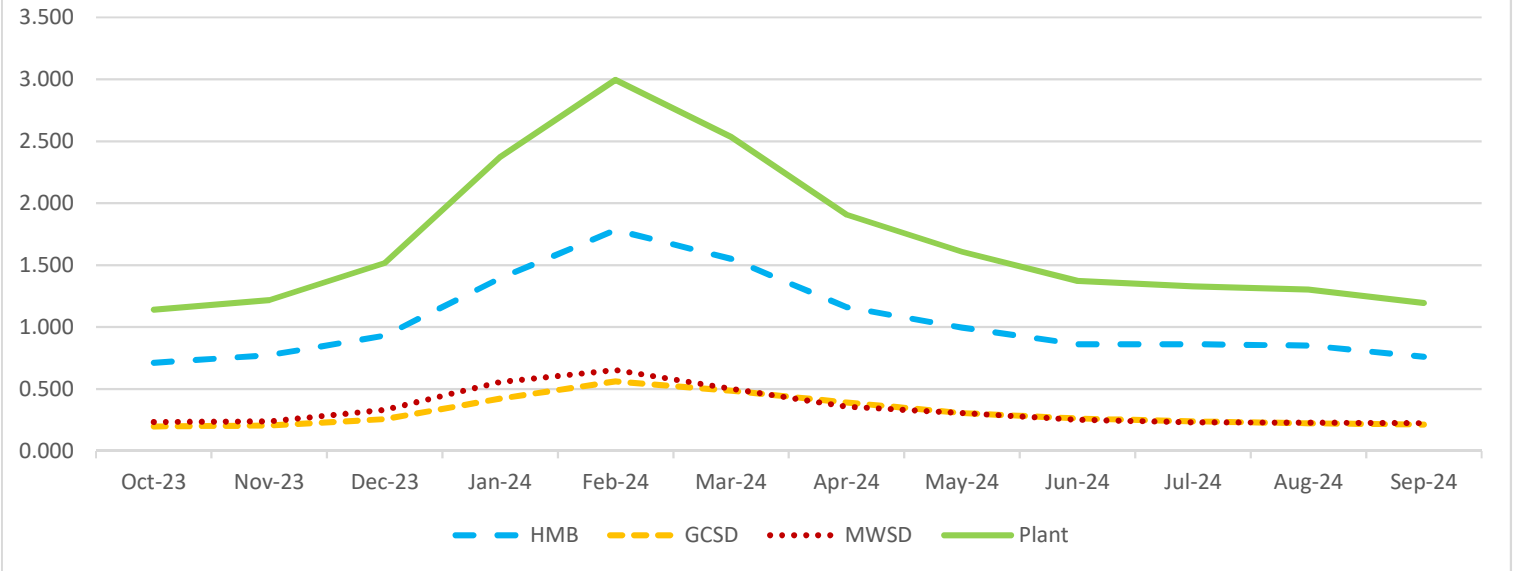


### Percent Distribution September 2024

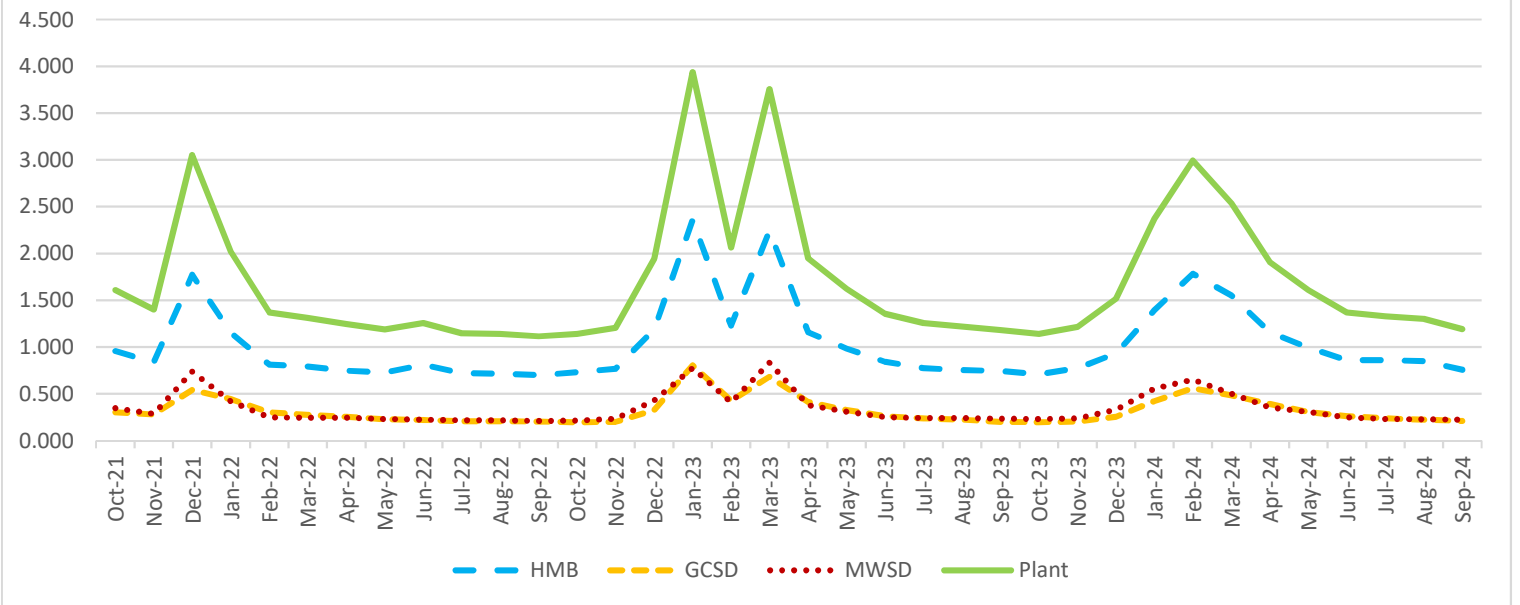


Most recent flow calibration January 2024 PS, January 2024 Plant inf

One Year Flow Chart  
October 2023 - September 2024



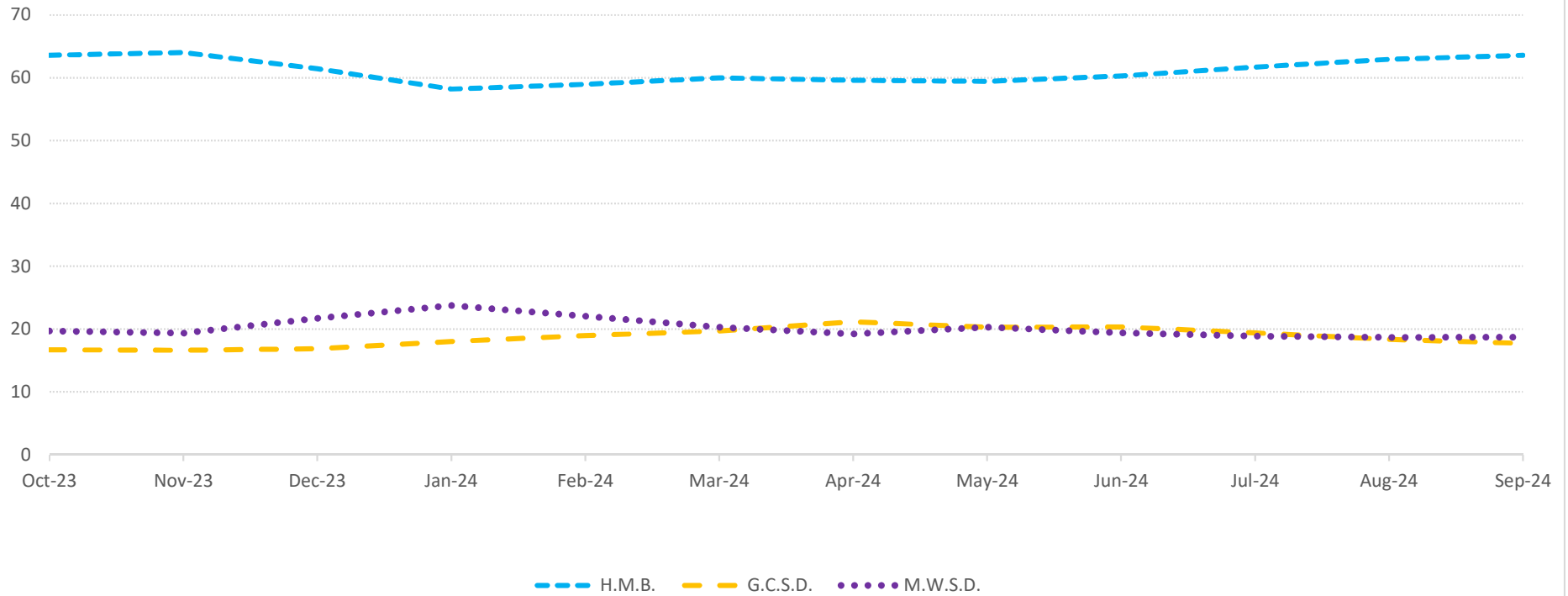
Three year flow chart  
October 2021 - September 2024





# Flow based percent distribution based for past year

1 year Distribution by %  
October 2023 - September 2024






# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: November 7, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review of Current Investment Portfolio**

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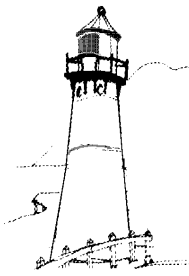
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The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- The District has some of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for September 2024 was 4.575%. In early June 2024 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 11/01/24 was 5.01%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 11/01/24 was 5.01%.
- 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: **November 7, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Connection Permit Applications Received**

As of November 7, 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 November 7, 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

As of November 7, 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

**RECOMMENDATION:**

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of November 7th, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Monthly Water Production Report**

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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.

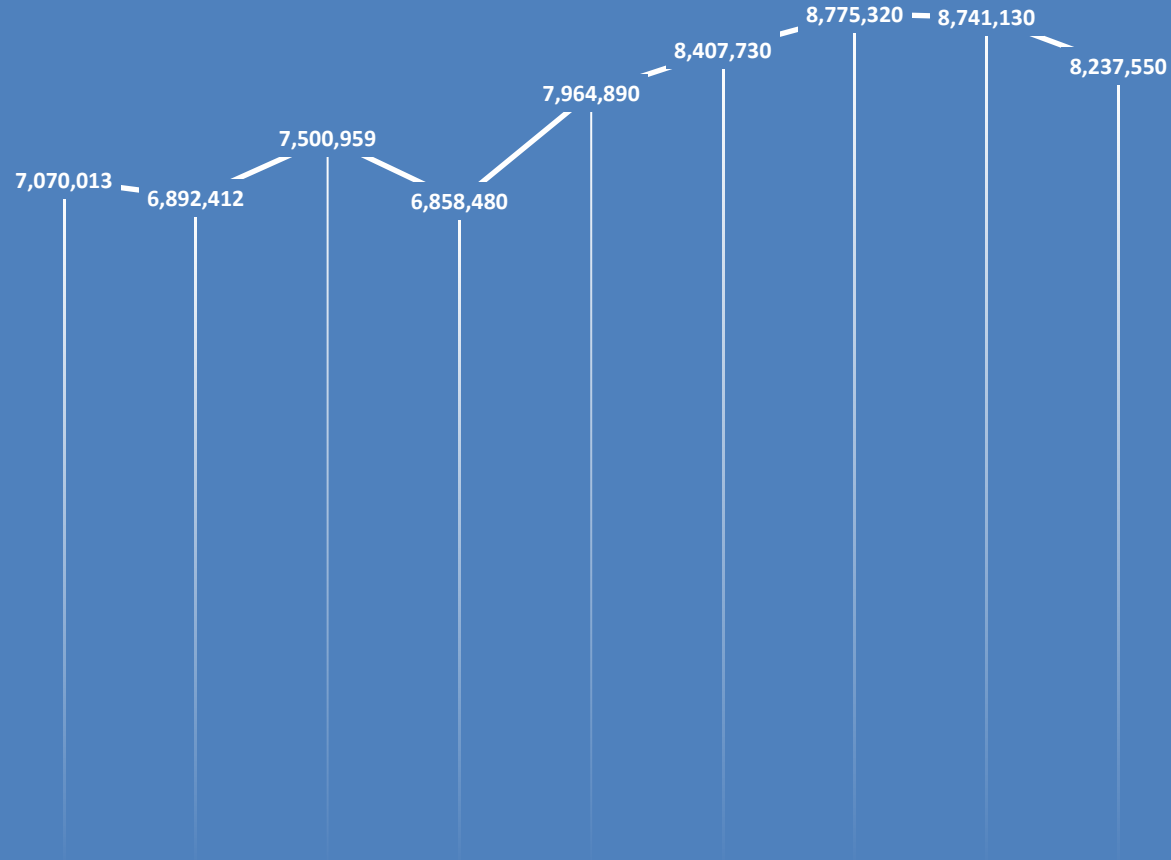
## RECOMMENDATION:

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	8,407,730	8,775,320	8,741,130	8,237,550			

MONTH






# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of November 7th, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Rain Report**

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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.

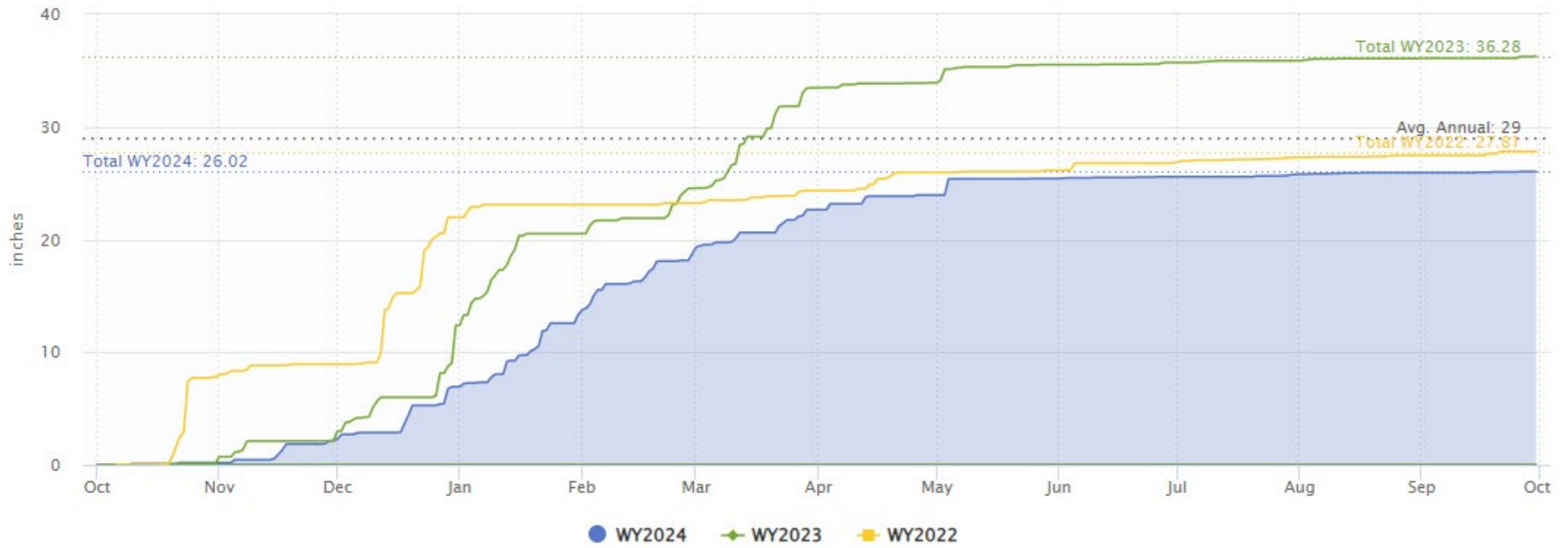
## RECOMMENDATION:

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

Monthly Rainfall for Current Water Year





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: November 7th, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Solar Energy Report**

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The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 52,620kWh and saved 89,455 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

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

Attachments: 1

## SOLAR ENERGY PRODUCED IN 2024 (kWh)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
total kWh	78	101	167	191	219	200	211	201	170			



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of **November 7, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

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

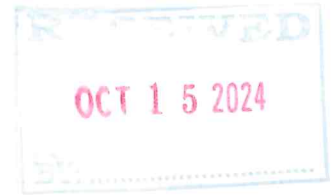
Contributions are calculated on a bi-weekly basis, and contributions are made on a monthly basis.

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  
8/1/2024 to 8/31/2024**

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

Plan ID: P7-REP15A

### Account Summary

Source	Beginning Balance as of 8/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 8/31/2024
Contributions	\$1,688,659.06	\$12,962.77	\$30,173.34	\$770.89	\$1,185.50	\$0.00	\$1,729,838.78
<b>TOTAL</b>	<b>\$1,688,659.06</b>	<b>\$12,962.77</b>	<b>\$30,173.34</b>	<b>\$770.89</b>	<b>\$1,185.50</b>	<b>\$0.00</b>	<b>\$1,729,838.78</b>

### 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	1.79%	6.21%	18.93%	4.04%	9.15%	-	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.

## August 2024 PARS Statement Detail

PARS beginning Balance as of August 1, 2024                   \$ 1,688,659.06

**Contributions:**

July 15, 2024 Calculation

Wages paid	<b>41,709.28</b>		
Employer - 7.30%		\$	<b>3,044.78</b>
Employee - 7.75%		\$	<b>3,232.47</b>
Contribution subtotal			\$ 6,277.25

Fund Impact - PARS Wages		
Sewer	Water	Total
13,083.52	28,625.76	<b>41,709.28</b>
955.10	2,089.68	<b>3,044.78</b>

July 31, 2024 Calculation

Wages paid	<b>44,422.08</b>		
Employer - 7.30%		\$	<b>3,242.81</b>
Employee - 7.75%		\$	<b>3,442.71</b>
Contribution Subtotal			\$ 6,685.52

Fund Impact - PARS Wages		
Sewer	Water	Total
13,816.80	30,605.28	<b>44,422.08</b>
1,008.63	2,234.19	<b>3,242.81</b>

Total Contributions thru July   \$ 12,962.77

Rounding   \$ -

Earnings/(Losses)   \$ 30,173.34

Expenses   \$ (770.89)

Distributions   \$ (1,185.50)

PARS Ending Balance as of August 31, 2024                   \$ 1,729,838.78



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: November 7, 2024

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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**SUBJECT: Strategic Planning Process**

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In 2015 the District adopted its current Strategic Plan. Since then many of the set goals have been implemented, others remain unresolved. For a variety of reasons the District's situation has changed in the past 9 years significantly. For example, the lawsuit brought from Half Moon Bay against the Coastside sewer service providers has shifted financial priorities and prevented SAM from investing in its infrastructure, continuously increasing liabilities to the rate payers of all Coastside sewer agencies.

At this point the current plan is outdated and a new planning process can adjust the District's actions to the changed circumstances. A newer board composition may change the desired focus on the issues the District will face in the years to come.

The District's consultant Martin Rauch initiated the Strategic Planning Process and is scheduling first interviews. Two board workshops and a community workshop will be scheduled in the coming months. We anticipate that the process will take 3-4 months to complete.

## RECOMMENDATION:

This is for board information only



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 7, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Acceptance of the June 30, 2024  
GASB 68 Actuarial Valuation**

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On June 25th, 2012, the Governmental Accounting Standards Board (GASB) approved GASB 68. According to GASB, the objective of the new Statements is to improve financial reporting by state and local governmental pension plans and became effective for fiscal years beginning after June 15, 2014. The statement brought into effect the term Net Pension Liability. Under GASB standards, the unfunded pension liability will be calculated as NPL. Statement No. 68 requires that the NPL be reported on the Districts Statement of Net Position.

The District's Defined Benefit plan was adopted in Fiscal year 2015-2016 and the attached GASB 68 actuarial is the third performed by Foster-Foster (formerly Bartel & Associates). The report is used to disclose the related pension asset or liability given an agreed upon measurement date, in this case June 30, 2022.

For fiscal year ended June 30, 2024, Foster-Foster has determined that funding by the District and eligible employees has resulted in a net pension liability of \$32,702 which is a reduction in liability of \$8,129 from the previous fiscal year in which it was determined MWSD had a net pension liability of \$40,831.

The report uses a measurement period of July 1, 2022 – June 30, 2023. During this period the District contribution rate was 7.3% and the employee contribution rate was 7.75% of regular wages.

Katherine Moore, a representative of Foster-Foster, will be presenting the results of the actuarial study.

## RECOMMENDATION:

Receive GASB 68 Actuarial Evaluation





**DRAFT**

**Montara Water and Sanitary District  
PARS Retirement Plan**



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**June 30, 2024 GASBS 68 Accounting Information**  
As of Measurement Date June 30, 2023  
Based on the June 30, 2023 Actuarial Valuation

Katherine Moore, ASA, MAAA  
Braelen Ballard, ASA, EA, MAAA  
**Foster & Foster, Inc.**

October 31, 2024

**Contents**

<u>Topic</u>	<u>Page</u>
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Note Disclosures	2
Required Supplementary Information	13
Actuarial Certification	18
Supporting Calculations	19

## Applicable Dates

### Applicable Dates and Periods

	<b>Fiscal Year Ended June 30, 2024</b>
■ Measurement date	June 30, 2023
■ Measurement period	July 1, 2022 to June 30, 2023
■ Actuarial valuation date	June 30, 2023



## Note Disclosures

### Plan Information

	<b>Fiscal Year Ended June 30, 2024</b>
■ Plan type	Agent Multiple Employer
■ Pension trust	Yes
■ Special funding situation	No
■ Nonemployer contributing entities	No



**Note Disclosures**

**Expected Long-Term Rate of Return**

	<b>Target Allocation PARS-Capital Appreciation</b>	<b>Expected Real Rate of Return</b>
<ul style="list-style-type: none"> <li>■ Asset Class Component                             <ul style="list-style-type: none"> <li>● Global Equity</li> <li>● Fixed Income</li> <li>● Cash</li> </ul> </li> </ul>	75% 20% 5%	4.56% 0.78% (0.50%)
■ Assumed Long-Term Rate of Inflation		2.50%
■ Expected Long-Term Net Rate of Return, Rounded		6.25%

The long-term expected real rates of return are presented as geometric means.



**Note Disclosures**

**Covered Participants**

At June 30, 2023, the measurement date, the following numbers of participants were covered by the benefit terms:

	<b>Number of Covered Participants</b>
■ Inactives currently receiving benefits	2
■ Inactives entitled to but not yet receiving benefits	2
■ Active employees	8
■ Total	12



**Note Disclosures**

**Net Pension Liability/(Asset)**

	<b>Fiscal Year Ended</b>	
	<b>6/30/23</b>	<b>6/30/24</b>
	<b>Measurement Date 6/30/22</b>	<b>Measurement Date 6/30/23</b>
■ Total Pension Liability (TPL)	\$ 1,206,002	\$ 1,426,752
■ Fiduciary Net Position (FNP)	1,165,171	1,394,050
■ Net Pension Liability (NPL)	40,831	32,702
■ Funded status (FNP/TPL)	96.6%	97.7%



**Note Disclosures**

**Changes in Net Pension Liability/(Asset)**

	<b>Total Pension Liability</b>	<b>Fiduciary Net Position</b>	<b>Net Pension Liability</b>
■ Balance at 6/30/23 (6/30/22 measurement date)	\$ 1,206,002	\$ 1,165,171	\$ 40,831
■ Changes for the year			
● Service Cost	117,254	-	117,254
● Interest	82,271	-	82,271
● Changes of benefit terms	-	-	-
● Actual vs. expected experience	35,048	-	35,048
● Assumption changes	-	-	-
● Contributions - employer*	-	76,026	(76,026)
● Contributions - employee	-	58,603	(58,603)
● Net investment income	-	119,351	(119,351)
● Benefit payments	(13,823)	(13,823)	-
● Administrative expenses	-	(11,278)	11,278
■ Net Changes	220,750	228,879	(8,129)
■ Balance at 6/30/24 (6/30/23 measurement date)	\$ 1,426,752	\$ 1,394,050	\$ 32,702

\* See the measurement period column on page 19 for details.



**Note Disclosures**

**Sensitivity of Net Pension Liability/(Asset)**

■ **Changes in the Discount Rate**

	<b>Discount Rate</b>		
	<b>1% Decrease (5.25%)</b>	<b>Current Rate (6.25%)</b>	<b>1% Increase (7.25%)</b>
■ Net Pension Liability	\$ 317,623	\$ 32,702	\$ (195,092)



**Note Disclosures**

**Pension Expense/(Income) for Fiscal Year**

	<b>2023/24</b>
	<b>Measurement Period 2022/23</b>
■ Pension Expense/(Income)*	\$ 115,609

\* See page 25 for pension expense detail, which is not a required disclosure.



**Note Disclosures**

**Deferred Outflows/Inflows Balances at June 30, 2024**

	<b>June 30, 2024</b>	
	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
■ Differences between expected and actual experience	\$ 176,908	\$ 20,651
■ Changes in assumptions	22,249	3,015
■ Net difference between projected and actual earnings on plan investments*	39,303	-
■ Employer contributions made subsequent to the measurement date**	72,022	-
■ Total	310,482	23,666

\* Deferred Inflows and Outflows combined for footnote disclosure.

\*\* See page 19 for details.



**Note Disclosures**

**Recognition of Deferred Outflows and Inflows of Resources in Future Pension Expense**

<b>FYE June 30</b>	<b>Deferred Outflows/(Inflows) of Resources</b>
■ 2025	\$ 38,970
■ 2026	31,656
■ 2027	72,903
■ 2028	11,658
■ 2029	6,249
■ Thereafter	53,358



**Note Disclosures**

**Significant Actuarial Assumptions Used for Total Pension Liability**

Actuarial Assumption	June 30, 2023 Measurement Date
■ Actuarial Valuation Date	■ June 30, 2023
■ Contribution Policy	■ District contributes full ADC
■ Discount Rate and Long-Term Expected Rate of Return on Assets	■ 6.25% at June 30, 2023 ■ 6.25% at June 30, 2022 ■ Expected District contributions projected to keep sufficient plan assets to pay all benefits from trust
■ General Inflation	■ 2.50% annually
■ Mortality, Retirement, Disability, Termination	■ CalPERS 2000-2019 Experience Study
■ Mortality Improvement	■ Mortality projected fully generational with Scale MP-2021
■ Salary Increases	■ Aggregate - 2.75% annually ■ Merit - CalPERS 2000-2019 Experience Study



**Note Disclosures**

**Changes Since June 30, 2022 Measurement Date**

	June 30, 2023 Measurement Date
■ Changes of assumptions	■ None
■ Changes of benefit terms	■ None



**Required Supplementary Information**

**Schedule of Changes in Net Pension Liability/(Asset) and Related Ratios**

	<b>2023/24</b>
	<b>Measurement Period 2022/23</b>
■ Changes in Total Pension Liability	
● Service Cost	\$ 117,254
● Interest	82,271
● Changes of benefit terms	-
● Actual vs. expected experience	35,048
● Assumption changes	-
● Benefit payments	(13,823)
■ Net Changes	<u>220,750</u>
■ Total Pension Liability (beginning of year)	<u>1,206,002</u>
■ Total Pension Liability (end of year)	1,426,752



**Required Supplementary Information**

**Schedule of Changes in Net Pension Liability/(Asset) and Related Ratios**

	<b>2023/24</b>
	<b>Measurement Period 2022/23</b>
■ Changes in Plan Fiduciary Net Position	
● Contributions - employer	\$ 76,026
● Contributions - employee	58,603
● Net investment income	119,351
● Benefit payments	(13,823)
● Administrative expenses	(11,278)
● Other changes	-
● Net Changes	<u>228,879</u>
■ Plan Fiduciary Net Position (beginning of year)	<u>1,165,171</u>
■ Plan Fiduciary Net Position (end of year)	1,394,050





**Required Supplementary Information**

**Schedule of Changes in Net Pension Liability/(Asset) and Related Ratios**

	<b>2023/24</b>
	<b>Measurement Date 6/30/2023</b>
■ Net Pension Liability/(Asset)	\$ 32,702
■ Fiduciary Net Position as a percentage of the Total Pension Liability	97.7%
■ Covered employee payroll*	887,027
■ Net Pension Liability as a percentage of covered employee payroll	3.7%

\* For the 12-month period ended on June 30, 2023 (Measurement Date).  
As reported by the District.



**Required Supplementary Information**

**Schedule of Employer Contributions**

	<b>Fiscal Year 2023/24</b>
■ Actuarially Determined Contribution (ADC)	\$ 72,022
■ Contributions in relation to the actuarially determined contribution*	72,022
■ Contribution deficiency/(excess)	-
■ Covered employee payroll**	839,395
■ Contributions as a percentage of covered employee payroll	8.6%

\* See page 19 for details.

\*\* For the 12-month period ended on June 30, 2024 (fiscal year end).  
As reported by the District.



**Required Supplementary Information**

**Notes to Schedule of Employer Contribution  
Methods and Assumptions for  
2023/24 Actuarially Determined Contribution**

■ Valuation Date	■ June 30, 2021
■ Actuarial Cost Method	■ Entry Age Normal, Level % of pay
■ Amortization Method	■ N/A
■ Amortization Period	■ N/A
■ Asset Valuation Method	■ Investment gains and losses spread over 5-year fixed period
■ Discount Rate	■ 6.25%
■ General Inflation	■ 2.50%
■ Salary Increases	■ Aggregate - 2.75% annually ■ Merit - CalPERS 2000-2019 Experience Study
■ Mortality	■ CalPERS 2000-2019 Experience Study
■ Mortality Improvement	■ Mortality projected fully generational with Scale MP-2021



**Actuarial Certification**

This report presents the Montara Water and Sanitary District PARS Retirement Plan 2023/24 disclosure under Governmental Accounting Standards Board Statement No. 68 (GASBS 68). This report may not be appropriate for other purposes, although it may be useful to the District for the Plan's financial management.

This report is based on information provided by the District which we relied on and did not audit. Additional information on the actuarial valuation can be found in the June 30, 2023 actuarial valuation report.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as: plan experience differing from that anticipated by the assumptions; changes in assumptions; changes expected as part of the natural progression of the plan; and changes in plan provisions or applicable law. Actuarial models necessarily rely on the use of estimates and are sensitive to changes. Small variations in estimates may lead to significant changes in actuarial measurements. Due to the limited scope of this assignment, we did not perform an analysis of the potential range of such measurements.

To the best of our knowledge, this report is complete and accurate and has been conducted using generally accepted actuarial principles and practices and complies with applicable Actuarial Standards of Practice. Additionally, in our opinion, actuarial methods and assumptions comply with GASBS 68. As the actuary, we have recommended the assumptions used in this report, and we believe they are reasonable. As members of the American Academy of Actuaries meeting the Academy Qualification Standards, we certify the actuarial results and opinions herein.

Respectfully submitted,

**DRAFT**

**DRAFT**

\_\_\_\_\_  
Katherine Moore, ASA, MAAA  
Foster & Foster, Inc.  
October 31, 2024

\_\_\_\_\_  
Braelen Ballard, ASA, EA, MAAA  
Foster & Foster, Inc.  
October 31, 2024



**Supporting Calculations**

**Employer Contributions**

	Measurement Period	Measurement Date to FYE	Prior Measurement Date to Prior FYE*
	7/1/22 to 6/30/23	7/1/23 to 6/30/24	Same as Measurement Period
■ Trust contributions	\$ 64,748	\$ 61,276	\$ 64,748
■ Administrative expenses paid outside of trust	<u>11,278</u>	<u>10,746</u>	<u>11,278</u>
■ Total employer contributions	76,026	72,022	76,026

Measurement period (7/1/22 to 6/30/23): \$76,026

Fiscal year (7/1/23 to 6/30/24): \$72,022

\* Note: Our prior report included \$74,601 as the deferred outflow for contributions after the measurement date.



**Supporting Calculations**

**Average of the Expected Remaining Service Lives**

July 1, 2022 (beginning of the measurement period) was not a valuation date and no census data was available to the actuary as of that date. Therefore, the average of the expected remaining service lives was estimated as follows:

Valuation Date	Total expected remaining service lives	Covered participants	Average of the expected remaining service lives as of valuation date	Average of the expected remaining service lives as of 7/1/22 (not less than 1 yr)
6/30/23	126.5 years	10	12.7 years	13.1 years
6/30/21	135.2 years	10	13.5 years	



## Supporting Calculations

### Recognition of Deferred Outflows/Inflows at June 30, 2024 Differences between Expected and Actual Experience

Fiscal Year	Initial Amt	Initial Recog Period	Amount Recognized in Pension Expense for FY							Deferred Balances June 30, 2024	
			23/24	24/25	25/26	26/27	27/28	28/29	29/30+	Outflows	(Inflows)
16/17	297,568	11.55	25,763	25,763	25,763	25,763	14,175	-	-	91,464	-
17/18	(37,021)	11.96	(3,095)	(3,095)	(3,095)	(3,095)	(3,095)	(2,976)	-	-	(15,356)
18/19	-	-	-	-	-	-	-	-	-	-	-
19/20	(9,020)	12.1	(745)	(745)	(745)	(745)	(745)	(745)	(1,570)	-	(5,295)
20/21	-	-	-	-	-	-	-	-	-	-	-
21/22	68,833	13.1	5,254	5,254	5,254	5,254	5,254	5,254	26,801	53,071	-
22/23	-	-	-	-	-	-	-	-	-	-	-
23/24	35,048	13.1	2,675	2,675	2,675	2,675	2,675	2,675	18,998	32,373	-
<b>Total</b>			29,852	29,852	29,852	29,852	18,264	4,208	44,229	176,908	(20,651)



## Supporting Calculations

### Recognition of Deferred Outflows/Inflows at June 30, 2024 Changes of Assumptions

Fiscal Year	Initial Amt	Initial Recog Period	Amount Recognized in Pension Expense for FY							Deferred Balances June 30, 2024	
			23/24	24/25	25/26	26/27	27/28	28/29	29/30+	Outflows	(Inflows)
17/18	(7,271)	11.96	(608)	(608)	(608)	(608)	(608)	(583)	-	-	(3,015)
18/19	-	-	-	-	-	-	-	-	-	-	-
19/20	17,159	12.1	1,418	1,418	1,418	1,418	1,418	1,418	2,979	10,069	-
20/21	-	-	-	-	-	-	-	-	-	-	-
21/22	15,798	13.1	1,206	1,206	1,206	1,206	1,206	1,206	6,150	12,180	-
22/23	-	-	-	-	-	-	-	-	-	-	-
23/24	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>			2,016	2,016	2,016	2,016	2,016	2,041	9,129	22,249	(3,015)



## Supporting Calculations

### Recognition of Deferred Outflows/Inflows at June 30, 2024 Projected Versus Actual Earnings on Investments

Fiscal Year	Initial Amt	Initial Recog Period	Amount Recognized in Pension Expense for FY							Deferred Balances June 30, 2024	
			23/24	24/25	25/26	26/27	27/28	28/29	29/30+	Outflows	(Inflows)
19/20	3,415	5.0	683	-	-	-	-	-	-	-	-
20/21	36,584	5.0	7,317	7,316	-	-	-	-	-	7,316	-
21/22	(206,233)	5.0	(41,247)	(41,247)	(41,245)	-	-	-	-	-	(82,492)
22/23	248,272	5.0	49,654	49,654	49,654	49,656	-	-	-	148,964	-
23/24	(43,106)	5.0	(8,621)	(8,621)	(8,621)	(8,621)	(8,622)	-	-	-	(34,485)
<b>Total</b>			7,786	7,102	(212)	41,035	(8,622)	-	-	156,280	(116,977)
Net Deferred Outflows/(Inflows)										39,303	-

Calculation of initial amount for 2023/24 (2022/23 measurement period):

Projected earnings on investments of \$76,245 (page 26), less

Actual earnings on investments of \$119,351 (net investment income, page 14)



## Supporting Calculations

### Recognition of Deferred Outflows/Inflows in Future Pension Expense

	24/25	25/26	26/27	27/28	28/29	Thereafter 29/30+
■ Differences between Expected and Actual Experience	29,852	29,852	29,852	18,264	4,208	44,229
■ Changes of Assumptions	2,016	2,016	2,016	2,016	2,041	9,129
■ Projected Versus Actual Earnings on Investments	7,102	(212)	41,035	(8,622)	-	-
■ Total	38,970	31,656	72,903	11,658	6,249	53,358



**Supporting Calculations**

**Components of GASBS 68 Pension Expense**

	<b>2023/24</b>
	<b>Measurement Period 2022/23</b>
■ Service Cost	\$ 117,254
■ Interest on Total Pension Liability	82,271
■ Projected earnings on investments	(76,245)
■ Employee contributions	(58,603)
■ Administrative expense	11,278
■ Changes of benefit terms	-
■ Recognition of deferred outflows/(inflows)	
● Experience	29,852
● Assumptions	2,016
● Asset returns	7,786
■ Pension Expense/(Income)	115,609



**Supporting Calculations**

**Components of GASBS 68 Pension Expense**  
**Calculation of Projected Earnings on Investments**  
**2022/23 Measurement Period**

	<b>Dollar Amount</b>	<b>Expected Return</b>	<b>Portion of Year</b>	<b>Projected Earnings</b>
■ Fiduciary Net Position (beginning of year)	\$ 1,165,171	6.25%	100%	\$ 72,823
■ Employer contributions	64,748	6.25%	50%	2,023
■ Employee contributions	58,603	6.25%	50%	1,831
■ Benefit payments	(13,823)	6.25%	50%	(432)
■ Administrative expenses	-	6.25%	0%	-
■ Projected earnings				<u>76,245</u>



**Supporting Calculations**

**Components of GASBS 68 Pension Expense**  
**Calculation of Interest on Total Pension Liability**  
**2022/23 Measurement Period**

	<b>Dollar Amount</b>	<b>Discount Rate</b>	<b>Portion of Year</b>	<b>Interest</b>
■ Total Pension Liability	\$ 1,206,002	6.25%	100%	\$ 75,375
■ Service Cost	117,254	6.25%	100%	7,328
■ Changes of benefit terms	-	6.25%	0%	-
■ Experience*	35,048	6.25%	0%	-
■ Assumption changes	-	6.25%	0%	-
■ Benefit payments	(13,823)	6.25%	50%	(432)
■ Total interest				82,271

\* Liability determined as of the end of the measurement period, so no interest charge is applicable.



**Supporting Calculations**

**GASBS 68 Balance Equation**

	<b>Fiscal Year Ended</b>	
	<b>6/30/23</b>	<b>6/30/24</b>
	<b>Measurement Date 6/30/22</b>	<b>Measurement Date 6/30/23</b>
■ Total Pension Liability	\$ 1,206,002	\$ 1,426,752
■ Fiduciary Net Position	1,165,171	1,394,050
■ Net Pension Liability/(Asset)	40,831	32,702
■ Deferred inflows of resources	28,114	23,666
■ Deferred (outflows) of resources	(290,620)	(238,460)
■ Balance Sheet	(221,675)	(182,092)

Check:

■ Balance Sheet 6/30/23	\$ (221,675)
● Pension Expense/(Income)	115,609
● Employer Contributions*	(76,026)
■ Balance Sheet 6/30/24	(182,092)

\* See the measurement period column on page 19 for details.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 7, 2024**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review of 2023/2024 Audit Status and Timeline**

The District's accountant Peter Medina with RVE accounting provided the attached MWSD 2023/2024 Audit Status Memorandum and is available to talk about this years procedures to complete the latest MWSD audited financial statements.

RECOMMENDATION:

Receive Audit Status Update and Timeline

Attachment



# Montara Water & Sanitary District

## FY 23-24 Financial Statement Audit

### Status Memo

**Financial Statement Audit Process: We received a draft Financial Statement Audit report on Friday November 1, 2024. See below timeline and process notes regarding the FY 2023-24 Financial Statement audit below.**

- Finalized Trial Balance was reviewed & approved and uploaded as of September 6, 2024.
- Final audit fieldwork took place on September 10, 2024. Before this date, the auditors provided a listing of 53 sample selections and uploaded the list to SuraLink. All requested items were provided to the auditors during their on-site fieldwork.
- The auditors have a list of 41 closing checklist items which have been formally requested through Suralink. All have been uploaded.
  - These items include the following Financial Statement balance testing areas, all of which have been reconciled to the Trial Balance:
    - Cash & Investment Reconciliations (Wells Fargo Bank, Chase Bank [GO Bonds], LAIF, & CAMP).
    - Accounts Receivable worksheet – includes both County Tax Remittances as well as Water Customer Accounts receivable as well as unbilled receivable worksheet.
    - Capital Asset detail worksheet – including additions & accumulated depreciation.
    - Accounts Payable detail worksheet & related aging by Fund.
    - Compensated Absences worksheet as well as allocation to both Funds.
    - Reconciliation of payroll expenses reported on Federal Form 941's and our Trial Balance.
    - Engineering review deposits worksheet for both Sewer & Water funds.
    - Updated Long Term Debt worksheet as well as interest payable calculation and tie out to Trial Balance.
    - Updated GASB 87 worksheet detailing changes in Lease Revenue from our Cell Tower.
    - GASB 68 Pension Disclosures: We are a part of the Public Agency Retirement Services (PARS) pension plan. Each fiscal year, the District in cooperation with PARS must furnish our Actuaries, Foster & Foster (Formerly Bartel & Associates) data from the fiscal year in order for us to receive a GASB 68 actuarial report. This report provides current year data which is incorporated into our financial statement footnotes as well as providing the balance (asset or liability) which is reported on our financial statements.
      - Data for the report was submitted on August 23, 2024, but due to Foster & Foster's impacted schedule, a draft of the GASB 68 report was not provided until October 31, 2024.

# Montara Water & Sanitary District FY 23-24 Financial Statement Audit Status Memo

## **Potential Single Audit:**

- It is still unknown whether or not MWSD will need to go through a single audit for FY 23-24. We have submitted a Schedule of Expenditures of Federal Awards (SEFA) which includes amounts received during FY 23-24 which amounts to \$874,168.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 7, 2024**

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: General Manager's Report**

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## Operations Report September

### 811 Dig Alerts

- 9/3/24 – 5999 Ca-1. Roadway excavation, No MWSD utilities in area
  - 178 Wienke Way. Footings/Foundation work – New Dwelling. Main and Service line Marked
  - 338 Nevada Ave. Landscaping/Irrigation/Drainage work. Service lines marked.
- 9/4/24 – 8200 Cabrillo HWY. Sewer- Existing work, Pipe Bursting. Main and Service lines marked
- 9/5/24 – 1219 Audubon Ave. Landscaping/Irrigation/Drainage Work. No Conflict in work zone
- 9/6/24 – 687 Stetson St. Demolition – Structure/utilities. Mains and service lines marked.
- 9/9/24 – 90 Precita Ave. Backhoe/Trackhoe/Excavator/Mini ex. Marked Mains and Service lines
- 9/10/24 – 20 Afar Way. Electric- Install New Facilities. No conflict
  - 20 Afar Way. Electric-Install New Facilities. No conflict
- 9/11/24 – 130 11<sup>th</sup> st. Electric -Pole Work. Mains and service lines marked.
- 9/12/24 – 155 7<sup>th</sup> st. Sewer – Existing Assets Work. Renew, Previous markings still visible
  - 1380 Le Conte Ave. Asphalt/Pavement Work. Mains and Hydrant marked within USA zone
  - 246 2<sup>nd</sup> st. Asphalt/Pavement work. Main marked
  - 155 7<sup>th</sup> st. Sewer- Existing Assets work, pipe bursting. Re marked mains and service lines
- 9/13/24 – 379 Nevada Ave. Footings/Foundation work - New Dwelling. Mains and service lines Marked.
- 9/16/24 – 141 Arbor Ln. Utilities – Distribution. Previous Marks checked and re marked.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 7, 2024**

FROM: Clemens Heldmaier, General Manager

- 651 Stetson St. – Gas – Existing Assets Work. Main and Service lines Marked
- 9/17/24 – 960 Cedar st. – Landscaping/Irrigation/Drainage Work. Marked service lines and Meter box.
  - HWY-1 – Duard Rail/ Cable Barrier/Divider Wall Work. No conflict, outside of MWSD jurisdiction
- 9/18/24 – 147 Arbor Ln. Fence/Gate/Wall work. Remark, existing marks adequate.
- 9/21/24 – 180 San Lucas Ave. Asphalt/Pavement Work. Remark, existing marks adequate
- 9/23/24 – 1100 Le Conte Ave. Utility work -Private – Owned by property owner. No conflict, Outside of MWSD jurisdiction
- 9/25/24 – 50 Hermosa Way. Electric, Install new Facilities. No water within USA zone.
  - 335 7<sup>th</sup> st. Fence/Gate/Wall Work. No water within USA zone, marked Service line to box.
- 9/27/24 – 834 Stetson St. Residential Property Work. Marked service lines to meter box.

## Work Orders

- 8/30/24 – 441 Virginia Ave. MOVO. Took Final read, turned off water.
- 9/3/24 – 600 California Ave. MOVO. Took final read, turned off water and left door tag.
- 9/5/24 460 Cypress Ave. MOVO. Took Final read, left water on, no door tag left.
- 9/6/24 – 620 Edison St. Customer had leaking sprinkler system, requested profile. Operator took profile, did not notice signs of leak at time of inspection, emailed results of profile to customer.
  - 521 Terrace Ave. Customer had water leak, needed help locating Meter box. Operator spoke with customer, showed where meter box is and how to properly read meter display. Discovered no active leak.
  - 600 California Ave. MOVO. Took start read, left water on, no door tag left.

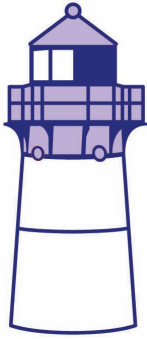


# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 7, 2024**

FROM: Clemens Heldmaier, General Manager

- 9/9/24 – 942 Birch St. MOVO. Took Final read, verified water is on, no door tag left.
- 9/12/24 - 265 11<sup>th</sup> St. MOVO. Took final read
  - 265 11<sup>th</sup> St. MOVI. Took start read, left water on, no door tag left.
- 9/13/24 – 1011 Oak St. MOVI. Took start read and verified water was on.
  - 315 Farallone Ave. Customer had received second leak notice, asked for assistance in locating leak and requested a profile. Operator took profile, inspected meter for leak indication, profile showed a leak that was using 0.8cuft per hour. Sent results to Customer.
  - 279 Virginia Ave. Customer was concerned with bill, requested profile. Operator took profile and send findings to customer, no abnormal conditions on meter.
  - 490 Cypress Ave. MOVI. Took start read, verified water was on.
- 9/16/24 – 1201 Cedar St. Customer received leak notice and asked for profile to verify leak had been repaired. Operator took profile, highlighted leak in email sent to customer.
  - 848 Buena Vista St. Customer concerned about high usage and possible leak, requested profile. Operator took profile and sent findings to customer. No evidence of leak on profile.
  - 504 8<sup>th</sup> St. Customer says water meter is leaking and requested profile. Operator went and discovered the second gasket on meter had failed, causing customers bill to be artificially elevated. Repaired and replaced both gaskets, took profile.
- 9/17/24 – 414 Vermont Ave. Customer concerned about bill, requested profile. Operator took profile, discovered many periods of zero flow but many periods of odd hours of usage. Emailed customer results highlighting issues.
- 9/20/24 – 535 4<sup>th</sup> St. Customer concerned about high usage, requested profile. Operator took profile, emailed results to customer. Discovered discrepancy in RFID #, corrected issue with Account specialist.
- 9/23/24 – 598 6<sup>th</sup> St. MOVO. Took final read, turned off water and left door tag.
  - 630 Buena Vista St. MOVO. Took final read, left water on, no door tag left.
- 9/25/24 – 441 Virginia Ave. MOVI. Took start read, turned water on.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 7, 2024**

FROM: Clemens Heldmaier, General Manager

- 9/26/24 – 1122 Harte St. Customer requested Profile. Operator took profile and send customer findings.

## After Hours Call Outs

- 9/2/24 – 5:00 am. 670 Franklin Leak (see Leaks and Repairs)
- 9/9/24 – 10:06 pm. School house tank low level alarm due to failure of comms between AVTP and SH fill valve. Operator power cycled comms system which reestablished proper functioning.
- 9/19/24 – 9:00 pm. School house tank low level alarm due to failure of comms between AVTP and SH fill valve. Operator power cycled comms system which reestablished proper functioning.

## Repairs and Leaks

- 9/2/24 – 670 Franklin. Full Circle saddle clamp had bolts wear down to nothing and popped the saddle. MWSD dropped in a piece of C900 pipe connect3ed with two Hi-Max coupling to secure drop in. The C900 was then tapped with a new  $\frac{3}{4}$  saddle for customers service line.

## Miscellaneous

- Operation Dead Endpoint Absent Reads.  
O.D.E.A.R.
  - 12 missed reads.
  - 5 missed reads not on missed read report.
  - 11 High Usages
  - 3, 0 reads
  - 10 MIA meters located.

## Maintenance

- 45 dead meters replaced

RECOMMENDATION:

This is for Board information only.



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **November 7, 2024**

FROM: Clemens Heldmaier, General Manager