



**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.*

## REVISED AGENDA

The Agenda has been revised to allow for  
Director Slater-Carter's participation by teleconference.

# AGENDA

## District Board of Directors

8888 Cabrillo Highway  
Montara, California 94037

**January 16, 2025 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/82781431314?pwd=yn0XHkIm2TKuKezyr41jre0r8Zg6Wv.1>

MEETING ID: 827 8143 1314

Password 048711

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/wuZKb9gwEY7sMACllsr7VSJglB35kNZA/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 December 5, 2024.](#)
2. [Approve Financial Statements for November 2024](#)
3. [Approve Warrants for January 1, 2025](#)
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 October 2024](#)

## **OLD BUSINESS**

## **NEW BUSINESS**

1. [Review and Possible Action Concerning Certification of the Results of the November 5, 2024 General Election](#)
2. [Review and Possible Action Concerning the Administration of the Oath of Office to the Newly Appointed Board Members.](#)
3. [Review and Possible Action Concerning Auxiliary Connection for Pillar Ridge Community](#)
4. [Review the June 30, 2024 Fiscal Year-End Audit Budget vs. Actual](#)
5. [Receipt of Association of California Water Agencies Joint Powers Authority President's Special Recognition Award.](#)
6. [Review and Possible Action Concerning Appointment of Board Officers and Committee Assignments for 2025](#)

## **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 – 2719 K Street, Sacramento, CA 95816

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 December 5, 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 7:31 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Slater-Carter and Softky  
Young via teleconference

Directors Absent: Boyd and Dekker

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

Others Present: District Counsel Christine Fitzgerald  
District Accountant, Peter Medina  
Kastama Consulting, Alison Kastama  
Cropper Rowe LLP, Bryce Rojas CPA  
Recology of the Coast, General Manager Glen Bonghi

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

Director Slater-Carter stated she was glad everyone survived the earthquake and tsunami today. It was a good reminder of the frailty of the coastline.

## **ORAL COMMENTS**

Director Young thanked her community for notifying her of the evacuation warning. Helping neighbors that are incapacitated is what it is all about.

## **PUBLIC HEARING**

### **1. Review and Possible Action Concerning Establishment of Prop 218 Limits for Solid Waste Disposal Fee Increase.**

General Manager Clemens Heldmaier said this is an annual item reviewed around this time of the year. The District has a franchise agreement with Recology of the Coast and this assessment is done in accordance with an agreed-upon calculation. They have two years of index-based calculations and one year of actual costs. This year they are reviewing the actual costs to Recology. Although Recology has requested a 22.36% increase, there is a 6% maximum allowance for a rate increase. Thus, they are requesting a 6% increase for 2025. The monthly rate for a 32-gallon waste container will increase from \$40.55 to \$42.98 dollars. Notices of the proposed increase were mailed out in October to all property owners in the District. At the time of the preparation of this report, there were zero written protests. They will announce the final count of the written protests received at the Public Hearing. If the number of protests is counted to be a majority of the property owners the increase will not be effective. Staff recommendation is to open the Public Hearing, allow relevant testimony, close the Public Hearing and count all allowable Prop 218 protests received, determine whether or not the proposed rate limits should be approved in accordance with Prop 218, and adopt the Ordinance of the Montara Water and Sanitary District establishing maximum rates for the collection, removal and disposal of refuse and for recycling services effective January 1, 2025.

Director Slater-Carter opened the Public Hearing to receive public testimony. Hearing none, she asked for the formal count of written protests.

District Clerk announced there are zero written protests and no majority exists.

Director Softky moved to close the Public Hearing. Director Slater-Carter seconded the motion. Roll call vote: Director Slater-Carter: Aye, Director Softky: Aye, Director Young: Aye. The motion passed 3-0.

Director Slater-Carter thanked the community for understanding how hard the District works to keep the costs in line with what it takes to live here and to keep our local businesses being able to provide the essential services they need.

Director Softky made a motion to adopt the Ordinance of the Montara Water and Sanitary District establishing maximum rates for the collection, removal and disposal of refuse and for recycling services effective January 1, 2025. Director Slater-Carter seconded the motion. Roll call vote: Director Slater-Carter: Aye, Director Softky: Aye, Director Young: Aye. The motion passed 3-0.

## **2. Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule to amend Solid Waste Disposal Fees.**

General Manager Clemens Heldmaier stated that now that the rates have been adopted, they are reviewing the Master Fee Schedule. They would like to amend the Master Fee Schedule with the new garbage rates. There is also an additional new fee of \$560.00 dollars for the abandonment of pipelines. This requires a lot of staff time, preparation, customer notification and supervision of a shutdown. Staff recommendation is to Open the Public Hearing, consider relevant public testimony, close the Public Hearing, and adopt the Ordinance of the Montara Water and Sanitary District restating and amending the Master Fee Schedule.

A resident asked for the justification of the rate increase.

General Manager Clemens Heldmaier stated this was explained in the prior agenda item. They have a contract with Recology. For two years there is an index-based increase, and one year of actual costs. This year they are looking at a cost-based increase, based on actual costs to provide their services. This year the increase was over 22%, but because they have a 6% cap, they will be implementing a 6% increase, and the balance will be deferred to the end of the contract.

The resident said this 6% is substantially above inflation and they are trapped and must pay it. The increase they are deferring to a future time.

Director Slater-Carter said they are smoothing the increase. This increase is not based on hypotheticals; their accountant and staff do an independent analysis.

Director Young asked if they will be able to negotiate the costs beforehand so there isn't a huge increase for the community.

General Manager Clemens Heldmaier replied they will negotiate with Recology before the contract ends.

Director Softky moved to close the Public Hearing. Director Slater-Carter seconded the motion. Roll call vote: Director Slater-Carter: Aye, Director Softky: Aye, Director Young: Aye. The motion passed 3-0.

Director Softky made a motion to adopt the Ordinance of the Montara Water and Sanitary District restating and amending the Master Fee Schedule. Director Slater-

Carter seconded the motion. Roll call vote: Roll call vote: Director Slater-Carter: Aye, Director Softky: Aye, Director Young: Aye. The motion passed 3-0.

## **CONSENT AGENDA**

- 1. Approve Minutes for Regular Board Meeting November 7, 2024**
- 2. Approve Financial Statements for October 2024**
- 3. Approve Warrants for December 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 September 2024**

Director Young noted the SAM flow report. Half Moon Bay's flow was 64.5%.

Director Softky made a motion to approve consent agenda items 1-10. Director Slater-Carter seconded the motion. Roll call vote: Director Young: Aye, Director Softky: Aye, Director Slater-Carter: Aye. The motion passed 3-0.

## **OLD BUSINESS - none**

## **NEW BUSINESS**

- 1. Review and Possible Action Concerning Receipt of Fiscal Year 2023-24 Audit**

General Manager Clemens Heldmaier said the audit for the fiscal year ending June 30, 2024 was completed by Cropper Rowe, and Bryce Rojas is here to report on the highlights. Peter Medina is also present for any questions. Staff recommendation is to acknowledge receipt of the annual audit for the period ending June 30, 2024, and direct the General Manager to send a copy to the County of San Mateo, The State Controller, Standard & Poor's, post on the District webpage and to make copies on file available to the public.

Bryce Rojas said this is the second year doing the audit for the District. An annual external audit is required to comply with legal and regulatory requirements. The audit was clean and did not have any misstatements, so they were able to issue an unmodified opinion. Everything seems to be materially stated correctly. They did not notice any material weaknesses or significant deficiencies and the District continues to maintain a strong financial position. They also conducted a single audit for the funds received from the Federal Government through the State and



issued an unmodified opinion on that program. They did not notice any material weakness or significant deficiencies over compliance with the program. Here are the highlights for the audit ending June 30, 2024. The total net position of the District is \$37.1 million, an increase by \$4.5 million dollars or 13.9%. The highest revenue sources are from sales and service charges for water and sewer, taxes, interest, investment income, grant revenue, etc. The total expenses were about \$8.6 million dollars for the year. The highest expenses were from system maintenance and repairs for the Sewer Authority Mid-Coastside (SAM), general administration services, depreciation on capital assets, etc. Long-term debt decreased by \$1.305 million dollars, and capital assets increased by \$997,000 dollars. The pension under GASB 68 has a net pension liability of \$32,702 dollars. The valuation resulted in pension expense of \$42,000 dollars for FY2023-2024. In reference to the grant funds, SAM suffered major damage due to a winter storm event in December 2022 and January 2023. SAM was unable to apply for grant funds. The District applied for grant funds on behalf of SAM and received \$874,000 from the Federal Emergency Management Agency (FEMA) and \$294,000 California Governor's Office of Emergency Services (Cal-OES) for a total of \$1.168 million in grant funds, with 100% of these funds passed on to SAM. The District is doing well.

Director Young asked if legal expenses were included in General Administration.

Bryce Rojas replied that it is included in General Administration.

District Accountant Peter Medina added that he will be presenting the Budget vs. Actual as it compares with the audit at a future meeting which will breakdown expenses in more detail. It is also itemized in the financial report on the consent agenda. Mr. Rojas is presenting the "big picture."

Director Slater-Carter asked District Counsel Christine Fitzgerald to explain why ongoing litigation is rolled into General Administration.

District Counsel Christine Fitzgerald said legal fees are administrative expenses despite the fact they are for lawsuits and as District Accountant Peter Medina stated, they are itemized out monthly and presented to the public and the Board.

Bryce Rojas added these classifications are industry-wide to keep it uniform nationwide on how everything is presented. The budgets will show more detail on that.

Director Softky made a motion to acknowledge receipt of the annual audit for the period ending June 30, 2024, and direct the General Manager to send a copy to the County of San Mateo, The State Controller, Standard & Poor's, post on the District webpage and to make copies on file available to the public. Director Slater-Carter seconded the motion. Roll call vote: Director Slater-Carter: Aye, Director Softky: Aye, Director Young: Aye. The motion passed 3-0.

## **2. Review and Possible Action Concerning Agreement with San Mateo County Pre-Hospital Emergency Medical Services Group for the Installation of Emergency Communication Equipment at the Schoolhouse Tank Site**

General Manager Clemens Heldmaier stated the Coastside Fire Protection District needs a new antenna location due to communication system issues. They will be modernizing the current fire station and relocating the antenna. The District has been working with Coastside Fire Protection District and engineers from the San Mateo County Pre-Hospital Emergency Medical Services Group to provide housing for the antenna at the Schoolhouse Tank site. The District does not own the property (owned by Mid-Pen Housing Corp) but has the right to the tank there. Both Mid-Pen and the District are in agreement for providing this location to the Coastside Fire Protection for their communication needs. They negotiated this agreement that specifies the installation of the antenna on the tank and a cabinet space in the pump house. This will be done in two phases and will not interfere with operations. The agreement provides financial compensation to the District for energy costs and administrative expenses. Staff recommendation is to adopt Resolution of the Board of the Montara Water and Sanitary District Approving an Agreement between the San Mateo County Pre-Hospital Emergency Medical Services Group and Montara Water and Sanitary District Relating to Access to Install and Service Communications Equipment and Grant of Non-Exclusive Easement Rights.

Director Young suggested having security cameras to protect the site from vandalism and theft.

General Manager Clemens Heldmaier said they have intrusion alarms that are live installed already.

Director Slater-Carter commented on the inconsistent and unreliable communication services on the Coastside, and the District's mission to look out for the public health and safety of the community. This is an important part of their mission.

Director Softky made a motion to adopt Resolution of the Board of the Montara Water and Sanitary District approving an Agreement between the San Mateo County Pre-Hospital Emergency Medical Services Group and Montara Water and Sanitary District Relating to Access to Install and Service Communications Equipment and Grant of Non-Exclusive Easement Rights. Director Young seconded the motion. Roll call vote: Director Slater-Carter: Aye, Director Softky: Aye, Director Young: Aye. The motion passed 3-0.

## REPORTS

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

Director Slater-Carter said the last meeting was November 25<sup>th</sup>. They discussed the force main in Montara and the 5-year infrastructure plan. The infrastructure plan is a planning document and the projects will be approved and implemented as needed.

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

### 3. California Special Districts Associations (CSDA) Report (Slater-Carter)- none

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

Director Slater-Carter said the districts that get into trouble are those with financial or organizational issues. It is critical for agencies to keep their finances in shape and for Board members and staff to get the proper training. CSDA offers classes and training.

### 5. Attorney's Report (Fitzgerald) -none

### 6. Directors' Report -none

### 7. General Manager's Report (Heldmaier) -none

## FUTURE AGENDAS

### CONVENE IN CLOSED SESSION- none

### ADJOURNMENT at 8:26 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 16th, January 2025

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



# FY 2023/24 Financial Audit Results

Bryce Rojas, CPA  
Cropper Rowe, LLP (District's External Auditor)

Board Meeting  
December 5, 2024



# Background

Annual external audit of basic financial statements is required to comply with legal and regulatory requirements

Cropper Rowe, LLP is District's external auditor

# Fiscal 23/24 Financial Audit Key Findings

- Financial Statements fairly present the District's financial position
  - “Unmodified” or “clean” opinion issued by auditor represents highest quality outcome
- District continues to maintain a strong financial position

# Fiscal 23/24 Financial Audit Memorandum on Internal Control

- Material weaknesses – None identified in District’s internal controls over financial reporting
- Significant Deficiency – None identified in District’s internal controls over financial reporting

## Fiscal 23/24 Single Audit

- Unmodified opinion on Major Program
- Material weaknesses – None identified in District’s internal controls over compliance
- Significant Deficiency – None identified in District’s internal controls over compliance



# Fiscal 23/24 Financial Audit Financial Highlights

Total Net Position = \$37.1 million

Net investment in capital assets (land, treatment and collection facilities, machinery, equipment) = \$20.3 million (54.6%)

Restricted Net Position = \$1.0 million (2.7%)

Unrestricted Net Position = \$15.8 million (42.7%)

Total Net Position increased by \$4.5 million (13.9%)

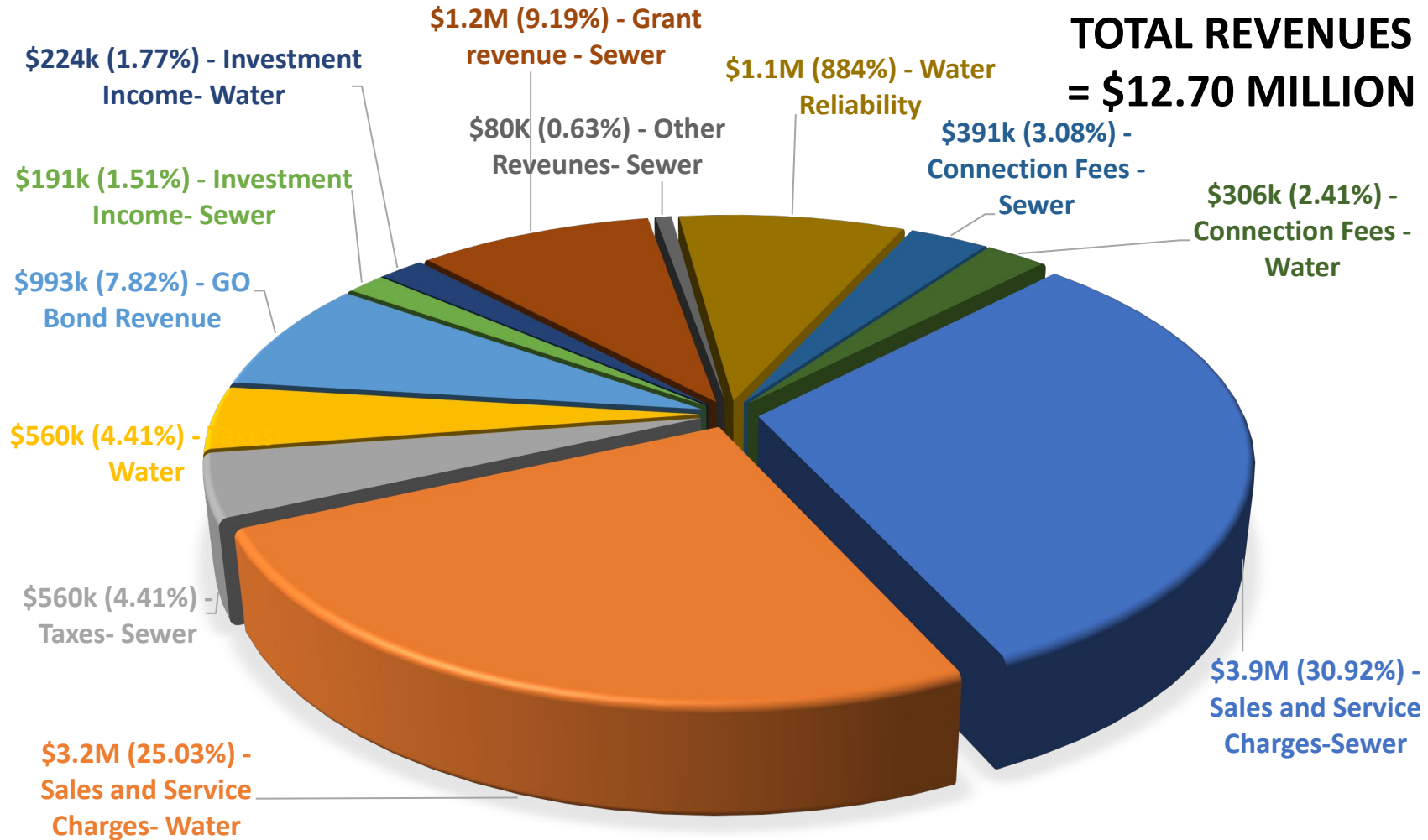
\$913k **decrease** from negative operating results

\$4.8M **increase** from positive non-operating results

\$697k **increase** in capital contributions (connection fees)

# FY23/24 Revenue Sources

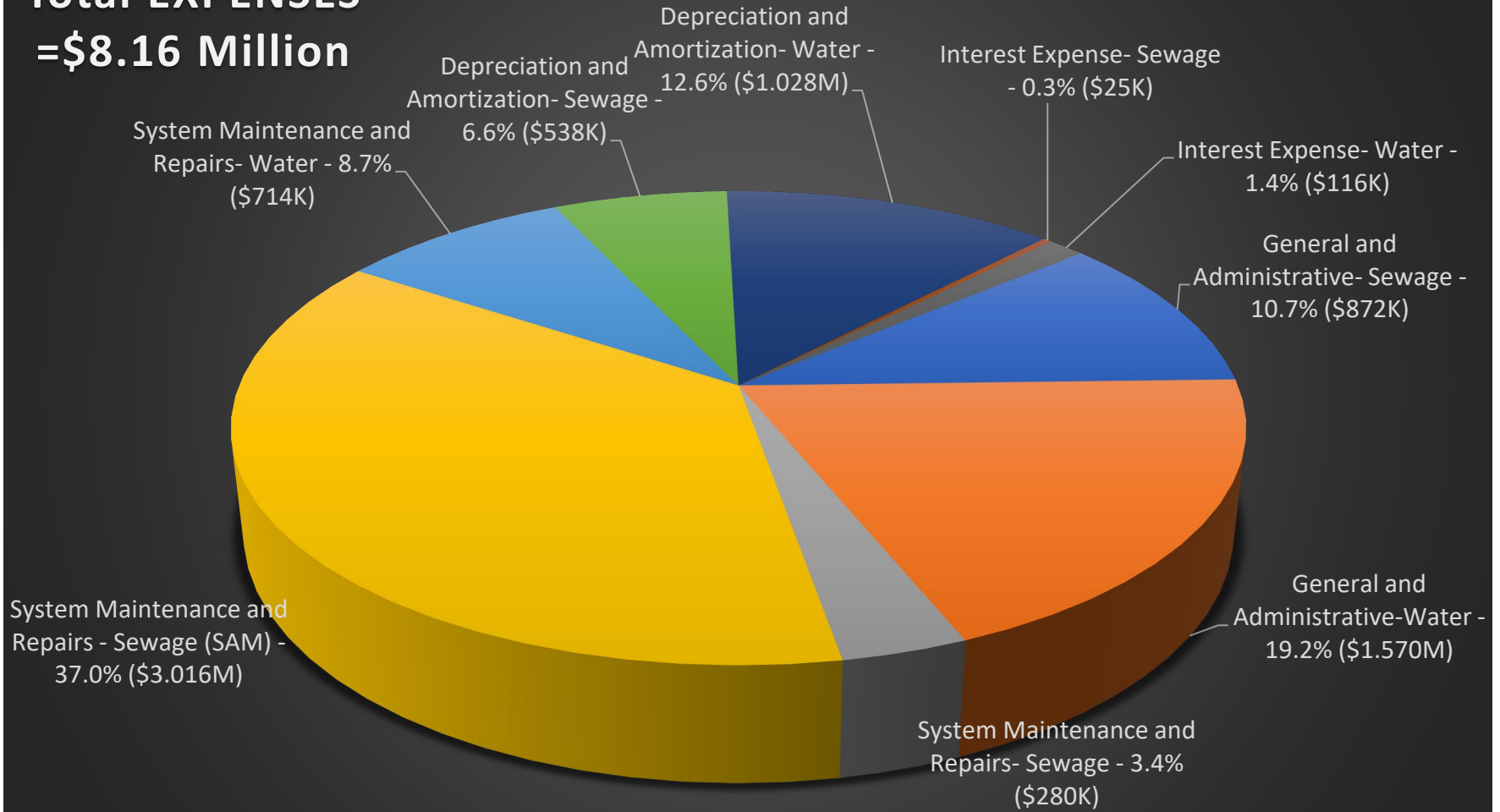
**TOTAL REVENUES  
= \$12.70 MILLION**



# FY23/24 Expenses by Major Category



**Total EXPENSES  
=\$8.16 Million**



# Fiscal 23/24 Grant Funds

- SAM major damage due to winter storm event in December 2022 & January 2023
- The District received grant funds on behalf of SAM.
  - \$874k federal FEMA funds
  - \$294k CalOES funds
  - **\$1.168M Total Grant Funds**
- 100% passed-through to SAM

# Additional Notes

- Long-term Debt decreased by \$1.305M (see Note 6).
  - GO Bonds, PNCEF Financed Purchase, CIEDB loan, and SRF loan
- Capital Assets increased by \$977k (see Note 4)
  - Sewer
    - Additions - \$2,098,136
    - Depreciation - \$538,270
    - Net increase of \$1,559,866
  - Water
    - Additions - \$444,529
    - Depreciation - \$1,027,852
    - Net decrease of \$583,323
- PENSION under GASB 68 (see Note 8)
  - **Net Pension Liability = \$32,702**
  - Deferred Outflows = \$310,482
  - Deferred Inflows = \$23,666
  - *The valuation resulted in pension expense of \$42k for FY2023-2024*

Questions?






# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

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

- 4610 Property Tax Receipts, \$74,315 below Budget – First distribution of secured property tax received in December.
- 4710 Sewer Service Charges, \$2,034,363 below Budget – First distribution of Sewer Service charges from the County received in December.
- 4720 Sewer Service Refunds, Customer, \$17,998 above budget – Large refund issued to customer related to incorrect rate applied to account.
- **Overall Total Operating Revenue for the period ending November 30, 2024 was \$2,122,481 below budget. Total operating revenue received to date is \$157,691.**
- 5200 Board of Directors, \$7,173 below Budget – Cost of Elections budgeted for FY 24-25.
- 5250 Conference Attendance, \$3,873 below Budget – Additional conferences planned for later in fiscal year.
- Information Systems, \$6,728 above Budget – Increase due to District servers being migrated.
- 5400 Legal, \$46,724 below Budget – Less activity than expected at this point in the fiscal year.
- 5510 Maintenance, office, \$2,668 below Budget – additional expenses expected later in fiscal year.
- 55530 Memberships, \$2,502 above Budget – CSDA membership dues paid in October.
- 5610 Accounting, \$4,131 above Budget – Over budget due to timing of work performed in the half of the fiscal year.
- 5630 Consulting, \$4,747 below Budget – Payment for actuarial reports has not yet been paid.
- 5640 Data Services, \$5,258 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.
- 5720 Telephone & Internet, \$2,464 below Budget – District staff was able to negotiate lower contract rates.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5800 Labor & Wages, \$9,206 above Budget – Due to funding of GM salary package & miscalculation in Superintendent hourly rate.
- 6170 Claims, Property Damage, \$4,167 below Budget – No claims filed to date.
- 6200 Engineering, \$15,522 above Budget – Mechanical & General engineering support.
- 6400 Pumping, \$5,896 below Budget – PG&E expenses are trending less than expected through October. Catch up bill expected to be paid in April 2025.
- 6600 Collection/Transmission, \$35,176 below Budget – Minimal activity to date.
- 6900 SAM Expenses, \$149,361 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 November 30, 2024, were \$178,891 below Budget.**
- **Total overall Expenses for the period ending November 30, 2024, were \$199,326 below budget. For a net ordinary loss of \$1,923,155 below Budget. Actual net ordinary loss is \$1,245,262.**
- 7100 Connection Fees, \$78,965 below Budget – One new connection sold in November 2024.
- 7200 Interest Income, \$139,886 above budget – Due to the increase Federal interest rates along with the increased balance held in accounts.
- 8000 CIP, \$1,786,545 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: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

- 4400 Fees, \$3,256 above Budget – Inspection & administrative fees are seeing more activity.
- 4610 Property Tax Receipts, \$74,315 below Budget – First distribution of secured property tax received in December.
- 4740 Testing, Backflow, \$15,154 above Budget – Due to timing of receipts.
- 4810 Water Sales, Domestic, \$56,495 below Budget – Due to timing of receipts.
- 4850 Water Sales Refunds, Customers \$4,606 below Budget – Activity is not predictable.
- **Overall Total Operating Revenue for the period ending November 30, 2024 was \$102,452 below budget. Total operating revenue received to date is \$940,506.**
- 5200 Board of Directors, \$8,215 below Budget – Cost of Elections budgeted for FY 24-25.
- 5240 CDPH Fees, \$8,333 below Budget – invoice for the year is received and paid in June 2025.
- 5250 Conference Attendance, \$5,218 below Budget – Additional conferences planned for later in fiscal year.
- Information Systems, \$6,520 above Budget – Increase due to District servers being migrated.
- 5400 Legal, \$20,901 below Budget – Less activity than expected at this point in the fiscal year.
- 5510 Maintenance, Office, \$3,413 below Budget – Minimal activity to date.
- 5530 Memberships, \$14,335 above Budget – ACWA membership dues paid in November.
- 5550 Postage, \$2,581 above Budget – Due to additional mailings related to Prop 218 notice.
- 5610 Accounting, \$4,131 above Budget – Over budget due to timing of work performed in the half of the fiscal year.
- 5630 Consulting, \$3,810 below Budget – Payment for actuarial reports has not yet been paid.
- 5640 Data Services, \$5,000 below Budget – No activity to date.
- 5800 Labor & Wages, \$22,329 above Budget – Staffing costs due to miscalculation of District superintendent as well as additional use of temporary labor.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6170 Claims, Property Damage, \$4,167 below Budget – No claims to date.
- 6180 Communications, \$2,829 above Budget – Due to costs related to SCADA system by Calcon.
- 6200 Engineering, \$20,388 below Budget – Budget equalized over full year, less activity through Q1 than annualized budget amount.
- 6370 Lab Supplies & Equipment, \$8,064 below Budget – Minimal activity to date.
- 6400 Pumping, \$15,752 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, \$12,002 below Budget – Payment for Q1 water purchase for Airport Wells was less than expected.
- 6600 Collection/Transmission, \$28,509 below Budget – Minimal activity to date.
- 6700 Treatment, \$3,584 below Budget – costs are variable on a month-to-month basis.
- **Overall Total Operating Expenses for the period ending November 30, 2024, were \$86,549 below Budget.**
- **Total overall Expenses for the period ending November 30, 2024 were \$88,620 below budget. For a net ordinary loss of \$13,832 budgeted vs. actual. The actual net ordinary income was \$6,345.**
- 7100 Connection Fees, \$90,341 below Budget – One new connection sold in November.
- 7250 CAMP interest, \$36,450 above Budget – Due to the increase Federal interest rates along with the increased balance held in accounts.
- 7600 GO Bond Revenues, \$491,542 below budget – First large receipt received in December.
- 7650 Water System Reliability, \$490,895 below Budget – First large receipt received in December.
- 8000 CIP, \$1,235,278 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.
- 9150 SRF Loan, \$26,644 above Budget – Difference due to timing.

## RECOMMENDATION:

This is for Board information only

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

	Jul - Nov 24	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	35,347.45	36,041.65	-694.20
4400 · Fees			
4410 · Administrative Fee (New Constr)	2,011.00	1,666.65	344.35
4420 · Administrative Fee (Remodel)	529.00	416.65	112.35
4430 · Inspection Fee (New Constr)	1,906.00	1,666.65	239.35
4440 · Inspection Fee (Remodel)	684.00	416.65	267.35
4460 · Remodel Fees	4,254.00	3,333.35	920.65
<b>Total 4400 · Fees</b>	9,384.00	7,499.95	1,884.05
4510 · Grants	4,257.50		
4610 · Property Tax Receipts	125,684.88	200,000.00	-74,315.12
4710 · Sewer Service Charges	1,433.74	2,035,797.00	-2,034,363.26
4720 · Sewer Service Refunds, Customer	-30,497.50	-12,500.00	-17,997.50
4760 · Waste Collection Revenues	12,014.07	13,333.35	-1,319.28
4990 · Other Revenue	66.76		
<b>Total Income</b>	157,690.90	2,280,171.95	-2,122,481.05
<b>Gross Profit</b>	157,690.90	2,280,171.95	-2,122,481.05
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	2,736.57	2,500.00	236.57
5200 · Board of Directors			
5210 · Board Meetings	855.89	2,500.00	-1,644.11
5220 · Director Fees	1,762.50	4,166.65	-2,404.15
5230 · Election Expenses	0.00	3,125.00	-3,125.00
<b>Total 5200 · Board of Directors</b>	2,618.39	9,791.65	-7,173.26
5250 · Conference Attendance	293.32	4,166.65	-3,873.33
5270 · Information Systems	9,228.49	2,500.00	6,728.49
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	1,291.65	-1,291.65
5400 · Legal			
5430 · General Legal	7,417.62	83,333.35	-75,915.73
5440 · Litigation	29,191.37		
<b>Total 5400 · Legal</b>	36,608.99	83,333.35	-46,724.36
5510 · Maintenance, Office	1,498.86	4,166.65	-2,667.79
5530 · Memberships	4,669.00	2,166.65	2,502.35
5540 · Office Supplies	3,731.77	3,541.65	190.12
5550 · Postage	1,129.49	833.35	296.14
5560 · Printing & Publishing	2,512.86	1,875.00	637.86

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

	Jul - Nov 24	Sewer Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	20,797.50	16,666.65	4,130.85
5620 · Audit	14,500.00	14,938.00	-438.00
5630 · Consulting	17,023.80	21,770.85	-4,747.05
5640 · Data Services	9,508.05	4,250.00	5,258.05
5650 · Labor & HR Support	1,067.50	1,250.00	-182.50
5660 · Payroll Services	492.51	500.00	-7.49
5690 · Other Professional Services	5,943.00		
<b>Total 5600 · Professional Services</b>	<b>69,332.36</b>	<b>59,375.50</b>	<b>9,956.86</b>
<b>5710 · San Mateo Co. Tax Roll Charges</b>	<b>119.00</b>	<b>1,041.65</b>	<b>-922.65</b>
5720 · Telephone & Internet	12,119.41	14,583.35	-2,463.94
5730 · Mileage Reimbursement	361.01	833.35	-472.34
5740 · Reference Materials	0.00	83.35	-83.35
5790 · Other Administrative	15,311.63		
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	10,780.13	9,824.60	955.53
5820 · Employee Benefits	23,858.51	25,381.65	-1,523.14
5830 · Disability Insurance	797.85	921.25	-123.40
5840 · Payroll Taxes	8,898.88	10,908.35	-2,009.47
5850 · PARS	6,447.52	10,134.15	-3,686.63
<b>5900 · Wages</b>			
5910 · Management	66,786.90	59,617.50	7,169.40
5920 · Staff	88,711.21	81,407.90	7,303.31
5930 · Staff Certification	875.00	750.00	125.00
5940 · Staff Overtime	1,760.40	717.50	1,042.90
<b>Total 5900 · Wages</b>	<b>158,133.51</b>	<b>142,492.90</b>	<b>15,640.61</b>
5960 · Worker's Comp Insurance	710.63	758.00	-47.37
<b>Total 5800 · Labor</b>	<b>209,627.03</b>	<b>200,420.90</b>	<b>9,206.13</b>
<b>Total 5000 · Administrative</b>	<b>385,069.81</b>	<b>405,504.70</b>	<b>-20,434.89</b>
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	0.00	4,166.65	-4,166.65
6195 · Education & Training	0.00	1,666.65	-1,666.65
<b>6200 · Engineering</b>			
6220 · General Engineering	32,188.50	16,666.65	15,521.85
<b>Total 6200 · Engineering</b>	<b>32,188.50</b>	<b>16,666.65</b>	<b>15,521.85</b>
<b>6330 · Facilities</b>			
6335 · Alarm Services	2,544.60	2,708.35	-163.75
6337 · Landscaping	2,825.00	2,500.00	325.00
<b>Total 6330 · Facilities</b>	<b>5,369.60</b>	<b>5,208.35</b>	<b>161.25</b>
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	18,874.26	23,750.00	-4,875.74
6420 · Pumping Maintenance, Generators	3,146.34	4,166.65	-1,020.31
6440 · Pumping Equipment, Expensed	0.09		
<b>Total 6400 · Pumping</b>	<b>22,020.69</b>	<b>27,916.65</b>	<b>-5,895.96</b>

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

July through November 2024

	Jul - Nov 24	Sewer Budget	\$ Over Budget
<b>6600 · Collection/Transmission</b>			
6660 · Maintenance, Collection System	0.00	4,166.65	-4,166.65
6665 · Meters - Sewer	240.92	31,250.00	-31,009.08
<b>Total 6600 · Collection/Transmission</b>	240.92	35,416.65	-35,175.73
<b>6770 · Uniforms</b>	0.00	83.35	-83.35
<b>6800 · Vehicles</b>			
6810 · Fuel	1,384.88	1,458.35	-73.47
6820 · Truck Equipment, Expensed	22.67	208.35	-185.68
6830 · Truck Repairs	750.77	416.65	334.12
<b>Total 6800 · Vehicles</b>	2,158.32	2,083.35	74.97
<b>6890 · Other Operations</b>	1,700.00		
<b>6900 · Sewer Authority Midcoastside</b>			
6910 · SAM Collections	98,822.90	98,822.90	0.00
6920 · SAM Operations	778,492.75	924,325.85	-145,833.10
6940 · SAM Maintenance, Collection Sys	8,090.00	18,750.00	-10,660.00
6950 · SAM Maintenance, Pumping	68,798.95	54,166.65	14,632.30
6960 · SAM NDWSCP	0.00	7,500.00	-7,500.00
<b>Total 6900 · Sewer Authority Midcoastside</b>	954,204.60	1,103,565.40	-149,360.80
<b>Total 6000 · Operations</b>	1,017,882.63	1,196,773.70	-178,891.07
<b>Total Expense</b>	1,402,952.44	1,602,278.40	-199,325.96
<b>Net Ordinary Income</b>	-1,245,261.54	677,893.55	-1,923,155.09
<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)	50,405.00	87,500.00	-37,095.00
7120 · Connection Fees (Remodel)	-2,154.00	25,000.00	-27,154.00
7152 · Connection Fee Refunds	0.00	-8,333.35	8,333.35
7153 · Add'l Fixture Units (New Const)	0.00	20,833.35	-20,833.35
7155 · Add'l Fixture Units (Remodel)	48,383.00	47,916.65	466.35
7157 · Fixture Fee Refunds	-2,682.00		
<b>Total 7100 · Connection Fees</b>	93,952.00	172,916.65	-78,964.65
<b>7200 · Interest Income</b>			
7205 · CAMP Interest Earnings	129,537.21		
7210 · LAIF Interest Earnings	77,015.50		
7200 · Interest Income - Other	0.00	66,666.65	-66,666.65
<b>Total 7200 · Interest Income</b>	206,552.71	66,666.65	139,886.06
<b>Total 7000 · Capital Account Revenues</b>	300,504.71	239,583.30	60,921.41
<b>Total Other Income</b>	300,504.71	239,583.30	60,921.41

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Accrual Basis

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

	Jul - Nov 24	Sewer Budget	\$ Over Budget
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8075 · Sewer	567,935.38	2,354,480.85	-1,786,545.47
<b>Total 8000 · Capital Improvement Program</b>	567,935.38	2,354,480.85	-1,786,545.47
<b>9000 · Capital Account Expenses</b>			
9125 · PNC Equipment Lease Interest	2,038.46	2,283.75	-245.29
9200 · I-Bank Loan	1,515.57	9,093.00	-7,577.43
<b>Total 9000 · Capital Account Expenses</b>	3,554.03	11,376.75	-7,822.72
<b>Total Other Expense</b>	571,489.41	2,365,857.60	-1,794,368.19
<b>Net Other Income</b>	-270,984.70	-2,126,274.30	1,855,289.60
<b>Net Income</b>	<b>-1,516,246.24</b>	<b>-1,448,380.75</b>	<b>-67,865.49</b>

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

	Water		
	Jul - Nov 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4400 · Fees</b>			
4410 · Administrative Fee (New Constr)	2,656.00	833.35	1,822.65
4420 · Administrative Fee (Remodel)	0.00	250.00	-250.00
4430 · Inspection Fee (New Constr)	2,517.00	833.35	1,683.65
<b>Total 4400 · Fees</b>	5,173.00	1,916.70	3,256.30
<b>4510 · Grants</b>	160.00		
<b>4610 · Property Tax Receipts</b>	125,684.84	200,000.00	-74,315.16
<b>4740 · Testing, Backflow</b>	22,862.00	7,708.35	15,153.65
<b>4810 · Water Sales, Domestic</b>	783,504.66	840,000.00	-56,495.34
<b>4850 · Water Sales Refunds, Customer</b>	-2,060.55	-6,666.65	4,606.10
<b>4990 · Other Revenue</b>	5,182.31		
<b>Total Income</b>	940,506.26	1,042,958.40	-102,452.14
<b>Gross Profit</b>	940,506.26	1,042,958.40	-102,452.14
<b>Expense</b>			
<b>5000 · Administrative</b>			
5190 · Bank Fees	2,736.53	2,500.00	236.53
<b>5200 · Board of Directors</b>			
5210 · Board Meetings	855.89	2,500.00	-1,644.11
5220 · Director Fees	1,762.50	4,166.65	-2,404.15
5230 · Election Expenses	0.00	4,166.65	-4,166.65
<b>Total 5200 · Board of Directors</b>	2,618.39	10,833.30	-8,214.91
5240 · CDPH Fees	0.00	8,333.35	-8,333.35
5250 · Conference Attendance	1,032.38	6,250.00	-5,217.62
5270 · Information Systems	9,228.48	2,708.35	6,520.13
<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	1,541.65	-1,541.65
<b>5400 · Legal</b>			
5430 · General Legal	10,189.00	31,250.00	-21,061.00
5440 · Litigation	160.00		
<b>Total 5400 · Legal</b>	10,349.00	31,250.00	-20,901.00
5510 · Maintenance, Office	722.69	4,166.65	-3,443.96
5530 · Memberships	24,751.59	10,416.65	14,334.94
5540 · Office Supplies	3,567.49	3,333.35	234.14
5550 · Postage	10,498.60	7,916.65	2,581.95
5560 · Printing & Publishing	3,074.80	4,166.65	-1,091.85

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

	Jul - Nov 24	Water Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	20,797.50	16,666.65	4,130.85
5620 · Audit	14,500.00	14,938.00	-438.00
5630 · Consulting	17,023.76	20,833.35	-3,809.59
5640 · Data Services	0.00	5,000.00	-5,000.00
5650 · Labor & HR Support	1,067.50	1,250.00	-182.50
5660 · Payroll Services	492.51	500.00	-7.49
5690 · Other Professional Services	5,943.00		
<b>Total 5600 · Professional Services</b>	<b>59,824.27</b>	<b>59,188.00</b>	<b>636.27</b>
<b>5710 · San Mateo Co. Tax Roll Charges</b>	<b>119.00</b>	<b>1,041.65</b>	<b>-922.65</b>
5720 · Telephone & Internet	16,875.43	16,666.65	208.78
5730 · Mileage Reimbursement	361.00	833.35	-472.35
5740 · Reference Materials	0.00	208.35	-208.35
5790 · Other Administrative	162.94		
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	23,950.53	23,079.15	871.38
5820 · Employee Benefits	70,686.72	75,517.10	-4,830.38
5830 · Disability Insurance	1,701.60	2,422.90	-721.30
5840 · Payroll Taxes	25,581.12	28,690.85	-3,109.73
5850 · PARS	17,629.10	21,277.50	-3,648.40
<b>5900 · Wages</b>			
5910 · Management	66,786.90	59,617.50	7,169.40
5920 · Staff	272,019.97	236,960.00	35,059.97
5930 · Staff Certification	4,800.00	4,750.00	50.00
5940 · Staff Overtime	24,162.14	25,489.60	-1,327.46
5950 · Staff Standby	8,431.06	12,484.15	-4,053.09
<b>Total 5900 · Wages</b>	<b>376,200.07</b>	<b>339,301.25</b>	<b>36,898.82</b>
<b>5960 · Worker's Comp Insurance</b>	<b>4,173.56</b>	<b>7,304.50</b>	<b>-3,130.94</b>
<b>Total 5800 · Labor</b>	<b>519,922.70</b>	<b>497,593.25</b>	<b>22,329.45</b>
<b>Total 5000 · Administrative</b>	<b>680,876.92</b>	<b>682,947.85</b>	<b>-2,070.93</b>
<b>6000 · Operations</b>			
6160 · Backflow Prevention	0.00	458.35	-458.35
6170 · Claims, Property Damage	0.00	4,166.65	-4,166.65
<b>6180 · Communications</b>			
6185 · SCADA Maintenance	9,078.80	6,250.00	2,828.80
6180 · Communications - Other	0.00	0.00	0.00
<b>Total 6180 · Communications</b>	<b>9,078.80</b>	<b>6,250.00</b>	<b>2,828.80</b>
<b>6195 · Education &amp; Training</b>	<b>3,521.35</b>	<b>3,333.35</b>	<b>188.00</b>
<b>6200 · Engineering</b>			
6220 · General Engineering	-300.00	4,166.65	-4,466.65
6230 · Water Quality Engineering	67,412.50	83,333.35	-15,920.85
<b>Total 6200 · Engineering</b>	<b>67,112.50</b>	<b>87,500.00</b>	<b>-20,387.50</b>
<b>6320 · Equipment &amp; Tools, Expensed</b>	<b>3,648.35</b>	<b>4,166.65</b>	<b>-518.30</b>



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

July through November 2024

	Jul - Nov 24	Water Budget	\$ Over Budget
<b>6330 · Facilities</b>			
6335 · Alarm Services	394.20	833.35	-439.15
6337 · Landscaping	7,824.01	7,500.00	324.01
<b>Total 6330 · Facilities</b>	8,218.21	8,333.35	-115.14
<b>6370 · Lab Supplies &amp; Equipment</b>	269.40	8,333.35	-8,063.95
6380 · Meter Reading	0.00	208.35	-208.35
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	27,949.88	43,750.00	-15,800.12
6420 · Pumping Maintenance, Generators	11,335.02	10,416.65	918.37
6430 · Pumping Maintenance, General	30.14	833.35	-803.21
6440 · Pumping Equipment, Expensed	141.05	208.35	-67.30
<b>Total 6400 · Pumping</b>	39,456.09	55,208.35	-15,752.26
<b>6500 · Supply</b>			
6510 · Maintenance, Raw Water Mains	12,231.44	416.65	11,814.79
6520 · Maintenance, Wells	-806.70	8,333.35	-9,140.05
6530 · Water Purchases	6,156.75	20,833.35	-14,676.60
<b>Total 6500 · Supply</b>	17,581.49	29,583.35	-12,001.86
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	119.04	2,083.35	-1,964.31
6620 · Maintenance, Water Mains	29,358.57	31,250.00	-1,891.43
6630 · Maintenance, Water Svc Lines	2,032.45	4,166.65	-2,134.20
6640 · Maintenance, Tanks	1,155.75	2,083.35	-927.60
6650 · Maint., Distribution General	12,963.63	6,250.00	6,713.63
6660 · Maintenance, Collection System	363.15		
6670 · Meters - Water	2,582.11	31,250.00	-28,667.89
<b>Total 6600 · Collection/Transmission</b>	48,574.70	77,083.35	-28,508.65
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	7,071.15	25,000.00	-17,928.85
6720 · Maintenance, Treatment Equip.	25,421.21	6,250.00	19,171.21
6730 · Treatment Analysis	9,757.32	14,583.35	-4,826.03
<b>Total 6700 · Treatment</b>	42,249.68	45,833.35	-3,583.67
<b>6770 · Uniforms</b>	910.54	1,458.35	-547.81
<b>6800 · Vehicles</b>			
6810 · Fuel	4,154.66	5,000.00	-845.34
6820 · Truck Equipment, Expensed	68.03	833.35	-765.32
6830 · Truck Repairs	2,252.31	2,083.35	168.96
<b>Total 6800 · Vehicles</b>	6,475.00	7,916.70	-1,441.70
<b>6890 · Other Operations</b>	6,188.39		
<b>Total 6000 · Operations</b>	253,284.50	339,833.50	-86,549.00
<b>Total Expense</b>	934,161.42	1,022,781.35	-88,619.93
<b>Net Ordinary Income</b>	6,344.84	20,177.05	-13,832.21

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

July through November 2024

	Jul - Nov 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)	34,919.00	91,666.65	-56,747.65
7120 · Connection Fees (Remodel)	10,682.50	22,916.65	-12,234.15
7130 · Conn. Fees, PFP (New Constr)	51,211.00	79,166.65	-27,955.65
7152 · Connection Fee Refunds	-20,815.00		
7155 · Add'l Fixture Units (Remodel)	19,228.50		
7157 · Fixture Fee Refunds	-18,922.00		
7165 · Meter Pass Thru Costs	6,271.79	-20,833.35	1,911.35
<b>Total 7100 · Connection Fees</b>	82,575.79	172,916.60	-90,340.81
7250 · CAMP Interest Income	119,783.84	83,333.35	36,450.49
7600 · Bond Revenues, G.O.	6,533.72	498,075.40	-491,541.68
7650 · Water System Reliability	0.00	490,895.00	-490,895.00
<b>Total 7000 · Capital Account Revenues</b>	208,893.35	1,245,220.35	-1,036,327.00
<b>Total Other Income</b>	208,893.35	1,245,220.35	-1,036,327.00
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8100 · Water	270,971.65	1,506,250.00	-1,235,278.35
<b>Total 8000 · Capital Improvement Program</b>	270,971.65	1,506,250.00	-1,235,278.35
<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	2,038.47	2,283.75	-245.28
9150 · SRF Loan	26,644.07	0.00	26,644.07
9210 · Conservation Program/Rebates	0.00	1,250.00	-1,250.00
<b>Total 9000 · Capital Account Expenses</b>	32,769.83	28,057.47	4,712.36
<b>Total Other Expense</b>	303,741.48	1,534,307.47	-1,230,565.99
<b>Net Other Income</b>	-94,848.13	-289,087.12	194,238.99
<b>Net Income</b>	<b>-88,503.29</b>	<b>-268,910.07</b>	<b>180,406.78</b>

**Montara Water & Sanitary District**  
**Balance Sheet by Class**  
As of November 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	-40,104.39	0.00	-40,104.39
CAMP Investment Fund 4021-002			
Capital Reserve	5,862,080.33	0.00	5,862,080.33
Operating Reserve	1,904,035.00	0.00	1,904,035.00
<b>Total CAMP Investment Fund 4021-002</b>	<b>7,766,115.33</b>	<b>0.00</b>	<b>7,766,115.33</b>
<b>LAIF Investment Fund</b>			
Capital Reserve	87,593.62	0.00	87,593.62
<b>Total LAIF Investment Fund</b>	<b>87,593.62</b>	<b>0.00</b>	<b>87,593.62</b>
<b>Total Sewer - Bank Accounts</b>	<b>7,813,604.56</b>	<b>0.00</b>	<b>7,813,604.56</b>
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	83,635.87	83,635.87
CAMP Investment Fund 4021-001			
Capital Reserve	0.00	4,385,965.87	4,385,965.87
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>5,599,139.87</b>	<b>5,599,139.87</b>
<b>Restricted Cash</b>			
2020 GO Bonds Fund - Chase	0.00	682,155.47	682,155.47
<b>Total Restricted Cash</b>	<b>0.00</b>	<b>682,155.47</b>	<b>682,155.47</b>
<b>Total Water - Bank Accounts</b>	<b>0.00</b>	<b>6,364,931.21</b>	<b>6,364,931.21</b>
<b>Total Checking/Savings</b>	<b>7,813,604.56</b>	<b>6,364,931.21</b>	<b>14,178,535.77</b>
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Lease Receivable	74,585.00	0.00	74,585.00
Accounts Receivable	-3,206.95	0.00	-3,206.95
<b>Total Sewer - Accounts Receivable</b>	<b>71,378.05</b>	<b>0.00</b>	<b>71,378.05</b>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	9,817.30	9,817.30
Accounts Rec. - Backflow	0.00	34,335.11	34,335.11
Accounts Rec. - Water Residents	0.00	69,934.01	69,934.01
Unbilled Water Receivables	0.00	248,812.71	248,812.71
<b>Total Water - Accounts Receivable</b>	<b>0.00</b>	<b>362,899.13</b>	<b>362,899.13</b>
<b>Total Accounts Receivable</b>	<b>71,378.05</b>	<b>362,899.13</b>	<b>434,277.18</b>
<b>Other Current Assets</b>			
Fraudulent Activity	994.34	0.00	994.34
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<b>994.34</b>	<b>42,656.32</b>	<b>43,650.66</b>
<b>Total Current Assets</b>	<b>7,885,976.95</b>	<b>6,770,486.66</b>	<b>14,656,463.61</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
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<b>3,250,409.57</b>	<b>0.00</b>	<b>3,250,409.57</b>
<b>Seal Cove Collection System</b>	<b>995,505.00</b>	<b>0.00</b>	<b>995,505.00</b>
<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 &amp; Sanitary District

## Balance Sheet by Class

As of November 30, 2024

12/10/24

Accrual Basis

	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	96,249.00	0.00	96,249.00
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>	2,783,796.08	0.00	2,783,796.08
<b>Water - Other Assets</b>			
Def'd Amts Related to Pensions	0.00	214,233.00	214,233.00
Due from Sewer	0.00	1,666,622.72	1,666,622.72
<b>Total Water - Other Assets</b>	0.00	1,880,855.72	1,880,855.72
<b>Total Other Assets</b>	2,783,796.08	1,880,855.72	4,664,651.80
<b>TOTAL ASSETS</b>	<b>20,341,924.92</b>	<b>24,187,787.62</b>	<b>44,529,712.54</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	11,405.78	39,695.01	51,100.79
<b>Total Accounts Payable</b>	11,405.78	39,695.01	51,100.79
<b>Credit Cards</b>			
Wells Fargo Credit Card	1,453.95	7,263.56	8,717.51
<b>Total Credit Cards</b>	1,453.95	7,263.56	8,717.51
<b>Other Current Liabilities</b>			
Water - Net Pension Liability	0.00	22,564.00	22,564.00
Sewer - Net Pension Liability	10,138.00	0.00	10,138.00
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	11,697.88	0.00	11,697.88
Deposits Payable	65,873.22	0.00	65,873.22
PNC Equip. Loan - S/T	49,235.26	0.00	49,235.26
<b>Total Sewer - Current Liabilities</b>	126,806.36	0.00	126,806.36
<b>Water - Current Liabilities</b>			
Accrued Vacations	0.00	25,183.74	25,183.74
Deposits Payable	0.00	-57,423.13	-57,423.13
GO Bonds - S/T	0.00	464,600.85	464,600.85
PNC Equip. Loan - S/T	0.00	49,235.24	49,235.24
SRF Loan Payable X109 - Current	0.00	94,983.78	94,983.78
Temporary Construction Meter	0.00	43,916.82	43,916.82
<b>Total Water - Current Liabilities</b>	0.00	620,497.30	620,497.30
<b>Payroll Liabilities</b>			
Employee Benefits Payable	3,269.75	12,299.00	15,568.75
<b>Total Payroll Liabilities</b>	3,269.75	12,299.00	15,568.75
<b>Total Other Current Liabilities</b>	140,214.11	655,360.30	795,574.41
<b>Total Current Liabilities</b>	153,073.84	702,318.87	855,392.71

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

	Sewer	Water	TOTAL
<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>	<b>2,439,817.53</b>	<b>0.00</b>	<b>2,439,817.53</b>
<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>	<b>0.00</b>	<b>5,668,331.06</b>	<b>5,668,331.06</b>
<b>Deferred Inflows (Pensions)</b>			
Sewer	7,336.00	0.00	7,336.00
Water	0.00	16,330.00	16,330.00
<b>Total Deferred Inflows (Pensions)</b>	<b>7,336.00</b>	<b>16,330.00</b>	<b>23,666.00</b>
<b>Total Long Term Liabilities</b>	<b>2,447,153.53</b>	<b>5,684,661.06</b>	<b>8,131,814.59</b>
<b>Total Liabilities</b>	<b>2,600,227.37</b>	<b>6,386,979.93</b>	<b>8,987,207.30</b>
<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	-678,503.81	0.00	-678,503.81
<b>Total Sewer - Equity Accounts</b>	<b>11,523,064.46</b>	<b>0.00</b>	<b>11,523,064.46</b>
<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	678,503.81	678,503.81
<b>Total Water - Equity Accounts</b>	<b>0.00</b>	<b>3,369,558.82</b>	<b>3,369,558.82</b>
<b>Equity Adjustment Account</b>	<b>7,734,879.33</b>	<b>14,519,752.16</b>	<b>22,254,631.49</b>
<b>Net Income</b>	<b>-1,516,246.24</b>	<b>-88,503.29</b>	<b>-1,604,749.53</b>
<b>Total Equity</b>	<b>17,741,697.55</b>	<b>17,800,807.69</b>	<b>35,542,505.24</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>20,341,924.92</b>	<b>24,187,787.62</b>	<b>44,529,712.54</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	276,951.51	(40,104.39)										
<i>Sewer Reserve Accounts</i>															
<i>LAIF</i>															
Capital Reserve	86,701.29	86,701.29	86,701.29	87,593.62	87,593.62										
Operating Reserve	-	-	-	-	-										
Subtotal	86,701.29	86,701.29	86,701.29	87,593.62	87,593.62										
<i>CAMP</i>															
Capital Reserve	3,254,660.68	3,278,319.84	3,300,783.56	5,831,199.59	5,862,080.33										
Operating Reserve	1,904,035.00	1,904,035.00	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	7,735,234.59	7,766,115.33										
<b>Reserve Totals</b>															
Capital Reserve	3,341,361.97	3,365,021.13	3,387,484.85	5,918,793.21	5,949,673.95								6,677,754.00	(728,080.05)	89%
Operating Reserve	1,904,035.00	1,904,035.00	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	7,822,828.21	7,853,708.95										
<b>Water Operations</b>															
Wells Fargo Operating	100,511.10	19,933.88	40,414.03	62,167.78	83,635.87										
<b>Water - Reserve Accounts</b>															
<i>CAMP - Reserve Funds</i>															
Capital Reserve	4,190,939.53	4,316,064.44	4,340,031.81	4,363,701.77	4,385,965.87								5,446,500.00	(1,060,534.13)	81%
Operating Reserve	1,213,174.00	1,213,174.00	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	5,576,875.77	5,599,139.87										
<b>Water - Restricted Accounts</b>															
<i>JP Morgan Chase</i>															
2020 GO Bond Fund	1,166,356.59	659,468.95	676,080.48	676,206.75	682,155.47										
Subtotal	1,166,356.59	659,468.95	676,080.48	676,206.75	682,155.47	-	-	-	-	-	-	-			
<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>14,415,030.02</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

	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		
<b>Ordinary Income/Expense</b>																		
<b>Income</b>																		
4220 · Cell Tower Lease	7,069.49	7,069.49	7,069.49	7,069.49	7,069.49								35,347.45	86,500.00	-51,152.55	40.86%		
4400 · Fees																		
4410 · Administrative Fee (New Constr)			1,366.00		645.00								2,011.00	4,000.00	-1,989.00	50.28%		
4420 · Administrative Fee (Remodel)		76.00			453.00								529.00	1,000.00	-471.00	52.9%		
4430 · Inspection Fee (New Constr)			1,295.00		611.00								1,906.00	4,000.00	-2,094.00	47.65%		
4440 · Inspection Fee (Remodel)		73.00			611.00								684.00	1,000.00	-316.00	68.4%		
4460 · Remodel Fees	906.00	699.00		1,098.00	1,551.00								4,254.00	8,000.00	-3,746.00	53.18%		
<b>Total 4400 · Fees</b>	906.00	848.00	2,661.00	1,098.00	3,871.00								9,384.00	18,000.00	-8,616.00	52.13%		
4510 · Grants	160.00				4,097.50								4,257.50					
4610 · Property Tax Receipts		104,411.77	52.54	-9,408.28	30,628.85								125,684.88	400,000.00	-274,315.12	31.42%		
4710 · Sewer Service Charges	1,433.74												1,433.74	4,071,594.00	-4,070,160.26	0.04%		
4720 · Sewer Service Refunds, Customer		-2,944.32		-27,553.18									-30,497.50	-30,000.00	-497.50	101.66%		
4760 · Waste Collection Revenues	1,220.75	4,974.33	1,085.82	3,657.86	1,075.31								12,014.07	32,000.00	-19,985.93	37.54%		
4990 · Other Revenue			32.42		34.34								66.76					
<b>Total Income</b>	10,789.98	114,359.27	10,901.27	-25,136.11	46,776.49								157,690.90	4,578,094.00	-4,420,403.10	3.44%		
<b>Gross Profit</b>	10,789.98	114,359.27	10,901.27	-25,136.11	46,776.49								157,690.90	4,578,094.00	-4,420,403.10	3.44%		
<b>Expense</b>																		
5000 · Administrative																		
5190 · Bank Fees	1,286.01	332.56	392.84	338.38	386.78								2,736.57	6,000.00	-3,263.43	45.61%		
5200 · Board of Directors																		
5210 · Board Meetings		200.00	200.00	200.00	255.89								855.89	6,000.00	-5,144.11	14.27%		
5220 · Director Fees		300.00	900.00	-187.50	750.00								1,762.50	10,000.00	-8,237.50	17.63%		
5230 · Election Expenses														7,500.00	-7,500.00			
<b>Total 5200 · Board of Directors</b>		500.00	1,100.00	12.50	1,005.89								2,618.39	23,500.00	-20,881.61	11.14%		
5250 · Conference Attendance			134.25		159.07								293.32	10,000.00	-9,706.68	2.93%		
5270 · Information Systems		1,043.75	668.75	7,515.99									9,228.49	6,000.00	3,228.49	153.81%		
5300 · Insurance																		
5310 · Fidelity Bond														500.00	-500.00			
5320 · Property & Liability Insurance	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%		
5350 · LAFCO Assessment														3,100.00	-3,100.00			
5400 · Legal																		
5430 · General Legal	5,030.00	4,206.00	-7,003.38		5,185.00								7,417.62	200,000.00	-192,582.38	3.71%		
5440 · Litigation	3,611.55	480.00	21,557.82		3,542.00								29,191.37					
<b>Total 5400 · Legal</b>	8,641.55	4,686.00	14,554.44		8,727.00								36,608.99	200,000.00	-163,391.01	18.3%		
5510 · Maintenance, Office	183.65	130.00	860.21	130.00	195.00								1,498.86	10,000.00	-8,501.14	14.99%		
5530 · Memberships				4,669.00									4,669.00	5,200.00	-531.00	89.79%		

**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
5540 · Office Supplies	141.45	435.31	311.14	1,223.55	1,620.32								3,731.77	8,500.00	-4,768.23	43.9%
5550 · Postage		217.41		912.08									1,129.49	2,000.00	-870.51	56.48%
5560 · Printing & Publishing	340.58	146.27	81.23	1,133.03	811.75								2,512.86	4,500.00	-1,987.14	55.84%
5600 · Professional Services																
5610 · Accounting	3,845.00	4,935.00	4,917.50	2,652.50	4,447.50								20,797.50	40,000.00	-19,202.50	51.99%
5620 · Audit		2,500.00	5,000.00		7,000.00								14,500.00	14,938.00	-438.00	97.07%
5630 · Consulting	1,429.83	1,299.38	4,997.84	2,823.71	6,473.04								17,023.80	52,250.00	-35,226.20	32.58%
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	213.50	213.50								1,067.50	3,000.00	-1,932.50	35.58%
5660 · Payroll Services	95.39	99.28	99.28	99.28	99.28								492.51	1,200.00	-707.49	41.04%
5690 · Other Professional Services					5,943.00								5,943.00			
<b>Total 5600 · Professional Services</b>	<b>5,583.72</b>	<b>18,555.21</b>	<b>15,228.12</b>	<b>5,788.99</b>	<b>24,176.32</b>								<b>69,332.36</b>	<b>121,588.00</b>	<b>-52,255.64</b>	<b>57.02%</b>
5710 · San Mateo Co. Tax Roll Charges				119.00									119.00	2,500.00	-2,381.00	4.76%
5720 · Telephone & Internet	2,185.29	2,545.73	2,212.06	2,833.07	2,343.26								12,119.41	35,000.00	-22,880.59	34.63%
5730 · Mileage Reimbursement				361.01									361.01	2,000.00	-1,638.99	18.05%
5740 · Reference Materials														200.00	-200.00	
5790 · Other Adminstrative		15,311.63											15,311.63			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	2,007.44	3,024.24	1,835.06	1,948.91	1,964.48								10,780.13	23,579.00	-12,798.87	45.72%
5820 · Employee Benefits	4,752.19	4,658.89	4,825.81	4,787.29	4,834.33								23,858.51	60,916.00	-37,057.49	39.17%
5830 · Disability Insurance	159.57	159.57	159.57	159.57	159.57								797.85	2,211.00	-1,413.15	36.09%
5840 · Payroll Taxes	2,203.35	2,636.74	1,447.68	1,572.21	1,038.90								8,898.88	26,180.00	-17,281.12	33.99%
5850 · PARS	1,902.94	1,609.40	1,138.95	1,187.08	609.15								6,447.52	24,322.00	-17,874.48	26.51%
5900 · Wages																
5910 · Management	10,034.88	26,047.38	10,234.88	10,234.88	10,234.88								66,786.90	143,082.00	-76,295.10	46.68%
5920 · Staff	17,857.93	17,585.00	16,593.06	18,080.57	18,594.65								88,711.21	195,379.00	-106,667.79	45.41%
5930 · Staff Certification	175.00	175.00	175.00	175.00	175.00								875.00	1,800.00	-925.00	48.61%
5940 · Staff Overtime	734.40	388.80	216.00	356.40	64.80								1,760.40	1,722.00	38.40	102.23%
<b>Total 5900 · Wages</b>	<b>28,802.21</b>	<b>44,196.18</b>	<b>27,218.94</b>	<b>28,846.85</b>	<b>29,069.33</b>								<b>158,133.51</b>	<b>341,983.00</b>	<b>-183,849.49</b>	<b>46.24%</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>38,501.91</b>	<b>37,675.76</b>								<b>209,627.03</b>	<b>482,223.00</b>	<b>-272,595.97</b>	<b>43.47%</b>
<b>Total 5000 · Administrative</b>	<b>71,361.58</b>	<b>100,188.89</b>	<b>72,879.68</b>	<b>63,538.51</b>	<b>77,101.15</b>								<b>385,069.81</b>	<b>935,811.00</b>	<b>-550,741.19</b>	<b>41.15%</b>
6000 · Operations																
6170 · Claims, Property Damage														10,000.00	-10,000.00	
6195 · Education & Training														4,000.00	-4,000.00	
6200 · Engineering																
6220 · General Engineering	7,855.00	3,586.00	7,202.50	3,547.50	9,997.50								32,188.50	40,000.00	-7,811.50	80.47%
<b>Total 6200 · Engineering</b>	<b>7,855.00</b>	<b>3,586.00</b>	<b>7,202.50</b>	<b>3,547.50</b>	<b>9,997.50</b>								<b>32,188.50</b>	<b>40,000.00</b>	<b>-7,811.50</b>	<b>80.47%</b>
6330 · Facilities																



**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
6335 · Alarm Services	557.10	430.08	570.24	557.10	430.08								2,544.60	6,500.00	-3,955.40	39.15%
6337 · Landscaping		1,500.00		1,325.00									2,825.00	6,000.00	-3,175.00	47.08%
<b>Total 6330 · Facilities</b>	557.10	1,930.08	570.24	1,882.10	430.08								5,369.60	12,500.00	-7,130.40	42.96%
<b>6400 · Pumping</b>																
6410 · Pumping Fuel & Electricity	4,132.24	3,979.98	4,073.44	3,070.11	3,618.49								18,874.26	57,000.00	-38,125.74	33.11%
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>	4,184.88	7,073.68	4,073.53	3,070.11	3,618.49								22,020.69	67,000.00	-44,979.31	32.87%
<b>6600 · Collection/Transmission</b>																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
6665 · Meters - Sewer			115.44	57.90	67.58								240.92	75,000.00	-74,759.08	0.32%
<b>Total 6600 · Collection/Transmission</b>			115.44	57.90	67.58								240.92	85,000.00	-84,759.08	0.28%
6770 · Uniforms														200.00	-200.00	
<b>6800 · Vehicles</b>																
6810 · Fuel		595.47	291.53	306.05	191.83								1,384.88	3,500.00	-2,115.12	39.57%
6820 · Truck Equipment, Expensed		14.75		2.73	5.19								22.67	500.00	-477.33	4.53%
6830 · Truck Repairs		256.79			493.98								750.77	1,000.00	-249.23	75.08%
<b>Total 6800 · Vehicles</b>		867.01	291.53	308.78	691.00								2,158.32	5,000.00	-2,841.68	43.17%
6890 · Other Operations					1,700.00								1,700.00			
<b>6900 · Sewer Authority Midcoastside</b>																
6910 · SAM Collections	19,764.58	19,764.58	19,764.58	19,764.58	19,764.58								98,822.90	237,175.00	-138,352.10	41.67%
6920 · SAM Operations	155,698.55	155,698.55	155,698.55	155,698.55	155,698.55								778,492.75	2,218,382.00	-1,439,889.25	35.09%
6940 · SAM Maintenance, Collection Sys		1,800.00		6,290.00									8,090.00	45,000.00	-36,910.00	17.98%
6950 · SAM Maintenance, Pumping		3,579.66	23,497.56	18,847.53	22,874.20								68,798.95	130,000.00	-61,201.05	52.92%
6960 · SAM NDWSCP														18,000.00	-18,000.00	
<b>Total 6900 · Sewer Authority Midcoastside</b>	175,463.13	180,842.79	198,960.69	200,600.66	198,337.33								954,204.60	2,648,557.00	-1,694,352.40	36.03%
<b>Total 6000 · Operations</b>	188,060.11	194,299.56	211,213.93	209,467.05	214,841.98								1,017,882.63	2,872,257.00	-1,854,374.37	35.44%
<b>Total Expense</b>	259,421.69	294,488.45	284,093.61	273,005.56	291,943.13								1,402,952.44	3,808,068.00	-2,405,115.56	36.84%
<b>Net Ordinary Income</b>	-248,631.71	-180,129.18	-273,192.34	-298,141.67	-245,166.64								-1,245,261.54	770,026.00	-2,015,287.54	-161.72%
<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		40,850.00								50,405.00	210,000.00	-159,595.00	24.0%
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		5,836.00	26,262.00								48,383.00	115,000.00	-66,617.00	42.07%

**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
7157 · Fixture Fee Refunds				-2,682.00									-2,682.00			
<b>Total 7100 · Connection Fees</b>		16,285.00	7,401.00	3,154.00	67,112.00								93,952.00	415,000.00	-321,048.00	22.64%
7200 · Interest Income																
7205 · CAMP Interest Earnings	22,117.56	23,659.16	22,463.72	30,416.03	30,880.74								129,537.21			
7210 · LAIF Interest Earnings	76,123.17			892.33									77,015.50			
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	31,308.36	30,880.74								206,552.71	160,000.00	46,552.71	129.1%
<b>Total 7000 · Capital Account Revenues</b>	98,240.73	39,944.16	29,864.72	34,462.36	97,992.74								300,504.71	575,000.00	-274,495.29	52.26%
<b>Total Other Income</b>	98,240.73	39,944.16	29,864.72	34,462.36	97,992.74								300,504.71	575,000.00	-274,495.29	52.26%
<b>Other Expense</b>																
8000 · Capital Improvement Program																
8075 · Sewer	18,077.00	14,285.31	17,227.50	504,179.07	14,166.50								567,935.38	5,650,754.00	-5,082,818.62	10.05%
<b>Total 8000 · Capital Improvement Program</b>	18,077.00	14,285.31	17,227.50	504,179.07	14,166.50								567,935.38	5,650,754.00	-5,082,818.62	10.05%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	245.28	473.83	456.83	439.80	422.72								2,038.46	4,761.00	-2,722.54	42.82%
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	439.80	422.72								3,554.03	22,417.00	-18,862.97	15.85%
<b>Total Other Expense</b>	19,837.85	14,759.14	17,684.33	504,618.87	14,589.22								571,489.41	5,673,171.00	-5,101,681.59	10.07%
<b>Net Other Income</b>	78,402.88	25,185.02	12,180.39	-470,156.51	83,403.52								-270,984.70	-5,098,171.00	4,827,186.30	5.32%
<b>Net Income</b>	<b>-170,228.83</b>	<b>-154,944.16</b>	<b>-261,011.95</b>	<b>-768,298.18</b>	<b>-161,763.12</b>								<b>-1,516,246.24</b>	<b>-4,328,145.00</b>	<b>2,811,898.76</b>	<b>35.03%</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		645.00								2,656.00	2,000.00	656.00	132.8%
4420 · Administrative Fee (Remodel)														600.00	-600.00	
4430 · Inspection Fee (New Constr)	611.00		1,295.00		611.00								2,517.00	2,000.00	517.00	125.85%
<b>Total 4400 · Fees</b>	1,256.00		2,661.00		1,256.00								5,173.00	4,600.00	573.00	112.46%
<b>4510 · Grants</b>	160.00												160.00			
4610 · Property Tax Receipts		104,411.76	52.55	-9,408.29	30,628.82								125,684.84	400,000.00	-274,315.16	31.42%
4740 · Testing, Backflow		2,982.00	10,792.00		9,088.00								22,862.00	18,500.00	4,362.00	123.58%
4810 · Water Sales, Domestic	223,093.15	153,929.24	203,096.48	132,058.82	71,326.97								783,504.66	2,016,000.00	-1,232,495.34	38.86%
4850 · Water Sales Refunds, Customer		-1,743.81	-545.21	228.47									-2,060.55	-16,000.00	13,939.45	12.88%
4990 · Other Revenue		0.40	32.42	5,051.02	98.47								5,182.31			
<b>Total Income</b>	224,509.15	259,579.59	216,089.24	127,930.02	112,398.26								940,506.26	2,423,100.00	-1,482,593.74	38.81%
<b>Gross Profit</b>	224,509.15	259,579.59	216,089.24	127,930.02	112,398.26								940,506.26	2,423,100.00	-1,482,593.74	38.81%
<b>Expense</b>																
<b>5000 · Administrative</b>																
5190 · Bank Fees	1,285.99	332.56	392.84	338.37	386.77								2,736.53	6,000.00	-3,263.47	45.61%
<b>5200 · Board of Directors</b>																
5210 · Board Meetings		200.00	200.00	200.00	255.89								855.89	6,000.00	-5,144.11	14.27%
5220 · Director Fees		300.00	900.00	-187.50	750.00								1,762.50	10,000.00	-8,237.50	17.63%
5230 · Election Expenses														10,000.00	-10,000.00	
<b>Total 5200 · Board of Directors</b>		500.00	1,100.00	12.50	1,005.89								2,618.39	26,000.00	-23,381.61	10.07%
5240 · CDPH Fees														20,000.00	-20,000.00	
5250 · Conference Attendance			714.24	159.07	159.07								1,032.38	15,000.00	-13,967.62	6.88%
5270 · Information Systems		1,043.75	668.75	7,515.98									9,228.48	6,500.00	2,728.48	141.98%
<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	-4,232.00		5,185.00								10,189.00	75,000.00	-64,811.00	13.59%
5440 · Litigation			160.00										160.00			
<b>Total 5400 · Legal</b>	5,030.00	4,206.00	-4,072.00		5,185.00								10,349.00	75,000.00	-64,651.00	13.8%
5510 · Maintenance, Office	183.65	214.04		130.00	195.00								722.69	10,000.00	-9,277.31	7.23%

**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>5530 · Memberships</b>	1,197.59			4,669.00	18,885.00								24,751.59	25,000.00	-248.41	99.01%
<b>5540 · Office Supplies</b>	141.43	435.31	104.31	1,223.54	1,662.90								3,567.49	8,000.00	-4,432.51	44.59%
<b>5550 · Postage</b>	2,044.75	2,258.36	1,655.12	3,159.74	1,380.63								10,498.60	19,000.00	-8,501.40	55.26%
<b>5560 · Printing &amp; Publishing</b>	340.58	146.28	81.23	1,557.51	949.20								3,074.80	10,000.00	-6,925.20	30.75%
<b>5600 · Professional Services</b>																
<b>5610 · Accounting</b>	3,845.00	4,935.00	4,917.50	2,652.50	4,447.50								20,797.50	40,000.00	-19,202.50	51.99%
<b>5620 · Audit</b>		2,500.00	5,000.00		7,000.00								14,500.00	14,938.00	-438.00	97.07%
<b>5630 · Consulting</b>	1,429.82	1,299.37	4,997.84	2,823.70	6,473.03								17,023.76	50,000.00	-32,976.24	34.05%
<b>5640 · Data Services</b>														12,000.00	-12,000.00	
<b>5650 · Labor &amp; HR Support</b>	213.50	213.50	213.50	213.50	213.50								1,067.50	3,000.00	-1,932.50	35.58%
<b>5660 · Payroll Services</b>	95.39	99.28	99.28	99.28	99.28								492.51	1,200.00	-707.49	41.04%
<b>5690 · Other Professional Services</b>					5,943.00								5,943.00			
<b>Total 5600 · Professional Services</b>	5,583.71	9,047.15	15,228.12	5,788.98	24,176.31								59,824.27	121,138.00	-61,313.73	49.39%
<b>5710 · San Mateo Co. Tax Roll Charges</b>				119.00									119.00	2,500.00	-2,381.00	4.76%
<b>5720 · Telephone &amp; Internet</b>	3,117.63	3,804.38	3,216.83	3,400.94	3,335.65								16,875.43	40,000.00	-23,124.57	42.19%
<b>5730 · Mileage Reimbursement</b>				361.00									361.00	2,000.00	-1,639.00	18.05%
<b>5740 · Reference Materials</b>														500.00	-500.00	
<b>5790 · Other Administrative</b>	21.40	-101.00		38.13	204.41								162.94			
<b>5800 · Labor</b>																
<b>5810 · CalPERS 457 Deferred Plan</b>	4,837.19	5,579.78	4,427.21	4,612.01	4,494.34								23,950.53	55,390.00	-31,439.47	43.24%
<b>5820 · Employee Benefits</b>	13,917.67	13,861.77	14,323.59	14,208.03	14,375.66								70,686.72	181,241.00	-110,554.28	39.0%
<b>5830 · Disability Insurance</b>	340.32	340.32	340.32	340.32	340.32								1,701.60	5,815.00	-4,113.40	29.26%
<b>5840 · Payroll Taxes</b>	5,542.88	5,994.69	4,832.99	5,031.16	4,179.40								25,581.12	68,858.00	-43,276.88	37.15%
<b>5850 · PARS</b>	4,263.09	3,824.46	3,268.84	3,519.82	2,752.89								17,629.10	51,066.00	-33,436.90	34.52%
<b>5900 · Wages</b>																
<b>5910 · Management</b>	10,034.88	26,047.38	10,234.88	10,234.88	10,234.88								66,786.90	143,082.00	-76,295.10	46.68%
<b>5920 · Staff</b>	53,447.36	55,552.05	52,990.64	57,157.86	52,872.06								272,019.97	568,704.00	-296,684.03	47.83%
<b>5930 · Staff Certification</b>	925.00	950.00	975.00	975.00	975.00								4,800.00	11,400.00	-6,600.00	42.11%
<b>5940 · Staff Overtime</b>	6,400.57	3,922.39	5,759.89	3,679.59	4,399.70								24,162.14	61,175.00	-37,012.86	39.5%
<b>5950 · Staff Standby</b>	1,647.82	1,618.58	1,510.62	2,014.07	1,639.97								8,431.06	29,962.00	-21,530.94	28.14%
<b>Total 5900 · Wages</b>	72,455.63	88,090.40	71,471.03	74,061.40	70,121.61								376,200.07	814,323.00	-438,122.93	46.2%
<b>5960 · Worker's Comp Insurance</b>			4,173.56										4,173.56	29,218.00	-25,044.44	14.28%
<b>Total 5800 · Labor</b>	101,356.78	117,691.42	102,837.54	101,772.74	96,264.22								519,922.70	1,205,911.00	-685,988.30	43.12%
<b>Total 5000 · Administrative</b>	135,335.14	139,578.25	121,926.98	130,246.50	153,790.05								680,876.92	1,610,749.00	-929,872.08	42.27%
<b>6000 · Operations</b>																
<b>6160 · Backflow Prevention</b>														1,100.00	-1,100.00	

**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
6170 · Claims, Property Damage														10,000.00	-10,000.00	
6180 · Communications																
6185 · SCADA Maintenance	48.80			3,790.00	5,240.00								9,078.80	15,000.00	-5,921.20	60.53%
6180 · Communications - Other																
<b>Total 6180 · Communications</b>	48.80			3,790.00	5,240.00								9,078.80	15,000.00	-5,921.20	60.53%
6195 · Education & Training	59.00		1,500.00	1,962.35									3,521.35	8,000.00	-4,478.65	44.02%
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	27,662.50	17,617.50								67,412.50	200,000.00	-132,587.50	33.71%
<b>Total 6200 · Engineering</b>	8,340.00	6,515.00	6,977.50	27,662.50	17,617.50								67,112.50	210,000.00	-142,887.50	31.96%
6320 · Equipment & Tools, Expensed		1,114.92	340.42	1,055.05	1,137.96								3,648.35	10,000.00	-6,351.65	36.48%
6330 · Facilities																
6335 · Alarm Services	127.02		140.16	127.02									394.20	2,000.00	-1,605.80	19.71%
6337 · Landscaping	860.00	1,500.00	1,925.00	2,390.00	1,149.01								7,824.01	18,000.00	-10,175.99	43.47%
<b>Total 6330 · Facilities</b>	987.02	1,500.00	2,065.16	2,517.02	1,149.01								8,218.21	20,000.00	-11,781.79	41.09%
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	5,044.13	5,673.32								27,949.88	105,000.00	-77,050.12	26.62%
6420 · Pumping Maintenance, Generators	59.28	4,340.06		111.68	6,824.00								11,335.02	25,000.00	-13,664.98	45.34%
6430 · Pumping Maintenance, General				30.14									30.14	2,000.00	-1,969.86	1.51%
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	5,185.95	12,497.32								39,456.09	132,500.00	-93,043.91	29.78%
6500 · Supply																
6510 · Maintenance, Raw Water Mains			404.54	11,826.90									12,231.44	1,000.00	11,231.44	1,223.14%
6520 · Maintenance, Wells				-815.00	8.30								-806.70	20,000.00	-20,806.70	-4.03%
6530 · Water Purchases				6,156.75									6,156.75	50,000.00	-43,843.25	12.31%
<b>Total 6500 · Supply</b>			404.54	17,168.65	8.30								17,581.49	71,000.00	-53,418.51	24.76%
6600 · Collection/Transmission																
6610 · Hydrants					119.04								119.04	5,000.00	-4,880.96	2.38%
6620 · Maintenance, Water Mains		4,234.93	17,010.94	4,195.95	3,916.75								29,358.57	75,000.00	-45,641.43	39.15%
6630 · Maintenance, Water Svc Lines					2,032.45								2,032.45	10,000.00	-7,967.55	20.33%
6640 · Maintenance, Tanks			562.90	142.85	450.00								1,155.75	5,000.00	-3,844.25	23.12%
6650 · Maint., Distribution General			12,963.63										12,963.63	15,000.00	-2,036.37	86.42%
6660 · Maintenance, Collection System					363.15								363.15			
6670 · Meters - Water			115.44	57.90	2,408.77								2,582.11	75,000.00	-72,417.89	3.44%

**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
<b>Total 6600 · Collection/Transmission</b>		4,234.93	30,652.91	4,396.70	9,290.16								48,574.70	185,000.00	-136,425.30	26.26%
<b>6700 · Treatment</b>																
<b>6710 · Chemicals &amp; Filtering</b>	1,323.27		2,768.75	1,246.93	1,732.20								7,071.15	60,000.00	-52,928.85	11.79%
<b>6720 · Maintenance, Treatment Equip.</b>	5,664.42	6,094.72	3,837.11	3,207.49	6,617.47								25,421.21	15,000.00	10,421.21	169.48%
<b>6730 · Treatment Analysis</b>	111.56	2,807.00	2,161.00	818.12	3,859.64								9,757.32	35,000.00	-25,242.68	27.88%
<b>Total 6700 · Treatment</b>	7,099.25	8,901.72	8,766.86	5,272.54	12,209.31								42,249.68	110,000.00	-67,750.32	38.41%
<b>6770 · Uniforms</b>		220.00	575.74	114.80									910.54	3,500.00	-2,589.46	26.02%
<b>6800 · Vehicles</b>																
<b>6810 · Fuel</b>	1,444.23	342.19	874.59	918.16	575.49								4,154.66	12,000.00	-7,845.34	34.62%
<b>6820 · Truck Equipment, Expensed</b>		44.25		8.20	15.58								68.03	2,000.00	-1,931.97	3.4%
<b>6830 · Truck Repairs</b>	3,003.08	-256.79			-493.98								2,252.31	5,000.00	-2,747.69	45.05%
<b>Total 6800 · Vehicles</b>	4,447.31	129.65	874.59	926.36	97.09								6,475.00	19,000.00	-12,525.00	34.08%
<b>6890 · Other Operations</b>					6,188.39								6,188.39			
<b>Total 6000 · Operations</b>	25,172.90	33,677.89	58,946.75	70,051.92	65,435.04								253,284.50	815,600.00	-562,315.50	31.06%
<b>Total Expense</b>	160,508.04	173,256.14	180,873.73	200,298.42	219,225.09								934,161.42	2,426,349.00	-1,492,187.58	38.5%
<b>Net Ordinary Income</b>	64,001.11	86,323.45	35,215.51	-72,368.40	-106,826.83								6,344.84	-3,249.00	9,593.84	-195.29%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 · Capital Account Revenues</b>																
<b>7100 · Connection Fees</b>																
<b>7110 · Connection Fees (New Constr)</b>			6,716.00		28,203.00								34,919.00	220,000.00	-185,081.00	15.87%
<b>7120 · Connection Fees (Remodel)</b>		10,682.50											10,682.50	55,000.00	-44,317.50	19.42%
<b>7130 · Conn. Fees, PFP (New Constr)</b>		16,553.00	21,872.00		12,786.00								51,211.00	190,000.00	-138,789.00	26.95%
<b>7152 · Connection Fee Refunds</b>	-20,815.00												-20,815.00			
<b>7155 · Add'l Fixture Units (Remodel)</b>				10,255.20	8,973.30								19,228.50			
<b>7157 · Fixture Fee Refunds</b>	-18,922.00												-18,922.00	-50,000.00	31,078.00	37.84%
<b>7165 · Meter Pass Thru Costs</b>	1,523.06	590.50	556.23	2,895.00	707.00								6,271.79			
<b>Total 7100 · Connection Fees</b>	-38,213.94	27,826.00	29,144.23	13,150.20	50,669.30								82,575.79	415,000.00	-332,424.21	19.9%
<b>7250 · CAMP Interest Income</b>	24,757.50	25,124.91	23,967.37	23,669.96	22,264.10								119,783.84	200,000.00	-80,216.16	59.89%
<b>7600 · Bond Revenues, G.O.</b>		7.60	-69.76	195.62	6,400.26								6,533.72	1,195,381.00	-1,188,847.28	0.55%
<b>7650 · Water System Reliability</b>														1,178,148.00	-1,178,148.00	
<b>Total 7000 · Capital Account Revenues</b>	-13,456.44	52,958.51	53,041.84	37,015.78	79,333.66								208,893.35	2,988,529.00	-2,779,635.65	6.99%
<b>Total Other Income</b>	-13,456.44	52,958.51	53,041.84	37,015.78	79,333.66								208,893.35	2,988,529.00	-2,779,635.65	6.99%
<b>Other Expense</b>																
<b>8000 · Capital Improvement Program</b>																
<b>8100 · Water</b>	9,257.50	32,546.19	33,844.77	166,350.00	28,973.19								270,971.65	3,615,000.00	-3,344,028.35	7.5%

**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
<b>Total 8000 · Capital Improvement Program</b>	9,257.50	32,546.19	33,844.77	166,350.00	28,973.19								270,971.65	3,615,000.00	-3,344,028.35	7.5%
<b>9000 · Capital Account Expenses</b>																
<b>9100 · Interest Expense - GO Bonds</b>		4,087.29											4,087.29	46,384.00	-42,296.71	8.81%
<b>9125 · PNC Equipment Lease Interest</b>	245.28	473.83	456.84	439.80	422.72								2,038.47	4,761.00	-2,722.53	42.82%
<b>9150 · SRF Loan</b>					26,644.07								26,644.07	52,216.00	-25,571.93	51.03%
<b>9210 · Conservation Program/Rebates</b>														3,000.00	-3,000.00	
<b>Total 9000 · Capital Account Expenses</b>	245.28	4,561.12	456.84	439.80	27,066.79								32,769.83	106,361.00	-73,591.17	30.81%
<b>Total Other Expense</b>	9,502.78	37,107.31	34,301.61	166,789.80	56,039.98								303,741.48	3,721,361.00	-3,417,619.52	8.16%
<b>Net Other Income</b>	-22,959.22	15,851.20	18,740.23	-129,774.02	23,293.68								-94,848.13	-732,832.00	637,983.87	12.94%
<b>Net Income</b>	<b>41,041.89</b>	<b>102,174.65</b>	<b>53,955.74</b>	<b>-202,142.42</b>	<b>-83,533.15</b>								<b>-88,503.29</b>	<b>-736,081.00</b>	<b>647,577.71</b>	<b>12.02%</b>

## Montara Water & Sanitary District Check Detail

January 9 - 10, 2025

Date	Num	Name	Paid Amount	
<b>Warrants For the 01/16/2025 Board of Directors Consent Agenda</b>				
<b>SPLIT</b>				
12/05/2024	15166	ACWA/JPIA December	-19,374.52	PAID
12/05/2024	15167	Aztec Gardens	-860.00	PAID
12/05/2024	15168	Carlisle Young	-150.00	PAID
12/05/2024	15185	CalPERS 457	-9,435.46	PAID
12/05/2024	15186	Comcast	-358.04	PAID
12/05/2024	15169	Foster & Foster	-8,500.00	PAID
12/05/2024	15170	Harris	-1,273.09	PAID
12/05/2024	15171	Huntington National Bank	-14,775.00	PAID
12/05/2024	15172	IEDA	-427.00	PAID
12/05/2024	15173	Kastama Strategic Consulting	-4,494.13	PAID
12/05/2024	15174	Kathryn Slater-Carter	-150.00	PAID
12/05/2024	15176	PCT	-400.00	PAID
12/05/2024	15177	Peter Dekker	-150.00	PAID
12/05/2024	15178	Rauch Communication Consultants, Inc.	-480.00	PAID
12/05/2024	15180	RVE ACCOUNTING & ADVISORY SERVICES	-8,895.00	PAID
12/05/2024	15181	Scott Boyd	-150.00	PAID
12/05/2024	15184	Tech Solutions	-1,900.00	PAID
12/05/2024	15184	U.S. Bank PARS	-6,931.36	PAID
12/05/2024	15188	Michael Leytem	-4,500.00	PAID
12/09/2024	15189	Fitzgerald Law	-22,708.35	PAID
12/09/2024	15190	PARS	-922.41	PAID
12/16/2024	15191	Bay Alarm Company	-280.32	PAID
12/16/2024	15192	Cintas	-206.73	PAID
12/16/2024	15193	Cruzio Internet	-105.56	PAID
12/16/2024	15195	Medical Air Services Association	-152.00	PAID
12/16/2024	15196	ODP Business Solutions	-101.50	PAID
12/16/2024	15198	Principal Life Insurance Company	-160.52	PAID
12/16/2024	15201	Streamline	-1,500.00	PAID
12/16/2024	15203	White Glove	-260.00	PAID
12/24/2024	15205	A-B Communications	-172.45	PAID
12/24/2024	15214	KBA Document Solutions	-98.47	PAID
12/30/2024	15226	CalPERS	-9,614.25	PAID
12/30/2024	15227	Comcast	-358.06	PAID
12/24/2024	15215	Lingo	-4,246.28	PAID
12/24/2024	15218	MUTUAL OF OMAHA	-313.33	PAID
12/24/2024	15219	ODP Business Solutions	-331.70	PAID
12/24/2024	15220	Pacific Gas & Electric	-7,507.43	PAID
12/24/2024	15221	Standard Insurance Co.	-499.89	PAID
01/09/2025	15232	ACWA/JPIA	-19,374.52	
01/09/2025	15234	Aztec Gardens	-1,065.00	
01/09/2025	15239	Bill Softky	-150.00	



## Montara Water & Sanitary District

### Check Detail

January 9 - 10, 2025

Date	Num	Name	Paid Amount
01/09/2025	15242	Carlisle Young	-150.00
01/13/2025	15269	Cruzio Internet	-105.71
01/09/2025	15244	Fitzgerald Law Offices	-19,380.18
01/09/2025	15246	Huntington National Bank	-14,775.00
01/09/2025	15247	IEDA	-427.00
01/09/2025	15248	Kastama Strategic Consulting	-3,307.91
01/09/2025	15249	Kathryn Slater-Carter	-150.00
01/13/2025	15272	Kathryn Slater-Carter (replaces 14901)	-150.00
01/09/2025	15250	KBA Document Solutions	-45.06
01/09/2025	15254	ODP Business Solutions	-138.59
01/13/2025	15271	Principal Financial	-160.52
01/13/2025	15270	PCT	-400.00
01/09/2025	15256	Rauch Communication Consultants, Inc.	-1,031.25
01/09/2025	15257	RVE ACCOUNTING & ADVISORY SERVICES	-6,975.00
01/09/2025	15258	San Mateo County Health Dept	-698.00
01/09/2025	15264	Tech Solutions	-1,325.00
01/09/2025	15266	U.S. Bank PARS	-7,261.43
01/09/2025	15267	USA Blue Book	421.84
01/09/2025	15268	White Glove Cleaning Services	-260.00

# Montara Water & Sanitary District Check Detail

January 9 - 10, 2025

Date	Num	Name	Paid Amount	
<b>WATER</b>				
12/05/2024	15175	Pacific Gas & Electric Pillar Ridge	-536.75	PAID
12/05/2024	15182	SRT Consultants	-27,429.25	PAID
12/05/2024	15183	Wells Fargo Remittance Center	-8,717.51	PAID
12/16/2024	15194	Hassett	-1,071.99	PAID
12/16/2024	15199	State Water Resources Control Board	-3,945.00	PAID
12/16/2024	15200	State Water Resources Control Board	-881.00	PAID
12/16/2024	15202	Tylor McMillian's Well Service	-3,884.70	PAID
12/17/2024	15204	Urban Tree Management	-2,900.00	PAID
12/24/2024	15206	Andreini Brothers, Inc.	-7,654.51	PAID
12/18/2024	15222	AT&T Mobility	-567.89	PAID
12/24/2024	15207	Badger Meter, Inc.	-135.17	PAID
12/24/2024	15208	BSK Lab	-3,554.20	PAID
12/24/2024	15209	Calcon Systems, Inc.	-3,393.44	PAID
12/24/2024	15210	CD & Power	-1,920.00	PAID
12/24/2024	15211	Hach Company	-7,507.84	PAID
12/24/2024	15212	Half Moon Bay Building & Garden, Inc.	-430.30	PAID
12/24/2024	15216	McMaster-Carr Supply Co.	-2,149.67	PAID
12/24/2024	15217	Mossa Excavation	-14,866.70	PAID
12/18/2024	15223	Pacific Gas & Electric	-1,592.61	PAID
12/27/2024	15224	Wells Fargo Remittance	-8,189.43	PAID
01/09/2025	15233	Andreini Brothers, Inc.	-3,621.50	
01/09/2025	15235	Badger Meter, Inc.	-135.17	
01/09/2025	15236	Balance Hydrologics, Inc.	-12,675.21	
01/09/2025	15237	Bay Area Air Quality Management District	-4,684.00	
01/09/2025	15238	Big Creek	-390.45	
01/09/2025	15240	BSK Lab	-6,447.00	
01/09/2025	15241	California Rural Water Association	-992.00	
01/09/2025	15243	County of San Mateo Dept Public Works	-6,148.26	
01/09/2025	15230	Derek Dye	-499.96	
01/09/2025	15229	Gumaro Serrano	-1,840.20	
01/09/2025	15245	Hassett	-1,022.51	
01/09/2025	15231	Jack Hodges	-5,000.00	
01/09/2025	15251	Maggiora Bros. Drilling, Inc.	-29,640.00	
01/09/2025	15252	MWSD Sewer to GO BOND	-442,543.17	
01/09/2025	15255	PACE Supply Corp	-2,802.28	
01/09/2025	15262	SRT Consultants	-32,033.75	
01/09/2025	15263	State Water Resources Control Board	-15,848.00	

## Montara Water & Sanitary District Check Detail

January 9 - 10, 2025

Date	Num	Name	Paid Amount	
<b>SEWER</b>				
12/05/2024	15179	Recology of the Coastside	-5,544.00	PAID
12/16/2024	15197	Peninsula Pump & Equipment	-45,472.55	PAID
12/24/2024	15213	Hue & Cry Security Systems, Inc.	-430.08	PAID
12/27/2024	15225	SmartCover Systems	-7,944.00	PAID
01/09/2025	15253	Nute Engineering	-38,632.25	
01/09/2025	15259	Sewer Authority Mid-Coastside	-13,262.86	
01/09/2025	15260	Sewer Authority Mid-Coastside	-155,698.55	
01/09/2025	15261	Sewer Authority Mid-Coastside	-19,764.58	
01/09/2025	15265	U.S. Bank Global Corporate Trust Svcs.	-8,563.01	



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

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

**SUBJECT: SAM Flow Report for November 2024**


The November report was not available during the preparation of the packet. It will be submitted when it becomes available.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

## **SUBJECT: Review of Current Investment Portfolio**

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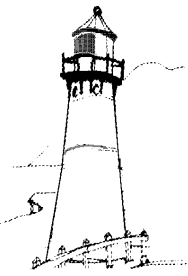
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The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- 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 December 2024 was 4.434%. The majority of the District's idle sewer funds are in the sewer account with the California Asset Management Program (CAMP) to take advantage of the higher interest returns. The current 7 day yield for 1/8/25 was 4.58%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 1/8/25 was 4.434%.
- 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: **January 16, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Connection Permit Applications Received**

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As of January 16, 2025 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of January 16, 2025 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 January 16, 2025 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 January 16th, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**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.

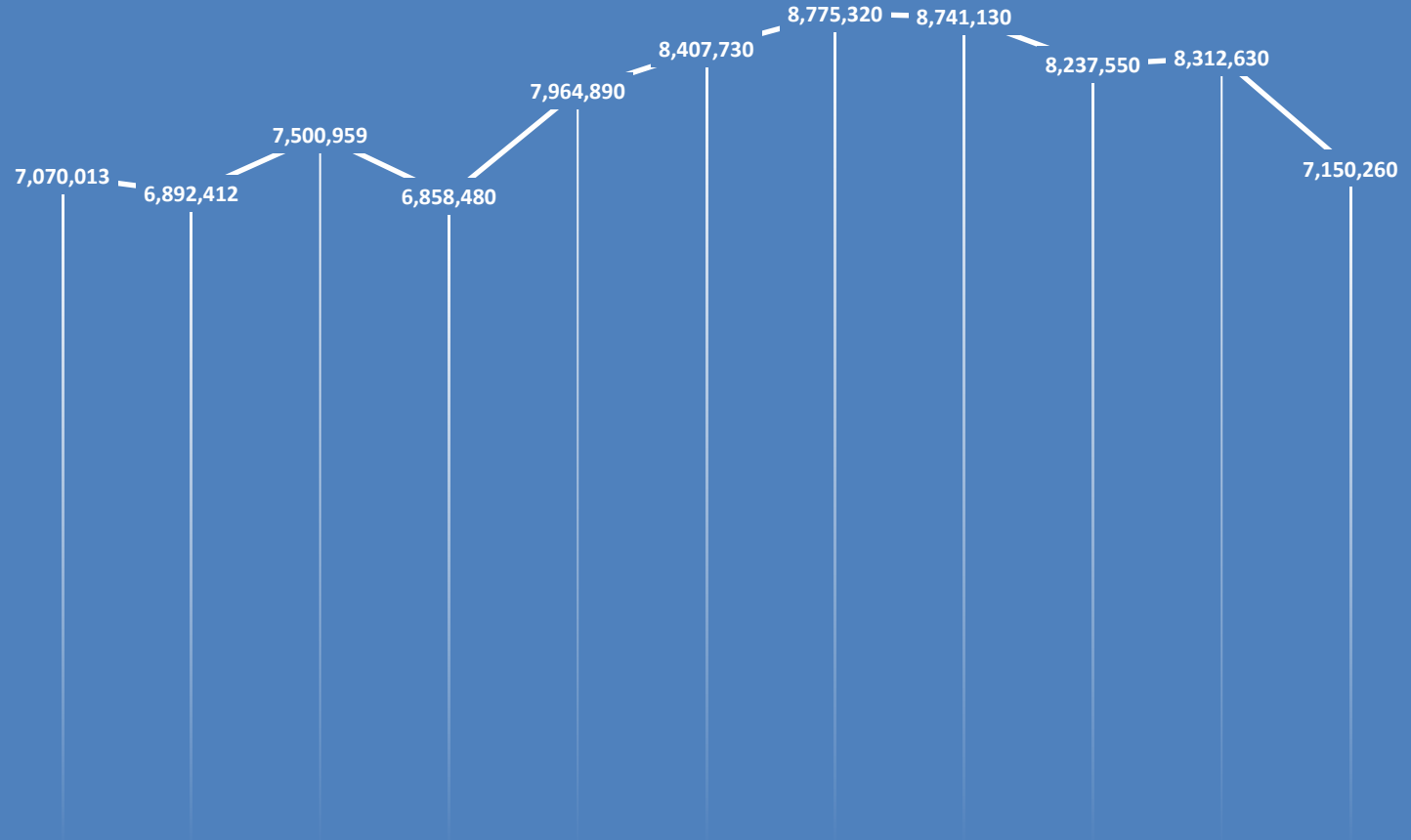
## RECOMMENDATION:

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	8,312,630	7,150,260	

MONTH








# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of January 16th, 2025

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

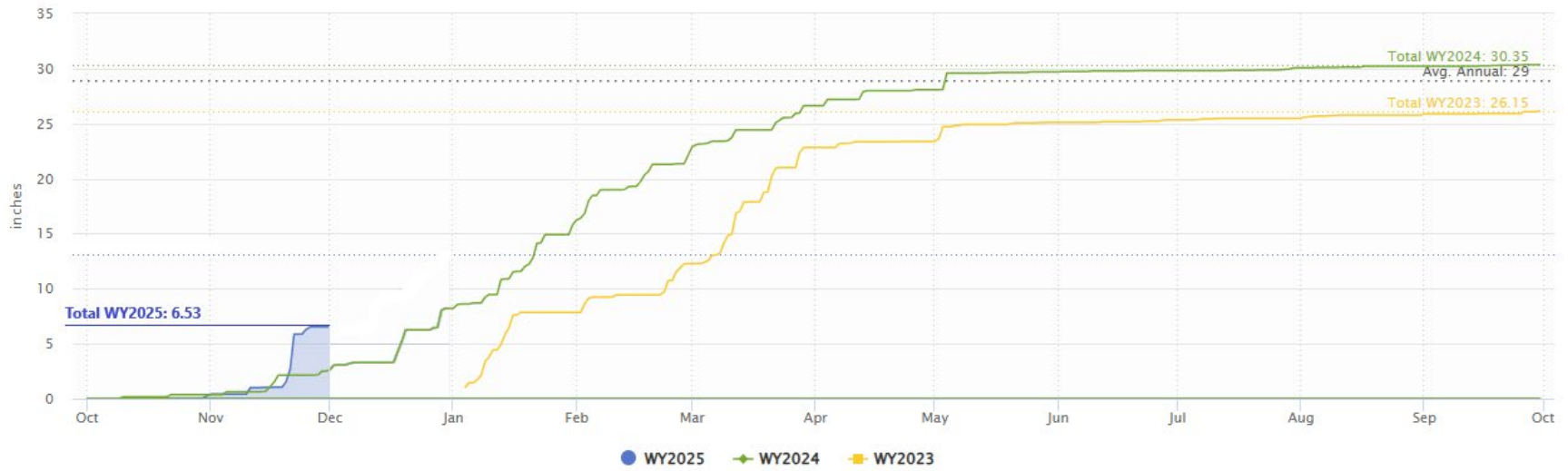
# Monthly Cumulative Rainfall

Monthly Rainfall for Current Water Year



# Annual Cumulative Rainfall

Annual Cumulative Rainfall by Water Year





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 16th, 2025

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 52,915kWh and saved 89,956lbs 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	183	112	



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of **January 16, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

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The District has received the monthly PARS report for October 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  
10/1/2024 to 10/31/2024**

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 10/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 10/31/2024
<b>Contributions</b>	\$1,773,276.12	\$9,087.33	(\$26,897.96)	\$819.57	\$1,197.52	\$0.00	\$1,753,448.40
<b>TOTAL</b>	<b>\$1,773,276.12</b>	<b>\$9,087.33</b>	<b>(\$26,897.96)</b>	<b>\$819.57</b>	<b>\$1,197.52</b>	<b>\$0.00</b>	<b>\$1,753,448.40</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	-1.52%	2.21%	27.64%	3.92%	8.56%	-	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.



## October 2024 PARS Statement Detail

PARS beginning Balance as of October 1, 2024           \$ 1,773,276.12

**Contributions:**

September 15, 2024 Calculation

Wages paid	<b>28,752.80</b>			
Employer - 7.30%		\$	<b>2,098.95</b>	
Employee - 7.75%		\$	<b>2,228.34</b>	
Contribution subtotal			<b>4,327.30</b>	\$ 4,327.30

Fund Impact - PARS Wages		
Sewer	Water	Total
7,429.60	21,323.20	<b>28,752.80</b>
542.36	1,556.59	<b>2,098.95</b>

September 30, 2024 Calculation

Wages paid	<b>31,628.08</b>			
Employer - 7.30%		\$	<b>2,308.85</b>	
Employee - 7.75%		\$	<b>2,451.18</b>	
Contribution Subtotal			<b>4,760.03</b>	\$ 4,760.03

Fund Impact - PARS Wages		
Sewer	Water	Total
8,172.56	23,455.52	<b>31,628.08</b>
596.60	1,712.25	<b>2,308.85</b>

Total Contributions thru September                   \$ 9,087.32

Rounding   \$ -

Earnings/(Losses)   \$ (26,897.96)

Expenses   \$ (819.57)

Distributions   \$ (1,197.52)

PARS Ending Balance as of October 31, 2024       \$ 1,753,448.40



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 16, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning Certification of the Results of the November 5, 2024 General Election**

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The Chief Elections Officer of San Mateo County for the November 2024 elections certifies that Kathryn Slater-Carter, and Carlisle "Cid" Anne Young have been appointed to the Office of Director of the Montara Water and Sanitary District for a four (4) year term and Scott Boyd has been appointed to the Office of Director of the Montara Water and Sanitary District for a two (2) year term.

The number of nominees did not exceed the number of offices required to be filled and no request for an election was made.

RECOMMENDATION:

Adopt RESOLUTION NO. \_\_\_\_\_, RESOLUTION DECLARING APPOINTMENT OF DIRECTORS IN LIEU OF DISTRICT ELECTION ON NOVEMBER 5, 2024

Attachment

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

**RESOLUTION DECLARING APPOINTMENT OF DIRECTORS IN LIEU OF DISTRICT ELECTION ON NOVEMBER 5, 2024**

**WHEREAS**, an election was to be held on November 4, 2024 to elect three (3) members to the Board of the Montara Water and Sanitary District, two (2) of which for four (4) year terms and one (1) of which for a two (2) year term; and

**WHEREAS**, the District Secretary has received the Certificate of results of the election from the County Elections Official submitted pursuant to Elections Code Section 10550, a copy of which Certificate is attached hereto as Exhibit "A" and incorporated herein; and

**WHEREAS**, in accordance with said Certificate, the number of nominees did not exceed the number of offices required to be filled and no request for an election was made; therefore, pursuant to Elections Code Section 10515, this Board hereby declares below the persons appointed to the office of District Board Member.

**NOW, THEREFORE**, be it resolved by the Board of the Montara Water and Sanitary District, a public agency in the County of San Mateo, California, as follows:

1. All of the above recitals are true and correct and incorporated herein by reference.
2. The Secretary of the District is hereby authorized and directed to enter this resolution in the minutes of this Board as a statement of the results of said election as set forth in the Certificate (Exhibit A).
3. The following candidates for election to the two (2) offices of Board Member to be filled, each for four (4) year terms, were uncontested:  
  
Division 2: Kathryn Slater-Carter  
  
Division 4: Carlisle "Cid" Ann Young
4. The following candidate for election to the one (1) office of Board Member to be filled for a two (2) year term, was uncontested:  
  
Scott Boyd
5. Said candidates are hereby declared appointed for the specified terms to the office of Board Member, Montara Water and Sanitary District.
6. The District Secretary is hereby authorized and directed to sign and deliver to each of the newly appointed Board Members a Certificate of Appointment and to

provide for the administration of the Oath of Office prescribed in the Constitution of the State of California, to each of said Board Members.

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

COUNTERSIGNED:

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

\* \* \* \*

**I HEREBY CERTIFY** that the foregoing Resolution No. \_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a Regular Meeting thereof held on the 15<sup>th</sup> day of January, 2025, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

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

# EXHIBIT A

## CERTIFICATE OF THE CHIEF ELECTIONS OFFICER

State of California

SS.

County of San Mateo

I, **MARK CHURCH**, Chief Elections Officer of the County of San Mateo, State of California, do hereby certify that:

**WHEREAS**, the number of nominees for the office of Member, Board of Directors does not exceed the number of offices required by law to be filled at the Presidential General Election within the MONTARA WATER AND SANITARY DISTRICT DIVISIONS 2 and 4 held on November 5, 2024; the time within which nominations may be made has expired; and a petition signed by ten percent (10%) of the voters or 50 voters, whichever is the smaller number, requesting that said election be held, was not presented to the Chief Elections Officer within the time provided by law.

**NOW, THEREFORE**, pursuant to Elections Code §10515, the following qualified person or persons as listed below, are required to be appointed to four (4) year terms:

Division 2: Kathryn Slater-Carter

Division 4: Carlyle "Cid" Ann Young

**IN WITNESS WHEREOF**, I hereunto affix my hand and seal this 5<sup>th</sup> day of December, 2024, and file this date with the General Manager of the MONTARA WATER AND SANITARY DISTRICT.



**MARK CHURCH**

Chief Elections Officer &

Assessor-County Clerk-Recorder

# COUNTY OF SAN MATEO CERTIFICATION OF ELECTION

This is to certify that

*Kathryn Slater-Carter*

was appointed to the office of

*Member, Board of Directors (Full Term)*

*Montara Water and Sanitary District*

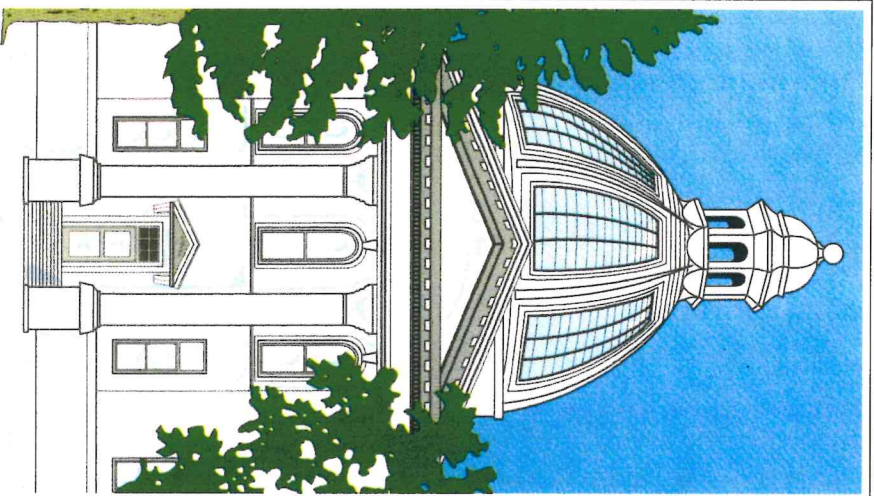
*Division 2*

In lieu of holding the Presidential General Election in San Mateo County on the 5<sup>th</sup> day of November, 2024.

*In witness whereof, I have hereunto set my hand and affixed my official seal this 5<sup>th</sup> day of December, 2024.*

*Mark Church*

MARK CHURCH  
Chief Elections Officer &  
Assessor-County Clerk-Recorder



# COUNTY OF SAN MATEO CERTIFICATION OF ELECTION

This is to certify that

*Earlyste "Sid" Ann Young*

was appointed to the office of

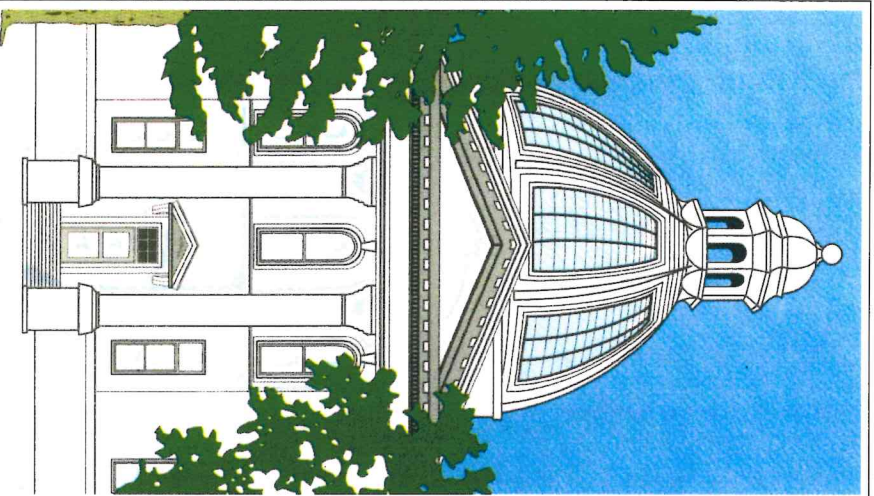
*Member, Board of Directors (Full Term)*

*Montara Water and Sanitary District*

*Division 4*

In lieu of holding the Presidential General Election in San  
Mateo County on the 5<sup>th</sup> day of November, 2024.

*In witness whereof, I have hereunto set my hand and affixed  
my official seal this 5<sup>th</sup> day of December, 2024.*



*Mark Church*

MARK CHURCH  
Chief Elections Officer &  
Assessor-County Clerk-Recorder

**CERTIFICATE OF THE CHIEF ELECTIONS OFFICER**

State of California

SS.

County of San Mateo

I, **MARK CHURCH**, Chief Elections Officer of the County of San Mateo, State of California, do hereby certify that:

**WHEREAS**, the number of nominees for the office of Member, Board of Directors does not exceed the number of offices required by law to be filled at the Presidential General Election within the MONTARA WATER AND SANITARY DISTRICT held on November 5, 2024; the time within which nominations may be made has expired; and a petition signed by ten percent (10%) of the voters or 50 voters, whichever is the smaller number, requesting that said election be held, was not presented to the Chief Elections Officer within the time provided by law.

**NOW, THEREFORE**, pursuant to Elections Code §10515, the following qualified person or persons as listed below, are required to be appointed to two (2) year terms:

Scott Boyd

**IN WITNESS WHEREOF**, I hereunto affix my hand and seal this 5<sup>th</sup> day of December, 2024, and file this date with the General Manager of the MONTARA WATER AND SANITARY DISTRICT.



**MARK CHURCH**  
Chief Elections Officer &  
Assessor-County Clerk-Recorder



# COUNTY OF SAN MATEO CERTIFICATION OF ELECTION

This is to certify that

*Scott Boyd*

was appointed to the office of

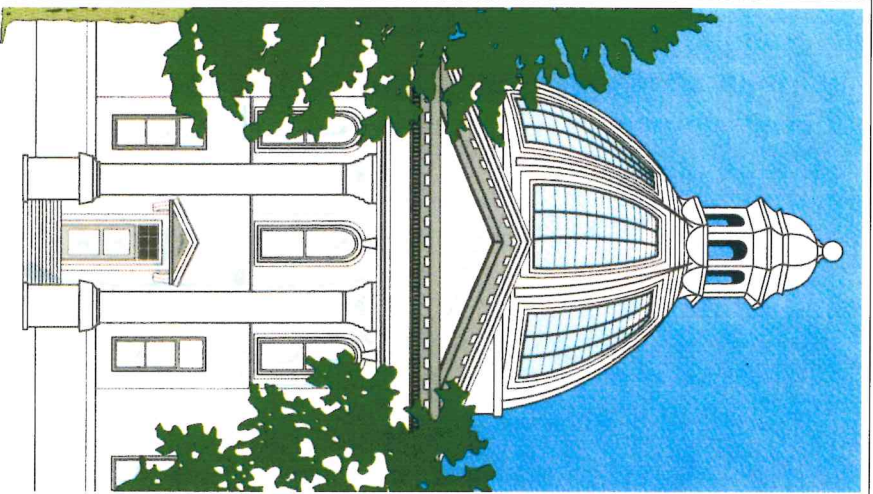
*Member, Board of Directors (Short Term)*

*Montara Water and Sanitary District*

In lieu of holding the Presidential General Election in San Mateo County on the 5<sup>th</sup> day of November, 2024.

*In witness whereof, I have hereunto set my hand and affixed my official seal this 5<sup>th</sup> day of December, 2024.*

*Mark Church*  
MARK CHURCH  
Chief Elections Officer &  
Assessor-County Clerk-Recorder





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 16, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning the Administration of the Oath of Office to the Newly Appointed Board Members.**

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The Oath of Office will be administered to all newly appointed Board of Director members. Kathryn Slater-Carter and Carlisle "Cid" Anne Young have been appointed for a four (4) year term and Scott Boyd for a two (2) year term.

The General Manager will be administering the Oath of Office to the newly appointed board members.

**RECOMMENDATION:**

Authorize the General Manager to administer the Oath of Office to the above named elected officials.

Attachment

## OATH of OFFICE

I, **Scott Boyd**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Office: Director of the Board of the Montara Water and Sanitary District

---

Scott Boyd

Subscribed and sworn to before me this 16th  
day of January, 2025.

---

Secretary, Montara Water and Sanitary District

## OATH of OFFICE

I, **Kathryn Slater-Carter**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Office: Director of the Board of the Montara Water and Sanitary District

---

Kathryn Slater-Carter

Subscribed and sworn to before me this 16<sup>th</sup>  
day of January, 2025.

---

Secretary, Montara Water and Sanitary District

## OATH OF OFFICE

I, Carlyle "Cid" Ann Young, do solemnly swear (or affirm) that I am a registered voter residing within the boundaries of the Montara Water & Sanitary District and that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Office: Director of the Board of the Montara Water and Sanitary District

---

Carlyle "Cid" Ann Young

Subscribed and sworn to before me this 16<sup>th</sup>  
day of January, 2025.

---

Secretary, Montara Water and Sanitary District



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning  
Auxiliary Connection for Pillar Ridge  
Community**

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The District Water Engineer completed the design of a new auxiliary connection to the MWSD's 12-inch-diameter water main in the Airport Street for the Pillar Ridge community. When constructed, this project would provide the second means of supplying the Pillar Ridge community with high quality drinking water from the MWSD sources and storage facilities to augment the existing connection to the water main that transects the Half Moon Bay Airport.

This project has been included in the 2024-2025 Water Capital Improvements Program (Water CIP) and is funded. The engineer's opinion of the construction cost is the range of \$85,000 to \$115,000. Upon the Board's approval, staff will advertise the project for public bidding, receive bids, and evaluate them. Staff expects to bring this project back to the Board for approval in March 2025 with construction starting in April-May 2025 and competing by September 2025.

The plans for the project are attached for the Board's consideration.

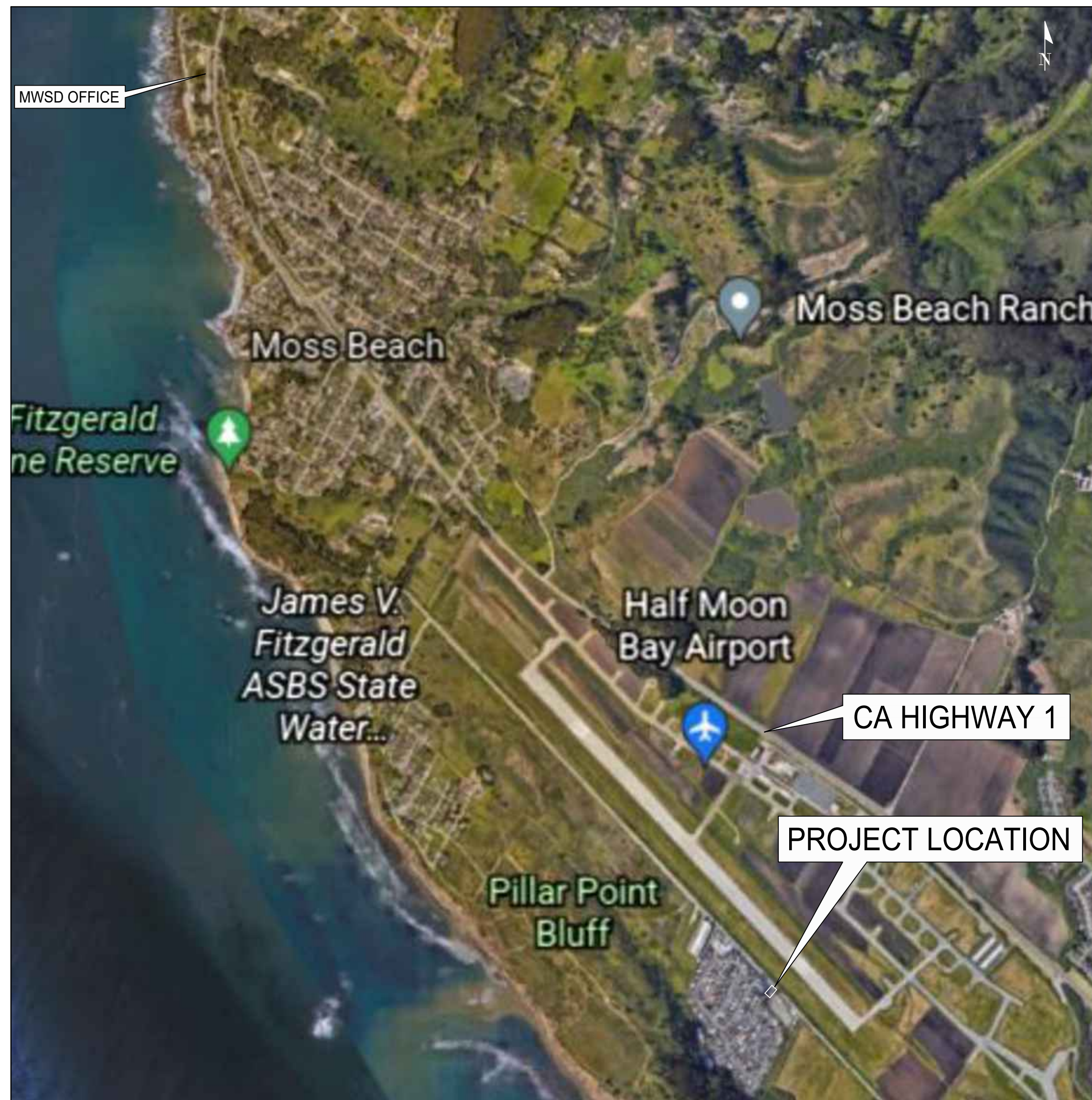
**Recommendation:** Authorize the General Manager to issue the Auxiliary Connection for Pillar Ridge Project for public bidding, accept and evaluate bids from qualified contractors, and present the apparent responsive and responsible bid for the Board's approval.



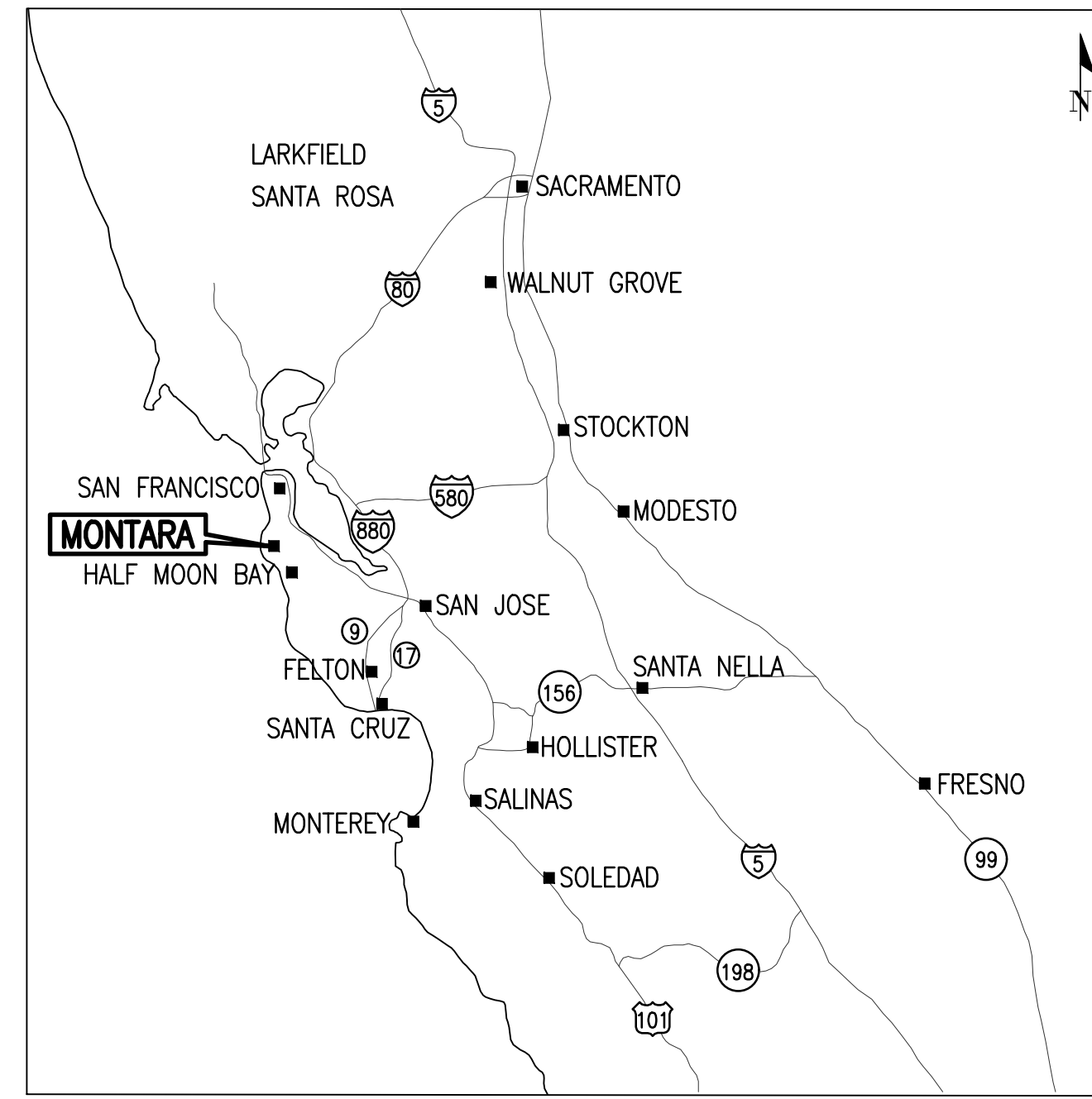
# MONTARA WATER AND SANITARY DISTRICT

## PILLAR RIDGE AUXILIARY CONNECTION PROJECT

### 100% DESIGN DRAWINGS



**LOCATION MAP**  
SCALE: NONE



**VICINITY MAP**  
SCALE: NONE

### SHEET INDEX

DRAWING NO.	SHEET NO.	TITLE
G01	1	TITLE SHEET
G02	2	NOTES, LEGEND, AND ABBREVIATIONS
G03	3	PROJECT SPECIFICATONS
C01	4	CIVIL SITE PLAN
M01	5	MECHANICAL PLAN AND SECTION
M02	6	DETAILS I
M03	7	DETAILS II

### PROJECT DIRECTORY

<b>OWNER:</b>  MONTARA WATER AND SANITARY DISTRICT 8888 CABRILLO HIGHWAY MONTARA, CA 94037 PH: (650)728-3545	<b>CIVIL ENGINEER:</b>  SRT CONSULTANTS 792 BAY STREET SAN FRANCISCO, CA 94109 PH: (415)776-5800 FAX: (415)776-5200
<b>CONTRACTOR:</b>  TBD	

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

SYMBOL	DESCRIPTION	DATE	APPROVED

**NOT FOR CONSTRUCTION**

**SRT CONSULTANTS**  
 792 Bay Street  
 San Francisco, CA 94109  
 Ph 415.776.5800  
 Fx 415.776.5200

**MONTARA WATER AND SANITARY DISTRICT**  
 8888 CABRILLO HIGHWAY  
 MONTARA, CA 94037

**PILLAR RIDGE AUXILIARY CONNECTION PROJECT**  
  
**TITLE SHEET**

DATE	JAN 2025
SCALE	AS SHOWN
DESIGN	N. MAO
DRAWN	K. CHUNG
CHECK	N. MAO
SHEET	1 of 7

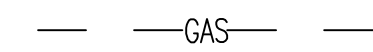
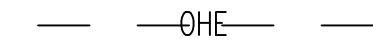
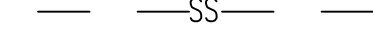





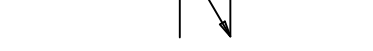

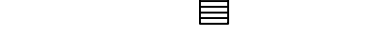




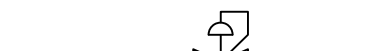

**G01**

DRAWING NAME: \\newserver\101\_PROJECTS\Montara Water and Sanitary District (1000)\01\_ACTIVE\2024 Pillar Ridge Aux Connection\CAD\SHETS\G01 - Title Sheet.dwg  
 PLOT DATE: Jan 08, 2025 - 4:27pm  
 PLOTTED BY: Key Chung

# GENERAL NOTES

- NOTIFY UNDERGROUND SERVICE ALERT (USA) 48 HOURS PRIOR TO ANY EXCAVATION. CALL 811.
- CONTRACTOR'S ATTENTION SHALL BE MADE TO THE STANDARD TRENCH DETAIL.
- CONTRACTOR'S SUPERINTENDENT IS REQUIRED TO ATTEND A PRE-CONSTRUCTION WALK-THROUGH MEETING. SUPERINTENDENT IS REQUIRED TO BE ON JOB SITE DURING ALL PHASES OF THE WORK AND CONTRACTOR SHALL NOT REPLACE SUPERINTENDENT WITHOUT PRIOR WRITTEN APPROVAL OF MONTARA WATER AND SANITARY DISTRICT (MWSD). A MOBILE PHONE NUMBER AND A 24-HOUR EMERGENCY NUMBER SHALL BE PROVIDED FOR CONTRACTOR'S SUPERINTENDENT.
- CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL EXISTING FACILITIES AND EXISTING UTILITIES AND POTHOLING AS NECESSARY TO CONFIRM SIZE, DEPTH, ALIGNMENT, AND MATERIAL OF EXISTING FACILITIES. THE TYPES, LOCATIONS, SIZES, AND DEPTHS OF EXISTING OR PLANNED UNDERGROUND OR ABOVEGROUND UTILITIES, STRUCTURES, ROADS, PIPELINES, TOPOGRAPHY, ETC., AS SHOWN ON THESE PLANS WERE OBTAINED FROM SOURCES OF VARYING RELIABILITY. A REASONABLE EFFORT HAS BEEN MADE TO LOCATE UTILITIES AND STRUCTURES. HOWEVER, MWSD IS NOT RESPONSIBLE FOR THE COMPLETENESS OR ACCURACY OF SAID INFORMATION.
- CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLIANCE WITH ALL APPLICABLE SAFETY LAWS AND ENVIRONMENTAL LAWS OF ALL JURISDICTIONAL AGENCIES. CONTRACTOR IS ALSO RESPONSIBLE FOR PROJECT SITE SAFETY AND FOR PUBLIC SAFETY INCLUDING TRAFFIC CONTROL, 24 HOURS PER DAY FOR ALL DAYS FROM NOTICE TO PROCEED THROUGH THE NOTICE OF FINAL COMPLETION.
- ALL MATERIALS AND INSTALLATION OF WATER SYSTEM APPURTENANCES SHALL BE IN ACCORDANCE WITH THE STANDARDS AND SPECIFICATIONS OF MWSD AND SAN MATEO COUNTY. CONTRACTOR TO PROVIDE A MATERIALS SUBMITTAL TO MWSD FOR APPROVAL PRIOR TO BEGINNING WORK.
- CONTRACTOR IS SOLELY RESPONSIBLE FOR ALL DAMAGE TO EXISTING PROPERTY AND STRUCTURES RESULTING FROM HIS OPERATIONS DURING CONSTRUCTION AND SHALL REPLACE IN KIND OR BETTER TO THE SATISFACTION OF THE PROPERTY OWNER AND/OR MWSD PRIOR TO THE FINAL PAYMENT. THE CONTRACTOR SHALL EXERCISE CARE WHEN WORKING NEAR RETAINING WALLS AND SHALL BE RESPONSIBLE FOR RESTORING ANY WALL TIE-BACKS DISTURBED DURING EXCAVATION. ANYTHING NOT SPECIFICALLY CALLED OUT ON PLANS TO BE PROTECTED IN PLACE SHALL BE ASSUMED TO REQUIRE PROTECTION IN PLACE.
- ALL FACILITIES TO BE OWNED AND MAINTAINED BY MWSD SHALL BE INSPECTED AND APPROVED BY MWSD, INCLUDING INSPECTION AND APPROVAL OF ALL FITTINGS, PIPES, AND CONNECTIONS PRIOR TO BACKFILLING.
- IF A MAIN BREAK OCCURS WITHIN THE SCOPE OF THE PROJECT, CONTRACTOR SHALL NOTIFY MWSD IMMEDIATELY, AND SHALL BE RESPONSIBLE FOR REPAIRING THE BREAK.
- GENERAL CONSTRUCTION SEQUENCE:
  - MOBILIZE
  - ISOLATE AND DRAIN (E) 12" WATER MAIN
  - INSTALL NEW PIPING, VALVES, VAULTS, AND OTHER APPURTENANCES
  - PRESSURE TEST AND DISINFECT ALL NEW PIPING
  - BACKFILL AND COMPACT TRENCHES
  - RESTORE PAVEMENT SURFACES PER MWSD SPECIFICATIONS
  - DEMOBLIZE
- STAGING AREA TO BE DETERMINED IN THE FIELD WITH MWSD.
- CONSTRUCTION OPERATION TO BE COORDINATED WITH MWSD, PARTICULARLY WITH RESPECT TO USE OF CRANE(S). CRANE(S) SHALL BE CERTIFIED AS OPERATIONAL TO THE SATISFACTION OF LOCAL AND STATE REQUIREMENTS. IT SHOULD BE NOTED THAT THERE ARE EXISTING OVERHEAD POWER LINES IN THE VICINITY OF THE PROJECT LOCATION.
- ALL WATER DISCHARGED FROM THE SITE SHALL MEET ENVIRONMENTAL COMPLIANCE REQUIREMENTS BY THE STATE OF CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD.

# LEGEND

-  PG&E NATURAL GAS
-  OVERHEAD ELECTRICAL
-  SANITARY SEWER
-  WATER
-  TELECOMMUNICATION CABLE
-  PROPERTY LINE
-  GATE VALVE, NORMALLY OPEN
-  GATE VALVE, NORMALLY CLOSED
-  CHECK VALVE
-  FLOW ARROW
-  DROP INLET
-  MANHOLE
-  BALL VALVE
-  PRESSURE GAUGE
-  FLOW METER
-  PRESSURE REDUCING VALVE
-  FIRE HYDRANT

# ABBREVIATIONS

- (E) EXISTING
- (E/F) EXISTING AND FINISHED
- AC ASPHALT CONCRETE
- AGG AGGREGATE
- APPROX. APPROXIMATE
- ARV AIR RELEASE VALVE
- BO BLOW OFF
- CB CATCH BASIN
- CIP CAST IRON PIPE
- CONC CONCRETE
- CTE CONNECT TO EXISTING
- DI DUCTILE IRON
- DIP DUCTILE IRON PIPE
- DIA, Ø DIAMETER
- EP EDGE OF PAVEMENT
- FCA FLANGED COUPLING ADAPTER
- GRD GRADE
- GV GATE VALVE
- BRK BREAK
- HORIZ. HORIZONTAL
- HWY HIGHWAY
- INV INVERT
- LF LINEAR FEET
- MH MANHOLE
- MAX MAXIMUM
- MIN MINIMUM
- MWSD MONTARA WATER AND SANITARY DISTRICT
- (N) NEW
- NC NORMALLY CLOSED
- NIC NOT IN CONTRACT
- PB PULL BOX
- PP POWER POLE
- PVC POLYVINYL CHLORIDE PIPE
- PRV PRESSURE REDUCING VALVE
- SHT SHEET
- SPECS SPECIFICATIONS
- SS SANITARY SEWER
- SSMH SANITARY SEWER MANHOLE
- SST STAINLESS STEEL
- STA STATION
- SVC SERVICE
- T.O.P. TOP OF PIPE
- TBD TO BE DETERMINED
- TYP TYPICAL
- UG UNDERGROUND
- VCP VITRIFIED CLAY PIPE
- V.I.F. VERIFY IN FIELD
- VERT. VERTICAL
- VFD VARIABLE FREQUENCY DRIVE
- W/ WITH
- WTR WATER


**NOT FOR CONSTRUCTION**

**S R T**  
**consultants**  
 792 Bay Street  
 San Francisco, CA 94109  
 Ph. 415.776.5800  
 Fx. 415.776.5200

**MONTARA WATER AND SANITARY DISTRICT**  
 8888 CABRILLO HIGHWAY  
 MONTARA, CA 94037

**PILLAR RIDGE AUXILIARY CONNECTION PROJECT**  
**NOTES, LEGEND, AND ABBREVIATIONS**

VERIFY SCALE



BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

DATE	JAN 2025
SCALE	AS SHOWN
DESIGN	N. MAO
DRAWN	K. CHUNG
CHECK	N. MAO
SHEET	2 of 7

**G02**

DRAWING NAME: \\newserver\proj\01\_PROJECTS\Montara Water and Sanitary District (1000)\01\_ACTIVE\2024\_Pillar Ridge Aux Connection\CAD\SHEETS\G02 - Notes, Legend, Abbreviations.dwg  
 PLOT DATE: Jan 06, 2025 - 4:28pm  
 PLOTTED BY: Key Chung

REVISIONS

SYMBOL

DESCRIPTION

DATE

APPROVED



SPECIFICATIONS

- 1. GENERAL CONSTRUCTION REQUIREMENTS - See MWSD standard specifications sections 8 to 12.
2. EARTHWORK - See MWSD standard specification section 13.
3. DEMOLITION - See MWSD standard specification section 15.
4. SURFACE RESTORATION - See MWSD standard specification section 20.
5. WATER UTILITY DISTRIBUTION PIPING AND APPURTENANCES
A. Water Main Installation - see MWSD standard specification section 16-01.
B. Water Main Disinfection - see MWSD standard specification section 16-06.
C. Inspections - see MWSD standard specification section 16-07.
D. Pressure Testing - see MWSD standard specification section 16-08.
E. Ductile Iron Pipes for In-ground Water Mains - see MWSD standard specification section 14-01.A.2.
F. Fittings for Ductile Iron Pipes - see MWSD standard specification section 14-04.A.
G. Joints - See MWSD standard specification section 14-02.
H. Flexible Couplings - See MWSD standard specification section 14-05.
I. Fire Hydrants - See MWSD standard specification section 16-02 and local fire protection district standards.
J. Valves
1. Gate Valves - see MWSD standard specification section 14-07.A
2. Pressure Reducing Valves
a. Pressure Reducing Valves shall be accurate, pilot-operated regulators capable of holding downstream pressure to a pre-determined limit.
b. Pressure Reducing Valves shall have:
i. ductile iron bodies conforming to ASTM A536
ii. cast iron disc retainer & diaphragm washer
iii. bronze disc guide, seat, & cover bearing
iv. Buna-N rubber disc
v. Nylon-reinforced Buna-N rubber diaphragm
vi. stainless steel stem, nut, & spring
vii. flanges per ANSI B16.42 Class 150 standards.
c. Control pilots shall have low lead bronze bodies with Type 303 stainless steel trim and Buna-N synthetic rubber parts.
d. Pressure Reducing Valves shall be factory coated with fusion-bonded epoxy per NSF/ANSI 61 standards.
e. Pressure Reducing Valves shall be Cla-Val Model 90-01 Pressure Reducing Valves, or approved equal.
J. Valve boxes - see MWSD standard specification 14-09.
K. Propeller/Turbine Flow Meter
1. Flow Element
a. Type: Mechanically coupled propeller/turbine flowmeter.
b. Function/performance:
i. Accuracy: +/- 2% of rate
ii. Operating Temperature: Up to 140 F maximum.
iii. Repeatable to +/- 0.25% of range.
c. Physical
i. Propeller or rotor shall be compatible with process fluid in which it is measuring.
ii. Propeller shafts shall drive the vertical shaft through the magnetic coupling.
iv. Meters shall be flange mounted with ANSI 150 lb. flanged ends that shall be compatible and similar to process pipe.
v. Finish: All external surfaces shall have a chemical and corrosion resistant finish.
2. Propeller Flow Indicator-Totalizer
a. Type
i. Mechanical Drive
ii. Mounted directly on meter.
b. Functional/Performance
i. Accuracy (including flow tube): +/- 2 percent of flow rate within the range specified for each meter size.
ii. Operating Temperature: 32 to 140 degrees F.
iii. Display: full 4" diameter, 250 degree sweep dial with a six digit, straight reading type totalizer and sweep hand test.
iv. The flow element and the flow indicator/totalizer shall be from the same manufacturer and function as one working unit.
3. Manufacturers
a. McCrometer, Inc.
i. McCrometer Model MLO4 flanged tube meter with Model CN-062 indicator-totalizer.

- b. Or approved equal.
L. Flange insulation gasket kit by M&P Flange & Pipe Protection, or approved equal, and shall be provided when joining together two dissimilar metals.
M. Wall Penetrations
1. Seal spaces between pipes and pipe openings with link-type seals as specified in the drawings.
2. Mechanical seals shall be NSF 61 certified Model "S61" EPDM LINK-SEAL by Garlock or approved equal and shall utilize 316-stainless assembly hardware.
6. PRECAST CONCRETE STRUCTURES
A. Design Requirements
1. Precast reinforced air-entrained concrete structures designed to ASTM C890, AASHTO HS20 live loading and installation conditions, and manufactured to conform to ASTM C913.
2. Maximum water table elevation: grade elevation.
3. Minimum 28-day concrete compressive strength: 5,000 psi.
4. Minimum buoyancy safety factor: 1.25.
B. Submittals
1. Professional Engineer licensed in the state of California shall seal structural design calculations.
2. The precast concrete structure manufacturer shall submit for Engineer's review:
a. For standard precast concrete structures cut sheets showing conformance to project drawings and requirements and to applicable ASTM specifications listed in this section.
b. For proprietary precast concrete structures - standard plans or informative literature.
c. Supporting calculations and design details shall be available upon request.
3. For custom-made precast concrete structures shop drawings showing complete design, installation, and construction information in such detail as to enable the Engineer to determine the adequacy of the proposed structures for the intended purpose.
4. Submittals shall show locations and dimensions to all penetrations and special embed items.
5. Submit product datasheet and installation instructions of joint sealants, gaskets, and mechanical seals.
6. Provide upon Engineer's request:
a. Product datasheets and installation instructions of anchors and lifting inserts;
b. Copies of material certifications and/or laboratory test reports, including mill tests and all other test data, for Portland cement, blended cement, pozzolans, ground granulated blast-furnace slag, silica fume, aggregate, admixtures, and curing compound proposed for use.
c. Copies of test reports showing that the mix has been successfully tested to produce concrete with the properties specified and will be suitable for the project conditions.
C. Quality Assurance
1. The precast concrete manufacturer shall be certified by the National Precast Concrete Association's Plant Certification Program prior to and during production of the structures for the Work.
2. The precast concrete manufacturer shall have been in the business of producing precast concrete products similar to those specified for a minimum of five (5) years.
D. Delivery, Storage, and Handling
1. Transport and handle precast concrete units with equipment designed to protect units from damage.
2. Do not place concrete units in position to cause overstress, warp or twist.
3. Conduct operations not to interfere with, interrupt, damage, destroy, or endanger integrity of surface or subsurface structures or utilities, and landscape in immediate or adjacent areas.
E. Concrete
1. Concrete shall be a uniform mix of quality materials listed below. Mix proportions shall be determined by following the standards in ACI 318.
2. Portland Cement: ASTM C150, Type I, II, III or V
3. Aggregates: ASTM C33.
4. Water: Clean and free of deleterious substances in amounts harmful to concrete or embedded metals.
5. Admixtures:
a. Air-entraining: ASTM C260
b. Water reducing, retarding, accelerating, high range water reducing: ASTM C494
c. Pozzolans, fly ash and other mineral admixtures: ASTM C618
d. Ground granulated blast furnace slag: ASTM C989
e. Pigments: Non-fading and lime-resistant
F. Reinforcement and Connection Materials
1. Provide all reinforcement, accessory, and connection materials required. Concrete reinforcement shall be steel bars or welded wire fabric, or a combination thereof.
2. Reinforcing Bars: ASTM A615.
3. Reinforcing Wire: ASTM A82.
4. Welded Wire Fabric: ASTM A185.

- 5. All metal items (plates, angles, etc.) embedded in concrete shall be ASTM A36 structural steel.
G. Grout and Mortar
1. Cement grout: Portland cement with enough water for the required strength and sand for proper consistency. May contain mineral or chemical admixtures, if approved by Engineer.
2. Non-shrink grout: Premixed, packaged expansive and non-expansive shrink-resistant grout.
3. Repair mortar and an epoxy bonding agent may be used to repair minor surface damage to precast sections. Proposed repair products shall be submitted to Engineer before use, and shall be installed per the manufacturer instructions.
H. Joints
1. Include a continuous watertight seal on the concrete base and between successive precast structure sections, which meets the following standards:
i. Rubber Gaskets: ASTM C443
ii. Preformed Flexible Joint Sealants: ASTM C990
iii. Elastomeric Joint Sealants: ASTM C920
iv. Exterior Sealing Bands: ASTM C877.
I. Structure Frame and Cover
6. Structure frame and cover shall be A36 Steel to be hot dip galvanized after fabrication.
7. Frame and cover designed for H20 loading.
J. Assemblies
1. Forms for manufacturing precast concrete structures shall be of the type and design consistent with industry standards. They should be capable of consistently providing uniform products and dimensions.
2. Reinforcement: cages of reinforcement shall be fabricated either by tying the bars, wires or welded wire fabric into rigid assemblies.
3. Embedded Items shall be positioned at locations specified in the design documents.
K. Placing Concrete
1. Concrete shall be deposited into forms as near to its final location as practical.
2. Recommendations for cold weather concreting are given in detail in Cold Weather Concreting reported by ACI Committee 306.
3. Recommendations for hot weather concreting are given in detail in Hot Weather Concreting reported by ACI Committee 305.
L. Curing
1. Curing by Moisture Retention: moisture shall be prevented from evaporating from exposed surfaces until adequate strength for stripping is reached.
2. Surfaces that will be exposed to weather during service shall be cured as above a minimum of 3 days.
3. Curing with Heat and Moisture: concrete shall not be subjected to steam or hot air until after the concrete has attained its initial set.
4. Products shall not be removed from the forms until the concrete reaches the compressive strength for stripping required by the design.
5. Products shall not be shipped until they are at least 5 days old, unless it can be shown that the concrete strength has reached at least 75% of the specified 28-day strength.
M. Backfill
1. Suitable backfill material shall be placed after concrete in structure has reached its required compressive strength and flexural strength, never before 14 calendar days after initial concrete placement.
2. Backfill material shall be placed simultaneously on all sides of structure so the fill is kept at approximately the same elevation at all times.
3. The 3 feet closest to all walls or wing faces shall be compacted using pneumatic or hand tampers only.
N. Inspection
1. Request inspection by Engineer prior to backfill.

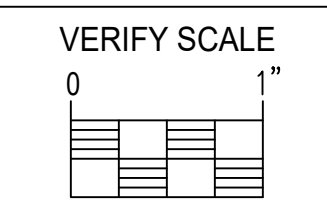
Table with 4 columns: SYM, DESCRIPTION, DATE, APPROVED

NOT FOR CONSTRUCTION

S R T consultants 792 Bay Street San Francisco, CA 94109 Ph 415.776.5800 Fx 415.776.5200

MONTARA WATER AND SANITARY DISTRICT 8888 CARRILLO HIGHWAY MONTARA, CA 94037

PILLAR RIDGE AUXILIARY CONNECTION PROJECT PROJECT SPECIFICATIONS

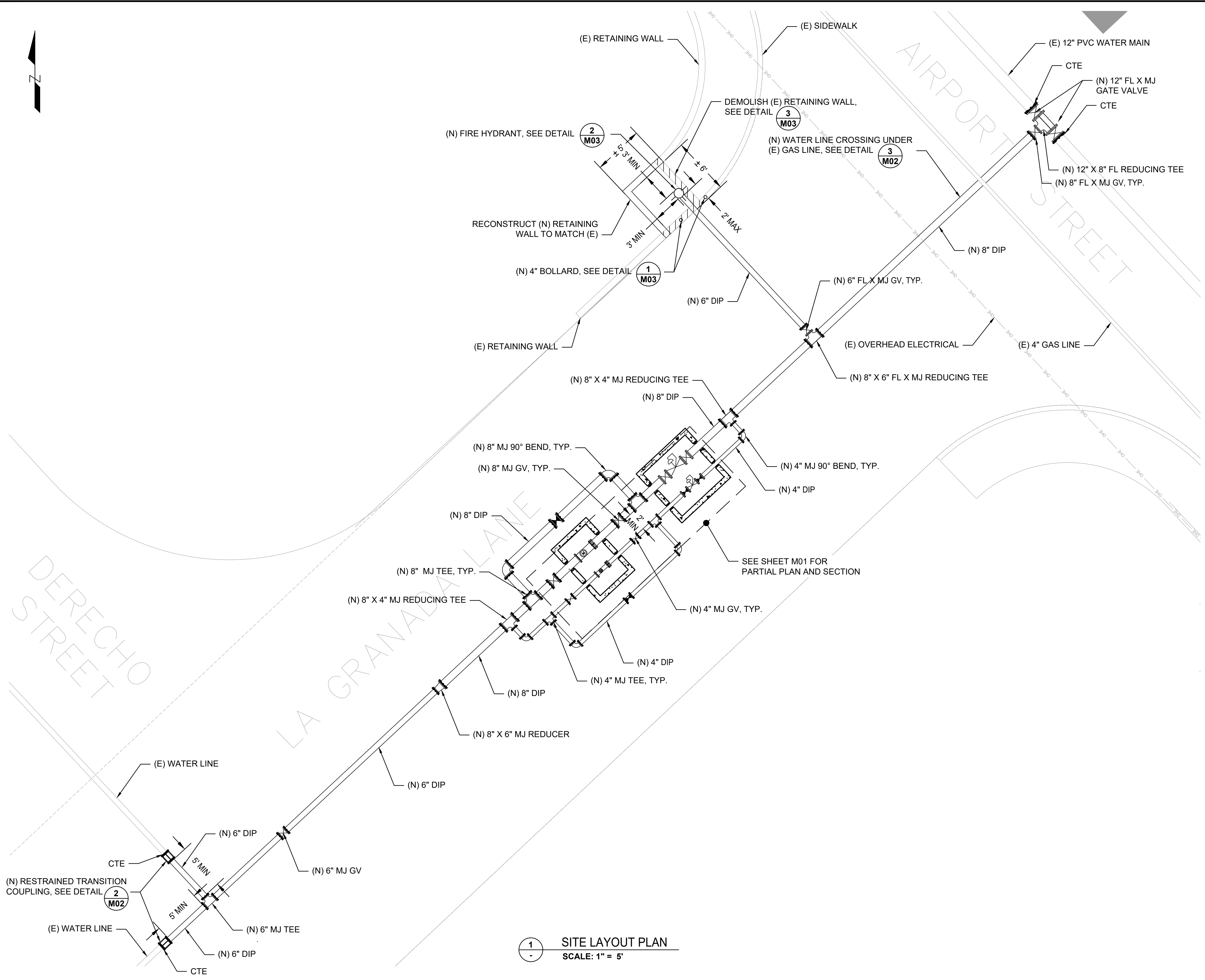


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Table with 2 columns: FIELD, VALUE. Fields include DATE, SCALE, DESIGN, DRAWN, CHECK, SHEET, and a large G03 label.

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DRAWING NAME: \\newserv\proj\01\_PROJECTS\Montara Water and Sanitary District (1000)\01\_ACTIVE\2024 Pillar Ridge Aux Connection\CAD\SHEETS\C01 CIVIL SITE PLAN.dwg  
 PLOT DATE: Jan 08, 2025 - 5:43pm  
 PLOTTED BY: Key Chung



- NOTES:**
1. ALL UTILITIES ARE SHOWN TO THE BEST OF KNOWLEDGE. CONTRACTOR TO VERIFY LOCATION, SIZE, AND MATERIAL IN FIELD.
  2. UNLESS NOTED OTHERWISE ON THE PLANS, MJ CONNECTIONS ARE REQUIRED FOR ALL BURIED PIPES, FITTINGS, AND VALVES. FLANGED CONNECTIONS ARE REQUIRED FOR ALL PIPES, FITTINGS, AND VALVES WITHIN THE VALVE VAULT

SYMBOL	DESCRIPTION	DATE	APPROVED

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 792 Bay Street  
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 8888 CABRILLO HIGHWAY  
 MONTARA, CA 94037

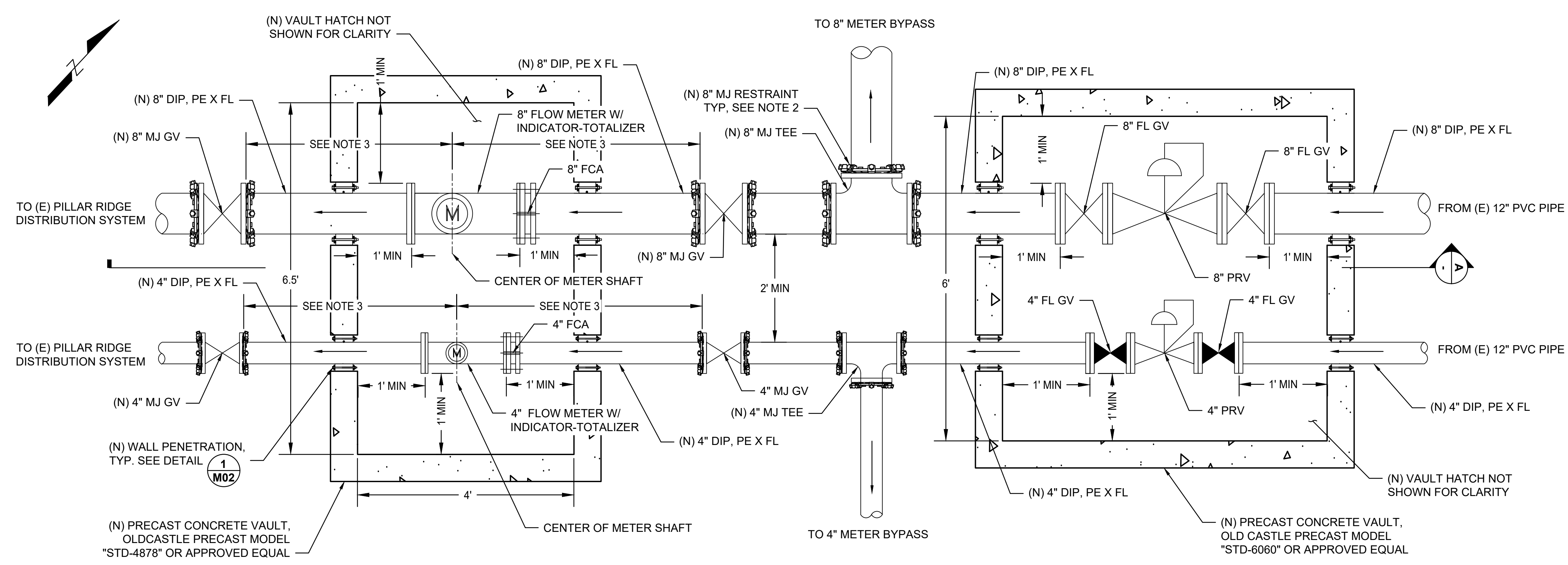
**PILLAR RIDGE AUXILIARY CONNECTION PROJECT**  
**CIVIL SITE PLAN**

DATE	JAN 2025
SCALE	AS SHOWN
DESIGN	N. MAO
DRAWN	K. CHUNG
CHECK	N. MAO
SHEET	4 of 7

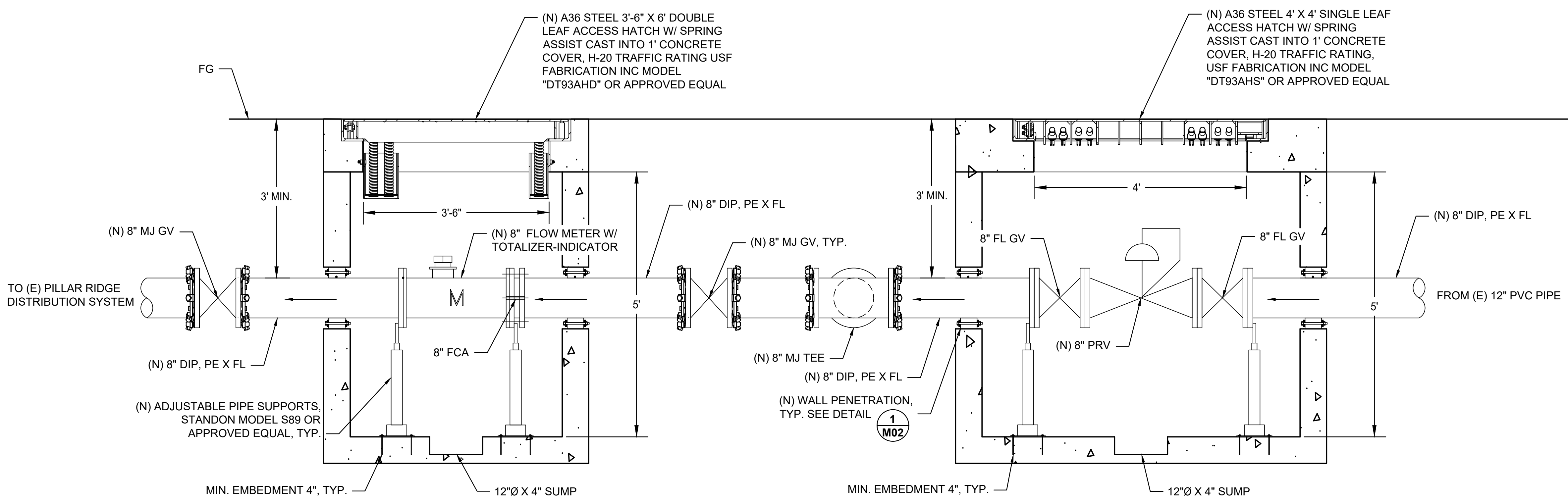
**C01**

**1 SITE LAYOUT PLAN**  
 SCALE: 1" = 5'

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 PLOT DATE: Jan 06, 2025 - 5:33pm  
 PLOTTED BY: Key Chung



**1**  
-  
VALVE & METER VAULTS PARTIAL PLAN  
NTS



**A**  
-  
VALVE & METER VAULTS SECTION VIEW  
NTS

- NOTES:**
- CONTRACTOR TO VERIFY ALL (E) UTILITIES IN THE FIELD.
  - MJ RESTRAINT TO BE EBAA IRON MEGALUG 1100 OR APPROVED EQUAL, SIZE TO MATCH PIPING.
  - PROVIDE STRAIGHT RUN PIPING PER METER MANUFACTURER'S RECOMMENDATIONS.

SYMBOL	DESCRIPTION	DATE	APPROVED

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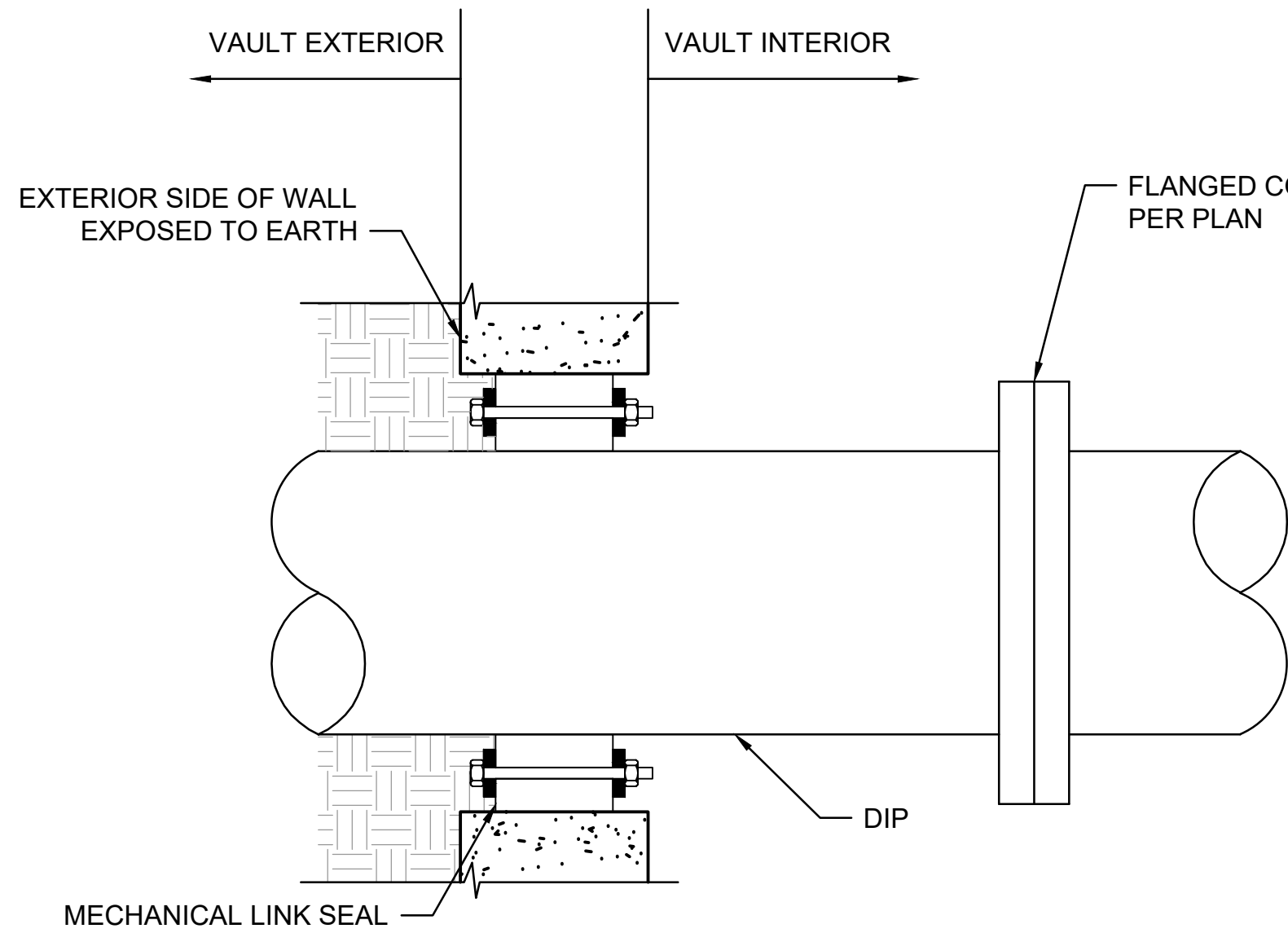
**SRT consultants**  
 792 Bay Street  
 San Francisco, CA 94109  
 Ph. 415.776.5800  
 Fx. 415.776.5200

**MONTARA WATER AND SANITARY DISTRICT**  
 8888 CABRILLO HIGHWAY  
 MONTARA, CA 94037

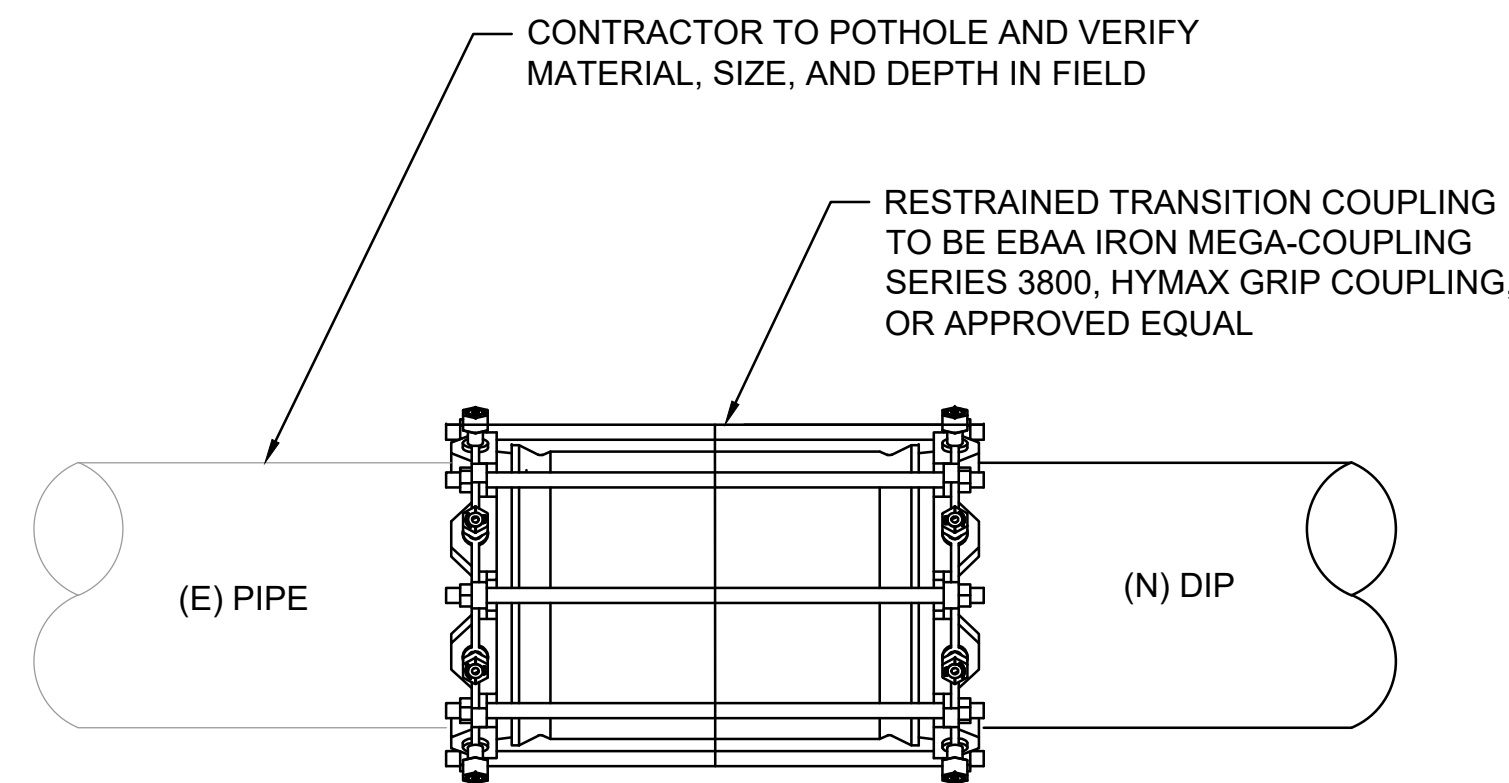
**PILLAR RIDGE AUXILIARY CONNECTION PROJECT**  
**VALVE & METER VAULTS PLAN & SECTION VIEWS**

DATE	JAN 2025
SCALE	AS SHOWN
DESIGN	N. MAO
DRAWN	K. CHUNG
CHECK	N. MAO
SHEET	5 of 7

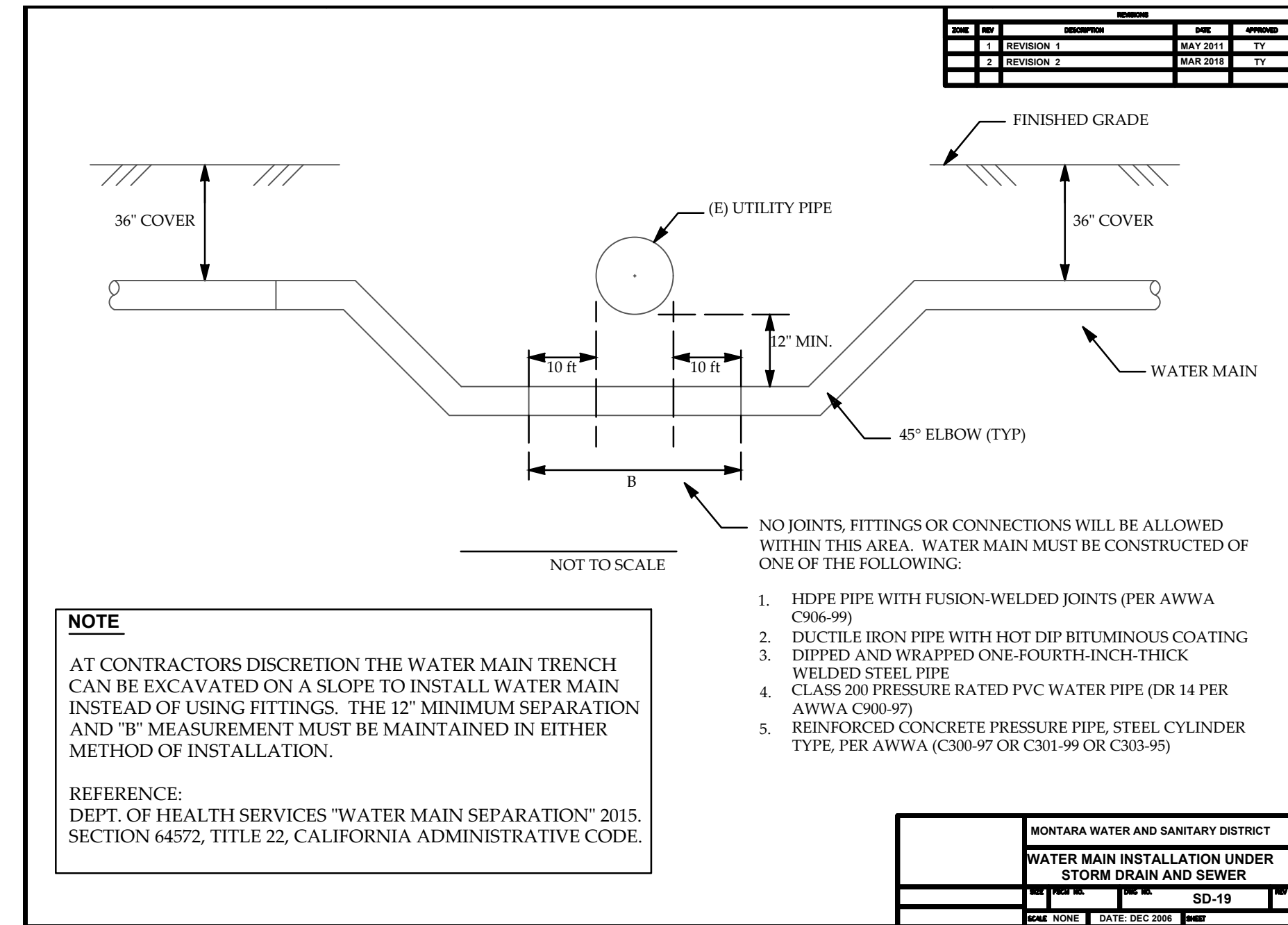
**M01**



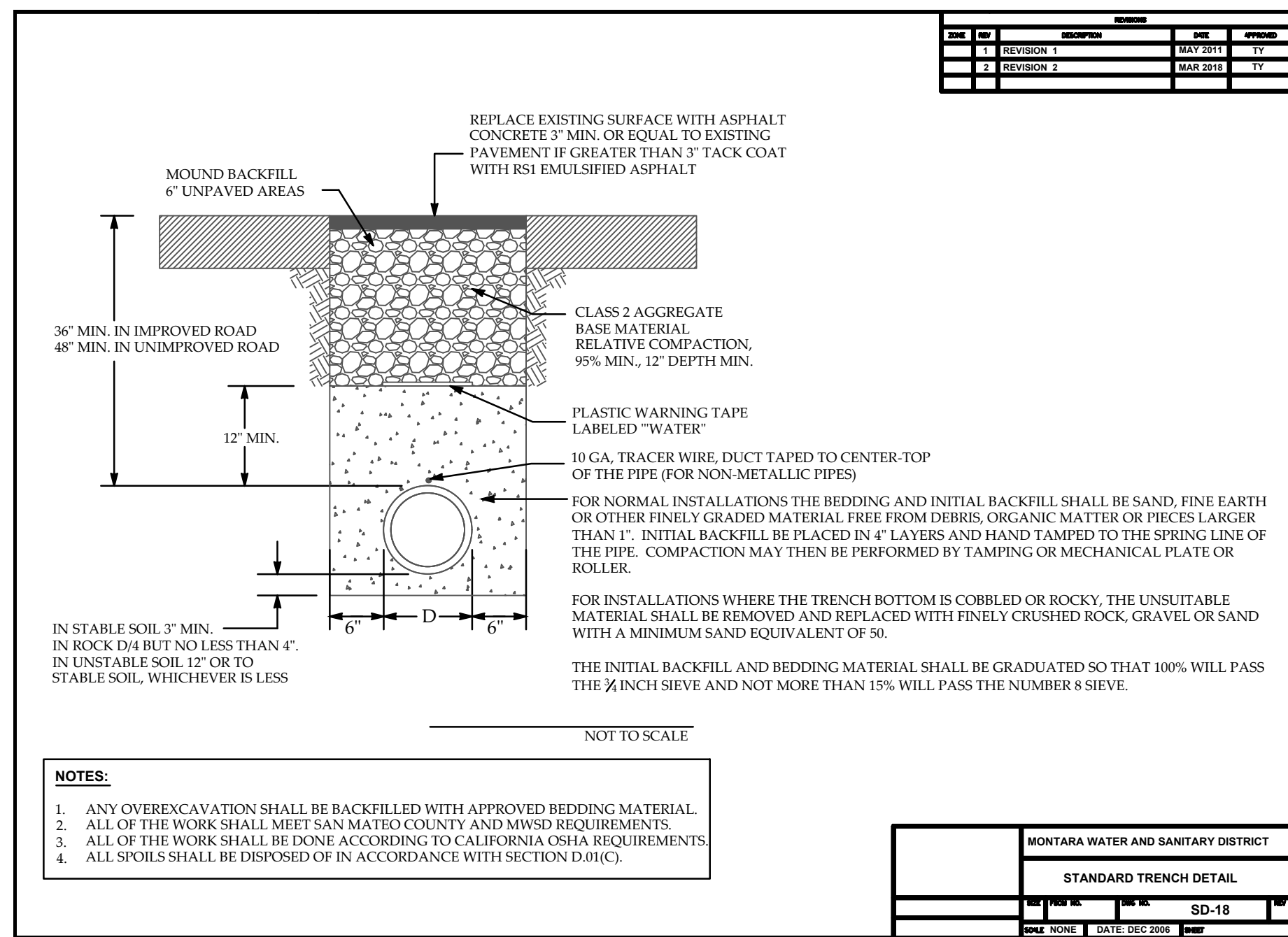
1 VAULT PENETRATION DETAIL  
NTS



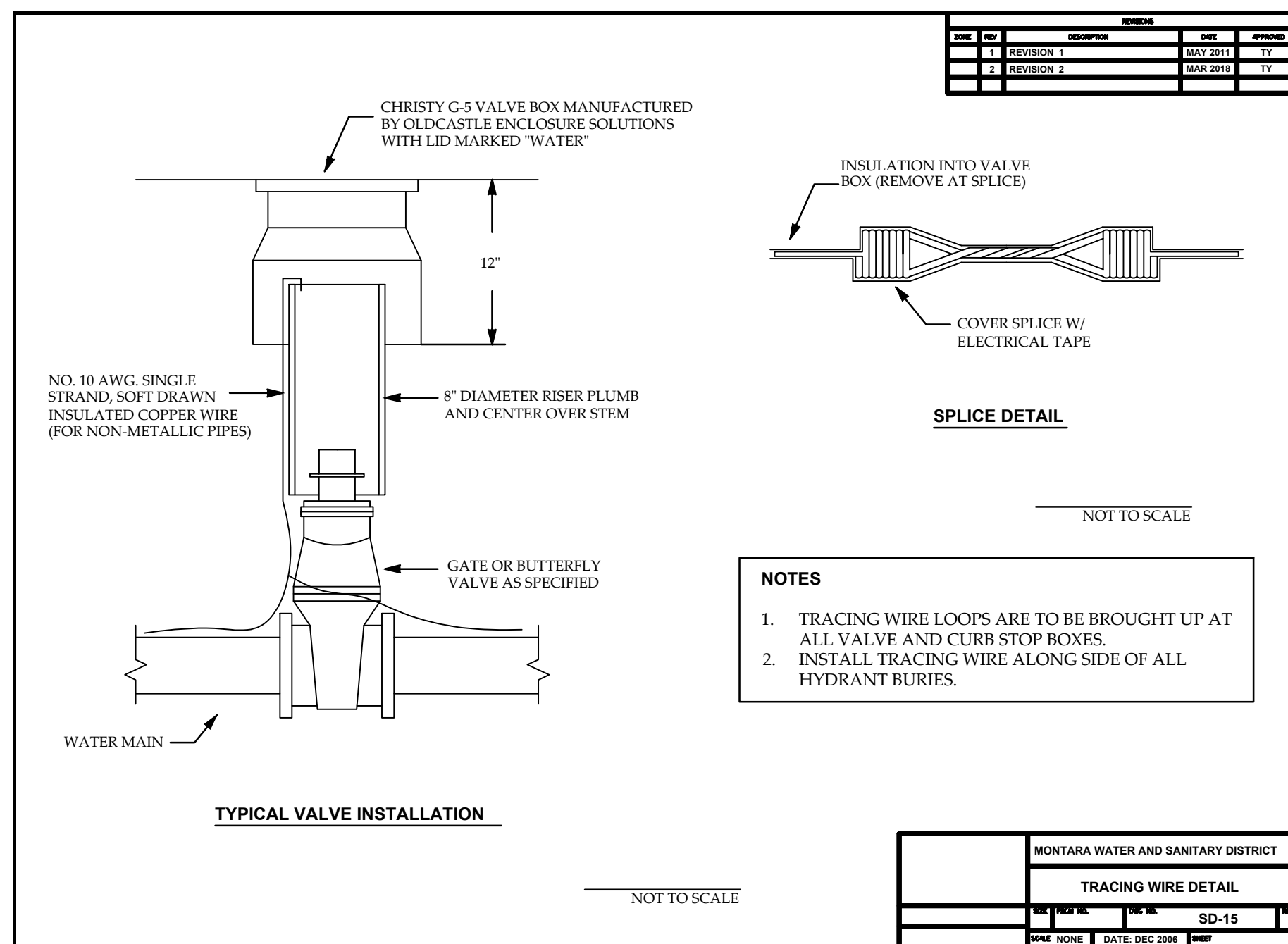
2 RESTRAINED TRANSITION COUPLING CONNECTION DETAIL  
NTS



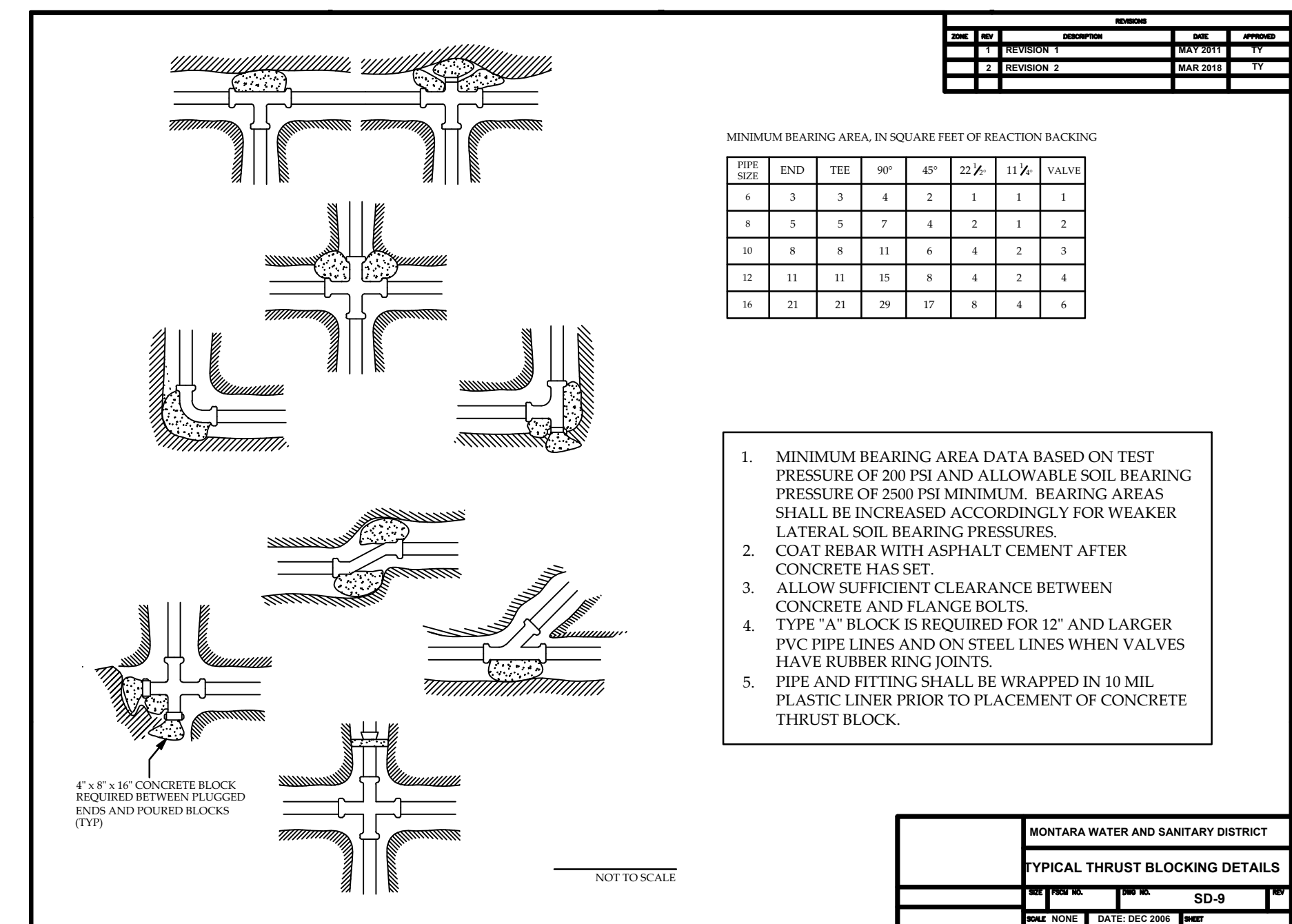
3 WATER MAIN INSTALLATION UNDER OTHER UTILITIES  
NTS



4 STANDARD TRENCH DETAIL  
NTS



5 VALVE INSTALLATION AND TRACER WIRE DETAIL  
NTS



6 THRUST BLOCK DETAIL  
NTS

NO.	REVISION	DATE	BY	APPROVED
1	REVISION 1	MAY 2011	TY	
2	REVISION 2	MAR 2013	TY	

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consultants  
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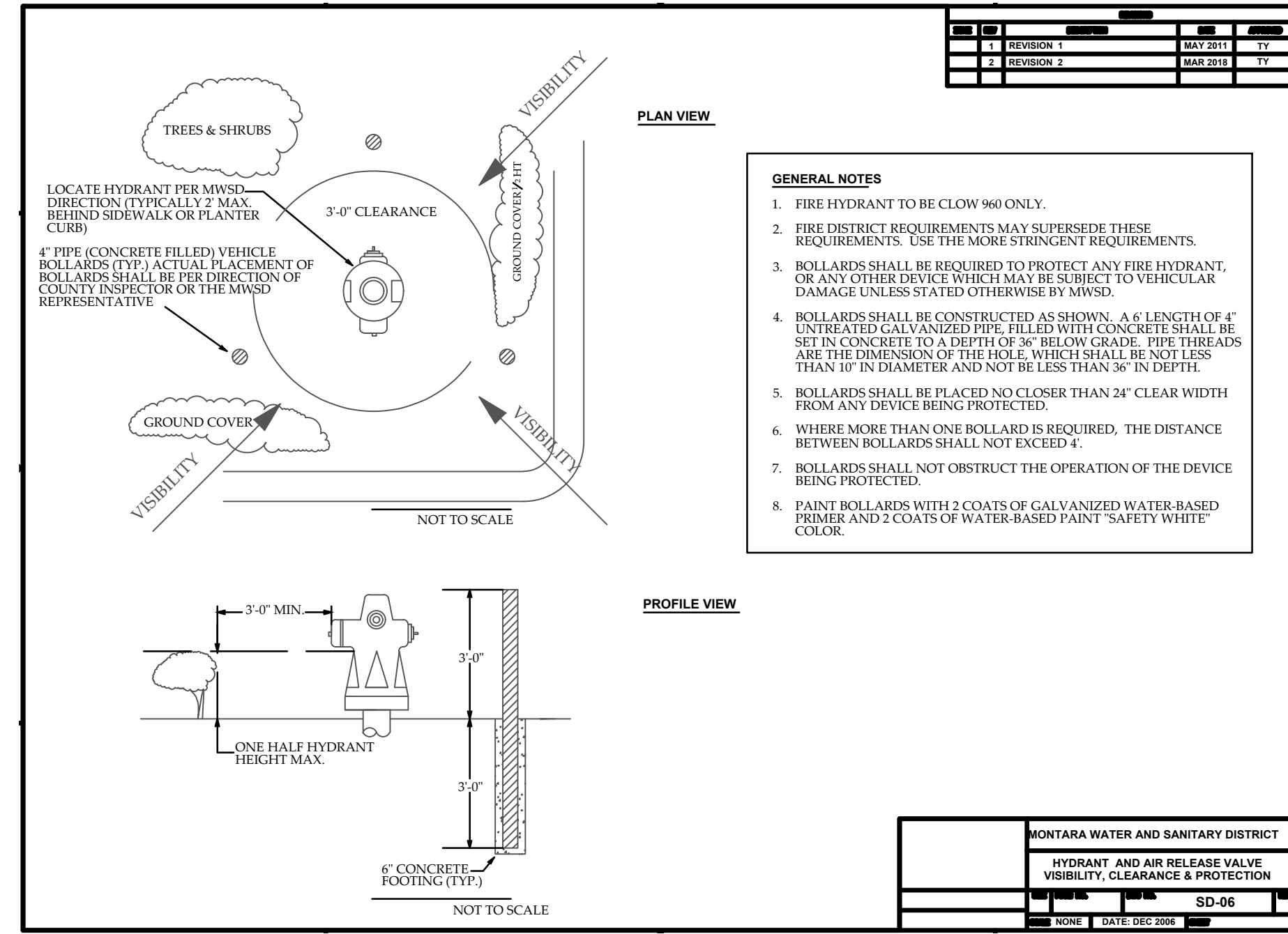
MONTARA WATER AND  
SANITARY DISTRICT  
8888 CABRILLO HIGHWAY  
MONTARA, CA 94037

PILLAR RIDGE AUXILIARY  
CONNECTION PROJECT  
DETAILS 1

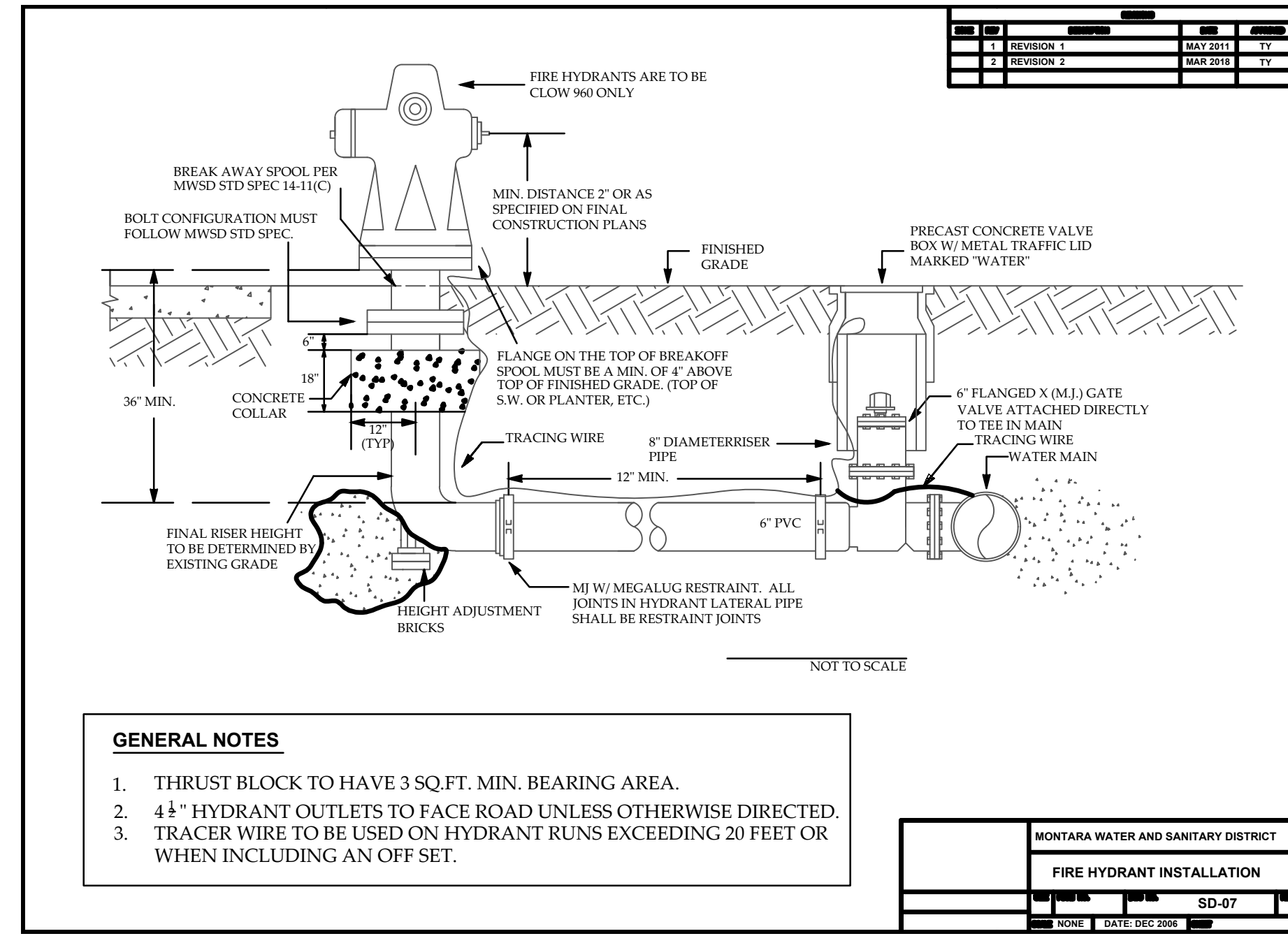
DATE	JAN 2025
SCALE	AS SHOWN
DESIGN	N. MAO
DRAWN	K. CHUNG
CHECK	N. MAO
SHEET	6 of 7

M02

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PLOT DATE: Jan 06, 2025 5:33pm  
PLOTED BY: Key Chung



1 HYDRANT AND AIR RELEASE VALVE VISIBILITY, CLEARANCE, & PROTECTION  
NTS



2 FIRE HYDRANT INSTALLATION  
NTS



3 RETAINING WALL DEMOLITION  
NTS

- NOTES:**
- THE MATERIAL, STYLE, AND DESIGN OF THE NEW RETAINING WALL SECTION SHALL MATCH THE EXISTING AS CLOSELY AS POSSIBLE.
  - CONTRACTOR TO VERIFY THE FOUNDATION DESIGN OF THE EXISTING WALL IN FIELD PRIOR TO DEMOLITION STARTING. THE NEW RETAINING WALL SHALL HAVE THE SAME FOUNDATION DESIGN AS THE EXISTING.

SYMBOL	DESCRIPTION	DATE	APPROVED

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792 Bay Street  
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**MONTERA WATER AND SANITARY DISTRICT**  
8888 CABRILLO HIGHWAY  
MONTARA, CA 94037

**PILLAR RIDGE AUXILIARY CONNECTION PROJECT**  
DETAILS II

DATE	JAN 2025
SCALE	AS SHOWN
DESIGN	N. MAO
DRAWN	K. CHUNG
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SHEET	7 of 7

**M03**


DRAWING NAME: \\newsnet\proj\01\_PROJECTS\Montara Water and Sanitary District (1000)\01\_ACTIVE\2024 Pillar Ridge Aux Connection\CAD\SHEETS\M03 DETAILS.dwg  
PLOT DATE: Jan 08, 2025 - 5:45pm  
PLOTED BY: Key Chung



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 16, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review June 30, 2024 Fiscal Year-End Audit Budget vs.  
Actual**

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With the completion of the District's fiscal year end June 30, 2024 audit, District Staff would like to present a comprehensive review of operations as compared to the adopted June 30, 2024 adopted budget. This process will assist District Staff with the upcoming fiscal year end close and future budget processes.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Executive Summary – June 30, 2024, fiscal year-end  
audit Budget vs. Actual**

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## **SEWER FUND**

**Sewer Service Charges:** Total revenue of \$3,887,154 collected; \$13,923 over budget.

Revenues were budgeted to increase 4.60% due the adoption of a rate increase of 6% for all customer classes. Actual revenue collected in excess of budget by \$32,987 is accurate and verified through County remittance advice, however, the data reported includes Sewer Service Refunds which amounted to \$29,064 which is \$19K over budget.

**Cell Tower Lease:** Total revenue of \$80,367 collected; \$2,633 under budget.

The District has Cell Tower Lease agreements with Crown Castle & American Towers. Revenue from Crown Castle increased 4%, however, the revenue related to American Tower remained stagnant and is currently being negotiated.

**Sewer Fees:** Total revenue of \$10,307 collected; \$7,693 under budget.

Remodel Fees were not as strong as they were in FY 2022-23, decrease is mainly attributed to economic factors mainly the cost of construction & higher interest rates.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**Property Tax (Shared Activity [50/50])**: Total revenue of \$1,119,286 collected; \$519,286 above budget. Please note this is in total and split between Sewer and Water Funds.

The District collected \$421,458 in ERAF apportionments, which was split 50/50 between Sewer and Water. Without the receipt of ERAF, the District would have collected approximately \$349K in property tax revenues per fund, surpassing expectations by \$49K.

**Grant Revenue**: Total revenue of \$1,167,710 received; no budget established.

The District acted as a conduit for SAM in order to receive Federal and State reimbursement for winter storm damages which occurred at the SAM plant in FY 22-23. During FY 23-24 the District received \$1,167,710 in reimbursement funds and passed through 100% to SAM.

SAM management is still working with FEMA and CalOES to receive further reimbursement for losses incurred.

**Sewer Personnel expense**: Total expense of \$491,027 incurred; \$32,745 over budget.

Majority of increase is due to a salary increase and benefit package negotiated during the fiscal year. The contract negotiation amount was not known during the budget process. Although an increase was budgeted for, it was not sufficient.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**Sewer Professional Services:** Total expense of \$281,425 incurred; \$36,825 under budget.

Largest items are legal, consulting & accounting. Consulting includes costs for public relations, PARS fees, Rausch and Bartle Wells. Legal costs were \$29K under budget.

**Sewer Facilities & Administration:** Total expense of \$59,224 incurred; \$29,426 under budget.

Telephone and internet expenses were \$10K under budget due to District management renegotiating with providers. In addition, costs related to office maintenance were below budget by \$22K due to the realization that projects budgeted as perceived maintenance were going to exceed the capitalization threshold. In response, the District established a non-project CIP classification in the budget.

**Sewer Engineering:** Total expense of \$42,775 incurred; \$27,225 under budget.

Our engineers, Nute Engineering, breakout their invoice to include both capital and non-capital activities. Non-capital activities include mechanical support for pump stations, GIS facility mapping & general engineering.

**Sewer Pumping:** Total expense of \$58,066 incurred; \$6,934 under budget.

PG&E costs were \$3,551 over budget. Costs associated with permitting & regulatory costs to San Mateo County and Bay Area Air Quality Management District for the use of generators was \$10,500 under budget.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**Sewer Collection & Transmission:** Total expense of \$153,415 incurred; \$143,415 over budget.

The cost of meters should have been split 50/50 between Sewer & Water, however, in FY 22-23 the Water Fund bore 100% of the expense. In FY 23-24 it was decided to allocate 100% of the costs incurred to the Sewer fund to make even over a two-year period. Going forward, costs are split 50/50.

**Sewer Authority Mid-Coastside:** Total expense of \$3,016,356 incurred; \$740,042 over budget.

The SAM budget consists of various items which can distort the budget as well as its outcomes. The District budgets for Collections as well as O&M expenses based on budget amounts provided by SAM during their budget process. These amounts are approved by the District. In addition, the District budgets for funds related to pass through costs for which the District then capitalizes. These costs amounted to \$208,393.

Lastly, the pass-through grant funds of \$1,167,710 were captured as an expense to net against the revenue which was collected. This further distorted the budget vs. actual.

For more detailed information on individual accounts over or under budget please review detailed sheets in the budget vs. actual presentation.

**All other Accounts Sewer:** Total expense of \$66,567 incurred; \$23,033 under budget.

See detail sheets for specific over/under budget items. No individual account was a major contributor to the difference.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**Sewer interest income:** Total revenue of \$191,249 collected; \$131,249 over budget.

The District's Sewer reserves were held in LAIF. In FY 2023-24 the District maintained an average balance of \$5,153,201. With the increase in interest rates, the funds provided a material level of revenue for the District.

**Sewer Capital Improvement:** Total capitalized expense of \$2,098,136 incurred; \$1,901,149 under budget.

As discussed above, \$208,393 of SAM pass through costs were capitalized. In addition, \$1,889,743 of MWSD planned projects were capitalized. The breakdown is as follows:

Capitalized engineering: \$112,418

Date/Harte Pumpstation, including generator rental: \$281,244.

Montara & Moss Beach CIP project: \$1,446,644

See capital asset detail further in report.

**Sewer Connection Fees:** Total revenue of \$390,913 collected; \$95,913 over budget.

A total of 4 new construction connections sold. In addition, 22 remodel & additional fixture unit connections sold.

**Sewer Debt Service:** Total debt service of \$139,156 expended; \$527 under budget.

See debt service detail further in report.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **SEWER FUND – BALANCE SHEET ANALYSIS**

**Cash & Investments:** Increase of \$969,835. This is in line with expectations based on the outcome of the District's activities in FY 23-24.

**Lease Receivable:** Stating in FY 2021-2022 the District must now account for upcoming cell tower lease revenue as a receivable. Decrease of \$74,320 due to the length of the current agreement with American Tower & Crown Castle. GASB 87 also requires the recognition of a liability to account for the fact that the funds are not guaranteed.

**Capital assets:** Net increase of \$1,559,866. \$2,098,136 capitalized expenses reduced by current year depreciation expense of \$538,270. See capital asset footnote detail further in report.

**Net Pension Liability:** Due to market conditions the Sewer pension liability decreased by \$2,520. Contribution rates for FY 2023-24 were 7.75% for employees & 7.30% for the District. These rates are reviewed every two years.

**Long term debt:** In FY 23-24 MWSD retired \$113,806 of debt principal. This debt was accompanied with \$25,350 of interest expense. See long term debt table further in the report.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **WATER FUND**

**Water Sales:** Total revenue of \$1,889,791 collected; \$116,209 under budget.

A rate increase was implemented as of July 1, 2023, of 6% which resulted in a dollar increase of \$119,030 or 6.72%.

**Water Fees:** Total revenue of \$2,582 collected; \$6,018 under budget.

Similar to the Sewer fund, fee revenue lagged behind expectations. Decrease is mainly attributed to economic factors mainly the cost of construction & higher interest rates.

**Backflow testing:** Total revenue of \$25,085 collected; \$7,085 over budget.

Difference due to the timing of collections.

**Other revenue:** Total revenue of \$1,261,574 collected; No budget.

\$1,260,831 received as part of the Dow Chemical settlement.

**Water Personnel expenses:** Total expense of \$1,182,659 incurred; \$61,344 over budget.

Similar to Sewer, GM negotiated salary and benefit increase was not anticipated to the level which was adopted. Staff increases were due to the utilization of temporary workers for the installation of meters throughout the District. With the increase in employee payroll costs, retirement benefits also increased.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**Water Professional Services:** Total expense of \$208,999 incurred; \$9,749 over budget.

See detail sheets for breakdown of specific accounts which were over and under budget.

**Water Facilities & Administration:** Total expense of \$117,256 incurred; \$11,494 under budget.

Telephone and internet expenses were \$10.5K under budget due to District management renegotiating with providers. In addition, costs related to office maintenance were below budget by \$20K due to the realization that projects budgeted as perceived maintenance were going to exceed the capitalization threshold. In response, the District established a non-project CIP classification in the budget.

**Water Engineering:** Total expense of \$214,078 incurred; \$89,078 over budget.

Over budget due to the unpredictable nature of water quality engineering expenses. The expense line item fluctuates due to changes at the State level.

**Water Pumping:** Total expense of \$118,892 incurred \$11,808 under budget.

Pumping expenses from PG&E were \$8.5K over budget. As with Sewer, the regulatory costs of operating generators were \$8K, but was budgeted for.

**Water Supply:** Total expense of \$42,946 incurred; \$14,554 under budget.

Water purchases were within \$4.6K under budget. The costs associated with Well maintenance were \$9.6K under budget. Services are as needed.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**Water Collection/Transmission:** Total expense of \$162,299 incurred; \$87,701 under budget.

The cost of meters should have been split 50/50 between Sewer & Water, however, in FY 22-23 the Water Fund bore 100% of the expense. In FY 23-24 it was decided to allocate 100% of the costs incurred to the Sewer fund to make even over a two-year period. Going forward, costs are split 50/50.

**Water Treatment:** Total expense of \$95,133 incurred; \$20,133 over budget.

The District's main supplier of chemical inventory is Esbro Chemical & Evoqua. With the majority of treatment analysis handled by BSK lab.

**All other Accounts Water:** Total expense of \$141,618 incurred; \$37,882 under budget.

Claims expenses was \$9.6K under budget. Communications expense was \$9.3K under budget. Board of directors and conference attendance were a combined \$16.6K under budget.

**Water interest income:** Total revenue of \$224,231 collected; \$164,231 over budget.

The District's Water reserves are held with CA Asset Management Program (CAMP). FY 2023-24 the District maintained an average balance of \$4,238,814. With the increase in interest rates, the funds provided a material level of revenue for the District.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**GO Bond Assessments:** Total revenue of \$993,355 collected; \$202,026 under budget.

Debt service to retire GO bond debt is collected through the Property Tax roll. The amount is budgeted with current year debt service. Differences occur due to collections and remittances from the County. Budget was not updated for the decrease in income due to the refinancing in the current year.

**Water System Reliability Charge:** Total revenue of \$1,123,343 collected; \$11,883 over budget.

Revenue is collected and remitted through the County and used to assist the District fund the District Capital Improvement Program.

**Water Capital Improvement:** Total capitalized expense of \$444,529 incurred; \$3,420,471 under budget.

The breakdown is as follows:

Capitalized engineering: \$215,326

Line installations: \$55,918.

Mossa Excavation: \$28,050 – Various projects.

Balance Hydrologics: \$39,120 – Well Monitoring.

PAC Machine Co: \$70,999 – Diesel generator.

**Water Connection Fees:** Total revenue of \$306,106 collected; \$66,106 over budget.

A total of 5 new construction connections sold. 8 remodel connection sold. 20 new construction PFP connections sold.





# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 16, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**Water Debt Service:** Total debt service of \$1,307,387 expended; \$5,259 under budget.

See debt service detail further in report.

## **WATER FUND – BALANCE SHEET ANALYSIS**

**Cash & Investments:** Increase of \$1,961,306. See budget vs. actual cash flow analysis to identify areas where under budget amounts led to greater cash on hand.

**Capital Assets:** Net decrease of \$583,323. \$444,529 capitalized expenses reduced by current year depreciation expense of \$1,027,852. See capital asset footnote detail further in report.

**Net Pension Liability:** Due to market conditions the Sewer pension liability decreased by \$5,609. Contribution rates for FY 2023-24 were 7.75% for employees & 7.30% for the District. These rates are reviewed every two years.

**Long Term Debt:** In FY 2023-24 MWSD retired \$1,191,277 of principal debt. This debt was accompanied with \$116,110 of interest expense.

### RECOMMENDATION:

This is for Board information only.



# Montara Water & Sanitary

## Budgeted Cash Flow - Sewer

### AS COMPARED WITH AUDITED ACTUALS

### Fiscal year 2023-2024

#### Cash flow summary

#### Operating cash flow

Operating income	Budget	Actual	Variance (%)	Variance (\$)
Sewer Service Charges	\$ 3,873,231	\$ 3,887,154	0.36%	\$ 13,923
Cell Tower Lease	83,000	80,367	(3.17%)	(2,633)
Permits, Fees & Other	18,000	10,307	(42.74%)	(7,693)
Property Tax	300,000	559,643	86.55%	259,643
Waste Collection Revenues	30,000	29,878	-0.41%	(122)
Grant Revenue - 100% passed through to SAM		1,167,710		1,167,710
<b>Total operating income</b>	<b>\$ 4,304,231</b>	<b>\$ 5,735,059</b>		
<b>Operating expenses</b>				
Personnel	\$ (458,282)	\$ (491,027)	7.15%	\$ (32,745)
Professional Services	(318,250)	(281,425)	-11.57%	36,825
Facilities & Administration	(88,650)	(59,224)	-33.19%	29,426
Engineering	(70,000)	(42,775)	-38.89%	27,225
Pumping	(65,000)	(58,066)	-10.67%	6,934
Collection & Transmission	(10,000)	(153,415)	1434.15%	(143,415)
Sewer Authority Mid-Coastside	(2,276,314)	(3,016,356)	32.51%	(740,042)
All other Accounts	(89,600)	(66,567)	(25.71%)	23,033
<b>Total operating expenses</b>	<b>\$ (3,376,096)</b>	<b>\$ (4,168,856)</b>		
<b>Net Cash Flow Provided by Operations</b>	<b>\$ 928,135</b>	<b>\$ 1,566,203</b>		

#### Investment cash flow

Investment income				
Interest Revenue	\$ 60,000	\$ 191,249	218.75%	\$ 131,249
<b>Total investment income</b>	<b>\$ 60,000</b>	<b>\$ 191,249</b>		
<b>Investment expenses</b>				
Capital Improvement Program	\$ (3,849,285)	\$ (2,098,136)	(45.49%)	\$ 1,751,149
Capital Improvement Program - Non Project	\$ (150,000)		(100.00%)	\$ 150,000
<b>Total investment expenses</b>	<b>\$ (3,999,285)</b>	<b>\$ (2,098,136)</b>		
<b>Net Cash Flow Used by Investments</b>	<b>\$ (3,939,285)</b>	<b>\$ (1,906,887)</b>		

#### Financing cash flow

Financing income				
Connection Fees	\$ 295,000	\$ 390,913	32.51%	\$ 95,913
<b>Total financing income</b>	<b>\$ 295,000</b>	<b>\$ 390,913</b>		
<b>Financing expenses</b>				
Loan Interest Expense	\$ (25,878)	\$ (25,350)	(2.04%)	\$ 528
Loan Principal Payment	(113,805)	(113,806)	0.00%	\$ (1)
<b>Total financing expenses</b>	<b>\$ (139,683)</b>	<b>\$ (139,156)</b>		
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$ 155,317</b>	<b>\$ 251,757</b>		
<b>Total Cash Flow Provided by All Activities</b>	<b>\$ (2,855,833)</b>	<b>\$ (88,927)</b>		

# MWSD — Fiscal Year 2023-24 Fiscal Year End Budget Review

## Two Year comparative - Statement of activities

### 6/30/2024 vs. 6/30/2023

### Sewer Fund

	<b>Current Period</b> July 1, 2023 - June 30, 2024	<b>Prior Period</b> July 1, 2022 - June 30, 202	Increase/(Decrease)	%age Change
<b>Revenue</b>				
Sewer Service Charges	\$ 3,887,154	\$ 3,801,755	\$ 85,399	2.25%
Cell Tower Lease	80,367	79,672	695	0.87%
Permits, Fees & Other	10,307	16,493	(6,186)	(37.51%)
Property Tax	559,643	526,690	32,953	6.26%
Waste Collection	29,878	29,253	625	2.14%
Grants - Passed through to SAM	<u>1,167,710</u>		<u>1,167,710</u>	
Total Revenue	<u>\$ 5,735,059</u>	<u>\$ 4,453,863</u>	<u>\$ 1,281,196</u>	28.77%
<b>Expenses</b>				
Personnel	\$ 491,027	\$ 433,281	\$ 57,746	13.33%
Professional Services	281,425	321,347	(39,922)	(12.42%)
Facilities & Administration	59,224	88,488	(29,264)	-33.07%
Engineering	42,775	64,020	(21,245)	-33.18%
Pumping	58,066	52,692	5,374	10.20%
Sewer Authority Mid-Coastside	3,016,356	1,983,369	1,032,988	52.08%
All other Accounts	66,567	54,892	11,675	21.27%
Total Expenses	<u>\$ 4,015,441</u>	<u>\$ 2,998,089</u>	<u>\$ 1,017,353</u>	33.93%
Net Operating Income	<u>\$ 1,719,618</u>	<u>\$ 1,455,774</u>	<u>\$ 263,843</u>	18.12%
<b>Non-Operating</b>				
Connection Fees Revenue	\$ 390,913	\$ 289,449	\$ 101,464	35.05%
Interest Revenue - LAIF & CAMP	191,249	85,304	105,945	124.20%
Interest Expense	(25,350)	(28,650)	(3,300)	11.52%
Capital Program	<u>(2,098,136)</u>	<u>(596,689)</u>	<u>1,501,447</u>	-251.63%
Total Other Income	<u>\$ (1,541,324)</u>	<u>\$ (250,586)</u>	<u>\$ (1,290,738)</u>	515.09%
Net Income	<u>\$ 178,294</u>	<u>\$ 1,205,188</u>	<u>\$ (1,026,895)</u>	-85.21%

## MWSD — Fiscal Year 2023-24 Operations Budget - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Actual</u>	<u>2023-24</u> <u>Actual</u>	<u>2023-24</u> <u>Budget</u>	<u>Variance</u>
Cell Tower Lease:	4220	80,315	79,672	80,367	<b>83,000</b>	(2,633)
Administrative Fees (New Construction):	4410	7,397	3,554	1,244	<b>4,000</b>	(2,756)
Administrative Fees (Remodel):	4420	569	0		<b>1,000</b>	(1,000)
Inspection Fees (New Construction):	4430	6,994	3,363	1,178	<b>4,000</b>	(2,822)
Inspection Fees (Remodel):	4440				<b>1,000</b>	(1,000)
Mainline Extension Fees:	4450	6,000			<b>0</b>	0
Remodel Fees:	4460	18,826	7,133	7,471	<b>8,000</b>	(529)
Other Fees:	4470			160		160
Grants:	4510		136	1,167,710		1,167,710
Property Tax Receipts:	4610	516,917	526,690	559,643	<b>300,000</b>	259,643
Sewer Service Charges:	4710	3,582,585	3,806,420	3,916,218	<b>3,883,231</b>	32,987
Sewer Service Refunds, Customer:	4720	(8,166)	(4,665)	(29,064)	<b>(10,000)</b>	(19,064)
Waste Collection Revenues:	4760	26,055	29,253	29,878	<b>30,000</b>	(122)
Other Revenue:	4990	2,902	2,443	254		254
<b>Total Operating Revenue:</b>		<b>4,240,394</b>	<b>4,453,999</b>	<b>5,735,059</b>	<b>4,304,231</b>	<b>1,430,828</b>
<b><u>Operating Expenses</u></b>						
Bank Fees:	5190	4,811	5,715	6,028	<b>6,000</b>	(28)
Board Meetings:	5210	3,856	5,535	5,314	<b>4,000</b>	(1,314)
Director Fees:	5220	4,925	6,450	8,630	<b>10,000</b>	1,370
Election Expenses:	5230		7,500	7,500	<b>15,000</b>	7,500
Conference Attendance:	5250	1,918	2,271	3,045	<b>10,000</b>	6,955
Information Systems:	5270	4,099	6,299	5,516	<b>6,000</b>	484
Fidelity Bond:	5310			438	<b>500</b>	62
Property & Liability Insurance:	5320	8,057	8,510	12,110	<b>10,000</b>	(2,110)
LAFCO Assessment:	5350	2,708	2,887	3,764	<b>3,000</b>	(764)
General Legal:	5430	99,681	79,381	93,164	<b>200,000</b>	106,836
Litigation:	5440	176,781	113,942	77,338		(77,338)
Maintenance, Office:	5510	3,382	14,267	2,928	<b>25,000</b>	22,072
Memberships:	5530	4,408	4,435		<b>5,000</b>	5,000



## MWSD — Fiscal Year 2023-24 Operations Budget - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Actual</u>	<u>2023-24</u> <u>Actual</u>	<u>2023-24</u> <u>Budget</u>	<u>Variance</u>
Office Supplies:	5540	6,692	8,410	6,422	<b>8,250</b>	1,828
Postage:	5550	112	1,284	2,193	<b>1,150</b>	(1,043)
Printing & Publishing:	5560	943	4,294	5,060	<b>2,250</b>	(2,810)
Accounting:	5610	38,590	42,908	41,168	<b>39,000</b>	(2,168)
Audit:	5620	13,661	16,500	8,700	<b>13,500</b>	4,800
Consulting:	5630	51,037	54,999	45,560	<b>52,250</b>	6,690
Data Services:	5640	9,283	9,853	11,612	<b>10,000</b>	(1,612)
Labor & HR Support:	5650	2,562	2,572	2,591	<b>2,500</b>	(91)
Payroll Services:	5660	1,000	1,192	1,292	<b>1,000</b>	(292)
San Mateo County Tax Roll Charges:	5710	119	119	119	<b>2,500</b>	2,381
Telephone & Internet:	5720	38,358	46,869	29,483	<b>40,000</b>	10,517
Mileage Reimbursement:	5730	254	173	328	<b>2,000</b>	1,672
Reference Materials:	5740			0	<b>200</b>	200
Other Administrative:	5790	(287)	2,560	(3,385)		3,385
CalPERS 457 Deferred Plan:	5810	21,689	20,579	25,248	<b>21,486</b>	(3,763)
Employee Benefits:	5820	40,493	70,965	52,530	<b>52,135</b>	(394)
Disability Insurance:	5830	1,769	1,733	1,858	<b>2,271</b>	413
Payroll Taxes:	5840	17,451	18,494	22,436	<b>25,393</b>	2,957
PARS:	5850	18,497	20,840	32,118	<b>22,147</b>	(9,971)
Management:	5910	131,607	114,976	147,559	<b>122,617</b>	(24,942)
Staff :	5920	140,442	173,071	196,726	<b>205,767</b>	9,041
Staff Certification:	5930	2,100	2,100	2,100	<b>1,800</b>	(300)
Staff Overtime:	5940	4,813	6,259	5,993	<b>1,754</b>	(4,240)
Staff Standby:	5950		43	1,515		(1,515)
Worker's Compensation Insurance:	5960	2,585	4,221	2,944	<b>2,913</b>	(31)
Claims, Property Damage:	6170	3,076		2,107	<b>10,000</b>	7,893
Education & Training:	6195	93	42	2,500	<b>2,000</b>	(500)
General Engineering:	6220	56,067	64,020	42,775	<b>70,000</b>	27,225
Equipment & Tools, Expensed:	6320		14			0
Alarm Services:	6335	5,432	6,004	7,523	<b>6,000</b>	(1,523)

## MWSD — Fiscal Year 2023-24 Operations Budget - SEWER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2021-22 Actual</u>	<u>2022-23 Actual</u>	<u>2023-24 Actual</u>	<u>2023-24 Budget</u>	<u>Variance</u>
Landscaping:	6337	8,525	4,800	9,000	<b>6,000</b>	<b>(3,000)</b>
Pumping Fuel & Electricity:	6410	44,443	48,048	53,551	<b>50,000</b>	<b>(3,551)</b>
Pumping Maintenance, Generators:	6420	903	4,644	4,515	<b>15,000</b>	10,485
Pumping Maintenance, General:	6430	8,959				0
Maintenance, Collection System:	6660			0	<b>10,000</b>	10,000
Meters - Sewer:	6665			153,415		<b>(153,415)</b>
Uniforms:	6770				<b>200</b>	200
Fuel:	6810	1,297	3,641	3,401	<b>2,000</b>	<b>(1,401)</b>
Truck Equipment, Expensed:	6820	209	134	386	<b>200</b>	<b>(186)</b>
Truck Repairs:	6830	343	1,167	881	<b>1,000</b>	119
SAM Collections:	6910	304,309	284,186	294,862	<b>294,862</b>	0
SAM Operations:	6920	1,532,608	1,694,036	1,570,179	<b>1,806,452</b>	236,273
SAM Other:				1,144,515		<b>(1,144,515)</b>
SAM Maintenance, Collection System:	6940				<b>45,000</b>	45,000
SAM Maintenance, Pumping:	6950				<b>130,000</b>	130,000
SAM NDWSCP:	6960	24,482	5,147	6,800		<b>(6,800)</b>
<b>Total Operations Expense:</b>		<b>2,849,142</b>	<b>2,998,089</b>	<b>4,168,856</b>	<b>3,376,096</b>	<b>(792,760)</b>
<b>Net Change in position from Operations:</b>		<b>1,391,252</b>	<b>1,455,910</b>	<b>1,566,203</b>	<b>928,135</b>	

## MWSD — Fiscal Year 2023-24 Non-Operating Budget - SEWER ENTERPRISE

<u>Non Operating Revenue</u>	<u>GL Codes</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Actual</u>	<u>2023-24</u> <u>Actual</u>	<u>2023-24</u> <u>Budget</u>	<u>Variance</u>
Connection Fees, Residential New Const:	7110	242,298	184,288	133,194	<b>220,000</b>	<b>(86,806)</b>
Connection Fees, Residential Remodel:	7120	53,312	41,559	39,051	<b>55,000</b>	<b>(15,949)</b>
Conn. Fees, PFP (New Construction):	7130			5,349		5,349
Connection Fee Refunds:	7152		<b>(26,922)</b>		<b>(20,000)</b>	20,000
Additional Fixture Units New Const:	7153	22,617	17,165	97,287	<b>20,000</b>	77,287
Additional Fixture Units Remodel:	7155	79,005	73,359	151,701	<b>20,000</b>	131,701
Fixture Fee Refunds:				<b>(32,543)</b>		<b>(32,543)</b>
PFP Pass Thru:	7160	12,869		<b>(2,858)</b>		<b>(2,858)</b>
Meter Pass Thru Costs:	7165		<b>(7,963)</b>	<b>(268)</b>		<b>(268)</b>
Mainline Extension Pass Thru:	7170		<b>(6,952)</b>			0
Employee loans:	7700					0
Interest Revenue:	7200	<b>12,872</b>	85,304	191,249	<b>60,000</b>	131,249
<b>Total Non Operating Revenue:</b>		<b>422,973</b>	<b>359,838</b>	<b>582,162</b>	<b>355,000</b>	<b>227,162</b>
<b>Non Operating Expense</b>						
PNC Equipment Lease:	9125	11,970	9,350	7,077	<b>7,176</b>	99
Capital Assessment, SAM:	9175					0
I-Bank Loan:	9200	20,296	19,299	18,273	<b>18,702</b>	429
<b>Total Non Operating Expense:</b>		<b>32,266</b>	<b>28,649</b>	<b>25,350</b>	<b>25,878</b>	528
<b>Net Change in position from Non Operating activities:</b>		<b>390,707</b>	<b>331,189</b>	<b>556,812</b>	<b>329,122</b>	



# Montara Water & Sanitary

## Budgeted Cash Flow - Water

### AS COMPARED WITH AUDITED ACTUALS

### Fiscal year 2023-2024

#### Cash flow summary

#### Operating cash flow

Operating income	Budget	Actual	Variance (%)	Variance (\$)
Water Sales	\$ 2,006,000	\$ 1,889,791	(5.79%)	\$ (116,209)
Permits & Fees	8,600	2,582	(69.98%)	(6,018)
Property Tax	300,000	559,643	86.55%	259,643
Backflow Testing	18,000	25,085	39.36%	7,085
Other revenue		1,261,574		1,261,574
<b>Total operating income</b>	<b>\$ 2,332,600</b>	<b>\$ 3,738,675</b>		
<b>Operating expenses</b>				
Personnel	\$ (1,121,315)	\$ (1,182,659)	5.47%	\$ (61,344)
Professional Services	(199,250)	(208,999)	4.89%	(9,749)
Facilities & Administration	(128,750)	(117,256)	(8.93%)	11,494
Engineering	(125,000)	(214,078)	71.26%	(89,078)
Pumping	(130,700)	(118,892)	(9.03%)	11,808
Supply	(57,500)	(42,946)	(25.31%)	14,554
Collection/Transmission	(250,000)	(162,299)	(35.08%)	87,701
Treatment	(75,000)	(95,133)	26.84%	(20,133)
All Other Accounts	(179,500)	(141,618)	(21.10%)	37,882
<b>Total operating expenses</b>	<b>\$ (2,267,015)</b>	<b>\$ (2,283,881)</b>		
<b>Net Cash Flow Provided by Operations</b>	<b>\$ 65,585</b>	<b>\$ 1,454,794</b>		

#### Investment cash flow

Investment income				
Interest Revenue	\$ 60,000	\$ 224,231	273.72%	\$ 164,231
GO Bonds, Assessment Receipts	1,195,381	993,355	(16.90%)	(202,026)
Water System Reliability Charge	1,111,460	1,123,343	1.07%	11,883
<b>Total investment income</b>	<b>\$ 2,366,841</b>	<b>\$ 2,340,929</b>		
<b>Investment expenses</b>				
Capital Improvement Program	\$ (3,715,000)	\$ (444,529)	(88.03%)	\$ 3,270,471
Capital Improvement Program - Non Project	\$ (150,000)		(100.00%)	\$ 150,000
<b>Total investment expenses</b>	<b>\$ (3,865,000)</b>	<b>\$ (444,529)</b>		
<b>Net Cash Flow Used by Investments</b>	<b>\$ (1,498,159)</b>	<b>\$ 1,896,400</b>		

#### Financing cash flow

Financing income				
Connection Fees	\$ 240,000	\$ 306,106	27.54%	\$ 66,106
<b>Total financing income</b>	<b>\$ 240,000</b>	<b>\$ 306,106</b>		
<b>Financing expenses</b>				
Long Term Debt - Interest Expense	\$ (122,561)	\$ (116,110)	(5.26%)	\$ 6,451
Long Term Debt - Principal Payment	(1,190,085)	(1,191,277)	0.10%	(1,192)
<b>Total financing expenses</b>	<b>\$ (1,312,646)</b>	<b>\$ (1,307,387)</b>		
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$ (1,072,646)</b>	<b>\$ (1,001,281)</b>		
<b>Total Cash Flow Provided by All Activities</b>	<b>\$ (2,505,220)</b>	<b>\$ 2,349,913</b>		



# MWSD — Fiscal Year 2023-24 Fiscal Year End Budget Review

## Two Year comparative - Statement of activities

### 6/30/2024 vs. 6/30/2023

### Water Fund

	<b>Current Period</b> July 1, 2023 - June 30, 2024	<b>Prior Period</b> July 1, 2022 - June 30, 2023	Increase/(Decrease)	%age Change
<b>Revenue</b>				
Water Sales	\$ 1,889,791	\$ 1,770,761	\$ 119,030	6.72%
Permits & Fees	2,582	8,215	(5,633)	(68.57%)
Property Tax	559,643	526,690	32,953	6.26%
Backflow Testing	25,085	37,746	(12,661)	-33.54%
Other	<u>1,261,574</u>	<u>-</u>	<u>1,261,574</u>	
Total Revenue	<u>\$ 3,738,675</u>	<u>\$ 2,343,412</u>	<u>\$ 1,395,263</u>	59.54%
<b>Expenses</b>				
Personnel	\$ 1,182,659	\$ 1,030,916	\$ 151,743	14.72%
Professional Services	208,999	222,038	(13,039)	-5.87%
Facilities & Administration	117,256	131,179	(13,923)	-10.61%
Engineering	214,078	133,623	80,455	60.21%
Pumping	118,892	111,322	7,570	6.80%
Supply	42,946	43,888	(942)	-2.15%
Collection/Transmission	162,299	370,504	(208,205)	-56.20%
Treatment	95,133	56,464	38,669	68.48%
All other Accounts	<u>141,618</u>	<u>120,563</u>	<u>21,055</u>	17.46%
Total Expenses	<u>\$ 2,283,881</u>	<u>\$ 2,220,497</u>	<u>\$ 63,384</u>	2.85%
Net Operating Income	<u>\$ 1,454,794</u>	<u>\$ 122,915</u>	<u>\$ 1,331,879</u>	1083.58%
<b>Non-Operating</b>				
Connection Fees Revenue	\$ 306,106	\$ 287,699	\$ 18,407	6.40%
GO Bond Assessment Revenue	993,355	1,012,555	(19,200)	(1.90%)
Water System Reliability	1,123,343	1,026,086	97,257	9.48%
Interest Revenue - CAMP	224,231	113,063	111,168	98.32%
Interest Expense	(116,110)	(139,419)	(23,309)	16.72%
Capital Program	<u>(444,529)</u>	<u>(609,186)</u>	<u>(164,657)</u>	27.03%
Total Other Income	<u>\$ 2,086,396</u>	<u>\$ 1,690,798</u>	<u>\$ 395,598</u>	23.40%
Net Income	<u>\$ 3,541,190</u>	<u>\$ 1,813,713</u>	<u>\$ 1,727,477</u>	95.25%

## MWSD — Fiscal Year 2023-24 Operations Budget - WATER ENTERPRISE

<b>Operating Revenue</b>	<b>GL Codes</b>	<b>2021-22 Actual</b>	<b>2022-23 Actual</b>	<b>2023-24 Actual</b>	<b>2023-24 Budget</b>	<b>Variance</b>
Administrative Fees (New Construction):	4410	8,535	4,151	1,244	<b>4,000</b>	(2,756)
Administrative Fees (Remodel):	4420	569			<b>600</b>	(600)
Inspection Fees (New Construction):	4430	8,415	3,928	1,178	<b>4,000</b>	(2,822)
Inspection Fees (Remodel):	4440	538			<b>0</b>	0
Mainline Extension Fees:	4450	82,882			<b>0</b>	0
Other Fees	4470	186		160		160
Grants:	4510		136			0
Property Tax Receipts:	4610	516,917	526,690	559,643	<b>300,000</b>	259,643
Testing, Backflow:	4740	25,730	24,366	25,085	<b>18,000</b>	7,085
Water Sales:	4810	1,752,213	1,776,601	1,891,787	<b>2,014,000</b>	(122,213)
Water Sales, Fire Protection:	4820					0
Water Sales Refunds, Customer:	4850	(3,210)	(5,840)	(1,996)	<b>(8,000)</b>	6,004
Other Revenue:	4990	3,541	13,380	1,261,574		1,261,574
<b>Total Operating Revenue:</b>		<b>2,396,316</b>	<b>2,343,412</b>	<b>3,738,675</b>	<b>2,332,600</b>	<b>1,406,075</b>
<b>Operating Expenses</b>						
Bank Fees:	5190	4,811	5,715	5,397	<b>5,500</b>	103
Board Meetings:	5210	3,856	5,535	5,314	<b>4,000</b>	(1,314)
Director Fees:	5220	4,925	6,450	8,630	<b>10,000</b>	1,370
Election Expenses:	5230		7,500	7,500	<b>15,000</b>	7,500
CDPH Fees:	5240	15,707	17,526	18,669	<b>18,000</b>	(669)
Conference Attendance:	5250	1,918	2,271	5,941	<b>15,000</b>	9,059
Information Systems:	5270	13,989	6,299	5,516	<b>6,500</b>	984
Fidelity Bond:	5310			438	<b>500</b>	62
Property & Liability Insurance:	5320	7,987	8,510	13,816	<b>10,000</b>	(3,816)
LAFCO Assessment:	5350	2,755	3,293	3,957	<b>3,000</b>	(957)
General Legal:	5430	74,809	84,542	93,144	<b>75,000</b>	(18,144)
Litigation:	5440		1,224	3,440		(3,440)
Maintenance, Office:	5510	3,524	14,267	4,730	<b>25,000</b>	20,270
Memberships:	5530	20,318	22,662	22,790	<b>25,000</b>	2,210

## MWSD — Fiscal Year 2023-24 Operations Budget - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Actual</u>	<u>2023-24</u> <u>Actual</u>	<u>2023-24</u> <u>Budget</u>	<u>Variance</u>
Office Supplies:	5540	6,797	8,471	6,421	<b>6,250</b>	(171)
Postage:	5550	14,890	17,948	20,193	<b>14,750</b>	(5,443)
Printing & Publishing:	5560	1,488	4,344	9,120	<b>5,750</b>	(3,370)
Accounting:	5610	38,590	42,908	41,168	<b>39,000</b>	(2,168)
Audit:	5620	13,661	16,500	8,700	<b>13,500</b>	4,800
Consulting:	5630	52,892	61,910	45,560	<b>67,250</b>	21,690
Data Services:	5640	10,400	11,190	13,104	<b>1,000</b>	(12,104)
Labor & HR Support:	5650	2,562	2,572	2,591	<b>2,500</b>	(91)
Payroll Services:	5660	1,000	1,192	1,292	<b>1,000</b>	(292)
San Mateo County Tax Roll Charges:	5710	119	1,625	119	<b>2,500</b>	2,381
Telephone & Internet:	5720	45,606	57,345	39,425	<b>50,000</b>	10,575
Mileage Reimbursement:	5730	525	571	1,018	<b>2,000</b>	982
Reference Materials:	5740				<b>500</b>	500
Other Administrative:	5790	685	2,965	(203)		203
CalPERS 457 Deferred Plan:	5810	48,201	48,132	53,236	<b>51,461</b>	(1,775)
Employee Benefits:	5820	116,781	158,066	161,929	<b>155,291</b>	(6,638)
Disability Insurance:	5830	4,129	3,806	4,098	<b>5,572</b>	1,474
Payroll Taxes:	5840	47,682	50,421	57,947	<b>59,514</b>	1,567
PARS:	5850	40,261	43,908	71,320	<b>47,101</b>	(24,220)
Management:	5910	131,608	114,976	147,559	<b>122,617</b>	(24,942)
Staff :	5920	451,291	502,837	570,008	<b>554,440</b>	(15,569)
Staff Certification:	5930	12,125	11,550	10,350	<b>11,400</b>	1,050
Staff Overtime:	5940	52,669	57,005	57,910	<b>60,420</b>	2,511
Staff Standby:	5950	26,564	27,421	32,259	<b>29,086</b>	(3,172)
Worker's Compensation Insurance:	5960	13,072	12,794	16,043	<b>24,413</b>	8,370
Backflow Prevention:	6160	1,020	1,030	1,228	<b>1,000</b>	(228)
Claims, Property Damage:	6170		141	393	<b>10,000</b>	9,607
SCADA Maintenance:	6185	2,934	8,102	10,674	<b>20,000</b>	9,326

## MWSD — Fiscal Year 2023-24 Operations Budget - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Actual</u>	<u>2023-24</u> <u>Actual</u>	<u>2023-24</u> <u>Budget</u>	<u>Variance</u>
Education & Training:	6195	3,428	1,060	3,519	<b>5,000</b>	1,481
General Engineering:	6220	6,749	5,118	3,615	<b>10,000</b>	6,385
Water Quality Engineering:	6230	70,999	128,505	210,463	<b>115,000</b>	(95,463)
Equipment & Tools, Expensed:	6320	12,363	7,642	12,154	<b>10,000</b>	(2,154)
Alarm Services:	6335	1,087	876	2,362	<b>2,000</b>	(362)
Landscaping:	6337	19,989	16,453	21,392	<b>15,000</b>	(6,392)
Lab Supplies & Equipment:	6370	5,357	4,051	13,659	<b>4,000</b>	(9,659)
Meter Reading:	6380	119	357		<b>500</b>	500
Pumping Fuel & Electricity:	6410	83,871	91,999	102,575	<b>95,000</b>	(7,575)
Pumping Maintenance, Generators:	6420	12,043	19,015	16,138	<b>30,000</b>	13,862
Pumping Maintenance, General:	6430	1,153	308	53	<b>5,000</b>	4,947
Pumping Equipment, Expensed:	6440	129		125	<b>700</b>	575
Maintenance, Raw Water Mains:	6510	253	45	2,162	<b>2,500</b>	338
Maintenance, Wells:	6520	5,975	17,361	15,401	<b>25,000</b>	9,599
Water Purchases:	6530	33,040	26,482	25,383	<b>30,000</b>	4,617
Hydrants:	6610	5,690		0	<b>10,000</b>	10,000
Maintenance, Water Mains:	6620	101,071	116,280	73,953	<b>170,000</b>	96,047
Maintenance, Water Service Lines:	6630	8,245	29,642	31,216	<b>20,000</b>	(11,216)
Maintenance, Tanks:	6640	438	2,671	8,970	<b>5,000</b>	(3,970)
Maintenance, Distribution General:	6650	22,202	23,364	12,475	<b>15,000</b>	2,525
Meters:	6670	21,176	198,547	35,685	<b>30,000</b>	(5,685)
Chemicals & Filtering:	6710	43,341	18,126	41,279	<b>25,000</b>	(16,279)
Maintenance, Treatment Equipment:	6720	12,226	8,126	10,816	<b>15,000</b>	4,184
Treatment Analysis:	6730	37,846	30,212	43,038	<b>35,000</b>	(8,038)
Uniforms:	6770	1,687	3,080	2,673	<b>2,500</b>	(173)
Fuel:	6810	8,879	11,601	10,204	<b>12,000</b>	1,796
Truck Equipment, Expensed:	6820	1,186	415	1,159	<b>2,000</b>	841
Truck Repairs:	6830	2,075	3,637	666	<b>5,000</b>	4,334
Other Operations:	6890	2,492				0
<b>Total Operations Expense:</b>		<b>1,817,984</b>	<b>2,220,497</b>	<b>2,283,881</b>	<b>2,267,015</b>	<b>(16,865)</b>



## MWSD — Fiscal Year 2023-24 Operations Budget - WATER ENTERPRISE

<u>Operating Revenue</u>	<u>GL Codes</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Actual</u>	<u>2023-24</u> <u>Actual</u>	<u>2023-24</u> <u>Budget</u>	<u>Variance</u>
<b>Net Change in position from Operations:</b>		<b>578,332</b>	<b>122,915</b>	<b>1,454,794</b>	<b>65,585</b>	

## MWSD — Fiscal Year 2023-2024 Non-Operating Budget - WATER ENTERPRISE

<b>Non Operating Revenue</b>	<b>GL Codes</b>	<b>2021-22 Actual</b>	<b>2022-23 Actual</b>	<b>2023-24 Actual</b>	<b>2023-24 Budget</b>	<b>Variance</b>
Connection Fees, Residential New Const:	7110	255,753	168,218	130,669	<b>185,000</b>	<b>(54,331)</b>
Connection Fees, Residential Remodel:	7120	13,199		65,086		<b>65,086</b>
Connection Fees, Residential Fire:	7130	111,063	128,281	118,483	<b>55,000</b>	63,483
Connection Fees, Residential Remodel Fire:	7140					0
Connection Fees, Well Conversion:	7150					0
Connection Fee refunds:	7152		<b>(24,892)</b>			0
Additional fixture units Remodel:	7155		16,092	6,768		6,768
Fixture Fee Refunds:	7157			<b>(28,094)</b>		<b>(28,094)</b>
PFP Pass Thru:	7160	49,955	13,355	2,173		2,173
Meter Pass Thru Costs:	7165	9,358	1,791	11,021		11,021
Mainline Extension Pass Thru:	7170	22,444	<b>(76,039)</b>			0
CAMP interest income:	7250	1,808	113,063	224,231	<b>60,000</b>	164,231
General Obligation Bonds, Assessment Receipts:	7600	1,015,063	1,012,555	993,355	<b>1,195,381</b>	<b>(202,026)</b>
Water System Reliability:	7650	1,027,699	1,026,086	1,123,343	<b>1,111,460</b>	11,883
<b>Total Non Operating Revenue:</b>		<b>2,506,342</b>	<b>2,378,510</b>	<b>2,647,035</b>	<b>2,606,841</b>	<b>40,194</b>
<b>Non Operating Expense</b>						
PFP Connection Expenses:	9075		4,000			
General Obligation Bonds:	9100	73,617	63,099	52,576	<b>56,977</b>	4,401
PNC Equipment Lease:	9125	11,451	9,350	7,077	<b>7,176</b>	99
State Revolving Fund Loan:	9150	65,810	60,602	56,457	<b>58,408</b>	1,951
Water Rebates :	9210	700	200	300		<b>(300)</b>
<b>Total Non Operating Expense:</b>		<b>151,578</b>	<b>137,251</b>	<b>116,410</b>	<b>122,561</b>	<b>6,151</b>
<b>Net Change in position from Non Operating activities:</b>		<b>2,354,764</b>	<b>2,241,259</b>	<b>2,530,625</b>	<b>2,484,280</b>	

# Fiscal year 2023-2024

## Capital Assets

	Balance June 30, 2023	Additions	Deletions	Balance June 30, 2024
<u>Capital Assets Not Being Depreciated</u>				
Land and easement	\$ 739,500	\$ -	\$ -	\$ 739,500
Capacity rights	2,687,547	-	-	2,687,547
Total capital assets not being depreciated	<u>3,427,047</u>	<u>-</u>	<u>-</u>	<u>3,427,047</u>
<u>Capital Assets Being Depreciated</u>				
Sewage collection facilities	5,340,307	-	-	5,340,307
Sewage treatment facilities	244,540	-	-	244,540
<b>General plant and administration facilities - Sewer</b>	9,149,398	2,098,136	-	11,247,534
Seal cove collection system	995,505	-	-	995,505
Other capital improvements	4,357,566	-	-	4,357,566
<b>Water facilities plant</b>	29,378,139	444,529	-	29,822,668
Water general plant	409,584	-	-	409,584
Surface water rights	300,000	-	-	300,000
Total capital assets being depreciated	<u>50,175,039</u>	<u>2,542,665</u>	<u>-</u>	<u>52,717,704</u>
Accumulated depreciation	<u>(26,682,485)</u>	<u>(1,566,122)</u>	<u>-</u>	<u>(28,248,607)</u>
Net Capital Assets Being Depreciated	<u>23,492,554</u>	<u>976,543</u>	<u>-</u>	<u>24,469,097</u>
Property Plant and Equipment, Net	<u>\$ 26,919,601</u>	<u>\$ 976,543</u>	<u>\$ -</u>	<u>\$ 27,896,144</u>

## Fiscal year 2023-2024 Debt Service

	Original Issue Amount	Balance June 30, 2023	Additions	Retirements	Balance June 30, 2024	Interest Expense
<b>Sewer</b>						
CIEDB Loan (I Bank)	\$ 1,010,000	\$ 630,050		\$ 33,742	\$ 596,308	\$ 18,273
PNCEF Lease Obligation	\$ 927,222	279,564		80,064	199,500	7,077
Subtotal - Sewer		<u>\$ 909,614</u>	<u>\$ -</u>	<u>\$ 113,806</u>	<u>\$ 795,808</u>	<u>\$ 25,350</u>
<b>Water</b>						
GO Bonds - 2020 Series	\$ 7,524,000	\$ 5,228,976		\$ 926,569	\$ 4,302,407	\$ 52,576
PNCEF Lease Obligation	\$ 927,222	279,564		80,064	199,500	7,077
SRF Loan	\$ 4,248,354	2,518,162		184,644	2,333,518	56,457
Subtotal - Water		<u>\$ 8,026,702</u>	<u>\$ -</u>	<u>\$ 1,191,277</u>	<u>\$ 6,835,425</u>	<u>\$ 116,110</u>
Total Debt Service		<u>\$ 8,936,316</u>	<u>\$ -</u>	<u>\$ 1,305,083</u>	<u>\$ 7,631,233</u>	<u>\$ 141,460</u>

PNCEF lease obligation is split evenly between Sewer and Water.

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

Debt Issuance	Payoff Date
GO Bonds - 2020 Series	August 1, 2028
CIEDB Loan (I Bank)	October 15, 2026
PNCEF Lease Obligation	August 1, 2038
SRF Loan	July 1, 2035



# Fiscal year 2023-2024 Budget Operating Reserves

## WATER

### Operating Reserve:

The District's Water Operating Reserve target is six months of operating expenses. Based on fiscal year 2023-24 budget the amount of operating reserves is as follows:

#### Target calculation

\$	2,267,015	Budgeted fiscal year 2023-24
	12	Months
<hr/>		
\$	188,918	Monthly budgeted operating expenses
	x 6	Six months expenditures
<hr/>		
\$	1,133,508	Target Reserve
<hr/> <hr/>		

### Actual Reserve at Fiscal Year End June 30, 2024

\$ 1,133,508

## SEWER

### Operating Reserve:

For the District's Sewer Operating Reserve, the maximum target amount shall equal ten months' of operating expenses and the minimum target amount shall equal six months' of operating expenses.

Based on fiscal year 2023-24 budget the amount of operating reserves is as follows:

#### Minimum Target

\$	3,376,096	Budgeted fiscal year 2023-24
	12	Months
<hr/>		
\$	281,341	Monthly budgeted operating expenses
	x 6	Monthly budgeted operating expenses
<hr/>		
\$	1,688,048	Minimum Target Reserve
<hr/> <hr/>		

#### Maximum Target

\$	3,376,096	Budgeted fiscal year 2023-24
	12	Months
<hr/>		
\$	281,341	Monthly budgeted operating expenses
	x 10	Monthly budgeted operating expenses
<hr/>		
\$	2,813,414	Maximum Target Reserve
<hr/> <hr/>		

### Actual Reserve at Fiscal Year End June 30, 2024

\$ 10,578

# Fiscal year 2023-2024 Budget

## Capital Reserves

### Capital Reserve:

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

### WATER

#### Minimum Target

\$	591,500	Lowest year CIP existing customers (fiscal year 2024-25)
\$	750,000	Engineer estimate
<hr/>		
\$	1,341,500	Minimum target

#### Maximum Target

\$	5,708,585	Highest year CIP existing customers (fiscal year 2027-28)
\$	750,000	Engineer estimate
<hr/>		
\$	6,458,585	Maximum target

#### Actual Reserve at Fiscal Year End June 30, 2024

\$ 6,458,585

### SEWER

#### Minimum Target

\$	2,551,494	Lowest year annual CIP (fiscal year 2024-25)
\$	1,177,000	Engineer estimate
<hr/>		
\$	3,728,494	Minimum target

#### Maximum Target

\$	5,523,000	Highest year CIP existing customers (fiscal year 2027-28)
\$	1,177,000	Engineer estimate
<hr/>		
\$	6,700,000	Maximum target

#### Actual Reserve at Fiscal Year End June 30, 2024

\$ -

## **Sewer**

### **Personnel**

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

### **Professional Services**

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

### **Facilities & Administration**

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

### **Engineering**

Meeting Attendance, Engineering:	6210
General Engineering:	6220

### **Pumping**

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

### **Collections & Transmission**

Maintenance, Collection System:	6660
Meters - Sewer:	6665

### **Sewer Authority Mid-Coastside**

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

### **All other Accounts**

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

# **Water**

## **Personnel**

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

## **Professional Services**

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

## **Facilities & Administration**

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

## **Engineering**

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

## **Pumping**

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

## **Supply**

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

## **Collection/Transmission**

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

## **Treatment**

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

## **All other Accounts**

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Bond Issue Costs - Expense:	5235
CDPH Fees:	5240
Conference Attendance:	5250
Information Systems:	5270
Fidelity Bond:	5310
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Memberships:	5530
Mileage Reimbursement:	5730
Reference Materials:	5740
Backflow Prevention:	6160
Claims, Property Damage:	6170
SCADA Maintenance:	6185
Internet & Telephone, Communications:	6187
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Lab Supplies & Equipment:	6370
Meter Reading:	6380
Uniforms:	6770
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Other Operations:	6890
San Mateo Co. Tax Roll Charges:	5710



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 16, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Receipt of Association of California Water Agencies Joint Powers Authority President's Special Recognition Award.**

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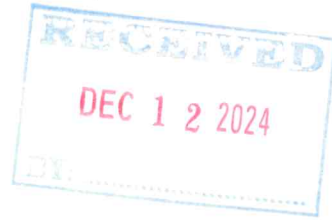
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The District received its ninth's Special Recognition Award from ACWA JPIA. On January 1, 2013 the District changed Workers Compensation Insurance Providers to the Association of California Water Agencies Joint Power Insurance Authority (ACWA/JPIA). At the time the District's Workers Comp Rate was due to claims made in prior years. Since then, District staff has worked closely with ACWA/JPIA staff to prevent further losses.

RECOMMENDATION:

This is for Board information only.

Attachments



12/2/2024

## ACWA JPIA

P.O. Box 619082  
Roseville, CA  
95661-9082

phone  
916.786.5742  
800.231.5742

[www.acwajpia.com](http://www.acwajpia.com)

- Core Values**
- People
  - Service
  - Integrity
  - Innovation

Montara Water and Sanitary District (M027)  
P.O. Box 370131  
Montara, CA 94037

General Manager:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the **"President's Special Recognition Award"** certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Montara Water and Sanitary District (M027) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2025.

Sincerely,

Melody McDonald  
President

Enclosure: President's Special Recognition Award(s)

# President's Special Recognition Award

The President of the  
**ACWA JPIA**  
hereby gives Special Recognition to

## Montara Water and Sanitary District

for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums" in the Workers' Compensation Program for the period 07/01/2020 - 06/30/2023 announced at the Board of Directors' Meeting in Palm Desert.



Melody McDonald, President



December 02, 2024



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 16, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning  
Appointment of Board Officers and Committee  
Assignments for 2025**

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The attached chart indicates the current positions and committee assignments for each Board member. There is a space to select the person or persons for each such position for this calendar year. The assignments are effective January 2025.

RECOMMENDATION:

Appoint District Officers and Committee assignments for 2025.

Attachment



# **MONTARA WATER AND SANITARY DISTRICT**

## **BOARD OFFICERS, AGENCY REPRESENTATIVES AND COMMITTEE ASSIGNMENTS**

### **BOARD OF DIRECTORS**

<b>POSITION</b>	<b>APPOINTMENTS 2024</b>	<b>APPOINTMENTS 2025</b>
<b>President</b>	<b>Scott Boyd</b>	
<b>President Pro Tem</b>	<b>Kathryn Slater-Carter</b>	
<b>Secretary</b>	<b>Kathryn Slater-Carter</b>	
<b>Secretary Pro Tem</b>	<b>Alternates: Peter Dekker Bill Softky Cid Young</b>	
<b>Treasurer</b>	<b>Peter Dekker</b>	

### **AGENCY REPRESENTATIVES**

<b>AGENCY</b>	<b>APPOINTMENTS 2024</b>	<b>APPOINTMENTS 2025</b>
<b>SAM Representatives</b>	<b>Kathryn Slater-Carter Peter Dekker Alternates: Scott Boyd Bill Softky Cid Young</b>	
<b>CSDA Member</b>	<b>Kathryn Slater-Carter Scott Boyd (Alternate) Peter Dekker (Alternate) Bill Softky (Alternate) Cid Young (Alternate)</b>	
<b>ACWA Member*</b>	<b>Bill Softky</b>	

# **MONTARA WATER AND SANITARY DISTRICT**

## **STANDING COMMITTEES**

<b>COMMITTEE</b>	<b>APPOINTMENTS 2024</b>	<b>APPOINTMENTS 2025</b>
<b>Budget &amp; Finance</b>	<b>Peter Dekker Kathryn Slater-Carter</b>	
<b>Personnel</b>	<b>Kathryn Slater-Carter Bill Softky</b>	

## **AD HOC COMMITTEES**

<b>COMMITTEE</b>	<b>APPOINTMENTS 2024</b>	<b>APPOINTMENTS 2025</b>
<b>Recycling/Solid Waste</b>	<b>Bill Softky Cid Young</b>	
<b>Connect-the-Coast</b>	<b>Kathryn Slater-Carter Cid Young</b>	
<b>Legislative</b>	<b>Kathryn Slater-Carter</b>	
<b>Strategic Plan Progress</b>	<b>Kathryn Slater-Carter Peter Dekker</b>	

Note: Terms for all positions begin January 1, 2025 and end December 31, 2025 unless otherwise indicated by the Board of Directors.

\* ACWA also includes ACWA/JPIA



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 16, 2025**

FROM: Clemens Heldmaier, General Manager

**SUBJECT: General Manager's Report**

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## Operations Report November

### 811 Dig Alerts

- 11/4/24- 1202 Audubon. Work for utilities distribution, gas, pg&e. Work already completed.
  - 2205 Carlos. Work for utilities distribution, Propane install. No conflict.
  - 141 Arbor. Work for utilities distribution, gas, pg&e. Marks checked and still good.
  - 8200 Cabrillo Hwy. Work for pipe bursting project. Marks checked and still good.
  - 9850 Cabrillo Hwy. Work for utilities distribution, electrical. No conflict.
- 11/5/24- 97 Beach. Work for utilities distribution, power pole. No conflict.
  - 586 6<sup>th</sup>. Residential property work, landscaping. No conflict.
- 11/7/24- 155 7<sup>th</sup>. Work for pipe bursting project. Work already completed.
  - SVR x Etheldore. Work for soil sampling. No conflict.
- 11/8/24- 270 Farallone. Work for utilities distribution, communications. No conflict.
  - 467 4<sup>th</sup>. Work for utilities distribution, gas. Marked main and service line.
  - 566 8<sup>th</sup>. Residential property work, generator install. Main and service line marked next door, 566 not on MWSD water.
  - 379 Nevada. Residential property work, new construction/foundation. Marks checked and still good.
- 11/11/24- 541 Cypress. Work for utilities distribution, electric, pg&e. Main and service lines marked.
- 11/14/24- 1015 Birch. Work for utilities distribution, electric, pg&e. Main and service lines marked.
  - 540 5<sup>th</sup>. Work for utilities distribution, new water install. Marked main and service line.
  - 651 Stetson. Work for utilities distribution, gas, pg&e. Marked main and service line.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 16, 2025**

FROM: Clemens Heldmaier, General Manager

- 11/15/24- 871 Harte. Work for utilities distribution, sewer pipe bursting project. Remarkd mains and service lines.
  - 175 Marine. Work for utilities distribution, sewer pipe bursting project. Remarkd mains and service lines.
  - 151 Alton. Work for utilities distribution, sewer pipe bursting project. Remarkd mains and service lines.
  - 322 Nevada. Work for utilities distribution, install new sewer. Marked mains and service lines.
  - Carlos x Admiral. Work for utilities distribution, electric pole, pg&e. No conflict.
  - Las Flores. Work for utilities distribution, electric pole, pg&e. No conflict.
  - 1606 Buena Vista. Work for utilities distribution, electric pole, pg&e. Marked main.
  - Gant. Work for utilities distribution, electric pole, pg&e. No conflict.
  - 1140 E. Montara. Work for utilities distribution, electric pole, pg&e. Marked main and service line.
- 11/18/24- Alamo. Work for utilities distribution, power pole, pg&e. No conflict.
- 11/19/24- 321 6<sup>th</sup>. Residential property work, landscaping/drainage/irrigation. Main marked within USA.
  - 380 Airport. Work for utilities distribution, Big Wave Project. Marks checked and still visible.
  - 850 Lincoln. Work for utilities distribution, gas, pg&e. Marked main and service lines.
  - 601 Vue De Mar. Residential property work, footing/foundation.
  - 1251 Audubon. Work for utilities distribution, power pole, pg&e. Marked main and service lines.
  - 551 Franklin. Residential property work, concrete work. No conflict.
- 11/20/24- 860 Harte. Work for utilities distribution, sewer-install new facilities. Marks checked and re-marked where needed.
  - 900 Harte. Work for pipe bursting project, Marks checked and good.
  - 1100 Birch. Work for utilities distribution, install new facilities/sewer. Marks checked and still good.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 16, 2025**

FROM: Clemens Heldmaier, General Manager

- 11/21/24- 325 4<sup>th</sup>. Work for utilities distribution, electric pole, pg&e. Marked main and service line.
- 11/22/24- 2120 Vallemar. Work for utilities distribution, power pole, pg&e. No conflict.
  - 141 Arbor. Work for asphalt/pavement. Main and service line marked.

## Work Orders

- 11/1/24 – 575 5<sup>th</sup> St. Tenants moving out. Pulled final read.
  - 510 Terrace. Tenants moving out. Pulled final read and start read for new tenants.
- 11/4/24 – 602 Stetson. Pulled final read and start read for new tenants.
  - 1100 Birch – Customer concerned about high water bill and suspected a leak. An operator inspected the meter, took spot read. No signs of a leak. Pulled a profile and emailed it to a customer.
- 11/11/24 – 705 George. Customer concerned about sediment in water while running hot water through their tap. Operator pulled meter and flushed at meter stop. Reinstalled meter and flushed at house valve. All visual inspections showed clear water. Most likely sediment from within water heater and internal plumbing.
- 11/14/24 – 815 Tierra Alta. Customer concerned about abnormally low water bill without notable changes in observed water usage. Operator inspected meter and verified appropriate functioning.
- 11/15/24 – 600 California. New tenants. Operator pulled final / start read and left water on.
- 11/18/24 – 800 Sierra St. Customer called about leak underneath house, requesting water to be turned off.
  - 165 12<sup>th</sup> St. Homeowner closing account, new tenants moving in. Operator took final and start read, left water on.
- 11/19/24 – 999 Ocean Blvd. Pulled meter from due to change of use on property. Home to be demolished and a park developed on property.
  - 634 Stetson. Customer concerned about wet spot in yard. Operator visited property, inspected meter and yard. Did not see any signs of a leak from meter or on property grounds. Pulled a profile and emailed customer following up on findings.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 16, 2025**

FROM: Clemens Heldmaier, General Manager

- 11/22/24 – 1198 Acacia. Customer requested profile after receiving leak notice. Operator identified leak and flow on meter. Pulled profile and emailed to customer.
- 11/26/24 – 1050 Date. Customer looking for information on water usage. Requested profile. Operator pulled profile and emailed to customer.
- 11/28/24 – 1140 Montara Blvd. Customer requesting a profile for confirmation of repair of a leak. Operator took profile and emailed to customer.

## After Hours Call Outs

- 11/2/24 – 1:00 am, High turbidities at AVTP. On Call operator adjusted on sight and ended up shutting plant down.
- 11/4/24 – 5:30 pm – Schoolhouse tank low level alarm. Operator reset coms for remote fill valve.
- 11/6/24 1:45AM - Power outage at Alta Vista Treatment plant, Automatic Transfer switch failed to operate. When manually energized, generator had failed due to malfunctioning electronics. Called C&D power to repair generator. Fixed on 11/19/24
- 11/9/24 – 2:30 PM receive call about water coming out of road in front of 816 Park Ave, Moss Beach. Casuse was a failed saddle, called in Andreini Excavation and replaced saddle. All customers re-energized by 9:30 PM. 30min sooner than anticipated.
- 11/19/24 – 6:03 pm. Power out at Schoolhouse Tanks. Operator went onsite to verify functionality of emergency backup power.

## Repairs and Leaks

- 11/18/24 – 800 Sierra St. Customer called in due to leak under house. When trying to shut off meter, found it to be seized and inoperable. Dug down past shut off, crimped copper line, cut and replaced with new meter shut off.
- 11/19/24 – Replaced Broken Meter Boxes at
  - 10 Linda Vista rd. - Missing circular lid
  - 165 12<sup>th</sup> st. - Broken circular lid
  - 800 Sierra st. – Broken box
  - 706 Sierra st. – Broken box



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 16, 2025**

FROM: Clemens Heldmaier, General Manager

- 11/27/24 – Airport Well 3. Bray valve from system to out-to-waste opened for unknown reason, sending system water out-to-waste. Operator identified on site and manually shut. Controls for the bray valve were set to the manual position to prevent remote opening and CalCon was consulted for trouble shooting the cause.

## Miscellaneous

- Removed old boot washing station, laid pavers down and did masonry work to finish walkway to side of building, created new boot washing area out of mud.
- Repair holes in roof of file storage container, temporary fix while bunkers are refinished for long term storage use.
- Operation Dead Endpoint Absent Reads.  
O.D.E.A.R.
  - 45 missed reads.
  - 3 missed reads not on missed read report.
  - 2 High Usages
  - 6, 0 reads
  - 6 MIA meters located.

## Maintenance

- 18 dead meters replaced.
- Generator load bank test for AVTP, Wagner and Drake Wells.
- AVTP generator urea sensor warranty and repair.

**Vallemar Sewer and Water Relocation Project:** The attached letter is a first direct notification to affected neighbors about the planned work.

RECOMMENDATION:

This is for Board information only.



January 16, 2025

Dear neighbor,

We are writing today to share an exciting upcoming project in our community. The Montara Water and Sanitary District and the Resource Conservation District are partnering on the *Vallemar Sewer and Water Relocation Project*, which will make infrastructure improvements to strengthen the resilience of our water and sanitary system while protecting the beach and ocean.

**What does this project include?**

This work will include relocating sewer lines from their current location on the cliff edge below Vallemar Street up to the street itself, as well as relocating and upgrading aging and undersized water pipes; abandoning the sewer along S. Laguna Street and moving to Ellendale Street and Beach Street; and rehabilitating the sewer pipe that crosses Dean Creek. This project will protect those properties that currently rely upon cliff-side public sewer pipes against losing utility service in the event of future cliff erosion and will safeguard water quality in the Fitzgerald Marine Reserve by reducing the risk of sewage spills into the ocean. It will also increase fire resilience for our community by strengthening our water infrastructure and ability to respond quickly in the case of an emergency.

**What is the timeline?**

We are just starting the design phase and will be back in touch with more details as the project advances. The current grant funding secured from the State Coastal Conservancy gets us to 60% designs by June 2025. We are pursuing additional funding to support the final designs and construction, and we are aiming to break ground in 2026.

We hope you share our enthusiasm about this project, which will have significant benefits to our community. We will keep you abreast of the project as it evolves and we look forward to working together to advance this effort. If you have any questions or would like more technical information about the planned relocations and new connections, please contact Clemens Heldmaier at [clemens@MWSD.net](mailto:clemens@MWSD.net) or 650-728-3545. For general inquiries about the project, please contact Colleen McNally-Murphy at [colleen@sanmateorcd.org](mailto:colleen@sanmateorcd.org) or 650-712-7765 x 131.

Best,

Clemens Heldmaier  
Montara Water and Sanitary District

Colleen McNally-Murphy  
San Mateo Resource Conservation District