



**Montara Water
and Sanitary District**
Serving the Community of Montara and Moss Beach

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

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

Notice of Special Meeting

AGENDA

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

July 11, 2018 at 7:30 p.m.

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

1. [Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.](#)
2. [Review and Possible Action Concerning Resolution Overruling Protests and Confirming Reports on Sewer Service Charges, Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Charges for FY 2018-2019.](#)

CONSENT AGENDA

1. [Approve Minutes for May 31, 2018](#)
2. [Approve Financial Statements for April and May 2018.](#)
3. Approve Warrants for July 1, 2018
4. [SAM Flow Report for April and May.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report for May 2018.](#)
8. [Rain Report.](#)
9. [Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for April 2018.](#)

OLD BUSINESS

1. [Review and Possible Action Concerning Water and Sewer Budgets and Capital Improvement Programs.](#)

NEW BUSINESS

1. [Review and Possible Action Concerning California Special District Association 2018 Board Elections.](#)
2. [Review and Possible Action Concerning Montara Water and Sanitary District 60 Year Anniversary.](#)
3. [Update of the Review of Department of Water Resources Reclassification of the Half Moon Bay Terrace to High Priority.](#)
4. [Receipt of 2017 Customer Confidence Report.](#)
5. [Review and Possible Action Concerning District Election on November 6, 2018.](#)
6. [Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meetings July 18, August 2, and August 16, 2018; Scheduling of Alternative Meetings.](#)
7. [Review and Possible Action Concerning Adoption of Ordinance Relating to Sewer Service Charges.](#)

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Boyd)
2. MidCoast Community Council Meeting (Slater-Carter)
3. CSDA Report (Slater-Carter)
4. Attorney's Report (Schrickler)
5. Directors' Reports
6. General Manager's Report (Heldmaier)

**FUTURE AGENDAS
ADJOURNMENT
CONVENE IN CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION

(Government Code §54956.9(d)(1))

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

Regional Water Quality Control Board v. Sewer Authority Mid-Coastside
(ACL Complaint No. R2-2017-1024)

Regional Water Quality Control Board v. Montara Water and Sanitary District (ACL Complaint No. [unspecified])

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Government Code §54956.9(d)(2))

Significant Exposure to Litigation:
Number of cases: 2

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

The District has a curfew of 11:00 p.m. for all meetings. The meeting may be extended for one hour by vote of the Board.

NOTE: In accordance with the Government Code, members of the public may address the Board on specific agenda items when the matter is discussed by the Board. Any other items of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. Upon request, this Agenda 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 made at (650) 728-3545. Materials related to an item on this Agenda submitted to the Board after distribution of the Agenda Packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site (www.mwsd.montara.org) subject to staff's ability to post the documents before the meeting.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

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

The new Water Rates and Sewer Service Charges are also included in the proposed Master Fee Schedule.

The following are the major changes from the prior year:

- The Sewer Service Charge rate is suggested to be set at tonight's meeting to increase from \$14.31 to \$17.41. The increase is necessary to fund increased SAM assessments and capital improvements.
- The Water Rates are set at the established annual prop 218 level for the coming Fiscal Year with an increase of 3% over the current Fiscal Year. The increase is necessary to fund future capital improvements, increased debt service, and building capital reserves.
- Connection Charges and other construction related fees have been increased by 2.09% in accordance with the California Construction Cost Index. The Application Fees and other Miscellaneous Fees that depend on District staff for review have been increased by 3.22% in accordance with the U.S. Bureau of Labor's Consumer Price Index (All Urban Consumers – SF-Bay).

RECOMMENDATION:

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

Attachments

ORDINANCE NO. ____

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

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

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

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

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

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

WHEREAS, the fees and charges pertaining to water and sewer services and facilities set forth herein are hereby amended; and

WHEREAS, the fees and charges pertaining to the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services are hereby restated; and

WHEREAS, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of public hearing on July 11, 2018 to consider adoption of revised fees or charges effective January 1, 2018 for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services; and

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

ORDINANCE NO. ____

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

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

SECTION 1. The following provisions of the Master Fee Schedule are hereby
amended:

SEWER SERVICE CHARGE RATES

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

<u>Classification</u>	<u>Rate/HCF*</u>	<u>Minimum Charge</u>
Residential	\$17.41	\$835.68
Restaurants	\$30.21	\$1,450.08
Motels	\$18.33	\$879.84
Offices	\$15.69	\$753.12
General Commercial	\$16.80	\$806.40
All other Commercial	\$18.14	\$870.72
Schools	\$15.93	\$764.64
Hospitals	\$17.36	\$833.28

*Hundred cubic feet

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

ORDINANCE NO. ____

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

SECTION 2. The following provisions of the Master Fee Schedule are hereby amended:

<u>Description of Fee*</u>	<u>Fee</u>
Sewer Connection Permit (MWSD Code §3-9.500)	\$25,434.00
Fixture Unit Charge (MWSD Code §3-9.500)	\$1,017.00
Fixture Unit Charge for additional Fixture Units within an existing building, structure, or portion thereof (MWSD Code §3-9.500)	\$508.50
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$16,158.00
Fixture Unit Charge – Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$646.00
Fixture Unit Charge for Accessory Dwelling Units (MWSD Code §3-10.200)	\$646.00
Connection Permit Administrative Fee (MWSD Code §3-9.600,)	Actual Cost (\$521.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600,)	Actual Cost (\$492.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$365.00 minimum)
Private Sewer System Permit (MWSD Code §3-4.200,)	Actual Cost (\$168.00 minimum)

ORDINANCE NO. ____

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

Private Sewer System Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$2,878.00 minimum)
Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600)	Actual Cost (\$521.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$496.00 minimum)
Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$521.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$521.00 minimum)
Connection Fee to Connect to Interceptor (MWSD Code §3-9.500)	Prorata share of current value of interceptor
Miscellaneous Inspection Fee (MWSD Code §3-9.500)	Actual Cost (\$496.00 minimum)
Accessory Dwelling Unit contained within the existing space of a single-family residence or accessory structure – no connection fee	n.c.
Accessory Dwelling Unit not within the existing space of a single-family residence or accessory structure – Detached Studio Unit (10 fixture units) connection fee: (MWSD Code §3-10.200)	\$9,967.00

ORDINANCE NO. ____

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

Accessory Dwelling Unit not within the existing space of a single-family residence or accessory structure – Detached One Bedroom Unit (11 fixture units): (MWSD Code §3-10.200)	\$10,965.00
Accessory Dwelling Unit Additional Fixture Units: (MWSD Code §3-10.200)	\$997.00
Accessory Dwelling Unit Permit Application Fee (MWSD Code §3-10.400)	Actual Cost (\$521.00 minimum)
Developer Service Fee for processing application: (MWSD Code §§5-3.102, 5-3.210)	Actual Cost (\$2,825.00 minimum)
Administrative Charge for Processing Collection of Delinquent Refuse and Water Charges on Tax Roll (MWSD Code §1-5.200)	\$45.00 per account
Charge to Photocopy Documents	\$1.50 per page for first four pages; \$0.38 for each page over four.
Charge for Failure to Obtain Permit (MWSD Code §1-5.200)	Double amount of Permit Fee or actual collection cost, whichever is greater

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

ORDINANCE NO. ____

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

SECTION 3. The following provisions of the Master Fee Schedule are hereby amended:

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

<u>Rate Components</u>	<u>Rate**</u>
Tier 1 0 to 6 HCF*	\$8.36 per HCF
Tier 2 7 – 13 HCF	\$11.15 per HCF
Tier 3 14 – 27 HCF	\$13.95 per HCF
Tier 4 over 27 HCF	\$19.53 per HCF
Meter Service Charge-5/8” (standard residential size)	\$28.80 per month
Meter Service Charge-3/4”	\$31.68 per month
Meter Service Charge-1”	\$40.32 per month
Meter Service Charge-1 ½”	\$51.84 per month
Meter Service Charge-2”	\$83.52 per month
Meter Service Charge-3”	\$316.82 per month
Meter Service Charge-4”	\$403.22 per month

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

(b) FIRE PROTECTION WATER SYSTEM CHARGES

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

4-inch connection or smaller: \$17.37

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6-inch connection:	\$24.64
8-inch connection:	\$32.84
10-inch connection:	\$69.20
12-inch connection:	\$96.57
Private Fire Protection Administrative Fee:*((MWSD Code §5-3.208)	\$521.00 minimum
Installation of Private Fire Protection Service from Meter to District Main:*((MWSD Code §5-5.204)	Cost invoiced to District by contractor; estimated cost to be deposited
Private Fire Protection Connection Charge:	
3/4" to 5/8" meter:	\$5,213.00
1" meter:	\$8,706.00
1½ " meter:	\$17,357.00
2" meter:	\$27,784.00
3" meter:	\$52,125.00
4" meter:	\$86,898.00
6" meter:	\$144,850.00
8" meter:	\$241,468.00
10" meter :	\$402,525.00
(MWSD Code §5-3.208)	
Private Fire Protection Inspection Fee*((MWSD Code §5-3.210)	\$496.00

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

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

(d) WATER SYSTEM CONNECTION CAPACITY CHARGES (MWSD Code §5-3.312)

5/8 x 3/4 inch meter	\$17,457.00
3/4 inch meter	\$19,203.00
1 inch meter	\$24,439.00
1-1/2 inch meter	\$31,426.00
2 inch meter	\$50,625.00
3 inch meter	\$192,026.00
4 inch meter	\$244,398.00

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Above 4 inch meter: Charge determined by
General Manager based on
estimated water usage

(e) MISCELLANEOUS WATER SYSTEM SERVICE FEES:*

Check not honored by bank: (MWSD Code §§1-5.200, 5-5.122)	\$30.00
Poor credit history deposit: (MWSD Code §§1-5.200, 5-3.210)	Twice estimated first payment
Reconnection Charge due to Non-Payment: (MWSD Code §§5-3.210, 5-5.120)	\$72.00
Developer Service Fee against which all District costs to process application are charged (MWSD Code §§5-3.102, 5-3.210)	\$2,825.00 minimum deposit
Hydrant Meter Deposit against which water use is charged: (MWSD Code §5-4.227)	\$1,277.00 deposit
Hydrant Test Fee (MWSD Code §§5-3.208, 5-5.202)	\$570.00
Connection Administrative Fee (minimum deposit applied to actual hourly costs to process application) (MWSD Code §§5-3.202, 5-3.203)	\$521.00 minimum deposit
Connection Inspection Fee (MWSD Code §5-3.210)	\$496.00
Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203)	\$2,825.00 deposit

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

Service Charge for Posting Door Tag for Delinquent Account (MWSD Code §§1-5.200, 5-3.210)	\$33.00 per customer per incident
Credit for Customer paying bill using ACH: (MWSD Code §5-3.200)	\$3.31 per bill
Service Charge for Unauthorized Use of Fire Hydrant (Total charge includes Service Charge plus water usage plus damages). (MWSD Code §5-5.202)	\$151.00 per incident plus actual water usage & damages
Service Charge for Cross Connection Control Device Test: (MWSD Code §5-6.400)	\$114.00 per tested device

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

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

The monthly rates to be charged by the District's Franchisee for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District commencing on January 1, 2018 and until thereafter revised are:
(MWSD Code §2-7.100)

RESIDENTIAL

- Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
 - Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$23.83
 - Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$29.31
 - Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$96.28
- Special Services (charges added to above, basic changes):

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

a. Container placed at side or rear of dwelling - per container	\$7.32
b. Container not placed at specified collection point and return call required- per container	\$14.93
c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag	\$7.91
d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc.	estimate
3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only	incl. w/service
4. Weekly commingled recyclable materials collection (64 gallon wheeled cart)	incl. w/service
5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers	incl. w/service
6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags	incl. w/service
7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials	incl. w/service
8. Christmas trees free of charge through January 31st of each year	incl. w/service
a. After January 31st charge is \$20 per tree for removal	\$20.00

MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage-container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs	
a. Regular collections:	
1-64 gallon collection once per week	\$115.62
1-96 gallon collection once per week	\$189.20
b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups	Will vary by size
2. Commercial Container Rental:	
a. 1 cubic yard box - per mo.	\$52.60

ORDINANCE NO. _____

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

b. 2 cubic yard box - per mo.	\$68.20
3. Commercial Container Collections:	
a. 1 cubic yard box - per collection	\$44.45
b. 2 cubic yard box - per collection	\$88.44
4. Compacted Commercial Container Service:	
a. 1 cubic yard box - per collection	\$86.76
b. 2 cubic yard box - per collection	\$175.26
5. Recyclable material collection up to five times a week	incl. w/service

DEBRIS BOX SERVICE

7, 14, 20 and 30 yard containers	
a. Container rental, delivery and pickup charge	\$349.42
b. \$67 per ton confirmed by disposal site weight slip	Tonnage based

SPECIAL PROVISIONS

1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) 15% reduction	\$24.11
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SECTION 5. All ordinances or portions thereof in conflict herewith shall be, and hereby are, repealed to the extent of such conflict.

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

11
MasterFeeSchedule071118

ORDINANCE NO. ____

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

Secretary, Montara Water and Sanitary District

* * *

I HEREBY CERTIFY that the foregoing Ordinance No. ____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a Regular meeting thereof held on the 11th day of July 2018, by the following vote:

AYES, Directors

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District proposes to adopt an ordinance revising the Master Fee Schedule. This document contains most of the fees levied by the District including the Sewer and Water Service Charges and Sewer and Water Connection Permit fees. The District proposes to update all of these fees in accordance with inflationary increases occurring since the last update. The Board shall consider adoption of this ordinance at a meeting of the Board as follows:

DATE: July 11, 2018

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

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

MASTER FEE SCHEDULE

Fee	Current Fee	Construction Cost Increase
Sewer Connection Permit	\$ 14,032.00	1.0116
Fixture Unit Charge		
Sewer Connection Permit--Paid Sewer Svc Chg	\$ 8,903.00	1.0116
Fixture Unit Charge--Sewer Service Paid		
Connection Permit Administrative Fee	\$ 130.00	
Connection Permit Inspection Fee	\$ 298.00	
Remodel Permit Fee	\$ 220.00	
Second Unit Connection Fee--Studio	\$ 3,560.00	1.0116
Second Unit Connection Fee--One Bedroom	\$ 3,916.00	1.0116
Second Unit Permit Application	\$ 130.00	
Private Sewer System Permit	\$ 102.00	
Administrative Charge for Processing Del. Trash	\$ 25.00	\$ 1.07915
Charge for copying documents -FirstFour Pages	\$ 1.00	\$ 1.07915
Additional Pages	\$ 0.25	\$ 1.07915

MASTER FEE SCHEDULE

CPI	Adjusted Fee	
	\$ 14,194.77	
	\$ 567.79	
	\$ 9,006.27	
	\$ 360.25	
1.0115	\$ 131.50	
1.0115	\$ 301.43	
1.0115	\$ 222.53	
	\$ 3,601.30	
	\$ 3,961.43	
1.0115	\$ 131.50	
1.0115	\$ 103.17	
	\$ 26.98	
	\$ 1.08	
	\$ 0.27	

MWSD Master Fee Schedule
Cost Increases
June 2018

Fee	2017 Adjusted Fee	2018 CCI	2018 CPI	2018 Adjusted Fee
Sewer Connection Permit	\$24,913	1.0209		\$25,434
Fixture Unit Charge	\$997.00			\$1,017
Sewer Connection Permit--Paid Sewer Svc Chg	\$15,827	1.0209		\$16,158
Fixture Unit Charge--Sewer Service Paid	\$633.00			\$646
Connection Permit Administrative Fee	\$505		1.0322	\$521
Connection Permit Inspection Fee	\$477		1.0322	\$492
Remodel Permit Fee	\$354		1.0322	\$365
Second Unit Permit Application	\$209		1.0322	\$216
Private Sewer System Permit	\$163		1.0322	\$168
Private Sewer Hydrologic Investigation	\$2,819	1.0209		\$2,878
Administrative Charge for Processing Del. Trash	\$44		1.0322	\$45
Charge for copying documents -FirstFour Pages	\$1.45		1.0322	\$1.50
Additional Pages	\$0.37		1.0322	\$0.38
Customer Credit for ACH	\$3.21		1.0322	\$3.31
WATER CHARGES				
Miscellaneous Service Fees:				
Check Not Honored by Bank	\$29		1.0322	\$30
Reconnection Fee due to non-payment	\$70		1.0322	\$72
Engineering Review Fee	\$2,737		1.0322	\$2,825
Hydrant Meter Deposit	\$1,237		1.0322	\$1,277
Service Charge for Posting Door Tag for Delinq. Acct	\$32		1.0322	\$33
Service Charge for Unauthorized Use of Fire Hydrant	\$146		1.0322	\$151
Cross Connection Control Device Test	\$110		1.0322	\$114
Fixture Unit Count	\$110		1.0322	\$114
Hydrant Test Fee	\$552		1.0322	\$570
Private Fire Protection Connection Charge:				
3/4" to 5/8" meter:	\$5,106	1.0209		\$5,213
1" meter	\$8,528	1.0209		\$8,706
1 1/2" meter	\$17,002	1.0209		\$17,357
2" meter	\$27,215	1.0209		\$27,784
3" meter	\$51,058	1.0209		\$52,125
4" meter	\$85,119	1.0209		\$86,898
6" meter	\$141,885	1.0209		\$144,850
8" meter	\$236,525	1.0209		\$241,468
10" meter	\$394,284	1.0209		\$402,525
Water System Connection Capacity Charge:				
5/8" x 3/4" meter	\$17,100	1.0209		\$17,457
3/4" meter	\$18,810	1.0209		\$19,203
1" meter	\$23,939	1.0209		\$24,439
1-1/2" meter	\$30,783	1.0209		\$31,426
2" meter	\$49,589	1.0209		\$50,625
3" meter	\$188,095	1.0209		\$192,026
4" meter	\$239,395	1.0209		\$244,398
Connection Permit Administrative Fee	\$505		1.0322	\$521
Connection Permit Inspection Fee	\$481		1.0322	\$496
California Cost of Construction Increase				
	Apr-17	6461		
	Apr-18	6596	2.09%	
US Bur. Of Labor All Urban Consumers-SF Bay				
	Apr-17	274.589		
	Apr-18	283.422	3.22%	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Resolution Overruling Protests and Confirming Reports on Sewer Service Charges, Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Charges for FY 2018-2019.

The Health and Safety Code requires that in order for sewer service charges to be placed on the property tax roll a public hearing must be held. The proposed Sewer Service Charge rate is set at \$17.41. The Code also provides for collection of delinquent water service and refuse collection charges under the tax roll. The District has adopted ordinances enabling collection of the sewer service and delinquent water and refuse collection charges under the property tax roll.

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

RECOMMENDATION:

Open the public hearing, allow pertinent public testimony, close the public hearing, and adopt RESOLUTION NO. _____, *Resolution of the Montara Water and Sanitary District Overruling Protests and Confirming Reports on Sewer Service Charges for Fiscal Year 2018-2019 and Delinquent Sewer Service, Refuse Collection and Water Service Charges for Fiscal Year 2017-2018, Certifying List of Lots or Parcels of Land and Corresponding Charges Against Said Lots or Parcels and Directing Transmittal of Said Certified List and Charges to County Controller for Entry on the Current Assessment Roll.*

Attachments (some attachments provided at the meeting)

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2018-2019 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2017-2018, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL

WHEREAS, a written Report containing a description of each parcel of real property that shall receive sewerage services and facilities from the District and the amount of the service charge for each such parcel for Fiscal Year 2018-2019 was prepared and filed with the Secretary of the District; and

WHEREAS, a written Report containing a description of each parcel of real property receiving refuse collection and recycling services from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2017-2018 was prepared and filed with the District Secretary; and

WHEREAS, a written Report containing a description of each parcel of real property receiving water services and facilities from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2017-2018 was prepared and filed with the Secretary of the District; and

WHEREAS, hearing was set for consideration of the Reports on Sewer Service Charges for Fiscal Year July 1, 2018 - June 30, 2019, Delinquent Refuse Collection Charges and Delinquent Water Service Charges for Fiscal Year July 1, 2017 - June 30, 2018 for the purpose of collecting said charges on the assessment roll of the County of San Mateo pursuant to Sections 5470 through 5473.11 of the California Health and Safety Code; and

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

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

WHEREAS, such written protests or other written communications objecting to the aforesaid Reports, or any of them, or any matter therein contained, that were submitted were considered by this Board at said hearing

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2018-2019 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2017-2018, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL

and all persons present and desiring to be heard were given the opportunity to be heard;

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

1. Objections to, and protests against, the above-described Reports of Sewer Service Charges for Fiscal Year 2018-2019 and Delinquent Refuse Collection Charges and Delinquent Water Service Charges, respectively, for fiscal year 2017-2018 proposed for collection on the assessment roll of the County of San Mateo were not made by owners of a majority of the separate parcels of property described in each of said Reports against which such charges for the corresponding services and facilities provided by the District were fixed.

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

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

4. The Secretary of the District is hereby authorized and directed to file with the County Controller of the County of San Mateo, on or before the 30th day of July 2018, copies of the above-described Reports, or a document combining said Reports, upon each of which, or upon the combined Report, shall be

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2018-2019 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2017-2018, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL

endorsed over his or her signature a statement that each such Report had been finally adopted by the Board of the Montara Water and Sanitary District.

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2018-2019 AND DELINQUENT REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2017-2018, CERTIFYING LIST OF LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY ON THE CURRENT ASSESSMENT ROLL

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 11th day of July 2018, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS MEETING
May 31, 2018

MINUTES

SPECIAL SESSION BEGAN AT 7:30 p.m.
CALL TO ORDER
ROLL CALL

Directors Present: Boyd, Slater-Carter, Wilson, Harvey and Huber

Directors Absent: None

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

Others Present: District Counsel, David Schricker
District Accountant, Peter Medina
District Financial Advisor, Alex Handlers
District Sewer Engineer, Pippin Cavagnaro

PRESIDENT'S STATEMENT – President Wilson welcomed everyone to the special meeting and announced that four Board members were there physically, and Director Slater Carter was present, via Face Time.

ORAL COMMENTS -

Vic Abadie, Montara said the Recology trucks are leaking a lot of fluid –perhaps oil or hydraulic fluid--on the street, leaving an oily sheen trail on the street when it is damp or wet. He feels that an excessive amount of fluid is being discharged and

feels it is a legitimate environmental issue. He mentioned that he called the Montara Water and Sanitary District (MWSD) last year and complained about it. General Manager Heldmaier replied that he thinks he recalls a complaint and talked to Recology. They indicated liquid was coming from the collections truck. He said he would check again with Recology on this problem.

District Counsel Schricker said there was a request for an item to be added to the agenda and recommended action taken now to add that item to the agenda. This will take a motion supported by at least four votes by the Board. The vote is to be based on the findings--that this item came to the attention of the District after the posting of the agenda, and the need to take immediate action on that item.

Director Wilson confirmed that this item is the Review and Possible Action to be Taken on the Sewer Main Line Relocation and related agreement. He then asked the Board for a motion. Director Harvey made a motion to add the item to the agenda and Director Boyd seconded the motion. All were in favor and the motion passed unanimously 5 – 0.

District Counsel Schricker also recommended that it came to the attention of the District after posting of the agenda and a need to take immediate action on it, that it relates to the immediate completion of the project and the necessity for the financing of the project with respect to the sewer mainline extension.

Director Wilson replied that this item has been added to the agenda and would be addressed after the Public Hearing.

PUBLIC HEARING

1. Review and Possible Action Concerning Adoption of Maximum Sewer Services Charges for Fiscal Year 2018/2019 and 2019/2020.

Director Wilson announced the process for the Public Hearing. First General Manager Heldmaier and his team will make a presentation. Then the Board will be open to the public for feedback. Anyone wishing to speak is requested to fill out the blue Speaker Form, keep their comments to 3 minutes, and specify if they are reinforcing a similar sentiment mentioned earlier. He also added that all questions be submitted and collected so that staff can answer questions all at once. Any desire for further feedback will be asked for such.

General Manager Heldmaier stated that the audience is there for the review and possible action concerning the adoption of the maximum sewer service charges. This process is called the Prop 218 process and District Financial Advisor Alex Handlers will talk about it in detail of what this means and how it works. Any public agency that desires to raise rates, must go through this process. He recounted that this began last year with the adoption of the Sewer Authority Mid-Coast (SAM) for last year's budget, and it was realized that rates needed to be increased. This information was reported at the Board meetings and in the Half Moon Bay Review. In November, staff went to the Board and initiated a sewer rate study. Since then,

the March and April meetings addressed draft presentations of the rates studies prepared by our consultants, Bartle Wells, feedback was given, a final version was approved, the public notice sent, and announced this public meeting tonight.

General Manager Heldmaier wanted everyone to know that the last sewer rate increase was implemented a while ago. MWSD was able to establish a Prop 218 limit that was for four years and was able to extend that rate increase over a greater period of time. He also wanted to make it clear that MWSD's infrastructure and operations costs always increase, but have been very proactive in the last decade to ensure that MWSD can handle the budget. They do this with increases that mainly offset the cost of inflation. Even though improvement projects were increased, the money spent doubled that was "put into the ground" in the past ten years. MWSD understands that it is not enough, and needs to be more proactive. MWSD's and SAM's system is aging. As part owner of SAM, MWSD pays 20% of the capital and operations costs of SAM, and their costs have increased significantly. Last year, SAM had a 25% budget increase and 18% this year. Additionally, MWSD has been asked by the State to implement some infrastructure upgrades, and SAM has proposed a plan of 40 million dollars over 20 years.

General Manager Heldmaier introduced District Financial Advisor Alex Handlers, who will make a presentation, and he recommended that the public have an opportunity to speak, then the Board open for discussion, and the Ordinance be approved for the adoption of maximum sewer Services Charges for Fiscal Year 2018/2019 and 2019/2020.

District Financial Advisor Alex Handlers began his power point presentation and confirmed that everyone had a copy of the hand-out. He introduced himself as the principle of Bartle Wells and Associates, an independent public finance consulting firm specializing in water and sewer rates and finance, working with 500 agencies in California, including MWSD and many other agencies in the Bay Area. He said the District's sewer utility is financially self-supporting, largely funded by sewer rate revenues. Thus, they to be set at adequate levels to fund the ongoing operations of the District, SAM, and their capital improvement needs, driving the need for rate increases. There are a lot of old facilities--for example, SAM has a treatment plant that is over 40 years old, in Coastal conditions, in need of substantial rehabilitation or replacement. This also applied to the District's local infrastructure. And in spite of the District's effort to step up funding, it isn't enough to address the needs of this aging system.

District Financial Advisor Alex Handlers reiterated that the last sewer rate study was done in 2010. It was a four year rate increase, and was phased in over eight years. So, there hasn't been a sewer rate increases in eight years. And if you review the increase over the last decade, you will see that it is mostly inflationary small rate increases most years. Also, other items impacting the sewer enterprise revenues include the drought. People cut back water usage admirably in the summer and winter, reducing volume sales that leads to the revenues for the District. Thus, people are paying the same or less than in earlier years.

District Financial Advisor Alex Handlers compared MWSD's rates to others in the Bay Area, pointing out that their rates are slightly higher than the median, but in the middle. He also stated that other agencies are going through the same challenges of addressing the need for infrastructure improvements. There are a lot of old wastewater treatment plants that were built 40+ years ago, that need to be rebuilt. San Mateo is looking at 800 million in projects, and Redwood City is looking at 100s of million has a regional treatment plant that needs to be rebuilt, Millbrae just implemented rate increases. Many agencies are in the midst of multi-year rate increases, primarily due to increasing infrastructure needs.

District Financial Advisor Alex Handlers stated that the factors driving the rate increase is aging infrastructure. He pointed out that SAM's wastewater treatment plant was grant funded, so people did not have to pay for the treatment plant initially. Many of these facilities have reached the end of their useful life, SAM's operational increases, and the cost of inflation in all things. Small rate increases are needed as a baseline to keep revenue in line with the cost of service.

District Financial Advisor Alex Handlers explained that the study was developed some ten years cash flow projections, with different alternatives. One model involved a large one-time rate increase that would bolster the finances and fund what should be funding, which are the long term cost of service. Also, another scenario was a phased approach, over three-five years, with a bit of front loading, as things are a bit behind right now. And what is being recommended is the third scenario, a reduced phase-in approach, with a slightly reduced rate increase. He acknowledged that the rates are significant rate increases, and may put a financial burden on people, particularly those on fixed incomes. However, the rates are designed to reflect the cost of service and what was discussed and determined was that no one knows what is going to happen in the future. They do know the magnitude of the capital improvement projects, long term projections made, and rates calculated in the right direction, What is being proposed at this time is the first two years of rate increases, with the District most likely re-evaluating this in future years, just as was done in prior rate increases.

District Financial Advisor Alex Handlers talked about the proposed rates, and that all property owners should have received the notices. The District has a number of customer classes, although the majority is residential, based upon winter water use with a minimum of four units per month, a unit being in hundred cubic feet (HCF), which is about 750 gallons. In the District's Ordinance the rates are expressed as a four-month period. The residential rates are based on the winter months because there is minimal irrigation. Commercial properties are based on monthly use, and wastewater strength. Higher strength customers, such as restaurants, are putting more contaminants in the sewer and pay a higher rate. All the rates are designed so that everyone is paying their fair share.

District Financial Advisor Alex Handlers explained the dollar impacts to customers at different levels of use. The District has a minimum charge based upon four hundred cubic feet and about 50% of bills are at that level. The current charge is about \$57.00 per month and will increase to \$84.00 per month. The next level is

what two-thirds of the bills typically are, which is 5 HCF of use, the current rate is about \$71.00 per month and it is going up to a little over a \$100.00 which is a bit higher. The District does not charge for sewer service monthly. Customers have an annual charge that is put on the property tax roll.

District Financial Advisor Alex Handlers talked about the bill history going back 2008/2009, and putting it into context, people used more water (thus higher winter water usage), and if you were to calculate the compounded rate of increase over the ten/eleven-year period, with these rate increases, the typical bill would have increased about 5.5% per year had it gone up every year.

District Financial Advisor Alex Handlers concluded by reiterating that the District is implementing two years of rate increases, and it is likely that additional rate increase will be necessary in the future. MWSD is aware of the protest letters, and the negative public sentiment. The District is using the best information they have, have a good sense of the infrastructure needs going forward, are trying to phase increases in, and are only taking the first two steps along the path at this stage. He reminded everyone that this process has been going on for a while, with a couple of board meeting in which this was discussed in detail. Everyone should have received their Prop 218 notice over 45 days ago. The notice indicates the maximum rates allowable. However, the District has the authority to review these rates each year and implement something less. Last time a rate increase was done, they stretched it from four years to eight years. It is not likely that this will be possible this time, but the goal is to get the new rates in effect. The sewer rates need to go on the property tax roll in July for collection for the upcoming year.

Director Wilson opened the Public Hearing on the proposed rate increase as proscribed on the agenda and opened the meeting for public comment.

JQ Oeswein, Moss Beach – stated that he is a Board member of Resist Density, but was speaking as a private citizen. He said the proposed increase in sewer rates and sudden implementation place a significant burden on many Coastside residents with little time to understand the reason for the increase, and no reasonable recourse in stopping them. According to Prop 218, he quoted “each assessment notice must contain a mail in ballot for the property owner to indicate his or her approval or disapproval of the assessment.” The requirement that at least half the property owners object by May 31st, today to stop these increases could not be feasibly achieved in the allotted time, as MWSD did not provide a mail-in ballot, nor was enough information given to make a determination of support or opposition. Overall, MWSD did not provide enough time for sufficient transparency to allow for appropriate community involvement or opposition. Also, the Agenda recommending approval and adoption of the sewer rates today suggests that it will be done regardless of community input. He stated that on behalf of the community he requested that the Board delay considering the ordinance today, schedule a community meeting as soon as possible dedicated to presenting a thorough rationale for these increases at a larger venue, such as Farallone View School, and allow 60 days from that meeting date to allow

additional community input with MWSD sending a mail-in ballot to approve or reject the proposed increases.

Gregg Dieguez, Montara – He said he introduced into evidence an updated copy of a previous letter received with a sixth recommendation attached. The recommendations are for governance he thought was appropriate for the matter of this complexity. His core objection was that the rate increase was not accompanied by disclosures in the public notice which show rate payers the extent of the difficulties in the aging infrastructure, the expected degree of future rate increases the million dollar fines we risk annually, the litigation by Half Moon Bay--and the ramifications of that litigation, extra operating expenses, and the potential for an even higher share of overflow fines in the future. Further, the homework done by SAM and MWSD is not accompanied by financials which properly tie the capital improvements to financial statements. Those were cash flow projections. For example, every SAM asset has an existing book value, depreciation, operating costs and maintenance requirements. And when it is upgrading or replaced by another asset, there is a new book value, a new depreciation, new useful life, etc.—none of that information was in the SAM detail. He is concerned that the new values should be replaced by the old values in the future financial statement and those statements have to underpin the rate increase MWSD is proposing. He hasn't seen financials planned for either from SAM or the other member agencies which tie the planned capital expenditure and thus support the new rate increase calculation. Overall, there is no doubt that more funds or a new approach are needed for the sewers. He requested that the Board look into the charges made for the new connections and whether they contribute to the capital infrastructure that already exists which underpins their joining. Usage fees being charged are not sufficient to keep up with the capital burden, and he asked to consider a full cost accounting for new connections that includes capital already in place that has been paid for by rate payers for decades. Further he has seen no considerations for strategic alternatives for MWSD other than patch what is in place. He volunteered his time and other qualified residents to help in preparing and auditing a study of sewer system alternatives and their costs, including new technologies, locations, and ownership structures and financing. He pointed out that he submitted his list of recommendations which he would like to see adopted after which a rate increase could be considered based on more visible facts and alternatives.

Ann Rothman – expressed her concern about the high cost of MWSD's sewer service, pointing out that it is higher than all other agencies on the Coast including Pacifica. She also felt it unfair that residents were asked to pay for capital improvements to benefit new growth such as Mid-Pen. She has been a resident and customer since the other Water Company, and was promised that when the District provided water that their bills would not increase. She is upset that they have paid far too much already—probably more than if it were still the other company.

Vick Abedie, Montara – conveyed his dismay about the enormous rate increase. He is familiar with the operations of MWSD and is sympathetic to their needs but other alternatives should be considered, like reducing costs, expenses, payroll,

and benefits. He reminded the Board that they are elected to represent the community, and by going forward with the rate increase would be an indication that they are not listening to the community. He talked to many residents and many were not even aware of the rate increase and those that were aware of it opposed it. He requested that the issue be tabled and the community given more time, a month or two, to review and submit their input before implementing such a large increase. Refusing to delay would create the appearance of the rejection of the rate payers and voters—who pay the bills and elect the Board. He reiterated that he along with all the other rate payers oppose the sewer rate increase because it is too large and the District needs to reduce costs to offset the sewer rate increase; and the community needs more time to consider it.

Carlyle Ann Young, Moss Beach – questioned the transparency and comprehension of the charges indicated on her property taxes. She said there is no sewer billing statement with the breakdown of charges, and it was impossible to discern on the property tax bill. She also indicated that the power point presented by District Financial Advisor Alex Handlers shows what the driving factors are for the rate increases are but do not give the percentages. She wants to know what percent of the rate increase is for SAM's infrastructure and MWSD's infrastructure, for example. She would like to see the breakdown. She also understands that this is being rushed through so that this can be processed to be in effect for the upcoming fiscal year, and the County has a deadline soon, but feels that there are matters that need to be clarified. She questioned the sustainability of the approved benefit package for the employees, and whether the sewer increase is to patch old equipment or actually replace them. She felt she would be more inclined to accept the increase knowing that the funds would be used to resolve a problem rather than patching something that will require repair and money in the future.

Steve Holmlund, Montara – said that he has been a Montara resident for 30 years and is neutral to the increase because his home is his greatest asset, and infrastructure is important. However, the enormity of the rate increase caused him to take a closer look at his property tax bill. He is concerned with the lack of detail and the difficulty in understanding his charges. Also, the sample calculation in the notice uses a rate of \$17.55, which is not anywhere else on the notice. Although he suspects this is a typo, it adds to the confusion and difficulty in figuring out how the bills are calculated. He mentioned that when Recology raised their rates, he adjusted his garbage disposal, and down-sized his trash can, thus reducing his garbage bill. Similarly, since the winter water usage is applied to the calculation of the sewer service charge, he can conserve those months to reduce his usage, thus reducing his sewer service charges. He wanted to know how MWSD models conservation into revenue projections.

Christine Cowdery – stated that this increase caught her attention, and was distressed by the lack of information also. She indicated that although they could pay the increase, it would be a financial hardship for many of her elderly neighbors. She also noted that District Financial Advisor Alex Handlers mentioned that the residents supported the District and inquired about any grant funding for the capital

improvement projects. She suggested that MWSD research this and there was government funding out there.

James Cowdery - said that a lot of points were made, and he wanted to restate them for emphasis. The declining revenue on a 50% increase is a big factor. It indicates that this process was being rushed and the community did not have adequate time. He felt that for a large increase such as this that the District should ensure that everyone knew about it and provide a full budgetary presentation.

Director Wilson asked if anyone else would like to speak. He turned the meeting back to the staff to answer questions posed earlier, in writing and orally, and confirmed with District Counsel Schricker that the public hearing should remain open for some response.

General Manager Heldmaier thanked everyone for their feedback, and in particular those customers that made the effort to communicate with him prior to the meeting. He encouraged everyone to contact him for any questions, comments, and concerns. MWSD is a small District and he and the Board members are approachable, and available for discussion. He heard many suggestions for the direction the public would like to see.

General Manager Heldmaier began answering questions, in no particular order. He mentioned Ann's question in relation to MWSD costs compared to other agencies in the Bay Area. There are clearly agencies that are much higher than MWSD. In looking at the other SAM member agencies and comparing rates, it really is like comparing apples to oranges. Granada is heavily subsidized by property taxes so there is less need to fund through rates. Additionally, Granada, Half Moon Bay, and many agencies in the Bay Area have less infrastructure needs than MWSD. This District has a very rural set-up and challenging geography, and has to pump the sewage from the back side of Montara to the front, and must be relayed several times. Thus, this pumping is extremely expensive, done by 13 major pump stations. In comparison, Granada has one pump station and the City has 3 pump stations. If you compare the ratio of miles per pump station with San Francisco, MWSD's ratio is by the factor of 200 plus. So, MWSD has an extremely expensive system to maintain due to the geography. General Manager Heldmaier also stated that there is no relation to this rate increase to any capital projects on the Coast. Any project whether it be commercial or residential, pays for their share of system improvements, capacity, etc. that they are taking. There is no relationship between this rate increase and any of the capital improvement projects on the Coast. A question/comment was made regarding the purchase of the water system. Water and sewer rates are completely separate.

General Manager Heldmaier said Vic Abadie had some good suggestions that can be discussed with the Board. He addressed Mr. Abadie's comment that costs could be reduced, and pointed out that MWSD is paying for two agencies, and the costs are in check at MWSD. He said that may not apply to the other member agencies. He also requested some input from District Counsel Dave Schricker in reference to the request for the public to see the notices.

District Counsel Schricker stated that the notices from the utility users are not public records. So the review of the protests which identify the parcels involved would be contrary to the statute which provides omission or exclusion of utility users records from the public.

Director Wilson said he thought the question was for clarification of the information on the tax bill. He said the question is if there was a way people could understand how their tax bills are derived in a way that is stated to the customer versus the tax bill that is sent at the end of the year.

Vic Abedie clarified that he was asking if the protests were to be counted by staff at MWSD, would it be possible for the public to confirm the count.

General Manager Heldmaier said that he appreciated Carlyle Ann Young's comment about the County's deadline is fast approaching, and the process is always set up to accommodate that date. It is not set up for another round of public comment. If this process failed, MWSD would not be able to implement this increase for the fiscal year. The County's deadline is July 31st, and MWSD would have to submit it two weeks prior to allow for data transfer, reviews, confirmations, etc. Thus, by the beginning of July, MWSD sets the sewer rates and transfers them to the County.

He also mentioned the comment made about a better way to finance the projects and available grant funding, and said that they are always looking for grant funding. He said that grant funding, particularly State funding, is specifically geared towards larger agencies. MWSD is using grant funding on the water side, in State loans, and are familiar with the process.

Ann Rothman asked what percentage is funded by grant funding, and said she is a fund raiser, specializing in government funding and said it is difficult but not impossible.

District Financial Advisor Handlers stated that the District has been successful in obtaining subsidized loans through subsidized financing programs with a reduced interest rate. MWSD has a State Revolving Fund loan and some of the water projects, and some subsidized funding from the California Infrastructure and Economic Development bank. So it is not just money given, but a reduced payment stream over time that is built in with reduced debt service.

Director Boyd mentioned that they have successfully obtained sewer grant funding in the past. However, in the last few years it has been very difficult to get up on the list to get funding. There is only so much an agency of this size can get.

Ann Rothman asked if grant funding was considered in the business plan, and said that it seems like MWSD is asking the rate payers to subsidize the capital improvements and infrastructure.

Director Boyd confirmed that was correct. He said that when a project is considered, possibilities like grant funding are discussed. At this time, they are talking about the rates.

Director Wilson said that the question of grant funding has been noted, and point taken, and requested that they move on.

Director Boyd said that he would like to talk to Ann about grant funding offline.

District Sewer Engineer Cavagnaro clarified that “subsidizing” the infrastructure as the public perceives is not really correct. Every rate payer owns part of this public entity that belongs to this community so the ownership and maintenance of it is a long term commitment of this agency. In order to do that the responsibility of this agency and the consultants that work with this agency is to develop a plan of solvency and stability assuming that there will be no grant funding. MWSD has the maximum rate able. If MWSD is able to get a grant, such as the Clean Beaches Grant or Recycled Water grant and is able to bring those costs down, each year the Board can re-evaluate those rates and even keep the rates flat (as was done in the past) or even drop them in future years based on project specific revenues that might be able to be borrowed or if it isn't a grant then perhaps a low interest loan. It's a balance, and an evaluation that is done on every project. Our due diligence with the rates from MWSD prospective is understanding capital assuming there is no grant funding, MWSD needs to make sure that it meets the minimum requirements to meet the State permits, operational expenses, and the due diligence to keep infrastructure repaired in a timely manner as they approach it.

General Manager Heldmaier talked about elderly home owners who will be affected by the increase and that this is something considered every time there is an increase. He said that on the flip side, deferring the maintenance would leave this cost for their children. He stated that we have reached a point in which SAM failed catastrophically and are subject to large fines, increased scrutiny and MWSD is under the close observation of the State, and MWSD cannot afford to defer any more at this time. MWSD is under pressure to take care of the infrastructure along the Coastside Everyone understands the importance of keeping our Coastline protected and it is also important to the State.

General Manager Heldmaier also talked about Steve's comment about conservation causing revenues to decrease and asked District Financial Advisor Handlers to explain further.

District Financial Advisor Handlers stated that it is built in to a very small degree. He said the notion of elasticity is legitimate. When water rates are increased there is more incentive for people to cut back. There have been studies that have shown that for every 10% increase in water rates there is a 1.5% decrease in usage. The winter water usage, which is less elastic than summer use, since it does not include outdoor use. Also, no one can accurately project what the volume of usage is going to be. If the use goes down, people are paying less, but the financial needs remain the same, meaning the rates need to be increased to get the same

level of revenues. Every agency had this problem with the occurrence of the drought, and agencies had to compensate by raising rates. The District tried to be reasonable, airing on the conservative side, and the rates will be re-evaluated in a couple of years. They will continue to look to the future and adjust courses accordingly.

A member of the audience said “so you model no change in consumption based on rate increase.”

District Financial Advisor Handlers said that there was no assumption of cut backs, due to the fact that we are coming out of a drought and people may or may not use more water. They thought that was a reasonable approach with the understanding that it will be re-evaluated in the future. Rate increases do not lead to less revenue.

General Manager Heldmaier addressed JQ question as to whether the potential financial impacts of current litigation, legal and regulatory expenses are factored into the proposed rates. MWSD is fined by the State due to the SAM spill. This also caused the State to take a closer look at all the Coastal agencies. The legal costs brought on by the City of Half Moon Bay must be mentioned. If one looks at the overall percentage rate, it is a small percentage, but it will certainly impact the next one or two fiscal years.

Carlyle Ann Young – asked if General Manager Heldmaier can define what the percentage is.

Director Wilson said that it is not known, as the litigation is still in process.

Vic Abadie – commented that the rates could actually go up more depending on the legal expenses.

A member of the audience said that if Half Moon Bay loses the decision, there will be a re-allocation of expenses.

General Manager Heldmaier commented that he doesn't know what the future brings, but the rate increase is for two years. In the two years MWSD cannot raise rates further than specified. After the two years, the District will re-assess.

Carlyle Ann Young – there must be a factor to factor in legal versus all the deferred maintenance at SAM and how much deferred maintenance we have to take care of on our own. That was not disclosed anywhere that I saw.

District Financial Advisor Handlers stated that there is a little bit in the financial projections for some potential legal costs, but as was pointed out an entire re-allocation of this lawsuit may happen. It hasn't been modeled at this stage, because of the unknown.

Carlisle Ann Young – In the proposed rate increase, what is the percentage breakdown? What part is for SAM deferred maintenance on their infrastructure or 50/50?

An audience member blurted out that Carlisle Ann Young was asking for some cost accounting.

Carlisle Ann Young – In reference to the power point presentation under the key factors driving the increase, what is the percentage breakdown on that? Director Wilson said that he understood the question to be that in the capital improvement portion of the budget, how much is for the SAM infrastructure and how much is the MWSD infrastructure?

Director Boyd pointed out that we own SAM, and whether we do repairs at MWSD or SAM it is all part of the function that we are not complete unless we do all the pieces. He said he appreciates their desire for understanding the budget, however it is something that has been discussed at the meeting for a very long time.

District Financial Advisor Handlers stated that the big picture of SAM, the operating costs are half of your operating budget and on the capital side it is about 40%. But he wanted to point out that those costs have increased a lot over the last few years. If you go back a handful of years, SAM was about 40% less than what they are now in their operating costs, and capital needs were a lot lower. It is difficult to figure out the break down applied to the rate increase, because SAM's cost have escalated in recent years without a corresponding rate increase. So, going forward is that because of what SAM has done over the last few years or something else. He felt it would be easier to see what percentage of the dollar is going to SAM and MWSD. And that would be about 50% 50%.

Carlisle Ann Young – said that she understood that SAM has a lot of deferred maintenance. She knows that MWSD has taken care of maintenance in the District. How much is due to SAM's deferred maintenance and lack of good management?

Director Wilson asked that they go back to staff questions.

General Manager Heldmaier addressed James' comment that MWSD would be one of the most expensive agencies. He said that most agencies are going through the same process and on the Coastside, Granada is working on a three-year rate increase which is not sufficient to cover costs, as they are dipping into their reserves and will have to make this up at a later time. This is also true for Half Moon Bay, who may be increasing rates in the next fiscal year or so. Doing this will lead to higher increases later, resulting in rate shock. He concluded by encouraging everyone that if they were not satisfied with the answers given to please contact him, and he will be happy to talk about it further.

Delores Silva- asked if there was an approved SAM budget available to see.

Director Boyd said that the SAM budget is being considered for approval at the meeting, and all the information is in the packet, and also online on the MWSD website and SAM website. He encouraged Delores to stay for this agenda item. He mentioned that they have been working really hard on the SAM budget. Each member agency has to approve the SAM budget, then it is ratified and implemented. He said approval of the budget is imperative, so that money can be collected through the San Mateo County tax assessor. He said it is that part of the year when all the financial stuff needs to get done.

Vic Abadie – said there were a couple of questions not answered. He asked about the Cabrillo highway project, which is 31% of your total capital spending in the sewer rate study which is significant. There is no information on the project on the website. There is a budget for it, but nothing else.

General Manager Heldmaier said that information should be on the website.

District Sewer Engineer Cavagnaro gave some background on the project. Prior to General Manager Heldmaier's employment, George Irving had a closed circuit televised study done on the infrastructure complete and identified that they former Country lane now known as Highway One has the sewer largely under the northbound lane. It is very shallow and has longitudinal stress cracks. The problem was exacerbated in 2007 when Caltrans paved over a number of structures preventing the District from maintaining them, at which time MWSD was trying to get Caltrans to grant them a permit, roots got in and caused a spill on the beach. So starting in 2012, a permit was submitted to re-align the sewer as far over to the shoulder as can be done and rehabilitate what we can within the budget, up through Montara to the Kanoff pump station at the far end by the restaurant. It took four years to acquire the permit, Phase One was just approved for construction, and the contractor is getting the Notice to Proceed, and we are getting a pre-construction meeting set up with Caltrans to start Phase One. We are going to improve the crossing, deepen it, move the sewer line 15 feet towards the east, and Phase Two will be to rehabilitate the rest over time. We had a 4-5 year delay because of Caltrans.

Vic Abadie – complained that the points mentioned was on the website. But he was looking for a detailed project plan which goes into all the elements that go into the project, which was not available nor is there information about the project proposed on 14th Street in Montara.

District Sewer Engineer Cavagnaro said he wasn't sure what Mr. Abadie was talking about. The project is infrastructure re-plumbing to make that project in cooperation with Caltrans.

Vic Abadie – are those details anywhere?

District Sewer Engineer Cavagnaro said those plans for project for Phase One B have not been issued for bid yet and Phase one was just approved is just out here by the highway.

Director Boyd said that was discussed in the April 3rd meeting and information should be in the packet.

One of the audience members stated that the question is in the word detail, as there is no project plan.

Vic asked if the increased amount of \$525,000 dollars for SAM capital expenditures be deferred until Granada and Half Moon Bay agree to and approve their share of that increase. And what is the probability that Granada and Half Moon Bay will approve those increases?

General Manager Heldmaier said that the rates increases whether it be now or later will happen, and deferring of projects is not possible. And the deferring of sending additional money to SAM is not possible. If this were to happen MWSD would have to dip down into their reserves even further. The reserves have been built up to fund the Cabrillo Highway project Phase One and Phase Two. Last year MWSD had to dip into their reserves significantly and does not want to continue to do so.

Vic Abadie explained that they are going to start paying for those SAM expenditures in July, and what if Half Moon Bay says they are not paying for it. Then they will be paying more money that is never going to be used for that project.

General Manager Heldmaier reiterated that the infrastructure project at SAM can't be deferred which means they have to be paid for. He can't speak for the other agencies if they will approve the SAM budget, but reminded Vic that last year the budget was not approved but paid under protest.

General Manager Heldmaier encouraged everyone to contact him for further discussion of their questions.

Director Wilson closed the public hearing and brought the discussion to the Board

Director Huber pointed out that SAM infrastructure, the force main and some gravity flow sections (how sewage gets from here to there) the sewer plant in Half Moon Bay is in bad shape. There was deferred maintenance on the force main that should have been addressed in 2010 but wasn't, resulting in a major spill and a half a million dollar fine—and by statute it could have been a lot worse. Also, the SAM plant itself has had major deferred maintenance and there have been some emergency repair authorizations that weren't in the budget, because it failed in such a way that jeopardized the whole operation of the plant. He wants to make it clear that these expenditures, called capital improvement expenditures, are not improvements at all. They are to maintain the infrastructure so that it functions to meet the regulatory requirements to avoid getting another fine. So that is the reality we face. Infrastructure as it relates to SAM and the infrastructure as it relates to the SAM plant has had deferred maintenance over a long period of time and it can't be

deferred any longer without the possibility of significant environmental damage and fines. So whether we've done the process correctly or if there is some item in the budget we should defer, that's really miniscule when the fact is we are facing a crisis here.

Vic Abadie – Did SAM approve the preventative maintenance program?

Director Huber replied that it was approved recently.

Director Harvey talked about Carlisle Ann Young's question about what percentage was SAM deferral of repairing SAM plant and if it was someone else's fault. It is good question, but difficult to answer. The SAM plant is an older plant, and needs to be repaired. The emergency generator was put in the lowest part of the SAM plant, and could be in jeopardy if there was a tsunami. The pump stations are rusty, the electrical panel need to be replaced. The Board didn't make up this budget, and it is easy to say just cut back expenses, but we just can't do that. He also addressed General Manager Heldmaier and District Counsel Schricker about options to postpone the decision of the sewer rate increase two months.

District Counsel Schricker stated that the pivotal time factor is submission of the sewer charges for the ensuing tax bill. That has to go to the County, the deadline is July 30th. To make the ensuing fiscal year, the process could not be delayed beyond the deadline. The Ordinance could be made operative effective July 1, 2018 but he did not recommend delaying that beyond the time necessary to submit the information.

Director Harvey also asked about the requirement of the prop 218 notice process.

District Financial Advisor Handlers mentioned that the wrong portion of the law was read. California Constitution article 13(d) section 6 indicates that you have to send a notice of a public hearing of the proposed rate increase at least 45 days in advance. MWSD did that and even put in the notice what the process is for submitting protests, which is not necessary. This is not an assessment ballot, it is a prop 218 process. Water, sewer, and garbage are considered essential services, and it is not subject to a vote every time a rate increase is needed. There is this process in place that MWSD has adhered to.

Director Harvey asked what the logistics are for postponing the decision of the sewer rate increase beyond that meeting and keeping the deadline.

General Manager Heldmaier said a revision to the prop 218 process is not possible now. We have a 45 day notification period, and we can't get that done. I think this item could be moved to a following meeting, however it will be difficult to find a meeting date in June as you see on this agenda. He pointed out that this process started over a year ago and very was a very public process, and was in the newspaper several times, and if there are concerns to ask the District questions in advance. It is part of the process to ask questions, but even in the notices it

requests people to contact the District to ask questions. He felt people were given ample time to ask questions.

District Counsel Schricker suggested that one option to be considered would be that the Ordinance is to set the maximum rate, so there is an option of exercising some discretion to enacting rates that are in the master fee schedule below the maximum rates before the Board tonight. This has been done before. However, the recommendation from staff and the consultants is based upon anticipated costs the law requires that rates be directly related to costs and services provided. If you were to enact a rate less than the maximum in the Ordinance before you then appropriate adjustments would have to be made with respect to the expenditures.

Director Boyd thanked everyone for coming, particularly Lenny, who stood out front of the Post Office and got people's attention. He said he is sincere in wanting to meet with people to answer any questions, and welcomed the public's input. He talked of the 40 million dollars that SAM identified in the budget. It is all the pieces in the system, looking at age, cost of replacement, comparisons of cost to repair vs replace. That budget is the default plan, and gives an idea of costs over the next 20 years. We make our plans based on what we know, what we have, and when it is likely to wear out. The inventory and engineering work is done, allowing us to make better decisions to extend life, and what are our options. Is there a better way? This is an opportunity to be innovative and come up with ideas. If you see any project on the project list and you think you have a good idea, please talk to us about it.

Director Boyd said he was involved when they bought the water system and he confirmed that the Board members did not promise to lower rates. When they took over the water system they brought the rates to keep them closer to inflation. A lot of work was done to repair things. It has been 15 years. He answered a question in reference to the difference between SAM and MWSD is maintenance and emergency service are conducted by the SAM staff as contractors to us, in two different capacities. One is infrastructure, and the other is there is a whole crew that does line cleaning, repairs and emergencies. Construction projects at MWSD are put out for bid by the agency and overseen by the agency. There is a division of labor, but pretty clear lines. He reiterated that he is happy to answer questions. The SAM budget discussion began last November, and MWSD's budget is heavily driven by the SAM budget.

Director Slater Carter thanked everyone for coming. She said 2018 is the 60th anniversary of MSD, and 15 years ago we became MWSD. We are a unique community created and community owned water and sewer district and it is impressive that so many people pay attention. She received a letter about equipment and relocating equipment, and they have been reviewing that possibility for years, however it is very expensive as it requires a lot of permitting. It may be useful with long term financial projections that give us hope. MWSD has been replacing sewer pipes of the years, we have a program in which when we are doing sewer we are going to offer to replace your sewer lateral to cut down on inflow & infiltration (I & I) and we are working on reducing our costs to SAM by

reducing our flows to SAM. That is why we are looking at peoples' laterals, because they are old and in need of repair, letting in more water that we all have to pay for, especially during the wet winter months. In reference to SAM deferred maintenance, we didn't have to pay much for the treatment plant and we have a revolving door of managers. Hopefully with our new strong manager we can get things in order, but as stated by General Manager Heldmaier, what was once a patch eventually becomes a replacement, and it is much more expensive. That is one of the problems we are looking at. Water conservation in Montara has led to decreased revenue and we have a usage-based system. Granada has a flat rate, so it is averaged across. The Board has worked to decrease our fixed costs over time, and worked to decrease overtime and labor costs. We didn't do the rate increase over four years and did it over eight years. Our focus has been to keep costs as low as possible over time. There has been increase in regulations and oversight from the regulators and that also costs more. She encouraged the public to call the Board members to answer questions.

Director Wilson: I have been on the school board for 12 years and on the Board of Directors at MWSD for a while and it's amazing that people come in times such as these, and he indicated that it is difficult to get more information to people that are already overloaded with information. At the end of the day, we learned a few lessons and there are ways to be more transparent, and get information to you. We will take that on. I'd like to get that information to you so that you feel you are part of the process. I hope in return that you realize that MWSD and Board has worked really hard on this process. No one in the room wants to increase rates and taxes for anything. We are you—my rates are your rates. You all are well aware of the challenges we had with the JPA. We, as a society, and you all know this, deferred maintenance is everywhere. We as a society have chosen to defer maintenance – our roads our sewers—we just don't like to maintain them. We have gotten ourselves into a pickle now, particularly the way the State does sewers. When you have a leak you get fined and that money comes right from us. If we don't do something we are going to do it away and get fined and ultimately the challenge we may have is the State will take it over and then you lose local control—and you just don't want that. I'm going to go ahead and vote for this tonight, and many of you have suggestions on how to do that. I do not want to hostage this rate increase which we absolutely need for the process, and I want to remind you that we have authority to charge but has not made decisions on the projects we are doing, and this is where the opportunity lies. If this group really wants to get involved with us, there is this opportunity. However, we do not have luxury of deferring deferred maintenance at this point in time. You saw that project off of highway One—that project was deferred maintenance, and a \$600,000 fine on top of that. I'm recommending that we proceed with this.

Director Huber made a motion to adopt the Ordinance of the Montara Water and Sanitary District establishing maximum sewer services charges for Fiscal Year July 1, 2018 – June 30, 2019 and July 1, 2019 – June 30, 2020. Director Boyd seconded the motion and it passed unanimously 5 -0.

General Manager Heldmaier stated that there were 1,969 parcels and we received 232 protests, 11.8% protests of the 1, 969 parcels.

CONSENT AGENDA

1. Approve Minutes for May 3, 2018
2. Approve Financial Statements for April 2018
3. Approve Warrants for May 31, 2018
4. SAM Flow Report for April 2018
5. Monthly Review of Current Investment Portfolio
6. Connection Permit Applications Received
7. Monthly Water Production Report for April 2018
8. Rain Report
9. Solar Energy Report
10. Monthly Public Agency Retirement Service Report for March 2018

Director Slater Carter moved to approve the Consent Agenda and Director Huber seconded the motion. All Directors were in favor and the motion passed unanimously 5 – 0.

OLD BUSINESS – None

NEW BUSINESS -

- 1. Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2018-2019 Budgets.**

General Manager Heldmaier stated that SAM General Budget contains two budgets, the Collections budget, which is increasing by 16% over the prior fiscal year, and the assessment for the Collection service contract by 17%. The General budget contains an Infrastructure Division Budget which is suggested to increase by 18% and Montara's assessment would increase by 12% which translates to 1.25 million dollars that Montara has to pay to SAM on the general budget side and approximately \$180,000 dollars on the Collections side. Again this was presented and discussed before when the General Manager was here. The staff prepared a resolution of the Montara Water and Sanitary District consenting to approval by Sewer Authority Mid-Coastside of its General Budget for the fiscal year 2018-2019.

Director Boyd strongly suggested passing of this budget. At least we have an inventory end-of-life and replacement costs estimates, so we are operating with a more informed somewhat updated list of capital needs. This is a start.

Director Huber said he tried to review it and had so many questions and concerns about it.

Director Wilson said that given the work that has been done and where we are at with SAM, we are at a point where we need to approve it.

Director Boyd made a motion to adopt the resolution of the Montara Water and Sanitary District consenting to approval by Sewer Authority Mid-Coastside of its General Budget for the fiscal year 2018-2019, and Director Harvey seconded the motion. The resolution passed 4 – 1.

2. Review and Possible Action Concerning MWSD Fiscal Year 2018-2019 Draft Water and Sewer Budgets and Capital Improvement Programs.

General Manager Heldmaier announced that this draft budget is still in its rough working stage, and is on the agenda to allow the Board to provide input to staff, and ask questions. They will refer this to the Finance Committee before this goes before the Board for approval.

District Account Peter Medina said that he and General Manager Heldmaier met with the Finance Committee and the items touched on were labor. We have both of our CIP draft budgets for both water and sewer side. There are issues that need to be addressed. On the revenue side we don't have anything for sewer—that has been budgeted as flat. For water we have a 3% rate increase based on the water rate study and we will still get input from the Finance Committee with direction on what to do with the revenue brought in for the fiscal year. It is still undecided. It is an increase of approximately \$100,000 dollars based on the 3% increase. The major items that need to be addressed on the revenue side is property tax. We typically budget \$235,000 per fund water and sewer and that is usually close to what is actually collect. This year we have a \$40,000 increase for both sides with the consideration that we may get ERAF funds. We typically do not budget those funds in the revenue model because we are never sure if we will receive them or not. This was done as a result of a request from a Board Member on the Finance Committee to be discussed. On the Operations side, on the sewer side the discussion is going to be about professional services and what is to be expected and will be discussed with the Finance Committee. On the Water side, one large increase will be the anticipation of hiring of one full-time water operator, and reducing one temporary worker. Those are the major items that have been addressed at some level but not fully hashed out at this point.

Director Huber reinforced that it is a work in progress, and there is still a lot of work to be done on it.

Director Wilson had a question about the 2018 2019 Water side table. There is a deficit for 2018/2019.

District Accountant Medina pointed out that he made a typo midway in the page under Operations, Account 6370 is typically budgeted \$2,000 and has been corrected. One-line item was a mis-key. It is actually a decrease.

General Manager Heldmaier also recommended to ignore the cash flow as it will be adjusted through the Capital Improvement program.

Director Wilson thanked District Accountant Medina.

3. Review and Possible Action Concerning Award of Bid for 2017-18 SEWER IMPROVEMENT PROJECT and SPOT REPAIRS.

General Manager Heldmaier said an advertisement for bids was published for the 2017 -2018 Sewer Improvement Project and Spot repairs project. Two bids were received close to the engineer's estimate. Pacific Trenchless' at \$595,391 dollars for the base bid and \$286,060 dollars for the Additive Alternative bid was the lower responsive bid.

He recommended the adoption of the resolution of the Montara Water and Sanitary District accepting bid for 2017-2018 Sewer Improvement project and spot repairs; declaring lowest responsible bidder for said work, rejecting all other bids, approving and authorizing execution of agreement for said work, directing return of security deposits and filing of Notice of Exemption under the California Environmental Quality Act. He introduced the District Sewer Engineer Pippin Cavagnaro.

District Sewer Engineer Cavagnaro mentioned that the work will be done later in the season than anticipated. In discussing the sewer issues with Clemens and Board, and looking at the bigger picture with sewer management, the sewer code was re-evaluated and addressed the idea of giving home owners the opportunity if the budget made sense on the project, to give the District the discretion to extend sewer lateral repairs beyond the property line. The approach now is adding the incremental cost to go to the house, because we are already doing the work. Both bidders had that incremental cost less than \$1000 dollars (\$600-\$725 range), so \$35,000 dollars over what we would have expected to pay for this project have we not added the extra footage for the upper sewer laterals. In looking at how other Districts have Ordinances for sewer laterals and the administrative overhead involved with pursuit of making each home owner change their lateral because they happen to be working on the lateral in the street. They feel that money is better spent straight on the piper work, rather than staff costs to oversee it. The advantages of this project and the environmental and community benefits are better than expected and he hopes to keep it that way in future projects.

Director Huber confirmed that this project is to benefit the home owner, and asked if they understood how unusual and beneficial this was.

District Sewer Engineer Cavagnaro replied that initial notifications with details of the project were sent to the base bid addresses, and held back from sending notices to the alternative addresses depending on the Board direction. Also included was acknowledgement waiver, and granting right of entry. Also, the contractor will be sending out a second round of notices. We can also do a second round of notifications. We can also provide additional details.

Director Slater Carter mentioned that this will be good for everyone in the District and hopes that they can make this a regular practice.

Director Boyd asked how the home owners notified about disruption to their landscaping and restoration to a certain state.

General Manager Heldmaier said this is in the notification and pointed out that Pippin has been out in the field, has talked to the contractor about this as well as the customers. He also stated that this particular area in Montara was a problem recently with SAM and high I & I.

Director Huber made a motion to adopt the resolution of the Montara Water and Sanitary District accepting by for 2017-2018 Sewer Improvement project and spot repairs; declaring lowest responsible bidder for said work, rejecting all other bids, approving and authorizing execution of agreement for said work, directing return of security deposits and file of Notice of Exemption under the California Environmental Quality Act. Director Harvey seconded it, and the motion passes 5 – 0.

4. Review and Possible Action Concerning Approval of Purchase Order for 2018 Chevrolet Colorado (Replacement) through California State Contract 1-18-23-20D.

General Manager Heldmaier said that the District is in need of a new light duty truck. Director Slater-Carter's comments about the truck caused him to re-evaluate the current state it is in. It was purchased as a leak truck, but was not used for this purpose, nor did it prove to be useful out in the field. It has low mileage because of this, and is extremely rusty.

General Manager Heldmaier will be getting back to the Board when it is ready to be sold.

General Manager Heldmaier that the District would like to purchase a 2019 Chevrolet Colorado with extended cab. It is the smallest truck available, and the same brand of truck in the fleet with the exception of an extended cab. This was requested because the operators need the extra room for their equipment. This is the most cost-effective model for what we need-- four-wheel drive light duty truck with some decent guarantees. We are picking up the truck saving some money. MWSD is asking for the issuance of the attached purchase order in the amount of \$26,693 dollars.

Director Wilson asked for clarification if this was a purchase of a 2018 or 2019 truck.

General Manager Heldmaier replied that it was for a 2019 model.

Director Boyd moved to approve the purchase order for a 2018 Chevrolet Colorado (Replacement) through California State Contract 1-18-23-20D and authorize the

District Manager to issue the attached Purchase Order to Coalinga Motors in the amount of \$26,693.00 dollars, and Director Harvey seconded the motion. All were in favor and the motion passed unanimously 5 – 0.

5. Review of the Department of Water Resources Reclassification of the Half Moon Bay Terrace to High Priority.

General Manager Heldmaier: The Half Moon Bay terrace aquifer is defined by the State Water Resources Board, as starting at the Airport and ending beyond the south end of Half Moon bay, combining several sub aquifers into one big area. In the past this was categorized as low priority by CASGEM. Now, it has been re-classified as high priority. This means we are under pressure to form with all stake holder agencies to a ground water sustainability agency within two years and a ground water monitoring plan within five years. When this new law was implemented the initial agencies had four years to implement the GSAs, and it was difficult. They also had grant available to them, which is no longer available. So, this comes at a very inconvenient time. We have a chance to comment on this within 60 days. We are working with Balance Hydrologic and SRT to assess what this means for the District and the County Health Department. We are all confounded by this, particularly the County, in which all three basins were re-classified, and they have to figure out how to get all 50 cities together to work on this, many who don't have an interest nor an understanding of this. This biggest question at this point is whether we support this or not. This District is concerned that the aquifer is healthy, and we have been monitoring this through Balance Hydrologics already. However, even though we would one of the smallest agencies, we have one of the larger air surface wise, and are big users of this aquifers. We can still oppose this, and the County is opposing this. We clearly support GSA ground monitoring plans. George Irving wanted to get ground monitoring plans implemented before him. This is for information only and we will re-visit this when more information becomes available. Whatever the result, it will cost money.

Director Boyd: To sum this up, we support monitoring, and are a leader in this. However, there is a problem with timing and it doesn't make sense to expand beyond a single basin, or the basins given under a singer jurisdiction. It seems that it makes sense to oppose the details but support the main.

General Manager Heldmaier; yes, there was a process that was just finalized that allows GSAs to redraw the boundaries, and it is unclear if we can do this.

Director Wilson turned his attention to the item added to the agenda. This is to Review Possible Action Concerning Sewer Mainline Relocation and Related agreement.

General Manager Heldmaier: the property owner went through the process with San Mateo County and MWSD for construction of a single family residence. There is an issue of our sewer line on their private property, and there is no room for the house unless they moved the sewer line. This was a condition to the permit

and was clearly stated from the beginning on. There is a now a new design for the relocation, reviewed by District Sewer Engineer Cavagnaro. This is added as an emergency item, due to construction time demands and financing, related by District Counsel Schricker earlier. Staff is asking that the Board to authorize the General Manager to sign and implement the sewer main line agreement.

District Counsel Schricker: this action must be taken by motion approving and authorizing the agreement for construction and acquisition of the sewer main extension.

Director Huber asked who is funding this project.

General Manager Heldmaier replied that it is the applicant.

Director Boyd thanked General Manager Heldmaier for doing the work on this, as it appears that it could have been a difficult and complicated matter to resolve.

Director Harvey motioned to approve and authorize General Manager Heldmaier to sign and implement the contract for the construction and acquisition of the sewer main agreement, and Director Boyd seconded it. Director Slater-Carter abstained. The motion passed with 4 ayes, and 1 abstention.

6. Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meetings June 7, June 21, and July 5, 2018; Scheduling of Alternative Meetings.

General Manager Heldmaier reminded the Board that the meeting scheduled for June 7th was a problem, and that is why the special meeting of May 31st was implemented. General Manager Heldmaier said he is out of town June 21st, and July 5th is very close to July 4th.

The directors discussed their availability and decided that Wednesday, July 11th at 7:30pm would be the next Board meeting. All were in agreement.

REPORTS

- 1. Sewer Authority Mid-Coastside Meeting (Boyd) – none**
- 2. Mid-Coast Community Council Meeting (Slater-Carter) – none**
- 3. CSDA Report (Slater-Carter) – none**
- 4. Attorney's Report (Schricker) – none**
- 5. Directors Report – None**
- 6. General Manager's Report (Heldmaier) –**

FUTURE AGENDAS

ADJOURNMENT

SPECIAL MEETING ENDED at 10:40 P.M.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Government Code § 54956.9(d)(1))

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

Regional Water Quality Control Board v. Sewer Authority Mid –Coastside (ACL Complaint No. R2-2017-1024)

Regional Water Quality Control Board v. Montara Water and Sanitary District (ACL Complaint No. [unspecified])

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Government Code § 54956.9(d)(2))

Significant Exposure to Litigation
Number of cases: 2

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

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 – Hampton Inn, 169 Loop Road, Commerce Township, MI.

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. All votes taken during a teleconferenced meeting shall be by roll call.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 11th, July 2018

Signed _____
President

Statement for MWSD Board Meeting – May 31, 2018

Comments:

The proposed significant increases in sewer rates and their sudden implementation place a significant burden on many coastside residents with little time to understand the increases and apparently no reasonable recourse in stopping them. According to proposition 218, "Each assessment notice must contain a mail-in ballot for the property owner to indicate his or her approval or disapproval of the assessment." The requirement that at least half of property owners object by May 31 to stop these increases could not be feasibly achieved in the allotted time, as MWSD did not provide the required mail-in ballot nor did they provide enough information to allow property owners to make a determination of support or opposition. Although prop 218 does not specify the type or extent of information that must be provided, it is only prudent that MWSD provide property owners detailed information in advance and allow them sufficient time to understand the reasons for these increases in order to formulate well-informed opinions about them. Overall, MWSD's process for the rate increase decision did not provide sufficient transparency to allow for appropriate community involvement or opposition. In addition, the agenda for tonight's meeting recommends that the ordinance to approve these increases is to be adopted tonight, suggesting that it will be done regardless of community input.

Request:

On behalf of the community, I respectfully request the following from the MWSD directors:

1. please delay considering the ordinance tonight,
2. please schedule a community meeting asap that is dedicated to thoroughly presenting the rationale for the increases and answering any questions at a large venue (e.g. Farallone View Elementary School). This will allow for greater attendance, better transparency into the board's rationale, better community engagement in the process and greater community involvement in the final decision.
3. Please allow 60 days from that meeting for the community to provide additional written input and provide a mail-in ballot for property owners to approve or reject the proposed increases.

Questions:

1. From the graph on p. 5 of Sewer Rate Study - Why is the MWSD rate (\$71.55/5 hcf) so much higher than GCSD (\$33.50/5 hcf) and HMB (\$55.97/5 hcf)?

2. From Table 9 of Sewer Rate Study (Capital projects) – The item “Cabrillo Hwy Express Sewer” is 31% of MWSD capital spending. Is this project for new customer expansion or to support large developments? Why is this project needed and who will it benefit?
3. Are the potential financial impacts of litigation, legal and regulatory expenses factored into the proposed rates? If not, what are the potential risks and mitigation strategies?
4. Can the increased amount of \$525K/year for SAM capital expenditures be deferred until 2018/19 to allow time for GCSD and HMB to agree to and approve their shares of the proposed SAM increase? What is the probability that GCSD or HMB will approve these increases?
5. What is the rationale for the rate increases as the preferred option over other means to obtain the additional funds for capital projects (grants, loans, bonds, etc.)?

JQ Oeswein
Moss Beach Property Owner

GREGG A. DIÉGUEZ

P.O. Box 370404
Montara, Calif. 94037
Cell: (650) 544-0714
gadieguez@gmail.com

May 29, 2018

Dear MWSD Board and Management:

We are opposing the proposed MWSD sewer rate increases at this time. We have two major classes of reasons for our opposition, and provide recommendations at the end of this letter:

- a) failure to disclose to affected ratepayers all the reasons for and costs of the increases, and
- b) failure to compare the proposed approach of patching SAM together versus alternatives involving new technology, locations, and partners.

It's clear that SAM lacks adequate, reliable capacity to handle the wet month rains we have experienced, as well as reliable infrastructure for even normal operations. The recent half million dollar overflow fine, per statute, could have been \$3.5 million. And there have been over 100 sanitary sewer overflows in the past 7 years. But I oppose the proposed rate increase until there is more complete and visible analysis of the financial, partnership and system dynamics at work, and consideration of alternative strategies to a current plan of "patch what we have".

Understanding the disaster...

The Notice of Public Hearing did not disclose several factors which I suspect are (or should be) also primary drivers of the proposed rate increase:

1. The lawsuit from Half Moon Bay, to avoid paying their fair share of all SAM expenses, and their continued intransigence to fund required preventative maintenance.
2. The \$500,000 fine for the March, 2017 spill. A fine that could have been \$3.5M.
3. The desire for a compounded 5 year rate increase to between 222 and 229% of current rates. Only the first two years were mentioned in the Notice.
4. Multiple large commercial and residential projects planned for the San Mateo County coast.
5. The impact of "global warming" – aka the Climate Crisis – on water and sewer systems here. An impact which must be expected to get worse over time.

At least a range of estimated costs should be provided for: the litigation and its fallout, potential future overflows and fines, more housing demands, and the Climate Crisis.

It is also essential to document and understand for Lessons Learned going forward – so that we do not repeat these costly and damaging errors – how we got where we are. I am fully appreciative of the efforts of the MWSD Board and those who have gone before in establishing our water and sewer systems. It was a unique effort combining initiative,

intelligence and public service. I am also persuaded that MWSD is well-meaning and responsive. However, some aspect of financial management has been overlooked, and/or some aspect of recurring and preventative maintenance has been under-performed, and/or some aspect of capacity planning and sizing has been mismanaged. Until we fully understand the reasons we are in this predicament, it is irresponsible to ask ratepayers to subsidize a management process that has demonstrated failure.

If all you have is a Hammer, everything looks like a Nail...

I am concerned that the Plan(s) underpinning the Rate Analysis is incomplete in two major aspects.

1. The Plan appears to be cash flow based, without a coupling to SAM and MWSD future financials. There is room for improvement in the financial rigor of the information presented (errors, missing costs, etc.) which I will gladly detail at a future date. For example, the before and after book values, depreciation, operating & maintenance costs for each asset to be upgraded are not presented – not even in the 5 year detailed SAM project descriptions. It is unclear whether rate increases should be tied to cash flow or to financial statement projections, and I request an explanation of the methodology at work and upon which rate increase calculations are made.

2. The 20 year SAM plan consists primarily of fixing and upgrading what is broken. It also appears to contain some capacity and water projects not vital to avoiding more fines. But, in the main, the plan is to spend \$40 million dollars at SAM (growing with inflation) to upgrade the current infrastructure, and a few financial details would not change that plan, those needs, or those costs materially. But is that the only viable Plan? In spite of several major compelling factors, there has been no documented consideration of strategic alternatives in technology, location, funding, or partnership.

We're all in this together...aren't we?

My review of public information related to the sewer issue reveals both MWSD and SAM making best efforts at competent management under challenging circumstances. Our MWSD Board have given most generously of their time and abilities to construct the infrastructure upon which we rely today. The weak link seems to be the city of Half Moon Bay.

The competence of HMB officials has long been in question. The dismissal of their City Manager follows years of rumors of incompetence, waste and corruption at several levels. Their financial difficulties are evident in the ~\$35 million lawsuit loss, and the unfunded pension liabilities (at least \$10M) of their city and agencies. It is understandable that their motivation is to minimize near-term expenses, and their decision-making track record indicates that they are unlikely to consider the longer term consequences of such actions – such as the resulting sewer overflows and multi-million dollar potential fines from deferring SAM preventative maintenance. Is this a partner upon whom we should rely for the next 20 years?

Recommendations

I believe it is time, before committing to a 20 year, \$40+ million SAM plan, plus MWSD's own sewer capital expenditures in support thereof, to:

A. Put a moratorium on all sewer connections, and if that is not legal, at least those involving lot subdivisions and multi-unit residences. More connections undermine the water and sewer security of all existing MWSD rate-payers & residents – who have paid for the costs and investments over the past years – and risk more fines in the millions which ratepayers must bear.

B. Review alternative technologies, locations, providers, funding and partners. Empower a Strategic Sewer Study Committee now, with feasibility assessments to be completed within 3 months, and if deemed feasible, high level plans and bids to be created for those alternatives by year end. [*Consider involving El Granada in this study, but without delaying our efforts*] I volunteer to serve on such a committee in order to minimize burdening the workload of daily responsibilities on existing Staff and Board. Other local professionals could be recruited as well.

C. Prioritize both SAM and MWSD capital & maintenance efforts solely to avoid future fines and conserve other resources pending a decision on whether they should be redirected towards one of the new alternatives explored by the Strategic Sewer Study Committee. These criteria seem to have already largely been the focus of SAM and MWSD plans, but there appear to be planned exceptions to halt for the foreseeable future: money spent on Airport wells (largely unused) and the Cabrillo Highway sewers (among other efforts) and development of recycled water at SAM – all of which may waste resources better directed to new alternatives.

D. Prohibit expenditures which increase either capacity (for future users) or sewer use burden in the existing infrastructure (by adding users) until the Board has considered and ruled on the alternatives of the Strategic Sewer Study Committee. These monies may be wasted and run at cross-purposes to a future, superior alternative. There is only cost, and no benefit, to current rate-payers from either such action.

E. Fully disclose immediately to MWSD rate payers all factors potentially impacting future sewer infrastructure and rates, including: the potential costs of lawsuits, counter-suits, future fines, and especially the impact of HMB winning its lawsuit and/or failing to contribute properly to SAM in future scenarios even if instructed to do so. Include also Climate Crisis effects. Incorporate reserves for these amounts into the financials and plans upon which near term rate adjustments are based. Having reserves and not needing them (or refunding them) is better than having no reserves and a funding crisis preventing cost-effective remediation.

F. Only increase rates once binding commitments to fund SAM by appropriate amounts are received from other SAM owners. As long as the justification for rate increases is to increase funding to repair the SAM infrastructure, then proof that the SAM plans are properly funded and supported by all partner agencies must be required. Should a new strategic approach to MWSD sewers be adopted, then the Board can propose rate increases attendant to that new plan.

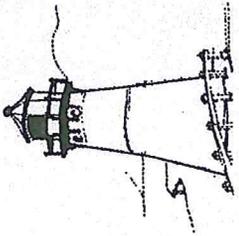
Only with a Board Resolution committing to the above actions, and in the absence of any other problems developing or being discovered, would I support moving ahead for two years with the proposed rate changes. It is clear from the video and minutes of the May 3rd Board meeting that several Directors share my concerns about the lack of consideration of alternative strategies for water & sewer sustainability at MWSD/SAM. I hope you will receive these requests as constructive and act accordingly in our long term best interests.

Attached is a form with the required Written Protest Information.

Sincerely,

Gregg & Nancy Dieguez

**MONTARA WATER &
SANITARY DISTRICT**



Speaker's Request Form

(Please fill out and hand to the District Clerk.)

Date: _____

Agenda item you wish to address: _____

Subject: Jewer Roth

Your Name (please print): Dolores Silva

Your Mailing Address: _____

Phone No. _____
E-mail Address (optional) _____
Your Organization _____

Please provide a brief summary of your position:

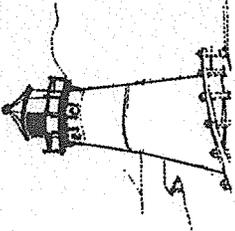
Support Oppose Oral Communication

Comments: need more information:

SAM is a big expense - where there
tremendous discord on SAM Board. No
we have a plan that has been agreed to
behind the budget need we are asked to
send?

Thank you!

**MONTARA WATER &
SANITARY DISTRICT**



Speaker's Request Form
(Please fill out and hand to the District Clerk.)

Date: 5/3/08

Agenda item you wish to address: _____

Subject: QUESTIONS

Your Name (please print): GREGG DISCUBB

Your Mailing Address: _____

Phone No. _____ Fax No. (opt) _____

E-mail Address (opt): _____

Your Organization or Affiliation (if any): _____

Please provide a brief summary of your position:

Support Oppose Oral Communication

Comments: \$42 divided by 4 is not \$14. is ~11
WAS THIS NOTICE IN ERROR?

(2) WHAT IS "TAKING IN MORS INFRASTRUCTURE
NEEDS" IS THE CONSULTANT REFERENCING?

(3) ARE RATE INCREASE % COMPOUNDED

(AER 5 YEAR TABLES IN
BOARD PACKETS)

Thank you!

MONTARA WATER &

SANITARY DISTRICT



A QUESTION

Speaker's Request Form

(Please fill out and hand to the District Clerk.)



Date: 31 May 2018

Agenda item you wish to address: SEWER RATE

INCREASE

Subject: A QUESTION FOR DAVE

Your Name (please print): MIC ABADIE

Your Mailing Address: POB 81 Montara

Phone No. _____ Fax No. (opt) _____

E-mail Address (opt): _____

Your Organization or Affiliation (if any): _____

Please provide a brief summary of your position:

Support Oppose Oral Communication

Comments: Can a member of the public review the "protest forms" people signed & turned in?

No - doing so would disclose the identity, names - violating privacy rights contrary to statute

Thank you!

QUESTIONS
**MONTARA WATER &
SANITARY DISTRICT**



Speaker's Request Form
(Please fill out and hand to the District Clerk.)

Date: 5/31/18

Agenda item you wish to address: Rate Increase

Subject: _____

Your Name (please print): Christine Caudley

Your Mailing Address: _____

Phone /

E-mail /

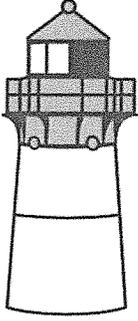
Your Or _____

Please provide a brief summary of your position:

- Support Oppose Oral Communication

Questions
Comments: 1.) What grant funding programs
has MWSD looked into to help
fund infrastructure? Does your
consulting firm provide grant funding
research services?

Thank you!



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 31, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to be 'Clemens Heldmaier'.

**SUBJECT: Review and Possible Action Concerning Sewer
Mainline Relocation and Related Agreement.**

The owners of a property on Sunshine Valley Road, APN 037-157-100, have necessary San Mateo County and MWSD permits to construct a new single-family residence. However, a conflict between a MWSD sewer mainline and the planned development exists and MWSD specified the need to relocate the mainline. The applicant designed the relocation in close cooperation with MWSD's sewer engineer.

Staff is asking to add this item to the agenda due to the Applicants needs to meet construction timing demands and related financing.

RECOMMENDATION:

Authorize the General Manager to sign and implement the Mainline Extension Agreement.

**AGREEMENT FOR CONSTRUCTION AND
ACQUISITION OF SEWER MAIN
EXTENSION
(APN 037-157-100)**

THIS AGREEMENT ("Agreement"), made and entered as of May 31, 2018, by and between the **MONTARA WATER AND SANITARY DISTRICT**, a public agency located in the County of San Mateo, California ("District") and Powers Brothers Holdings ("Applicant");

WITNESSETH:

WHEREAS, Applicant has applied for a permit to connect Applicant's real property described in Exhibit "A" hereof, attached hereto and by this reference incorporated herein ("Property," also designated by Assessor's Parcel Number [APN] 037-157-100) to District's sewer system pursuant to the provisions of Montara Water and Sanitary District Code ("MWSD Code") Section 3-6.100; and

WHEREAS, a sewer main extension/relocation ("Extension") is required to serve the Property; and

WHEREAS, Applicant has submitted plans, profiles, and specifications for the Extension which have been approved by District's Sanitary System Engineer for conformance with District's requirements under the MWSD Code; and

WHEREAS, this Agreement is entered into pursuant to MWSD Code Section 3-6.100 et seq.;

NOW, THEREFORE, the parties hereto agree as follows:

1. **Extension.** Applicant shall, at Applicant's own cost and expense, provide for the construction of the Extension, furnish all the materials, and do all the work hereinafter described in accordance with, and as provided for, in the plans, profiles and specifications (collectively, "Plans") prepared for Applicant by Sigma Prime Geosciences, Inc., Registered Professional Engineer, entitled, "Sewer Main Relocation and Lateral Plan, Power Property Sunshine Valley Rd, Moss Beach, CA, APN: 037-157-100," District's Standard Specifications on file in District's Administrative Offices and applicable provisions of the MWSD Code, which are hereby incorporated herein. If a conflict exists between the Plans and

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District's Standard Specifications or the MWSD Code for a particular portion or component of the Extension, the stricter standard shall govern to the extent of such conflict. Applicant shall complete construction of all of the Extension subject to such exceptions and time extensions as may be allowed under Paragraph 12 (Force Majeure), on or before May 31, 2019.

2. Inspection. Applicant hereby grants District, its officers, employees, consultants, agents and designees the right and permission to enter upon the Property and the site or sites of construction of the Extension to inspect the work of construction, to test, and/or observe the testing of, the Extension, and otherwise to ensure that the Extension is constructed in accordance with the requirements described in Paragraph 1 and in condition for approval and acceptance by District.

3. Property Interests. Prior to commencing construction of the Extension Applicant shall submit to District deed(s) of easement(s) or other evidence(s) of any and all property interest(s), title to which is vested in Applicant or is otherwise sufficient and free of encumbrances or claims by others to allow for construction of the Extension by Applicant, for District's right of entry pursuant to Paragraph 2 and for District's acceptance of the Extension. Upon completion of construction of the Extension and acceptance thereof by District, Applicant shall grant District an easement, or such other property interest as may be specified by District, in the real property in which the Extension and appurtenances are located and convey title to the Extension and appurtenances to District free and clear of any encumbrances, except such encumbrances as may expressly in writing be accepted by District. Such easement or other interest shall include, without limitation, the right to operate, maintain, repair, replace (in the original or any other size), construct and install a sewer main or mains and appurtenances. Applicant agrees and covenants that, prior to execution of any such

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conveyances, Applicant shall not convey to any other person(s) or entity or entities the same interest or any other interest that may conflict with the interest or interests to be conveyed to District. Title to the Extension shall vest absolutely in District upon District's acceptance thereof.

All deeds or other forms of conveyancing documents described above shall be subject to the approval of District's legal counsel. Applicant shall, prior to commencement of construction of the Extension, obtain and provide District with a copy of a title report for the Property and such other property within which the Extension is to be constructed. Conveyance of title to District shall be through escrow acceptable to District. All conveyancing costs including, without limitation, costs of preparing documents, escrow, title insurance for the benefit of District, and recordation shall be borne by Applicant.

4. Security. Applicant shall, prior to the commencement of any work on the Extension, file with District's Manager a bond or cash deposit securing the faithful performance of all work and the construction of the Extension within the time herein specified. The amount of the security shall be Forty Thousand Dollars (\$40,000).

Applicant shall, likewise prior to the commencement of any work on the Extension, file with District's Manager a bond or cash deposit securing the payment by Applicant of all costs for labor and materials incurred in the construction of the Extension and the performance and completion of all other work herein agreed to be done by Applicant, with respect to the Extension. The amount of the security shall be Forty Thousand Dollars (\$40,000).

The aforementioned security shall include, in addition to the principal amounts, a guarantee of the payment of costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by District in the event of

**AGREEMENT FOR CONSTRUCTION AND
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successful enforcement of such security. All bonds shall be issued by a corporate surety admitted in the State of California.

5. **Deposits for District's Costs.** Applicant has deposited with District (the "Initial Deposit") One Thousand Five Hundred Dollars (\$1,500), receipt of which is hereby acknowledged by District. The deposit shall be used by District to pay for its costs incurred in administering this Agreement and carrying out its duties for construction and acceptance of the Extension including, without limitation, costs of reviewing the Plans for the Extension, costs incidental to inspection of the construction of the Extension, administrative, engineering and legal services costs and other costs and expenses incurred by District relating to this Agreement and to construction of the Extension. If the Initial Deposit is insufficient to pay all such estimated costs and expenses, District shall notify Applicant in writing of any such insufficiency, whereupon Applicant shall replenish the deposit in the amount estimated by District that is necessary to cover District's remaining estimated costs and expenses. If such insufficiency occurs, District shall not be obligated to perform any further services hereunder unless and until an additional deposit is made. Upon completion of the construction of the Extension, Applicant shall pay any additional costs and expenses of District not covered by the Initial and, if applicable, the additional deposit prior to acceptance of the Extension by District. District shall refund to Applicant any balance of the deposit(s) remaining after acceptance of the Extension.

Applicant hereby acknowledges and agrees that the aforesaid deposit(s) shall not be deemed as payment, or excuse payment, of any other fees and charges duly imposed by District and payable by Applicant for use of, or connection to, District's sewer system.

6. **Hold Harmless.** Applicant shall protect, indemnify, and hold harmless District, its Governing Board, officers, employees, agents and consultants

**AGREEMENT FOR CONSTRUCTION AND
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(collectively, "Indemnitees") from and against any and all liability, losses, damages, claims, causes of action, or actions arising out of any accident, occurrence or incident resulting from, or alleged to have resulted from, the construction of the Extension by or for Applicant, the negligent performance of, or failure to perform, any contractual responsibility of Applicant, or any negligent action or omission of Applicant relating to the construction of the Extension or other responsibility of Applicant. Applicant shall also protect, indemnify, and hold harmless Indemnitees from and against any and all liability or allegations thereof, relating to the use of any copyrighted material in the Plans or the use of any patent or patented article or process by Applicant in the construction of the Extension. Applicant's duty to defend and hold harmless shall include the responsibility to provide legal representation, the selection of whom shall be subject to District's approval.

7. **Insurance.** Applicant shall obtain and maintain in full force and effect during the term of this Agreement, at Applicant's cost, a comprehensive general liability insurance policy naming District, its Governing Board, officers, employees, agents and consultants (collectively, "District's Insureds") as insureds or additional insureds, insuring them against liability for personal injury (including death) and property damage (including loss of use thereof) arising out of the construction of the Extension or from Applicant's performance or failure to perform Applicant's obligations under this Agreement. Said insurance shall be in the minimum limits of \$1,000,000 for personal injuries to, or death of, any one person, \$1,000,000 for personal injuries or death arising out of any one occurrence and \$1,000,000 for property damage arising out of any one occurrence. Said insurance shall expressly insure against contractual liability assumed by Applicant under this Agreement including, without limitation, the provisions of Paragraph 1.

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The foregoing policies or endorsements thereto shall provide that: (i) the insurer shall notify District in writing thirty (30) days in advance of the insurer's intention to cancel or materially change the terms of said policy or policies, (ii) coverage for District's Insureds shall be severable from that of other insureds if the insurance covers Applicant, another entity, or person(s) in addition to District's Insureds (cross liability or severability of interest provision) and (iii) such insurance shall be primary regarding District's Insureds and that any insurance or self-insurance maintained by District shall be excess of Applicant's insurance, and not contributory with it.

Applicant shall furnish evidence of the insurance by filing with District's Manager copies of the policy's or policies' declaration page(s) or information page(s) with such endorsements as may be necessary to show compliance with all of the requirements of this Paragraph, together with a certificate or certificates of the insurance. Applicant shall file said documents upon execution of this Agreement.

8. Acceptance. Construction of the Extension in conformance with the Plans, District's Standard Specifications and the provisions of the District Code incorporated herein pursuant to Paragraph 1 shall be subject to the approval of District's Sanitary System Engineer. Upon completion of the construction in full compliance with this Agreement and upon recommendation of said Engineer, District shall accept the Extension. The security required hereunder shall not be released until said acceptance. Upon acceptance, Applicant shall furnish District with a complete set of plans and drawings showing the Extension in their actual or "as built" condition and location.

9. Time of the Essence. Time is of the essence of this Agreement, and if Applicant defaults in the performance of Applicant's obligations hereunder not excused by reason of Force Majeure under paragraph 12, Applicant hereby

**AGREEMENT FOR CONSTRUCTION AND
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agrees that District may, at District's option: (i) treat any deposits and payments made by Applicant hereunder as compensation or reimbursement for District's costs and expenses hereunder and terminate this Agreement, or (ii) if District desires that the Extension shall be completed, District may enforce the provisions hereof against Applicant and Applicant' sureties, and recover any and all costs incurred therewith, including, without limitation, costs of suit and reasonable attorney's fees.

10. Guarantee of Workmanship and Materials. Applicant agrees that, if within a period of one (1) year after acceptance of the Extension, the Extension or any part or component thereof fails to fulfill any of the requirements of this Agreement, or of the Plans, District's Standard Specifications and the Code incorporated herein, Applicant shall, upon written notice from District directing the work to be done, without delay and without any cost to District, repair, replace or reconstruct any defective or otherwise unsatisfactory part or parts of the Extension. If Applicant fails promptly to make such repair, replacement, or reconstruction, or otherwise to act in accordance with the requirement to repair, replace, or reconstruct, or if the exigencies of the case require that repair, replacement, or reconstruction be made before Applicant can be notified, District may, at its option, make the necessary repair, replacement, or reconstruction or perform the necessary work, and Applicant shall pay to District the actual cost of thereof plus fifteen percent (15%). Notwithstanding any provision to the contrary in this Agreement, Applicant shall not be responsible for repair, replacement, or reconstruction of the Extension, necessitated by events of Force Majeure described in Paragraph 12.

11. Security to Insure Guarantee. Applicant agrees, as a condition precedent to District's acceptance of the Extension, to furnish and file with District a bond or cash deposit in the amount of Four Thousand Dollars (\$4,000)

**AGREEMENT FOR CONSTRUCTION AND
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guaranteeing and securing to District Applicant's compliance with the provisions of Paragraph 10 for a period of one (1) year after acceptance of the Extension by District.

12. Force Majeure. Applicant shall not be in default of any provision of this Agreement where timely performance or timely compliance thereof is prevented by acts of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves, tsunamis, and floods), unusually inclement weather, civil emergencies, war (whether declared or not), terrorism or like hostilities, inability to obtain materials (except for such inability occasioned by the act, or failure to act, of Applicant), unanticipated change in governmental regulations, labor strike or disturbance (except that pertaining to Applicant's employees or agents) or similar acts which are beyond Applicant's reasonable ability to control; provided, that Applicant shall be obligated to perform or comply within a reasonable time after the event or action which precluded Applicant's timely performance no longer exists.

13. Independent Contractor. Neither Applicant, nor any of Applicant's agents or contractors are, or shall be, agents or employees of District in connection with the performance of Applicant's obligations under this Agreement. Applicant is, and shall be, an independent contractor hereunder.

14. Assignability. Applicant may assign this Agreement subject to District's prior written approval, which shall not be withheld unreasonably.

15. Successors. The rights and obligations of the parties hereunder shall inure to the benefit of, and be binding upon their respective successors, assigns, administrators and heirs.

16. Joint and Several. If Applicant, as named above, consists of two or more persons or entities (irrespective of whether the form of such entity or entities is corporate, partnership, association or other form), the obligations and

**AGREEMENT FOR CONSTRUCTION AND
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(APN 037-157-100)**

responsibilities under this Agreement of each and all of them are joint and several.

17. Recordation. Either party hereto may submit this Agreement or a memorandum thereof to the Recorder of the County of San Mateo, California, for recordation in the Official Records of said County.

18. Attorney's Fees. If suit is brought by one party against the other for damages or to enforce the provisions of this Agreement, the prevailing party shall recover costs of suit including reasonable fees of expert witnesses and reasonable attorney's fees.

19. Entire Agreement. This Agreement comprises the entire Agreement between the parties and integrates any and all prior writings, documents or understandings, between them pertaining to the subject matter hereof.

20. Paragraph Headings. Paragraph headings as used herein are for convenience of reference, and shall not be deemed to amend or alter the contents of the paragraphs headed thereby.

(Continued on following page)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first hereinabove written.

**AGREEMENT FOR CONSTRUCTION AND
ACQUISITION OF SEWER MAIN
EXTENSION
(APN 037-157-100)**

**MONTARA WATER AND SANITARY
DISTRICT, a public agency ("District")**

By: _____

District Manager

Countersigned:

District Secretary

_____ ("Applicant")

By: _____



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

Budget vs. Actual – Sewer July thru April 2018 Variances over \$2,000:

- 4400 Fees, \$18,800 above Budget – Awaiting further investigation. Large receipt booked to remodel fees that may need to be re-classified.
- 4610 Property Tax Receipts, \$104,236 above Budget – Two District apportionments received in April.
- 4710 Sewer Service Charges, \$211,114 above Budget – Two District apportionments received in April.
- **Overall Total Operating Income for the period ending April 30, 2018 was \$339,431 above budget. Total revenue received to date is \$2,301,490.**
- 5270 Information Systems, \$4,460 below Budget – Accounts for Mike Watson's services, activity has been less than expected.
- 5400 Legal, \$90,264 above Budget - Increased activity in the current fiscal year.
- 5510 Maintenance, Office \$4,180 below Budget – budgeted projects have not yet occurred.
- 5540 Office Supplies, \$2,834 below Budget – Large purchases have been held off due to current inventory surplus.
- 5610 Accounting, \$6,350 below Budget - Difference due to timing in the billing.
- 5630 Consulting, \$3,140 below Budget - Sewer Rate study to be completed in calendar 2018.
- 5800 Labor, \$37,326 above Budget – Major line items to increase are due to the payment of an additional employee during the month of July & August, which included a large vacation pay-out.
- 6170 Claims, Property Damage, \$4,477 above Budget –The District reimbursed SAM in April for a claim.
- 6200 Engineering, \$26,068 above Budget – Invoices are being reviewed for possible capitalization of expenses.
- 6400 Pumping, \$3,191 above Budget - Large PG&E “catch-up” bill received and paid in March.
- 6600 Collection/Transmission, \$8,333 below Budget – No activity to date.
- 6910 SAM Collections, \$28,722 below Budget – Multiple billing abnormalities are being investigated by District staff.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6920 SAM Operations, \$195,835 below Budget – Multiple billing abnormalities are being investigated by District staff.
- 6940 SAM Maintenance, Collection Sys, \$17,262 below Budget – One bill paid in April SAM for collection system repairs.
- 6950 SAM Maintenance, Pumping, \$41,667 below Budget – No activity to date.
- **Overall Total Operating Expenses for the period ending April 30, 2018 were \$260,414 below Budget.**
- **Total overall Expenses for the period ending April 30, 2018 were \$155,668 below budget. For a net ordinary income of \$495,100, budgeted vs. actual. Actual net ordinary income is \$589,824.**
- 7100 Connection Fees, \$87,860 above Budget – 2 new construction connections issued in April. 1 remodel connection issued in April.
- 7200 Interest Income, LAIF, \$29,820 above budget – LAIF has been out-performing projections.
- 8000 CIP, \$1,149,145 below Budget – Two small bills paid to Calcon System Inc. for the CIP project.
- 9175 Capital Assessment – SAM, \$121,345 above Budget – SAM did not make the District aware that they would begin assessing capital assessments during budget prep.
- 9200 I-Bank Loan, \$10,327 below Budget – Variance due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Budget vs. Actual – Water July thru April 2018 Variances over \$2,000:**
- 4400 Fees, \$3,641 above Budget – More fees collected than anticipated.
- 4610 Property tax Receipts, \$104,236 above Budget – Two District apportionments received in April.
- 4740 Testing, Backflow, \$3,949 above Budget – quarterly activity up over the fiscal year.
- 4850 Water sales refunds, customers, \$2,500 below budget – No activity to date
- **Overall Total Operating Income for the period ending April 30, 2018 was \$117,059 above budget. Total revenue received to date is \$1,995,264.**
- 5190 Bank Fees, \$4,313 below Budget – Less than anticipated.
- 5240 CDPH Fees, \$2,085 below Budget – Less activity than anticipated.
- 5250 Conference attendance, \$2,363 above budget – Conferences attended by Clemens in October & January. Variance will decrease as fiscal year moves forward.
- 5300 Insurance, \$2,666 below Budget – Annual premium has not been invoiced and paid.
- 5400 Legal, \$41,972 below Budget – Majority of resources have been used on the Sewer side.
- 5510 Maintenance-Office, \$4,327 below Budget, - budgeted projects have not yet occurred.
- 5530 Memberships, \$5,298 above Budget, - Historically, membership fees paid on a calendar year basis. Variance will decrease as the fiscal year continues.
- 5540 Office Supplies, \$2,834 below Budget – Large purchases have been held off due to current inventory surplus.
- 5610 Accounting, \$6,350 below Budget - Difference due to timing in the billing.
- 5630 Consulting, \$6,455 below Budget – Website update project in process.
- 5800 Labor, \$2,986 above Budget – Staff time as-a-whole is up due to the reclassification of a temporary worker being re-classified and hired full-time as a water operator.
- 6170 Claims, Property Damage, \$8,333 below Budget –No activity to date.
- 6185 SCADA Maintenance, \$9,446 below Budget – Minimal activity, one bill paid in April.
- 6195 Education & Training, \$2,867 above Budget – Three seminars attended in April.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6200 Engineering, \$42,464 above Budget – Majority of work is being spent on Water Quality Engineering.
- 6330 Facilities, \$2,136 below Budget – Variance is due to timing in the billing by the landscaping company.
- 6400 Pumping, \$27,678 below Budget – Large PG&E “catch-up” bill received in March, however it was not large enough to cause an over budgeted situation.
- 6500 Supply, \$10,996 below Budget – Water purchases are down overall.
- 6600 Collection/Transmission, \$36,180 below Budget – Water Main maintenance has been held well below budget.
- 6700 Treatment, \$10,178 below Budget – Costs related to chemicals and filtering have been held below historic levels.
- 6800 Vehicles, \$3,020 below Budget – fuel costs have been held below budget by over \$2K.
- **Overall Total Operating Expenses for the period ending April 30, 2018 were \$59,908 below Budget.**
- **Total overall Expenses for the period ending April 30, 2018 were \$128,576 below budget. For a net ordinary income of \$245,635, budgeted vs. actual. Actual net ordinary income is \$873,975.**
- 7100 Connection Fees, \$31,072 below Budget – 3 New Constructions, 2 PFP new construction connections issued in April.
- 7600 Bond Revenues, G.O. \$95,712 above Budget – 2 additional apportionments received in April.
- 8000 CIP, \$455,363 below Budget – 2 bills paid in April.
- 9100 Interest Expense G.O. Bonds, \$115,433 below Budget – Variance due to timing.
- 9150 SRF Loan, \$34,273 below Budget - Variance due to timing.

RECOMMENDATION:

This is for Board information only

10:13 AM

05/25/18

Accrual Basis

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2017 through April 2018

	Jul '17 - Apr 18	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	29,587.28	28,583.30	1,003.98
4400 · Fees			
4410 · Administrative Fee (New Constr)	3,535.00	2,916.60	618.40
4420 · Administrative Fee (Remodel)	708.00	1,666.60	-958.60
4430 · Inspection Fee (New Constr)	2,862.00	2,916.60	-54.60
4440 · Inspection Fee (Remodel)	110.00	3,333.30	-3,223.30
4460 · Remodel Fees	22,103.00	3,333.30	18,769.70
4470 · Other Fees	3,648.09		
Total 4400 · Fees	32,966.09	14,166.40	18,799.69
4610 · Property Tax Receipts	339,236.88	235,000.00	104,236.88
4710 · Sewer Service Charges	1,880,422.74	1,669,309.10	211,113.64
4720 · Sewer Service Refunds, Customer	-2,002.72	-3,333.30	1,330.58
4760 · Waste Collection Revenues	17,911.46	18,333.30	-421.84
4990 · Other Revenue	3,368.37		
Total Income	2,301,490.10	1,962,058.80	339,431.30
Gross Profit	2,301,490.10	1,962,058.80	339,431.30
Expense			
5000 · Administrative			
5190 · Bank Fees	5,801.48	5,416.60	384.88
5200 · Board of Directors			
5210 · Board Meetings	1,461.23	3,333.30	-1,872.07
5220 · Director Fees	3,150.00	2,750.00	400.00
Total 5200 · Board of Directors	4,611.23	6,083.30	-1,472.07
5250 · Conference Attendance	3,130.92	1,666.60	1,464.32
5270 · Information Systems	540.00	5,000.00	-4,460.00
5300 · Insurance			
5310 · Fidelity Bond	0.00	416.60	-416.60
5320 · Property & Liability Insurance	2,160.70	1,666.60	494.10
Total 5300 · Insurance	2,160.70	2,083.20	77.50
5350 · LAFCO Assessment	1,601.00	1,666.60	-65.60
5400 · Legal			
5420 · Meeting Attendance, Legal	6,951.25	7,916.60	-965.35
5430 · General Legal	21,687.50	20,833.30	854.20
5440 · Litigation	90,374.75		
Total 5400 · Legal	119,013.50	28,749.90	90,263.60
5510 · Maintenance, Office	2,486.53	6,666.60	-4,180.07
5540 · Office Supplies	3,832.24	6,666.60	-2,834.36
5550 · Postage	245.95	2,083.30	-1,837.35
5560 · Printing & Publishing	3,359.68	2,500.00	859.68

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2017 through April 2018

	Jul '17 - Apr 18	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	18,650.00	25,000.00	-6,350.00
5620 · Audit	9,800.00	10,833.30	-1,033.30
5630 · Consulting	20,192.77	23,333.30	-3,140.53
5640 · Data Services	6,164.34	5,000.00	1,164.34
5650 · Labor & HR Support	2,095.00	2,083.30	11.70
5660 · Payroll Services	795.92	791.60	4.32
Total 5600 · Professional Services	57,698.03	67,041.50	-9,343.47
5710 · San Mateo Co. Tax Roll Charges	0.00	2,083.30	-2,083.30
5720 · Telephone & Internet	14,813.40	13,750.00	1,063.40
5730 · Mileage Reimbursement	563.95	1,250.00	-686.05
5740 · Reference Materials	0.00	166.60	-166.60
5790 · Other Administrative	435.19		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	15,837.99	12,870.80	2,967.19
5820 · Employee Benefits	39,223.35	29,695.80	9,527.55
5830 · Disability Insurance	1,020.24	1,278.30	-258.06
5840 · Payroll Taxes	13,179.72	14,065.80	-886.08
5850 · PARS	13,478.82	11,717.50	1,761.32
5900 · Wages			
5910 · Management	98,164.25	86,437.50	11,726.75
5920 · Staff	106,681.73	93,832.50	12,849.23
5930 · Staff Certification	1,500.00	1,500.00	0.00
5940 · Staff Overtime	642.40	2,095.00	-1,452.60
Total 5900 · Wages	206,988.38	183,865.00	23,123.38
5960 · Worker's Comp Insurance	3,129.97	2,039.10	1,090.87
Total 5800 · Labor	292,858.47	255,532.30	37,326.17
Total 5000 · Administrative	513,152.27	408,406.40	104,745.87
6000 · Operations			
6170 · Claims, Property Damage	12,810.50	8,333.30	4,477.20
6195 · Education & Training	627.53	833.30	-205.77
6200 · Engineering			
6210 · Meeting Attendance, Engineering	0.00	1,666.60	-1,666.60
6220 · General Engineering	69,401.56	41,666.60	27,734.96
Total 6200 · Engineering	69,401.56	43,333.20	26,068.36
6320 · Equipment & Tools, Expensed	0.00	833.30	-833.30
6330 · Facilities			
6335 · Alarm Services	3,733.86	4,750.00	-1,016.14
6337 · Landscaping	1,330.00	2,000.00	-670.00
Total 6330 · Facilities	5,063.86	6,750.00	-1,686.14

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2017 through April 2018

	Jul '17 - Apr 18	Sewer Budget	\$ Over Budget
6400 · Pumping			
6410 · Pumping Fuel & Electricity	29,857.70	26,666.60	3,191.10
Total 6400 · Pumping	29,857.70	26,666.60	3,191.10
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	8,333.30	-8,333.30
Total 6600 · Collection/Transmission	0.00	8,333.30	-8,333.30
6800 · Vehicles			
6810 · Fuel	779.43	666.60	112.83
6820 · Truck Equipment, Expensed	1.03	133.30	-132.27
6830 · Truck Repairs	745.40	333.30	412.10
Total 6800 · Vehicles	1,525.86	1,133.20	392.66
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	209,556.25	238,278.30	-28,722.05
6920 · SAM Operations	853,598.75	1,049,433.30	-195,834.55
6940 · SAM Maintenance, Collection Sys	16,071.49	33,333.30	-17,261.81
6950 · SAM Maintenance, Pumping	0.00	41,666.60	-41,666.60
Total 6900 · Sewer Authority Midcoastside	1,079,226.49	1,362,711.50	-283,485.01
Total 6000 · Operations	1,198,513.50	1,458,927.70	-260,414.20
Total Expense	1,711,665.77	1,867,334.10	-155,668.33
Net Ordinary Income	589,824.33	94,724.70	495,099.63
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	217,670.00	120,480.00	97,190.00
7120 · Connection Fees (Remodel)	32,336.50	41,666.60	-9,330.10
Total 7100 · Connection Fees	250,006.50	162,146.60	87,859.90
7200 · Interest Income - LAIF	41,070.20	11,250.00	29,820.20
Total 7000 · Capital Account Revenues	291,076.70	173,396.60	117,680.10
Total Other Income	291,076.70	173,396.60	117,680.10
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	217,521.94	1,366,666.60	-1,149,144.66
Total 8000 · Capital Improvement Program	217,521.94	1,366,666.60	-1,149,144.66

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05/25/18

Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2017 through April 2018

	Jul '17 - Apr 18	Sewer Budget	\$ Over Budget
9000 - Capital Account Expenses			
9125 - PNC Equipment Lease Interest	14,542.21	15,233.30	-691.09
9175 - Capital Assessment - SAM	121,345.00		
9200 - I-Bank Loan	14,027.24	24,354.00	-10,326.76
Total 9000 - Capital Account Expenses	149,914.45	39,587.30	110,327.15
Total Other Expense	367,436.39	1,406,253.90	-1,038,817.51
Net Other Income	-76,359.69	-1,232,857.30	1,156,497.61
Net Income	513,464.64	-1,138,132.60	1,651,597.24

**Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2017 through April 2018**

	Jul '17 - Apr 18	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	29,587.37	28,583.30	1,004.07
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,040.00	4,583.30	-543.30
4420 · Administrative Fee (Remodel)	1,679.00	750.00	929.00
4430 · Inspection Fee (New Constr)	3,816.00	4,166.60	-350.60
4440 · Inspection Fee (Remodel)	1,908.00	541.60	1,366.40
4460 · Remodel Fees	990.92		
4470 · Other Fees	1,248.64		
Total 4400 · Fees	13,682.56	10,041.50	3,641.06
4610 · Property Tax Receipts	339,236.87	235,000.00	104,236.87
4740 · Testing, Backflow	14,782.00	10,833.30	3,948.70
4810 · Water Sales, Domestic	1,596,805.06	1,596,246.60	558.46
4850 · Water Sales Refunds, Customer	0.00	-2,500.00	2,500.00
4990 · Other Revenue	1,169.97		
Total Income	1,995,263.83	1,878,204.70	117,059.13
Gross Profit	1,995,263.83	1,878,204.70	117,059.13
Expense			
5000 · Administrative			
5190 · Bank Fees	1,520.17	5,833.30	-4,313.13
5200 · Board of Directors			
5210 · Board Meetings	1,461.21	3,333.30	-1,872.09
5220 · Director Fees	3,150.00	2,750.00	400.00
Total 5200 · Board of Directors	4,611.21	6,083.30	-1,472.09
5240 · CDPH Fees	10,831.50	12,916.60	-2,085.10
5250 · Conference Attendance	5,696.58	3,333.30	2,363.28
5270 · Information Systems	540.00	2,500.00	-1,960.00
5300 · Insurance			
5310 · Fidelity Bond	0.00	416.60	-416.60
5320 · Property & Liability Insurance	0.00	2,250.00	-2,250.00
Total 5300 · Insurance	0.00	2,666.60	-2,666.60
5350 · LAFCO Assessment	2,208.00	2,083.30	124.70
5400 · Legal			
5420 · Meeting Attendance, Legal	3,211.25	7,083.30	-3,872.05
5430 · General Legal	11,900.00	50,000.00	-38,100.00
Total 5400 · Legal	15,111.25	57,083.30	-41,972.05

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2017 through April 2018

	Jul '17 - Apr 18	Water Budget	\$ Over Budget
5510 · Maintenance, Office	2,339.35	6,666.60	-4,327.25
5530 · Memberships	20,298.20	15,000.00	5,298.20
5540 · Office Supplies	3,832.19	6,666.60	-2,834.41
5550 · Postage	5,007.38	6,250.00	-1,242.62
5560 · Printing & Publishing	715.02	1,666.60	-951.58
5600 · Professional Services			
5610 · Accounting	18,650.00	25,000.00	-6,350.00
5620 · Audit	9,800.00	10,833.30	-1,033.30
5630 · Consulting	14,378.56	20,833.30	-6,454.74
5640 · Data Services	313.49		
5650 · Labor & HR Support	2,095.00	1,875.00	220.00
5660 · Payroll Services	795.88	791.60	4.28
Total 5600 · Professional Services	46,032.93	59,333.20	-13,300.27
5720 · Telephone & Internet	17,488.59	18,650.00	-1,161.41
5730 · Mileage Reimbursement	563.95	1,666.60	-1,102.65
5740 · Reference Materials	0.00	666.60	-666.60
5790 · Other Administrative	615.08		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	31,037.73	29,594.10	1,443.63
5820 · Employee Benefits	69,565.79	72,380.00	-2,814.21
5830 · Disability Insurance	2,524.59	3,030.80	-506.21
5840 · Payroll Taxes	32,883.69	35,245.00	-2,361.31
5850 · PARS	24,636.11	23,460.00	1,176.11
5900 · Wages			
5910 · Management	98,164.12	86,437.50	11,726.62
5920 · Staff	303,338.83	295,630.80	7,708.03
5930 · Staff Certification	8,796.20	7,500.00	1,296.20
5940 · Staff Overtime	34,804.67	46,525.80	-11,721.13
5950 · Staff Standby	20,803.21	21,622.50	-819.29
Total 5900 · Wages	465,907.03	457,716.60	8,190.43
5960 · Worker's Comp Insurance	14,481.32	16,623.30	-2,141.98
Total 5800 · Labor	641,036.26	638,049.80	2,986.46
Total 5000 · Administrative	778,447.66	847,115.70	-68,668.04
6000 · Operations			
6160 · Backflow Prevention	473.48	833.30	-359.82
6170 · Claims, Property Damage	0.00	8,333.30	-8,333.30
6180 · Communications			
6185 · SCADA Maintenance	7,220.74	16,666.60	-9,445.86
6180 · Communications - Other	1,790.02		
Total 6180 · Communications	9,010.76	16,666.60	-7,655.84
6195 · Education & Training	8,700.06	5,833.30	2,866.76

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05/25/18

Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2017 through April 2018

	Jul '17 - Apr 18	Water Budget	\$ Over Budget
6200 - Engineering			
6210 - Meeting Attendance, Engineering	15.50	1,666.60	-1,651.10
6220 - General Engineering	10,009.60	16,666.60	-6,657.00
6230 - Water Quality Engineering	104,938.48	54,166.60	50,771.88
Total 6200 - Engineering	114,963.58	72,499.80	42,463.78
6320 - Equipment & Tools, Expensed	6,012.49	4,166.60	1,845.89
6330 - Facilities			
6335 - Alarm Services	433.56	666.60	-233.04
6337 - Landscaping	3,097.02	5,000.00	-1,902.98
Total 6330 - Facilities	3,530.58	5,666.60	-2,136.02
6370 - Lab Supplies & Equipment	1,678.75	833.30	845.45
6380 - Meter Reading	21.25		
6400 - Pumping			
6410 - Pumping Fuel & Electricity	52,203.20	75,000.00	-22,796.80
6420 - Pumping Maintenance, Generators	6,604.08	8,333.30	-1,729.22
6430 - Pumping Maintenance, General	4,137.30	5,833.30	-1,696.00
6440 - Pumping Equipment, Expensed	210.32	1,666.60	-1,456.28
Total 6400 - Pumping	63,154.90	90,833.20	-27,678.30
6500 - Supply			
6510 - Maintenance, Raw Water Mains	1,474.11	1,666.60	-192.49
6520 - Maintenance, Wells	5,354.62	8,333.30	-2,978.68
6530 - Water Purchases	25,508.19	33,333.30	-7,825.11
Total 6500 - Supply	32,336.92	43,333.20	-10,996.28
6600 - Collection/Transmission			
6610 - Hydrants	375.29	833.30	-458.01
6620 - Maintenance, Water Mains	26,327.62	45,833.30	-19,505.68
6630 - Maintenance, Water Svc Lines	12,388.62	20,833.30	-8,444.68
6640 - Maintenance, Tanks	556.54	833.30	-276.76
6650 - Maint., Distribution General	1,247.83	8,333.30	-7,085.47
6670 - Meters	1,641.12	2,083.30	-442.18
6600 - Collection/Transmission - Other	32.60		
Total 6600 - Collection/Transmission	42,569.62	78,749.80	-36,180.18
6700 - Treatment			
6710 - Chemicals & Filtering	6,467.96	25,000.00	-18,532.04
6720 - Maintenance, Treatment Equip.	6,720.32	3,333.30	3,387.02
6730 - Treatment Analysis	29,966.82	25,000.00	4,966.82
Total 6700 - Treatment	43,155.10	53,333.30	-10,178.20
6770 - Uniforms	8,349.62	10,000.00	-1,650.38

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05/25/18

Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2017 through April 2018

	Jul '17 - Apr 18	Water Budget	\$ Over Budget
6800 - Vehicles			
6810 - Fuel	4,416.76	6,666.60	-2,249.84
6820 - Truck Equipment, Expensed	5.81	833.30	-827.49
6830 - Truck Repairs	4,223.93	4,166.60	57.33
Total 6800 - Vehicles	8,646.50	11,666.50	-3,020.00
6890 - Other Operations	237.64		
Total 6000 - Operations	342,841.25	402,748.80	-59,907.55
Total Expense	1,121,288.91	1,249,864.50	-128,575.59
Net Ordinary Income	873,974.92	628,340.20	245,634.72
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	117,378.00	144,183.30	-26,805.30
7120 - Connection Fees (Remodel)	10,356.50		
7130 - Conn. Fees, PFP (New Constr)	52,043.07	66,666.60	-14,623.53
Total 7100 - Connection Fees	179,777.57	210,849.90	-31,072.33
7600 - Bond Revenues, G.O.	1,054,408.80	958,696.60	95,712.20
Total 7000 - Capital Account Revenues	1,234,186.37	1,169,546.50	64,639.87
Total Other Income	1,234,186.37	1,169,546.50	64,639.87
Other Expense			
8000 - Capital Improvement Program			
8100 - Water	139,219.97	594,583.30	-455,363.33
Total 8000 - Capital Improvement Program	139,219.97	594,583.30	-455,363.33
9000 - Capital Account Expenses			
9100 - Interest Expense - GO Bonds	158,544.96	273,978.00	-115,433.04
9125 - PNC Equipment Lease Interest	14,542.27	15,233.30	-691.03
9150 - SRF Loan	0.00	34,273.00	-34,273.00
9210 - Conservation Program/Rebates	1,400.00	416.60	983.40
Total 9000 - Capital Account Expenses	174,487.23	323,900.90	-149,413.67
Total Other Expense	313,707.20	918,484.20	-604,777.00
Net Other Income	920,479.17	251,062.30	669,416.87
Net Income	1,794,454.09	879,402.50	915,051.59

Montara Water & Sanitary District
Restricted and Non Restricted Cash Assets
July 2017 through June 2018

Assets and Reserves Information

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/(Under) Targets	% Over/Under Targets
Sewer - Operations															
Wells Fargo Operating - Sewer	2,699,856.60	2,395,438.17	2,175,531.48	1,926,361.64	1,848,777.99	3,127,199.64	2,655,219.72	2,820,627.22	2,798,938.27	3,882,015.26					
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	3,886,001.12	3,891,836.12	3,891,836.12	3,891,836.12	3,903,546.01	3,903,546.01	3,916,716.61	3,916,716.61	3,916,716.61	3,932,906.32			2,679,500.00	1,206,501.12	145%
Connection Fees Reserve	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00			194,576.00	-	100%
Operating Reserve	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00			281,893.00	(41,820.00)	85%
Sub-total	4,320,650.12	4,326,485.12	4,326,485.12	4,326,485.12	4,338,195.01	4,338,195.01	4,351,365.61	4,351,365.61	4,351,365.61	4,367,555.32	-	-			
Water - Operations															
Wells Fargo Operating - Water	736,973.18	748,608.06	762,530.73	775,543.19	789,406.28	801,506.10	814,926.02	838,191.04	838,642.45	849,234.12					
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00			1,049,567.00	(651,318.00)	38%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00			253,020.00	-	100%
SRF Reserve				48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00			48,222.00	-	0%
Operating Reserve	94,231.00	94,231.00	94,231.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00			250,573.00	(204,564.00)	38%
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	-	-			
Water - Restricted accounts															
First Republic Bank - Water															
Acquisition & Improvement Fund	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13					
Cost of issuance	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94					
GO Bonds Fund	1,438,990.58	899,200.84	899,949.69	900,952.14	901,679.86	919,505.03	1,483,897.21	908,679.17	993,952.34	1,053,828.09					
Sub-total	1,439,549.65	899,759.91	900,508.76	901,511.21	902,238.93	920,064.10	1,484,456.28	909,238.24	994,511.41	1,054,387.16	-	-			
Total Cash and equivalents	9,942,529.55	9,115,791.26	8,910,556.09	8,675,401.16	8,624,118.21	9,932,464.85	10,051,467.63	9,664,922.11	9,728,957.74	10,898,691.86	-	-			

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	2,954.35	2,954.35	2,954.35	2,954.35	2,954.35	2,954.35	2,954.35	2,954.35	2,954.35	2,998.13			29,587.28	34,300.00	-4,712.72	86.26%
4400 · Fees																
4410 · Administrative Fee (New Constr)	505.00		505.00				1,010.00	505.00	505.00	505.00			3,535.00	3,500.00	35.00	101.0%
4420 · Administrative Fee (Remodel)	354.00	354.00											708.00	2,000.00	-1,292.00	35.4%
4430 · Inspection Fee (New Constr)	477.00		477.00				954.00	477.00	477.00				2,862.00	3,500.00	-638.00	81.77%
4440 · Inspection Fee (Remodel)						110.00							110.00	4,000.00	-3,890.00	2.75%
4460 · Remodel Fees	708.00		354.00	5,418.00			464.00	684.00	110.00	14,365.00			22,103.00	4,000.00	18,103.00	552.58%
4470 · Other Fees								-339.91		3,988.00			3,648.09			
Total 4400 · Fees	2,044.00	354.00	1,336.00	5,418.00		110.00	2,428.00	1,326.09	1,092.00	18,858.00			32,966.09	17,000.00	15,966.09	193.92%
4610 · Property Tax Receipts		155.06		233.52	24,036.56	106,594.70	110,709.24	21,213.08	1,188.31	75,106.41			339,236.88	235,000.00	104,236.88	144.36%
4710 · Sewer Service Charges						1,046,119.02		115,845.40		718,458.32			1,880,422.74	2,003,171.00	-122,748.26	93.87%
4720 · Sewer Service Refunds, Customer						-2,002.72							-2,002.72	-4,000.00	1,997.28	50.07%
4760 · Waste Collection Revenues	984.47	2,604.03	1,058.29	2,455.60	953.94	2,387.50	927.62	2,994.43	885.84	2,659.74			17,911.46	22,000.00	-4,088.54	81.42%
4810 · Water Sales, Domestic																
4990 · Other Revenue	3,344.93	6.82			7.99			8.63					3,368.37			
Total Income	9,327.75	6,074.26	5,348.64	11,061.47	27,952.84	1,156,162.85	117,019.21	144,341.98	6,120.50	818,080.60			2,301,490.10	2,307,471.00	-5,980.90	99.74%
Gross Profit	9,327.75	6,074.26	5,348.64	11,061.47	27,952.84	1,156,162.85	117,019.21	144,341.98	6,120.50	818,080.60			2,301,490.10	2,307,471.00	-5,980.90	99.74%
Expense																
5000 · Administrative																
5190 · Bank Fees	2,740.81	321.48	333.71	336.04	344.44	327.74	339.57	373.47	345.75	338.47			5,801.48	6,500.00	-698.52	89.25%
5200 · Board of Directors																
5210 · Board Meetings	-5.25	125.00	375.00		250.00	184.95	156.53	125.00	125.00	125.00			1,461.23	4,000.00	-2,538.77	36.53%
5220 · Director Fees		187.50		750.00	375.00	187.50	1,312.50		187.50	150.00			3,150.00	3,300.00	-150.00	95.46%
5230 · Election Expenses																
Total 5200 · Board of Directors	-5.25	312.50	375.00	750.00	625.00	372.45	1,469.03	125.00	312.50	275.00			4,611.23	7,300.00	-2,688.77	63.17%
5250 · Conference Attendance		100.00	997.50			787.97	1,189.63			55.82			3,130.92	2,000.00	1,130.92	156.55%
5270 · Information Systems		180.00	60.00			240.00				60.00			540.00	6,000.00	-5,460.00	9.0%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance				2,160.70									2,160.70	2,000.00	160.70	108.04%
Total 5300 · Insurance				2,160.70									2,160.70	2,500.00	-339.30	86.43%
5350 · LAFCO Assessment						1,601.00							1,601.00	2,000.00	-399.00	80.05%
5400 · Legal																
5420 · Meeting Attendance, Legal		845.00	256.25	3,082.50	1,630.00					1,137.50			6,951.25	9,500.00	-2,548.75	73.17%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
5430 · General Legal		3,170.00	62.50	650.00	375.00	3,307.50	2,470.00			11,652.50			21,687.50	25,000.00	-3,312.50	86.75%
5440 · Litigation		8,275.00	32,110.00	13,784.75	3,087.50	5,997.50	8,680.00	9,545.00		8,895.00			90,374.75			
Total 5400 · Legal		12,290.00	32,428.75	17,517.25	5,092.50	9,305.00	11,150.00	9,545.00		21,685.00			119,013.50	34,500.00	84,513.50	344.97%
5510 · Maintenance, Office		193.50	392.70	160.00	150.00	745.54	321.50		320.00	203.29			2,486.53	8,000.00	-5,513.47	31.08%
5540 · Office Supplies		845.76	335.56	305.35	282.45	376.90	616.41	112.52	808.17	149.12			3,832.24	8,000.00	-4,167.76	47.9%
5550 · Postage			229.17			-60.71			77.49				245.95	2,500.00	-2,254.05	9.84%
5560 · Printing & Publishing		131.33	31.50	111.19	21.04	1,186.77	1,517.73		28.24	331.88			3,359.68	3,000.00	359.68	111.99%
5600 · Professional Services																
5610 · Accounting			4,700.00	4,500.00	1,650.00	1,250.00	1,600.00			4,950.00			18,650.00	30,000.00	-11,350.00	62.17%
5620 · Audit		6,000.00		3,800.00									9,800.00	13,000.00	-3,200.00	75.39%
5630 · Consulting		2,828.88	1,565.67	1,179.00	73.13	3,931.00	813.90	198.75	603.13	8,999.31			20,192.77	28,000.00	-7,807.23	72.12%
5640 · Data Services				5,850.84						313.50			6,164.34	6,000.00	164.34	102.74%
5650 · Labor & HR Support		194.50	539.00	194.50	194.50	194.50	194.50	194.50	194.50	194.50			2,095.00	2,500.00	-405.00	83.8%
5660 · Payroll Services	74.02	72.96	70.84	71.90	71.90	71.90	143.08	71.90	71.90	75.52			795.92	950.00	-154.08	83.78%
Total 5600 · Professional Services	74.02	9,096.34	6,875.51	15,596.24	1,989.53	5,447.40	2,751.48	465.15	869.53	14,532.83			57,698.03	80,450.00	-22,751.97	71.72%
5710 · San Mateo Co. Tax Roll Charges														2,500.00	-2,500.00	
5720 · Telephone & Internet		1,878.29	2,114.58	2,558.86	482.08	1,320.89	3,268.56	139.05	1,450.31	1,600.78			14,813.40	16,500.00	-1,686.60	89.78%
5730 · Mileage Reimbursement				563.95									563.95	1,500.00	-936.05	37.6%
5740 · Reference Materials														200.00	-200.00	
5790 · Other Administrative			316.19	119.00									435.19			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,574.10	1,628.46	1,689.14	1,249.87	517.08	650.09	4,821.53	1,202.63	1,270.66	1,234.43			15,837.99	15,445.00	392.99	102.54%
5820 · Employee Benefits	6,092.66		6,778.01	3,653.55	3,653.55	3,809.11	3,809.12	3,809.12	3,809.12	3,809.11			39,223.35	35,635.00	3,588.35	110.07%
5830 · Disability Insurance		113.36	113.36	226.72		113.36	226.72		113.36	113.36			1,020.24	1,534.00	-513.76	66.51%
5840 · Payroll Taxes	1,720.28	1,676.31	935.40	868.62	916.80	842.21	2,032.98	1,359.34	1,433.70	1,394.08			13,179.72	16,879.00	-3,699.28	78.08%
5850 · PARS	1,451.93	1,493.70	1,545.86	1,147.45	1,195.23	1,231.83	1,787.41	1,178.50	1,238.44	1,208.47			13,478.82	14,061.00	-582.18	95.86%
5900 · Wages																
5910 · Management	8,125.00	8,125.00	14,687.50	8,622.58	8,872.55	8,706.26	15,881.34	8,381.34	8,381.34	8,381.34			98,164.25	103,725.00	-5,560.75	94.64%
5920 · Staff	14,212.21	14,854.60	9,123.82	9,527.76	10,067.76	9,382.69	10,500.84	9,237.61	10,103.76	9,670.68			106,681.73	112,599.00	-5,917.27	94.75%
5930 · Staff Certification	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00			1,500.00	1,800.00	-300.00	83.33%
5940 · Staff Overtime		134.12	169.42	42.36	84.71	42.36	42.36		105.89	21.18			642.40	2,514.00	-1,871.60	25.55%
Total 5900 · Wages	22,487.21	23,263.72	24,130.74	18,342.70	19,175.02	18,281.31	26,574.54	17,768.95	18,740.99	18,223.20			206,988.38	220,638.00	-13,649.62	93.81%
5960 · Worker's Comp Insurance				1,114.08			976.93			1,038.96			3,129.97	2,447.00	682.97	127.91%
Total 5800 · Labor	33,326.18	28,175.55	35,192.51	26,602.99	25,457.68	24,927.91	40,229.23	25,318.54	26,606.27	27,021.61			292,858.47	306,639.00	-13,780.53	95.51%
Total 5000 · Administrative	36,135.76	53,524.75	79,682.68	66,217.62	35,008.67	46,578.86	62,853.14	36,078.73	30,818.26	66,253.80			513,152.27	490,089.00	23,063.27	104.71%
6000 · Operations																

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6170 · Claims, Property Damage										12,810.50			12,810.50	10,000.00	2,810.50	128.11%
6195 · Education & Training				28.61			598.92						627.53	1,000.00	-372.47	62.75%
6200 · Engineering																
6210 · Meeting Attendance, Engineering														2,000.00	-2,000.00	
6220 · General Engineering		3,757.50	3,982.50	33,369.50		12,712.00	7,909.06	5,669.00	2,002.00				69,401.56	50,000.00	19,401.56	138.8%
Total 6200 · Engineering		3,757.50	3,982.50	33,369.50		12,712.00	7,909.06	5,669.00	2,002.00				69,401.56	52,000.00	17,401.56	133.47%
6320 · Equipment & Tools, Expensed														1,000.00	-1,000.00	
6330 · Facilities																
6335 · Alarm Services	659.70	518.82	888.60	127.02		184.80	518.82	391.80	444.30				3,733.86	5,700.00	-1,966.14	65.51%
6337 · Landscaping		190.00	190.00	190.00	190.00	190.00			190.00	190.00			1,330.00	2,400.00	-1,070.00	55.42%
6330 · Facilities - Other																
Total 6330 · Facilities	659.70	708.82	1,078.60	317.02	190.00	374.80	518.82	391.80	634.30	190.00			5,063.86	8,100.00	-3,036.14	62.52%
6400 · Pumping																
6410 · Pumping Fuel & Electricity		2,528.80	2,875.13	5,600.25		5,004.62	2,569.32		8,520.05	2,759.53			29,857.70	32,000.00	-2,142.30	93.31%
Total 6400 · Pumping		2,528.80	2,875.13	5,600.25		5,004.62	2,569.32		8,520.05	2,759.53			29,857.70	32,000.00	-2,142.30	93.31%
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
Total 6600 · Collection/Transmission														10,000.00	-10,000.00	
6800 · Vehicles																
6810 · Fuel										779.43			779.43	800.00	-20.57	97.43%
6820 · Truck Equipment, Expensed										1.03			1.03	160.00	-158.97	0.64%
6830 · Truck Repairs										745.40			745.40	400.00	345.40	186.35%
Total 6800 · Vehicles										1,525.86			1,525.86	1,360.00	165.86	112.2%
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections	26,800.67	19,767.33	23,284.00	23,284.00	23,284.00	23,284.00	23,284.00	23,284.00		23,284.25			209,556.25	285,934.00	-76,377.75	73.29%
6920 · SAM Operations		185,420.50	92,710.25	92,710.25	167,860.25	129,477.00		92,710.25		92,710.25			853,598.75	1,259,320.00	-405,721.25	67.78%
6940 · SAM Maintenance, Collection Sys										16,071.49			16,071.49	40,000.00	-23,928.51	40.18%
6950 · SAM Maintenance, Pumping														50,000.00	-50,000.00	
Total 6900 · Sewer Authority Midcoastside	26,800.67	205,187.83	115,994.25	115,994.25	191,144.25	152,761.00	23,284.00	115,994.25		132,065.99			1,079,226.49	1,635,254.00	-556,027.51	66.0%
Total 6000 · Operations	27,460.37	212,182.95	123,930.48	155,309.63	191,334.25	170,852.42	34,880.12	122,055.05	11,156.35	149,351.88			1,198,513.50	1,750,714.00	-552,200.50	68.46%
Total Expense	63,596.13	265,707.70	203,613.16	221,527.25	226,342.92	217,431.28	97,733.26	158,133.78	41,974.61	215,605.68			1,711,665.77	2,240,803.00	-529,137.23	76.39%
Net Ordinary Income	-54,268.38	-259,633.44	-198,264.52	-210,465.78	-198,390.08	938,731.57	19,285.95	-13,791.80	-35,854.11	602,474.92			589,824.33	66,668.00	523,156.33	884.72%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL				
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget	
Other Income/Expense																	
Other Income																	
7000 - Capital Account Revenues																	
7100 - Connection Fees																	
7110 - Connection Fees (New Constr)	52,056.00		49,013.00		34,883.00	28,901.00				52,817.00			217,670.00	144,576.00	73,094.00	150.56%	
7120 - Connection Fees (Remodel)	10,468.50	498.50	3,489.50	220.00		9,605.00		2,991.00		5,064.00			32,336.50	50,000.00	-17,663.50	64.67%	
Total 7100 - Connection Fees	62,524.50	498.50	52,502.50	220.00	34,883.00	38,506.00		2,991.00		57,881.00			250,006.50	194,576.00	55,430.50	128.49%	
7200 - Interest Income - LAIF				11,709.89			13,170.60			16,189.71			41,070.20	15,000.00	26,070.20	273.8%	
Total 7000 - Capital Account Revenues	62,524.50	498.50	52,502.50	11,929.89	34,883.00	38,506.00	13,170.60	2,991.00		74,070.71			291,076.70	209,576.00	81,500.70	138.89%	
Total Other Income	62,524.50	498.50	52,502.50	11,929.89	34,883.00	38,506.00	13,170.60	2,991.00		74,070.71			291,076.70	209,576.00	81,500.70	138.89%	
Other Expense																	
8000 - Capital Improvement Program																	
8075 - Sewer		3,275.00	17,815.00	75,482.50		97,309.18	3,630.50	3,909.32	13,512.33	2,588.11			217,521.94	1,640,000.00	-1,422,478.06	13.26%	
Total 8000 - Capital Improvement Program		3,275.00	17,815.00	75,482.50		97,309.18	3,630.50	3,909.32	13,512.33	2,588.11			217,521.94	1,640,000.00	-1,422,478.06	13.26%	
9000 - Capital Account Expenses																	
9125 - PNC Equipment Lease Interest	787.85	1,566.77	1,557.19	1,547.60	1,537.98	1,528.34	1,518.68	1,508.99	1,499.27	1,489.54			14,542.21	18,280.00	-3,737.79	79.55%	
9175 - Capital Assessment - SAM						67,415.00	53,930.00						121,345.00		121,345.00	100.0%	
9200 - I-Bank Loan	2,065.29						11,961.95						14,027.24	24,354.00	-10,326.76	57.6%	
Total 9000 - Capital Account Expenses	2,853.14	1,566.77	1,557.19	1,547.60	1,537.98	68,943.34	67,410.63	1,508.99	1,499.27	1,489.54			149,914.45	42,634.00	107,280.45	351.63%	
Total Other Expense	2,853.14	4,841.77	19,372.19	77,030.10	1,537.98	166,252.52	71,041.13	5,418.31	15,011.60	4,077.65			367,436.39	1,682,634.00	-1,315,197.61	21.84%	
Net Other Income	59,671.36	-4,343.27	33,130.31	-65,100.21	33,345.02	-127,746.52	-57,870.53	-2,427.31	-15,011.60	69,993.06			-76,359.69	-1,473,058.00	1,396,698.31	5.18%	
Net Income	5,402.98	-263,976.71	-165,134.21	-275,565.99	-165,045.06	810,985.05	-38,584.58	-16,219.11	-50,865.71	672,467.98			513,464.64	-1,406,390.00	1,919,854.64	-36.51%	

Montara Water & Sanitary District
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	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL				
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense																	
Income																	
4220 · Cell Tower Lease	2,954.36	2,954.36	2,954.36	2,954.36	2,954.36	2,954.36	2,954.36	2,954.36	2,954.36	2,998.13			29,587.37	34,300.00	-4,712.63	86.26%	
4400 · Fees																	
4410 · Administrative Fee (New Constr)	505.00		505.00			505.00	1,010.00	505.00	1,010.00				4,040.00	5,500.00	-1,460.00	73.46%	
4420 · Administrative Fee (Remodel)			505.00		164.00		505.00	505.00					1,679.00	900.00	779.00	186.56%	
4430 · Inspection Fee (New Constr)	477.00		477.00			477.00	954.00	477.00	954.00				3,816.00	5,000.00	-1,184.00	76.32%	
4440 · Inspection Fee (Remodel)			477.00		477.00		477.00	477.00					1,908.00	650.00	1,258.00	293.54%	
4460 · Remodel Fees			306.75		354.00	115.47			214.70				990.92				
4470 · Other Fees				158.79	786.14			-1,488.10	1,248.64	543.17			1,248.64				
Total 4400 · Fees	982.00		2,270.75	158.79	1,781.14	1,097.47	2,946.00	475.90	3,427.34	543.17			13,682.56	12,050.00	1,632.56	113.55%	
4610 · Property Tax Receipts		155.06		233.52	24,036.56	106,594.69	110,709.23	21,213.08	1,188.31	75,106.42			339,236.87	235,000.00	104,236.87	144.36%	
4740 · Testing, Backflow	5,322.00	3,080.00				5,060.00	1,100.00		220.00				14,782.00	13,000.00	1,782.00	113.71%	
4760 · Waste Collection Revenues																	
4810 · Water Sales, Domestic	172,926.20	269,602.18	204,168.97	43,850.27	261,884.93	58,824.01	177,041.67	108,880.44	146,720.09	152,906.30			1,596,805.06	1,915,496.00	-318,690.94	83.36%	
4850 · Water Sales Refunds, Customer														-3,000.00	3,000.00		
4990 · Other Revenue		286.81			7.99			875.17					1,169.97				
Total Income	182,184.56	276,078.41	209,394.08	47,196.94	290,664.98	174,530.53	294,751.26	134,398.95	154,510.10	231,554.02			1,995,263.83	2,206,846.00	-211,582.17	90.41%	
Gross Profit	182,184.56	276,078.41	209,394.08	47,196.94	290,664.98	174,530.53	294,751.26	134,398.95	154,510.10	231,554.02			1,995,263.83	2,206,846.00	-211,582.17	90.41%	
Expense																	
5000 · Administrative																	
5190 · Bank Fees	76.10	126.15	3.43	14.15	111.60	102.50	108.09		978.15				1,520.17	7,000.00	-5,479.83	21.72%	
5200 · Board of Directors																	
5210 · Board Meetings	-5.25	125.00	375.00		250.00	184.94	156.52	125.00	125.00	125.00			1,461.21	4,000.00	-2,538.79	36.53%	
5220 · Director Fees		187.50		750.00	375.00	187.50	1,312.50		187.50	150.00			3,150.00	3,300.00	-150.00	95.46%	
5230 · Election Expenses																	
Total 5200 · Board of Directors	-5.25	312.50	375.00	750.00	625.00	372.44	1,469.02	125.00	312.50	275.00			4,611.21	7,300.00	-2,688.79	63.17%	
5240 · CDPH Fees						2,588.00	8,243.50						10,831.50	15,500.00	-4,668.50	69.88%	
5250 · Conference Attendance		100.00	997.50	2,263.75	319.16	631.30	1,249.64		79.42	55.81			5,696.58	4,000.00	1,696.58	142.42%	
5270 · Information Systems		180.00	60.00			240.00				60.00			540.00	3,000.00	-2,460.00	18.0%	
5300 · Insurance																	
5310 · Fidelity Bond														500.00	-500.00		
5320 · Property & Liability Insurance														2,700.00	-2,700.00		
Total 5300 · Insurance														3,200.00	-3,200.00		
5350 · LAFCO Assessment						2,208.00							2,208.00	2,500.00	-292.00	88.32%	
5400 · Legal																	

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	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
5420 · Meeting Attendance, Legal		842.50	256.25	767.50	845.00					500.00			3,211.25	8,500.00	-5,288.75	37.78%
5430 · General Legal		692.50	2,925.00	600.00	912.50	1,555.00	2,967.50			2,247.50			11,900.00	60,000.00	-48,100.00	19.83%
Total 5400 · Legal		1,535.00	3,181.25	1,367.50	1,757.50	1,555.00	2,967.50			2,747.50			15,111.25	68,500.00	-53,388.75	22.06%
5510 · Maintenance, Office		193.50	503.90	160.00	185.98	272.67	321.50		498.52	203.28			2,339.35	8,000.00	-5,660.65	29.24%
5530 · Memberships		842.70		172.50		18,543.00	740.00						20,298.20	18,000.00	2,298.20	112.77%
5540 · Office Supplies		845.75	335.54	305.34	282.43	376.89	616.42	112.53	808.17	149.12			3,832.19	8,000.00	-4,167.81	47.9%
5550 · Postage		499.81	1,035.26	226.35	980.00	-54.12	1,141.42		651.12	527.54			5,007.38	7,500.00	-2,492.62	66.77%
5560 · Printing & Publishing		131.32	31.50	111.18	21.03	17.14	42.73		28.24	331.88			715.02	2,000.00	-1,284.98	35.75%
5600 · Professional Services																
5610 · Accounting			4,700.00	4,500.00	1,650.00	1,250.00	1,600.00			4,950.00			18,650.00	30,000.00	-11,350.00	62.17%
5620 · Audit		6,000.00		3,800.00									9,800.00	13,000.00	-3,200.00	75.39%
5630 · Consulting	-1,600.00	2,828.87	1,565.67	3,726.97	73.12	5,793.16	813.90	198.75	603.12	375.00			14,378.56	25,000.00	-10,621.44	57.51%
5640 · Data Services										313.49			313.49			
5650 · Labor & HR Support		194.50	539.00	194.50	194.50	194.50	194.50	194.50	194.50	194.50			2,095.00	2,250.00	-155.00	93.11%
5660 · Payroll Services	74.00	72.95	70.84	71.90	71.90	71.90	143.07	71.90	71.90	75.52			795.88	950.00	-154.12	83.78%
Total 5600 · Professional Services	-1,526.00	9,096.32	6,875.51	12,293.37	1,989.52	7,309.56	2,751.47	465.15	869.52	5,908.51			46,032.93	71,200.00	-25,167.07	64.65%
5720 · Telephone & Internet		2,220.11	2,127.92	2,598.80	535.38	1,690.64	4,307.98	139.05	1,858.69	2,010.02			17,488.59	22,380.00	-4,891.41	78.14%
5730 · Mileage Reimbursement				563.95									563.95	2,000.00	-1,436.05	28.2%
5740 · Reference Materials													800.00		-800.00	
5790 · Other Administrative			496.08	119.00									615.08			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	2,732.09	2,911.11	3,307.76	2,872.52	2,186.64	2,206.26	6,461.33	2,709.73	2,857.73	2,792.56			31,037.73	35,513.00	-4,475.27	87.4%
5820 · Employee Benefits	11,334.17	-507.45	6,527.58	7,238.86	7,238.86	7,546.76	8,597.04	6,496.46	7,546.75	7,546.76			69,565.79	86,856.00	-17,290.21	80.09%
5830 · Disability Insurance		280.51	280.51	561.02		280.51	561.02		280.51	280.51			2,524.59	3,637.00	-1,112.41	69.41%
5840 · Payroll Taxes	3,247.71	3,485.55	3,044.82	2,989.17	2,997.94	2,801.71	4,083.52	3,255.19	3,435.16	3,542.92			32,883.69	42,294.00	-9,410.31	77.75%
5850 · PARS	2,196.04	2,401.72	2,665.36	2,329.63	2,377.41	2,433.20	3,103.21	2,322.68	2,507.76	2,299.10			24,636.11	28,152.00	-3,515.89	87.51%
5900 · Wages																
5910 · Management	8,125.00	8,125.00	14,687.50	8,622.57	8,872.53	8,706.24	15,881.32	8,381.32	8,381.32	8,381.32			98,164.12	103,725.00	-5,560.88	94.64%
5920 · Staff	29,178.80	32,918.68	29,474.09	31,026.20	30,313.88	28,446.55	31,698.22	27,750.88	30,645.07	31,886.46			303,338.83	354,757.00	-51,418.17	85.51%
5930 · Staff Certification	800.00	825.00	850.00	850.00	911.20	850.00	850.00	850.00	1,160.00	850.00			8,796.20	9,000.00	-203.80	97.74%
5940 · Staff Overtime	3,512.23	2,934.29	4,674.34	3,482.76	4,237.84	3,354.07	2,825.71	3,683.38	2,942.30	3,157.75			34,804.67	55,831.00	-21,026.33	62.34%
5950 · Staff Standby	2,245.21	2,110.96	2,019.67	2,081.04	2,105.73	2,107.03	2,124.20	1,886.34	2,085.70	2,037.33			20,803.21	25,947.00	-5,143.79	80.18%
Total 5900 · Wages	43,861.24	46,913.93	51,705.60	46,062.57	46,441.18	43,463.89	53,379.45	42,551.92	45,214.39	46,312.86			465,907.03	549,260.00	-83,352.97	84.82%
5960 · Worker's Comp Insurance				4,848.27			4,798.16			4,834.89			14,481.32	19,948.00	-5,466.68	72.6%
Total 5800 · Labor	63,371.25	55,485.37	67,531.63	66,902.04	61,242.03	58,732.33	80,983.73	57,335.98	61,842.30	67,609.60			641,036.26	765,660.00	-124,623.74	83.72%
Total 5000 · Administrative	61,916.10	71,568.53	83,554.52	87,283.98	68,613.58	94,585.35	104,943.00	58,177.71	67,926.63	79,878.26			778,447.66	1,016,540.00	-238,092.34	76.58%

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	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL				
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget	
6000 - Operations																	
6160 - Backflow Prevention	-100.00					113.38	444.95		15.15				473.48	1,000.00	-526.52	47.35%	
6170 - Claims, Property Damage														10,000.00	-10,000.00		
6180 - Communications																	
6185 - SCADA Maintenance			797.00		152.71	3,146.03			1,848.00	1,277.00			7,220.74	20,000.00	-12,779.26	36.1%	
6180 - Communications - Other		1,764.83					25.19						1,790.02				
Total 6180 - Communications		1,764.83	797.00		152.71	3,146.03	25.19		1,848.00	1,277.00			9,010.76	20,000.00	-10,989.24	45.05%	
6195 - Education & Training		1,420.00	647.50	441.11	531.85	412.50	2,406.42		1,587.50	1,253.18			8,700.06	7,000.00	1,700.06	124.29%	
6200 - Engineering																	
6210 - Meeting Attendance, Engineering					15.50								15.50	2,000.00	-1,984.50	0.78%	
6220 - General Engineering		1,348.75		840.00	1,718.75	218.75	4,163.25	343.75	1,220.10	156.25			10,009.60	20,000.00	-9,990.40	50.05%	
6230 - Water Quality Engineering		10,722.50	7,445.00	7,143.75	10,007.50	16,481.05	16,733.68	7,810.00	14,808.75	13,786.25			104,938.48	65,000.00	39,938.48	161.44%	
Total 6200 - Engineering		12,071.25	7,445.00	7,983.75	11,741.75	16,699.80	20,896.93	8,153.75	16,028.85	13,942.50			114,963.58	87,000.00	27,963.58	132.14%	
6320 - Equipment & Tools, Expensed		278.74	369.46	1,649.39	45.07	444.73	1,457.69	1,525.07	110.56	131.78			6,012.49	5,000.00	1,012.49	120.25%	
6330 - Facilities																	
6335 - Alarm Services		127.02		127.02			127.02		52.50				433.56	800.00	-366.44	54.2%	
6337 - Landscaping		420.00	443.47	420.00	553.55	420.00			420.00	420.00			3,097.02	6,000.00	-2,902.98	51.62%	
6330 - Facilities - Other																	
Total 6330 - Facilities		547.02	443.47	547.02	553.55	420.00	127.02		472.50	420.00			3,530.58	6,800.00	-3,269.42	51.92%	
6370 - Lab Supplies & Equipment			53.15	225.05	1,143.40	187.67	11.56		51.43	6.49			1,678.75	1,000.00	678.75	167.88%	
6380 - Meter Reading							21.25						21.25				
6400 - Pumping																	
6410 - Pumping Fuel & Electricity		5,549.52	5,749.71	8,175.54	2,778.84	7,563.31	5,968.07	1,134.12	10,249.83	5,034.26			52,203.20	90,000.00	-37,796.80	58.0%	
6420 - Pumping Maintenance, Generators				4,317.64		1,044.00		92.44	1,150.00				6,604.08	10,000.00	-3,395.92	66.04%	
6430 - Pumping Maintenance, General						1,263.19				2,874.11			4,137.30	7,000.00	-2,862.70	59.1%	
6440 - Pumping Equipment, Expensed						210.32							210.32	2,000.00	-1,789.68	10.52%	
Total 6400 - Pumping		5,549.52	5,749.71	12,493.18	2,778.84	10,080.82	5,968.07	1,226.56	11,399.83	7,908.37			63,154.90	109,000.00	-45,845.10	57.94%	
6500 - Supply																	
6510 - Maintenance, Raw Water Mains			1,195.59	249.19				18.47		10.86			1,474.11	2,000.00	-525.89	73.71%	
6520 - Maintenance, Wells		72.12	1,963.35						3,319.15				5,354.62	10,000.00	-4,645.38	53.55%	
6530 - Water Purchases				12,817.37		6,230.65				6,460.17			25,508.19	40,000.00	-14,491.81	63.77%	
Total 6500 - Supply		72.12	3,158.94	13,066.56		6,230.65		18.47	3,319.15	6,471.03			32,336.92	52,000.00	-19,663.08	62.19%	
6600 - Collection/Transmission																	
6610 - Hydrants		375.29											375.29	1,000.00	-624.71	37.53%	
6620 - Maintenance, Water Mains			3,068.48	104.20	4,231.33	8,193.80	6,562.56	4,167.25					26,327.62	55,000.00	-28,672.38	47.87%	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
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	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6630 · Maintenance, Water Svc Lines			2,776.91	83.75	7,249.54	1,511.05			36.95	730.42			12,388.62	25,000.00	-12,611.38	49.55%
6640 · Maintenance, Tanks				35.81	40.73	480.00							556.54	1,000.00	-443.46	55.65%
6650 · Maint., Distribution General				97.88		174.95			975.00				1,247.83	10,000.00	-8,752.17	12.48%
6670 · Meters			1,066.27				13.70			561.15			1,641.12	2,500.00	-858.88	65.65%
6600 · Collection/Transmission - Other									32.60				32.60			
Total 6600 · Collection/Transmission		375.29	6,911.66	321.64	11,521.60	10,359.80	6,576.26	4,167.25	1,044.55	1,291.57			42,569.62	94,500.00	-51,930.38	45.05%
6700 · Treatment																
6710 · Chemicals & Filtering		221.17	1,466.00	652.23		425.37	443.76	2,358.91	245.88	654.64			6,467.96	30,000.00	-23,532.04	21.56%
6720 · Maintenance, Treatment Equip.		61.89	1,309.14	165.86	448.96	11.56		325.52	261.79	4,135.60			6,720.32	4,000.00	2,720.32	168.01%
6730 · Treatment Analysis	-60.80	1,731.27	8,834.22	1,063.50	1,520.42	2,280.80	6,941.01	374.60	4,457.35	2,824.45			29,966.82	30,000.00	-33.18	99.89%
Total 6700 · Treatment	-60.80	2,014.33	11,609.36	1,881.59	1,969.38	2,717.73	7,384.77	3,059.03	4,965.02	7,614.69			43,155.10	64,000.00	-20,844.90	67.43%
6770 · Uniforms		791.31	715.05	831.82	726.36	1,377.43	977.66	824.27	1,066.86	1,038.86			8,349.62	12,000.00	-3,650.38	69.58%
6800 · Vehicles																
6810 · Fuel		580.23	454.46	616.04	669.53	620.88	1,012.46		672.58	-209.42			4,416.76	8,000.00	-3,583.24	55.21%
6820 · Truck Equipment, Expensed		6.84								-1.03			5.81	1,000.00	-994.19	0.58%
6830 · Truck Repairs			988.88	36.74		591.78	2,852.99			-246.46			4,223.93	5,000.00	-776.07	84.48%
Total 6800 · Vehicles		587.07	1,443.34	652.78	669.53	1,212.66	3,865.45		672.58	-456.91			8,646.50	14,000.00	-5,353.50	61.76%
6890 · Other Operations						26.62			108.82	102.20			237.64			
Total 6000 · Operations	-160.80	25,471.48	39,343.64	40,093.89	31,834.04	53,429.82	50,163.22	18,974.40	42,690.80	41,000.76			342,841.25	483,300.00	-140,458.75	70.94%
Total Expense	61,755.30	97,040.01	122,898.16	127,377.87	100,447.62	148,015.17	155,106.22	77,152.11	110,617.43	120,879.02			1,121,288.91	1,499,840.00	-378,551.09	74.76%
Net Ordinary Income	120,429.26	179,038.40	86,495.92	-80,180.93	190,217.36	26,515.36	139,645.04	57,246.84	43,892.67	110,675.00			873,974.92	707,006.00	166,968.92	123.62%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	17,302.00				22,766.00	2,500.00			35,910.00	38,900.00			117,378.00	173,020.00	-55,642.00	67.84%
7120 · Connection Fees (Remodel)					10,356.50								10,356.50		10,356.50	100.0%
7130 · Conn. Fees, PFP (New Constr)					8,528.00	8,528.00		17,056.00	7,693.07	10,238.00			52,043.07	80,000.00	-27,956.93	65.05%
Total 7100 · Connection Fees	17,302.00				41,650.50	11,028.00		17,056.00	43,603.07	49,138.00			179,777.57	253,020.00	-73,242.43	71.05%
7600 · Bond Revenues, G.O.		748.85		1,002.45	17,378.42	560,562.05	5,004.60	85,273.17	5,266.41	379,172.85			1,054,408.80	1,150,436.00	-96,027.20	91.65%
Total 7000 · Capital Account Revenues	17,302.00	748.85		1,002.45	59,028.92	571,590.05	5,004.60	102,329.17	48,869.48	428,310.85			1,234,186.37	1,403,456.00	-169,269.63	87.94%
Total Other Income	17,302.00	748.85		1,002.45	59,028.92	571,590.05	5,004.60	102,329.17	48,869.48	428,310.85			1,234,186.37	1,403,456.00	-169,269.63	87.94%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL				
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget	
Other Expense																	
8000 - Capital Improvement Program																	
8075 - Sewer																	
8100 - Water		46,398.00	5,988.00	1,200.00	10,376.25	41,167.22	22,985.60	3,600.90	1,305.00	6,199.00			139,219.97	713,500.00	-574,280.03	19.51%	
Total 8000 - Capital Improvement Program		46,398.00	5,988.00	1,200.00	10,376.25	41,167.22	22,985.60	3,600.90	1,305.00	6,199.00			139,219.97	713,500.00	-574,280.03	19.51%	
9000 - Capital Account Expenses																	
9100 - Interest Expense - GO Bonds		23,086.56						135,458.40					158,544.96	273,978.00	-115,433.04	57.87%	
9125 - PNC Equipment Lease Interest	787.86	1,566.77	1,557.20	1,547.61	1,537.99	1,528.35	1,518.68	1,508.99	1,499.28	1,489.54			14,542.27	18,280.00	-3,737.73	79.55%	
9150 - SRF Loan														34,273.00	-34,273.00		
9210 - Conservation Program/Rebates		300.00	100.00	400.00	200.00	200.00			200.00				1,400.00	500.00	900.00	280.0%	
Total 9000 - Capital Account Expenses	787.86	24,953.33	1,657.20	1,947.61	1,737.99	1,728.35	1,518.68	136,967.39	1,699.28	1,489.54			174,487.23	327,031.00	-152,543.77	53.36%	
Total Other Expense	787.86	71,351.33	7,645.20	3,147.61	12,114.24	42,895.57	24,504.28	140,568.29	3,004.28	7,688.54			313,707.20	1,040,531.00	-726,823.80	30.15%	
Net Other Income	16,514.14	-70,602.48	-7,645.20	-2,145.16	46,914.68	528,694.48	-19,499.68	-38,239.12	45,865.20	420,622.31			920,479.17	362,925.00	557,554.17	253.63%	
Net Income	136,943.40	108,435.92	78,850.72	-82,326.09	237,132.04	555,209.84	120,145.36	19,007.72	89,757.87	531,297.31			1,794,454.09	1,069,931.00	724,523.09	167.72%	

Montara Water & Sanitary District Funds Balance Sheet As of April 30, 2018

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	3,882,015.26	0.00	3,882,015.26
LAIF Investment Fund			
Capital Reserve	3,932,906.32	0.00	3,932,906.32
Connection Fees Reserve	194,576.00	0.00	194,576.00
Operating Reserve	240,073.00	0.00	240,073.00
Total LAIF Investment Fund	4,367,555.32	0.00	4,367,555.32
Total Sewer - Bank Accounts	8,249,570.58	0.00	8,249,570.58
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	849,234.12	849,234.12
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
Restricted Cash			
Acq & Improv Fund	0.00	436.13	436.13
Connection Fees Reserve	0.00	253,020.00	253,020.00
Cost of Issuance	0.00	122.94	122.94
GO Bonds Fund	0.00	1,053,828.09	1,053,828.09
Total Restricted Cash	0.00	1,307,407.16	1,307,407.16
Total Water - Bank Accounts	0.00	2,649,121.28	2,649,121.28
Total Checking/Savings	8,249,570.58	2,649,121.28	10,898,691.86
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	36,312.45	0.00	36,312.45
Sewer - Accounts Receivable - Ot...	5,064.00	0.00	5,064.00
Total Sewer - Accounts Receivable	41,376.45	0.00	41,376.45
Water - Accounts Receivable			
Accounts Receivable	0.00	-2,727.54	-2,727.54
Accounts Rec. - Backflow	0.00	14,041.11	14,041.11
Accounts Rec. - Water Residents	0.00	184,873.92	184,873.92
Unbilled Water Receivables	0.00	240,244.44	240,244.44
Total Water - Accounts Receivable	0.00	436,431.93	436,431.93
Total Accounts Receivable	41,376.45	436,431.93	477,808.38
Other Current Assets			
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	232.31	43,038.63	43,270.94
Total Current Assets	8,291,179.34	3,128,591.84	11,419,771.18
Fixed Assets			
Sewer - Fixed Assets			
General Plant	3,389,801.90	0.00	3,389,801.90
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57

Montara Water & Sanitary District
Funds Balance Sheet
As of April 30, 2018

Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	<u>5,340,307.33</u>	<u>0.00</u>	<u>5,340,307.33</u>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-7,907,749.00	0.00	-7,907,749.00
Total Sewer - Fixed Assets	<u>5,317,814.64</u>	<u>0.00</u>	<u>5,317,814.64</u>
Water - Fixed Assets			
General Plant	0.00	26,624,584.56	26,624,584.56
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	-9,846,359.00	-9,846,359.00
Total Water - Fixed Assets	<u>0.00</u>	<u>18,919,882.34</u>	<u>18,919,882.34</u>
Total Fixed Assets	<u>5,317,814.64</u>	<u>18,919,882.34</u>	<u>24,237,696.98</u>
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	108,836.00	0.00	108,836.00
Due from Water Fund	117,867.09	0.00	117,867.09
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
Total Sewer - Other Assets	<u>2,914,250.17</u>	<u>0.00</u>	<u>2,914,250.17</u>
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	204,534.00	204,534.00
Bond Acquisition Cost OID	0.00	52,750.40	52,750.40
Bond Issue Cost	0.00	61,691.45	61,691.45
Total Water - Other Assets	<u>0.00</u>	<u>318,975.85</u>	<u>318,975.85</u>
Total Other Assets	<u>2,914,250.17</u>	<u>318,975.85</u>	<u>3,233,226.02</u>
TOTAL ASSETS	<u><u>16,523,244.15</u></u>	<u><u>22,367,450.03</u></u>	<u><u>38,890,694.18</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	38,274.12	0.00	38,274.12
Total Accounts Payable	<u>38,274.12</u>	<u>0.00</u>	<u>38,274.12</u>
Other Current Liabilities			
Water - Net Pension Liability	0.00	266.00	266.00
Sewer - Net Pension Liability	142.00	0.00	142.00
Sewer - Current Liabilities			
Accrued Payables - Sewer	6,374.00	0.00	6,374.00
Accrued Vacations	6,058.45	0.00	6,058.45
Deposits Payable	26,035.44	0.00	26,035.44
PNC Equip. Loan - S/T	7,970.25	0.00	7,970.25
Total Sewer - Current Liabilities	<u>46,438.14</u>	<u>0.00</u>	<u>46,438.14</u>

Montara Water & Sanitary District
Funds Balance Sheet
As of April 30, 2018

Water - Current Liabilities			
Accrued Payables - Water	0.00	51.11	51.11
Accrued Vacations	0.00	10,779.03	10,779.03
Construction Deposits Payable	0.00	-9,910.00	-9,910.00
Deposits Payable	0.00	50,593.68	50,593.68
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	7,970.20	7,970.20
SRF Loan Payable X102 - Current	0.00	39,382.25	39,382.25
SRF Loan Payable X109 - Current	0.00	41,367.72	41,367.72
Total Water - Current Liabilities	0.00	144,536.49	144,536.49
Payroll Liabilities			
Employee Benefits Payable	11,879.78	0.00	11,879.78
Total Payroll Liabilities	11,879.78	0.00	11,879.78
Total Other Current Liabilities	58,459.92	144,802.49	203,262.41
Total Current Liabilities	96,734.04	144,802.49	241,536.53
Long Term Liabilities			
Sewer - Long Term Liabilities			
Accrued Vacations	12,201.56	0.00	12,201.56
I-Bank Loan	784,390.61	0.00	784,390.61
PNC Equip. Loan - L/T	593,934.97	0.00	593,934.97
Total Sewer - Long Term Liabilities	1,390,527.14	0.00	1,390,527.14
Water - Long Term Liabilities			
Accrued Vacations	0.00	12,201.57	12,201.57
Deferred on Refunding	0.00	-206,234.00	-206,234.00
Due to Sewer Fund	0.00	117,867.09	117,867.09
GO Bonds - L/T	0.00	10,603,044.74	10,603,044.74
PNC Equip. Loan - L/T	0.00	593,935.01	593,935.01
SRF Loan Payable - X102	0.00	127,373.47	127,373.47
SRF Loan Payable - X109	0.00	3,380,299.53	3,380,299.53
Total Water - Long Term Liabilities	0.00	14,628,487.41	14,628,487.41
Total Long Term Liabilities	1,390,527.14	14,628,487.41	16,019,014.55
Total Liabilities	1,487,261.18	14,773,289.90	16,260,551.08
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	666,695.88	0.00	666,695.88
Total Sewer - Equity Accounts	12,721,240.95	0.00	12,721,240.95
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-666,695.88	-666,695.88
Total Water - Equity Accounts	0.00	2,024,359.13	2,024,359.13
Equity Adjustment Account	1,801,277.38	3,775,346.91	5,576,624.29
Net Income	513,464.64	1,794,454.09	2,307,918.73
Total Equity	15,035,982.97	7,594,160.13	22,630,143.10
TOTAL LIABILITIES & EQUITY	16,523,244.15	22,367,450.03	38,890,694.18



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

Budget vs. Actual – Sewer July thru May 2018 Variances over \$2,000:

- 4220 Cell Tower Lease, \$2,647 above Budget – Monthly receipts are slightly higher than anticipated.
- 4400 Fees, \$5,364 below Budget – Remodel inspection fees are less than expected.
- 4610 Property Tax Receipts, \$106,794 above Budget – Difference is accounted for by ERAF apportionment.
- 4710 Sewer Service Charges, \$44,183 above Budget – Remainder to difference to be smoothed out in June.
- **Overall Total Operating Income for the period ending May 31, 2018 was \$151,160, above budget. Total revenue received to date is \$2,285,924.**
- 5270 Information Systems, \$4,590 below Budget – Activity has been less than expected, service has also been transferred to Coast Tek.
- 5400 Legal, \$129,111 above Budget - Increased activity in the current fiscal year.
- 5510 Maintenance, Office \$3,633 below Budget – budgeted projects have not yet occurred.
- 5550 Postage, \$2,046 below Budget – No bills paid in April & May.
- 5610 Accounting, \$4,474 below Budget - Difference due to timing in the billing.
- 5710 San Mateo Co. Tax roll Charges, \$2,292 below Budget – fees to be booked at fiscal year end.
- 5720 Telephone & Internet, \$2,556 above Budget – Prices are higher than anticipated.
- 5800 Labor, \$39,162 above Budget – Major line items to increase are due to the payment of an additional employee during the month of July & August, which included a large vacation pay-out.
- 6170 Claims, Property Damage, \$3,644 above Budget –The District reimbursed SAM in April for a claim.
- 6200 Engineering, \$17,216 above Budget – Invoices are being reviewed for possible capitalization of expenses.
- 6400 Pumping, \$6,740 above Budget - Large PG&E “catch-up” bill received and paid in March.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6600 Collection/Transmission, \$9,167 below Budget – No activity to date.
- 6910 SAM Collections, \$52,550 below Budget – Mid-year budget adjustments were approved.
- 6920 SAM Operations, \$378,2445 Above Budget – Mid-year budget adjustments were approved.
- 6940 SAM Maintenance, Collection Sys, \$20,595 below Budget – One bill paid in April for collections repairs.
- 6950 SAM Maintenance, Pumping, \$45,833 below Budget – No activity to date.
- **Overall Total Operating Expenses for the period ending May 31, 2018 were \$276,040 above Budget.**
- **Total overall Expenses for the period ending May 31, 2018 were \$429,084 above budget. For a net ordinary Loss of (\$277,924), budgeted vs. actual. Actual net ordinary Loss is (\$197,227).**
- 7100 Connection Fees, \$94,952 above Budget – No new connections sold in May.
- 7200 Interest Income, LAIF, \$29,820 above budget – LAIF has been out-performing projections.
- 8000 CIP, \$1,274,180 below Budget – One bill paid to Nute Engineering Inc. for the CIP project.
- 9175 Capital Assessment – SAM, \$121,345 above Budget – SAM did not make the District aware that they would begin assessing capital assessments during budget prep.
- 9200 I-Bank Loan, \$10,327 below Budget – Variance due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Budget vs. Actual – Water July thru May 2018 Variances over \$2,000:**
- 4220 Cell Tower Lease, \$2,647 above Budget – Monthly receipts are slightly higher than anticipated.
- 4400 Fees, \$5,595 above Budget – More fees collected than anticipated.
- 4610 Property tax Receipts, \$106,794 above Budget – Difference is accounted for by ERAF apportionment.
- 4740 Testing, Backflow, \$2,865 above Budget – quarterly activity up over the fiscal year.
- 4810 Water Sales, Domestic, \$22, 162 below budget – Less water sales than projected.
- **Overall Total Operating Income for the period ending May 31, 2018 was \$98,634 above budget. Total revenue received to date is \$2,141,160.**
- 5190 Bank Fees, \$4,859 below Budget – Less than anticipated.
- 5240 CDPH Fees, \$3,377 below Budget – Less activity than anticipated.
- 5250 Conference attendance, \$2,030 above budget – Conferences attended by Clemens in October & January. Variance will decrease as fiscal year moves forward.
- 5270 Information System, \$7,885 above budget – Annual Project maintenance support.
- 5300 Insurance, \$2,933 below Budget – Annual premium has not been invoiced and paid.
- 5400 Legal, \$44,592 below Budget – Majority of resources have been used on the Sewer side.
- 5510 Maintenance-Office, \$2,092 below Budget, - budgeted projects have not yet occurred.
- 5530 Memberships, \$3,798 above Budget, - Historically, membership fees paid on a calendar year basis. Variance will decrease as the fiscal year continues.
- 5610 Accounting, \$4,474 below Budget - Difference due to timing in the billing.
- 5630 Consulting, \$5,038 below Budget – Website update project in process.
- 5800 Labor, \$4,792 below Budget – Staff Overtime is less than anticipated, in addition, employee benefits are reduced due to staff turnover.
- 6170 Claims, Property Damage, \$9,167 below Budget –No activity to date.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: July 11, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6185 SCADA Maintenance, \$52,309 above Budget – Six bills paid in May to Calcon System for emergency repairs.
- 6195 Education & Training, \$3,082 above Budget – Three seminars attended in May.
- 6200 Engineering, \$33,457 above Budget – Majority of work is being spent on Water Quality Engineering.
- 6320 Equipment & tools, Expensed, \$2,498 above Budget – More activity than anticipated in May.
- 6370 Lab Supplies & Equipment, \$2,426 above Budget – Two bills paid in May to USA Blue book.
- 6400 Pumping, \$25,789 below Budget – Large PG&E “catch-up” bill received in March, however it was not large enough to cause an over budget situation.
- 6500 Supply, \$6,992 below Budget – Water purchases are down overall.
- 6600 Collection/Transmission, \$39,190 below Budget – Water Main maintenance has been held well below budget.
- 6800 Vehicles, \$2,565 below Budget – fuel costs have been held below budget by over \$2K.
- **Overall Total Operating Expenses for the period ending May 31, 2018 were \$9,577 above Budget.**
- **Total overall Expenses for the period ending May 31, 2018 were \$52,578 below budget. For a net ordinary income of \$151,213, budgeted vs. actual. Actual net ordinary income is \$818,887.**
- 7100 Connection Fees, \$34,297 above Budget – 2 New Constructions, 5 PFP new construction connections issued in May.
- 7600 Bond Revenues, G.O. \$11,847 above Budget – 3 additional apportionments received in May.
- 8000 CIP, \$502,904 below Budget – minimal activity in the current fiscal year.
- 9100 Interest Expense G.O. Bonds, \$115,433 below Budget – Variance due to timing.
- 9150 SRF Loan, \$34,273 below Budget - Variance due to timing.

RECOMMENDATION:

This is for Board information only

1:00 PM

06/22/18

Accrual Basis

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2017 through May 2018

	Jul '17 - May 18	Sewer Budget		\$ Over Budget
Ordinary Income/Expense				
Income				
4220 - Cell Tower Lease	34,088.42	31,441.63		2,646.79
4400 - Fees				
4410 - Administrative Fee (New Constr)	3,535.00	3,208.26		326.74
4420 - Administrative Fee (Remodel)	0.00	1,833.26		-1,833.26
4430 - Inspection Fee (New Constr)	2,862.00	3,208.26		-346.26
4440 - Inspection Fee (Remodel)	0.00	3,666.63		-3,666.63
4460 - Remodel Fees	3,822.00	3,666.63		155.37
Total 4400 - Fees	10,219.00	15,583.04		-5,364.04
4610 - Property Tax Receipts	341,793.57	235,000.00		106,793.57
4710 - Sewer Service Charges	1,880,422.74	1,836,240.01		44,182.73
4720 - Sewer Service Refunds, Customer	-2,342.63	-3,666.63		1,324.00
4760 - Waste Collection Revenues	18,364.87	20,166.63		-1,801.76
4990 - Other Revenue	3,378.38			
Total Income	2,285,924.35	2,134,764.68		151,159.67
Gross Profit	2,285,924.35	2,134,764.68		151,159.67
Expense				
5000 - Administrative				
5190 - Bank Fees	6,333.06	5,958.26		374.80
5200 - Board of Directors				
5210 - Board Meetings	1,586.23	3,666.63		-2,080.40
5220 - Director Fees	3,712.50	3,025.00		687.50
Total 5200 - Board of Directors	5,298.73	6,691.63		-1,392.90
5250 - Conference Attendance	3,130.92	1,833.26		1,297.66
5270 - Information Systems	910.00	5,500.00		-4,590.00
5300 - Insurance				
5310 - Fidelity Bond	0.00	458.26		-458.26
5320 - Property & Liability Insurance	2,160.70	1,833.26		327.44
Total 5300 - Insurance	2,160.70	2,291.52		-130.82
5350 - LAFCO Assessment	1,601.00	1,833.26		-232.26
5400 - Legal				
5420 - Meeting Attendance, Legal	6,951.25	8,708.26		-1,757.01
5430 - General Legal	23,900.00	22,916.63		983.37
5440 - Litigation	129,884.75			
Total 5400 - Legal	160,736.00	31,624.89		129,111.11
5510 - Maintenance, Office	3,700.07	7,333.26		-3,633.19
5540 - Office Supplies	6,035.78	7,333.26		-1,297.48
5550 - Postage	245.95	2,291.63		-2,045.68
5560 - Printing & Publishing	3,458.61	2,750.00		708.61

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2017 through May 2018

	Jul '17 - May 18	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	23,026.00	27,500.00	-4,474.00
5620 · Audit	13,000.00	11,916.63	1,083.37
5630 · Consulting	23,692.77	25,666.63	-1,973.86
5640 · Data Services	7,311.22	5,500.00	1,811.22
5650 · Labor & HR Support	2,289.50	2,291.63	-2.13
5660 · Payroll Services	868.11	870.76	-2.65
Total 5600 · Professional Services	70,187.60	73,745.65	-3,558.05
5710 · San Mateo Co. Tax Roll Charges	0.00	2,291.63	-2,291.63
5720 · Telephone & Internet	17,681.03	15,125.00	2,556.03
5730 · Mileage Reimbursement	563.95	1,375.00	-811.05
5740 · Reference Materials	0.00	183.26	-183.26
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	17,138.26	14,157.88	2,980.38
5820 · Employee Benefits	43,032.46	32,665.38	10,367.08
5830 · Disability Insurance	1,246.96	1,406.13	-159.17
5840 · Payroll Taxes	14,656.08	15,472.38	-816.30
5850 · PARS	14,747.23	12,889.25	1,857.98
5900 · Wages			
5910 · Management	106,545.59	95,081.25	11,464.34
5920 · Staff	117,362.57	103,215.75	14,146.82
5930 · Staff Certification	1,650.00	1,650.00	0.00
5940 · Staff Overtime	705.94	2,304.50	-1,598.56
5950 · Staff Standby	32.19		
Total 5900 · Wages	226,296.29	202,251.50	24,044.79
5960 · Worker's Comp Insurance	3,129.97	2,243.01	886.96
Total 5800 · Labor	320,247.25	281,085.53	39,161.72
Total 5000 · Administrative	602,290.65	449,247.04	153,043.61
6000 · Operations			
6170 · Claims, Property Damage	12,810.50	9,166.63	3,643.87
6195 · Education & Training	717.29	916.63	-199.34
6200 · Engineering			
6210 · Meeting Attendance, Engineering	0.00	1,833.26	-1,833.26
6220 · General Engineering	64,883.50	45,833.26	19,050.24
Total 6200 · Engineering	64,883.50	47,666.52	17,216.98
6320 · Equipment & Tools, Expensed	0.00	916.63	-916.63
6330 · Facilities			
6335 · Alarm Services	4,701.98	5,225.00	-523.02
6337 · Landscaping	1,900.00	2,200.00	-300.00
Total 6330 · Facilities	6,601.98	7,425.00	-823.02

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Accrual Basis

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2017 through May 2018

	Jul '17 - May 18	Sewer Budget	\$ Over Budget
6400 · Pumping			
6410 · Pumping Fuel & Electricity	36,073.52	29,333.26	6,740.26
Total 6400 · Pumping	36,073.52	29,333.26	6,740.26
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	9,166.63	-9,166.63
Total 6600 · Collection/Transmission	0.00	9,166.63	-9,166.63
6800 · Vehicles			
6810 · Fuel	779.43	733.26	46.17
6820 · Truck Equipment, Expensed	1.03	146.63	-145.60
6830 · Truck Repairs	745.40	366.63	378.77
Total 6800 · Vehicles	1,525.86	1,246.52	279.34
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	209,556.25	262,106.13	-52,549.88
6920 · SAM Operations	1,532,620.51	1,154,376.63	378,243.88
6940 · SAM Maintenance, Collection Sys	16,071.49	36,666.63	-20,595.14
6950 · SAM Maintenance, Pumping	0.00	45,833.26	-45,833.26
Total 6900 · Sewer Authority Midcoastside	1,758,248.25	1,498,982.65	259,265.60
Total 6000 · Operations	1,880,860.90	1,604,820.47	276,040.43
Total Expense	2,483,151.55	2,054,067.51	429,084.04
Net Ordinary Income	-197,227.20	80,697.17	-277,924.37
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	221,658.00	132,528.00	89,130.00
7120 · Connection Fees (Remodel)	51,655.50	45,833.26	5,822.24
Total 7100 · Connection Fees	273,313.50	178,361.26	94,952.24
7200 · Interest Income - LAIF	41,070.20	11,250.00	29,820.20
Total 7000 · Capital Account Revenues	314,383.70	189,611.26	124,772.44
Total Other Income	314,383.70	189,611.26	124,772.44
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	229,153.44	1,503,333.26	-1,274,179.82
Total 8000 · Capital Improvement Program	229,153.44	1,503,333.26	-1,274,179.82

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Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2017 through May 2018

	Jul '17 - May 18	Sewer Budget	\$ Over Budget
9000 - Capital Account Expenses			
9125 - PNC Equipment Lease Interest	16,021.99	16,756.63	-734.64
9175 - Capital Assessment - SAM	121,345.00		
9200 - I-Bank Loan	14,027.24	24,354.00	-10,326.76
Total 9000 - Capital Account Expenses	<u>151,394.23</u>	<u>41,110.63</u>	<u>110,283.60</u>
Total Other Expense	<u>380,547.67</u>	<u>1,544,443.89</u>	<u>-1,163,896.22</u>
Net Other Income	<u>-66,163.97</u>	<u>-1,354,832.63</u>	<u>1,288,668.66</u>
Net Income	<u><u>-263,391.17</u></u>	<u><u>-1,274,135.46</u></u>	<u><u>1,010,744.29</u></u>

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Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2017 through May 2018

	Jul '17 - May 18	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	34,088.51	31,441.63	2,646.88
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,545.00	5,041.63	-496.63
4420 · Administrative Fee (Remodel)	1,679.00	825.00	854.00
4430 · Inspection Fee (New Constr)	4,293.00	4,583.26	-290.26
4440 · Inspection Fee (Remodel)	1,908.00	595.76	1,312.24
4460 · Remodel Fees	990.92		
4470 · Other Fees	3,225.04		
Total 4400 · Fees	16,640.96	11,045.65	5,595.31
4610 · Property Tax Receipts	341,793.55	235,000.00	106,793.55
4740 · Testing, Backflow	14,782.00	11,916.63	2,865.37
4760 · Waste Collection Revenues	453.41		
4810 · Water Sales, Domestic	1,733,709.64	1,755,871.26	-22,161.62
4850 · Water Sales Refunds, Customer	-1,488.10	-2,750.00	1,261.90
4990 · Other Revenue	1,179.98		
Total Income	2,141,159.95	2,042,525.17	98,634.78
Gross Profit	2,141,159.95	2,042,525.17	98,634.78
Expense			
5000 · Administrative			
5190 · Bank Fees	1,558.13	6,416.63	-4,858.50
5200 · Board of Directors			
5210 · Board Meetings	1,586.21	3,666.63	-2,080.42
5220 · Director Fees	3,712.50	3,025.00	687.50
Total 5200 · Board of Directors	5,298.71	6,691.63	-1,392.92
5240 · CDPH Fees	10,831.50	14,208.26	-3,376.76
5250 · Conference Attendance	5,696.58	3,666.63	2,029.95
5270 · Information Systems	10,635.36	2,750.00	7,885.36
5300 · Insurance			
5310 · Fidelity Bond	0.00	458.26	-458.26
5320 · Property & Liability Insurance	0.00	2,475.00	-2,475.00
Total 5300 · Insurance	0.00	2,933.26	-2,933.26
5350 · LAFCO Assessment	2,208.00	2,291.63	-83.63
5400 · Legal			
5420 · Meeting Attendance, Legal	3,211.25	7,791.63	-4,580.38
5430 · General Legal	14,987.50	55,000.00	-40,012.50
Total 5400 · Legal	18,198.75	62,791.63	-44,592.88

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Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2017 through May 2018

	Jul '17 - May 18	Water Budget	\$ Over Budget
5510 · Maintenance, Office	5,241.04	7,333.26	-2,092.22
5530 · Memberships	20,298.20	16,500.00	3,798.20
5540 · Office Supplies	6,070.74	7,333.26	-1,262.52
5550 · Postage	6,337.31	6,875.00	-537.69
5560 · Printing & Publishing	813.95	1,833.26	-1,019.31
5600 · Professional Services			
5610 · Accounting	23,026.00	27,500.00	-4,474.00
5620 · Audit	13,000.00	11,916.63	1,083.37
5630 · Consulting	17,878.56	22,916.63	-5,038.07
5650 · Labor & HR Support	2,289.50	2,062.50	227.00
5660 · Payroll Services	868.07	870.76	-2.69
Total 5600 · Professional Services	57,062.13	65,266.52	-8,204.39
5720 · Telephone & Internet	21,180.50	20,515.00	665.50
5730 · Mileage Reimbursement	563.95	1,833.26	-1,269.31
5740 · Reference Materials	0.00	733.26	-733.26
5790 · Other Administrative	615.08		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	33,728.05	32,553.51	1,174.54
5820 · Employee Benefits	72,782.19	79,618.00	-6,835.81
5830 · Disability Insurance	3,085.61	3,333.88	-248.27
5840 · Payroll Taxes	36,230.45	38,769.50	-2,539.05
5850 · PARS	26,983.67	25,806.00	1,177.67
5900 · Wages			
5910 · Management	106,545.44	95,081.25	11,464.19
5920 · Staff	333,090.15	325,193.88	7,896.27
5930 · Staff Certification	9,442.40	8,250.00	1,192.40
5940 · Staff Overtime	37,564.63	51,178.38	-13,613.75
5950 · Staff Standby	23,128.84	23,784.75	-655.91
Total 5900 · Wages	509,771.46	503,488.26	6,283.20
5960 · Worker's Comp Insurance	14,481.32	18,285.63	-3,804.31
Total 5800 · Labor	697,062.75	701,854.78	-4,792.03
Total 5000 · Administrative	869,672.68	931,827.27	-62,154.59
6000 · Operations			
6160 · Backflow Prevention	473.48	916.63	-443.15
6170 · Claims, Property Damage	0.00	9,166.63	-9,166.63
6180 · Communications			
6185 · SCADA Maintenance	70,642.16	18,333.26	52,308.90
6180 · Communications - Other	1,790.02		
Total 6180 · Communications	72,432.18	18,333.26	54,098.92
6195 · Education & Training	9,498.80	6,416.63	3,082.17

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2017 through May 2018

	Jul '17 - May 18	Water Budget	\$ Over Budget
6200 - Engineering			
6210 - Meeting Attendance, Engineering	15.50	1,833.26	-1,817.76
6220 - General Engineering	8,252.60	18,333.26	-10,080.66
6230 - Water Quality Engineering	104,938.48	59,583.26	45,355.22
Total 6200 - Engineering	113,206.58	79,749.78	33,456.80
6320 - Equipment & Tools, Expensed	7,080.82	4,583.26	2,497.56
6330 - Facilities			
6335 - Alarm Services	618.08	733.26	-115.18
6337 - Landscaping	5,107.02	5,500.00	-392.98
Total 6330 - Facilities	5,725.10	6,233.26	-508.16
6370 - Lab Supplies & Equipment	3,342.85	916.63	2,426.22
6380 - Meter Reading	21.25		
6400 - Pumping			
6410 - Pumping Fuel & Electricity	62,002.86	82,500.00	-20,497.14
6420 - Pumping Maintenance, Generators	7,777.26	9,166.63	-1,389.37
6430 - Pumping Maintenance, General	4,137.30	6,416.63	-2,279.33
6440 - Pumping Equipment, Expensed	210.32	1,833.26	-1,622.94
Total 6400 - Pumping	74,127.74	99,916.52	-25,788.78
6500 - Supply			
6510 - Maintenance, Raw Water Mains	1,474.11	1,833.26	-359.15
6520 - Maintenance, Wells	13,692.56	9,166.63	4,525.93
6530 - Water Purchases	25,508.19	36,666.63	-11,158.44
Total 6500 - Supply	40,674.86	47,666.52	-6,991.66
6600 - Collection/Transmission			
6610 - Hydrants	375.29	916.63	-541.34
6620 - Maintenance, Water Mains	30,461.29	50,416.63	-19,955.34
6630 - Maintenance, Water Svc Lines	12,388.62	22,916.63	-10,528.01
6640 - Maintenance, Tanks	556.54	916.63	-360.09
6650 - Maint., Distribution General	1,247.83	9,166.63	-7,918.80
6660 - Maintenance, Collection System	32.60		
6670 - Meters	2,372.87	2,291.63	81.24
Total 6600 - Collection/Transmission	47,435.04	86,624.78	-39,189.74
6700 - Treatment			
6710 - Chemicals & Filtering	17,940.26	27,500.00	-9,559.74
6720 - Maintenance, Treatment Equip.	5,596.10	3,666.63	1,929.47
6730 - Treatment Analysis	34,259.16	27,500.00	6,759.16
Total 6700 - Treatment	57,795.52	58,666.63	-871.11
6770 - Uniforms	10,279.95	11,000.00	-720.05

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Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2017 through May 2018

	Jul '17 - May 18	Water Budget	\$ Over Budget
6800 - Vehicles			
6810 - Fuel	5,805.97	7,333.26	-1,527.29
6820 - Truck Equipment, Expensed	5.81	916.63	-910.82
6830 - Truck Repairs	4,456.66	4,583.26	-126.60
Total 6800 - Vehicles	10,268.44	12,833.15	-2,564.71
6890 - Other Operations	237.64		
Total 6000 - Operations	452,600.25	443,023.68	9,576.57
Total Expense	1,322,272.93	1,374,850.95	-52,578.02
Net Ordinary Income	818,887.02	667,674.22	151,212.80
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	148,588.00	158,601.63	-10,013.63
7120 - Connection Fees (Remodel)	6,867.00		
7130 - Conn. Fees, PFP (New Constr)	91,507.52	73,333.26	18,174.26
7140 - Conn. Fees, PFP (Remodel)	11,468.97		
7150 - Connection Fees, Well Conv.	7,800.00		
Total 7100 - Connection Fees	266,231.49	231,934.89	34,296.60
7600 - Bond Revenues, G.O.	1,066,414.09	1,054,566.26	11,847.83
Total 7000 - Capital Account Revenues	1,332,645.58	1,286,501.15	46,144.43
Total Other Income	1,332,645.58	1,286,501.15	46,144.43
Other Expense			
8000 - Capital Improvement Program			
8100 - Water	151,137.61	654,041.63	-502,904.02
Total 8000 - Capital Improvement Program	151,137.61	654,041.63	-502,904.02
9000 - Capital Account Expenses			
9100 - Interest Expense - GO Bonds	158,544.96	273,978.00	-115,433.04
9125 - PNC Equipment Lease Interest	16,022.05	16,756.63	-734.58
9150 - SRF Loan	0.00	34,273.00	-34,273.00
9210 - Conservation Program/Rebates	1,400.00	458.26	941.74
Total 9000 - Capital Account Expenses	175,967.01	325,465.89	-149,498.88
Total Other Expense	327,104.62	979,507.52	-652,402.90
Net Other Income	1,005,540.96	306,993.63	698,547.33
Net Income	1,824,427.98	974,667.85	849,760.13

See Executive Summary Document

Montara Water & Sanitary District
Restricted and Non Restricted Cash Assets
July 2017 through June 2018

Assets and Reserves Information

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/(Under) Targets	% Over/Under Targets
Sewer - Operations															
Wells Fargo Operating - Sewer	2,699,856.60	2,395,438.17	2,175,531.48	1,926,361.64	1,848,777.99	3,127,199.64	2,655,219.72	2,820,627.22	2,798,938.27	3,882,015.26	2,861,695.23				
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	3,886,001.12	3,891,836.12	3,891,836.12	3,891,836.12	3,903,546.01	3,903,546.01	3,916,716.61	3,916,716.61	3,916,716.61	3,932,906.32	3,932,906.32		2,679,500.00	1,206,501.12	145%
Connection Fees Reserve	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00	194,576.00		194,576.00	-	100%
Operating Reserve	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00	240,073.00		281,893.00	(41,820.00)	85%
Sub-total	4,320,650.12	4,326,485.12	4,326,485.12	4,326,485.12	4,338,195.01	4,338,195.01	4,351,365.61	4,351,365.61	4,351,365.61	4,367,555.32	4,367,555.32	-			
Water - Operations															
Wells Fargo Operating - Water	736,973.18	748,608.06	762,530.73	775,543.19	789,406.28	801,506.10	814,926.02	838,191.04	838,642.45	849,234.12	861,389.44				
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00		1,049,567.00	(651,318.00)	38%
Connection Fees Reserve	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00	253,020.00		253,020.00	-	100%
SRF Reserve				48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00		48,222.00	-	0%
Operating Reserve	94,231.00	94,231.00	94,231.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00		250,573.00	(204,564.00)	38%
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	-			
Water - Restricted accounts															
First Republic Bank - Water															
Acquisition & Improvement Fund	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13				
Cost of issuance	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94				
GO Bonds Fund	1,438,990.58	899,200.84	899,949.69	900,952.14	901,679.86	919,505.03	1,483,897.21	908,679.17	993,952.34	1,053,828.09	1,390,396.89				
Sub-total	1,439,549.65	899,759.91	900,508.76	901,511.21	902,238.93	920,064.10	1,484,456.28	909,238.24	994,511.41	1,054,387.16	1,390,955.96	-			
Total Cash and equivalents	9,942,529.55	9,115,791.26	8,910,556.09	8,675,401.16	8,624,118.21	9,932,464.85	10,051,467.63	9,664,922.11	9,728,957.74	10,898,691.86	10,227,095.95	-			

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 - Cell Tower Lease	2,954.35	2,954.35	2,954.35	2,954.35	2,954.35	2,954.35	2,954.35	2,954.35	2,954.35	2,998.13	4,501.14		34,088.42	34,300.00	-211.58	99.38%
4400 - Fees																
4410 - Administrative Fee (New Constr)	505.00	0.00	505.00	0.00	0.00	0.00	1,010.00	505.00	505.00	505.00	0.00		3,535.00	3,500.00	35.00	101.0%
4420 - Administrative Fee (Remodel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	2,000.00	-2,000.00	0.0%
4430 - Inspection Fee (New Constr)	477.00	0.00	477.00	0.00	0.00	0.00	954.00	477.00	477.00	0.00	0.00		2,862.00	3,500.00	-638.00	81.77%
4440 - Inspection Fee (Remodel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	4,000.00	-4,000.00	0.0%
4460 - Remodel Fees	1,062.00	354.00	354.00	220.00	0.00	220.00	464.00	684.00	110.00	354.00	0.00		3,822.00	4,000.00	-178.00	95.55%
Total 4400 - Fees	2,044.00	354.00	1,336.00	220.00	0.00	220.00	2,428.00	1,666.00	1,092.00	859.00	0.00		10,219.00	17,000.00	-6,781.00	60.11%
4610 - Property Tax Receipts	0.00	155.06	0.00	233.52	24,036.56	106,594.70	110,709.24	21,213.08	1,188.31	75,106.41	2,556.69		341,793.57	235,000.00	106,793.57	145.44%
4710 - Sewer Service Charges	0.00	0.00	0.00	0.00	0.00	1,046,119.02	0.00	115,845.40	0.00	718,458.32	0.00		1,880,422.74	2,003,171.00	-122,748.26	93.87%
4720 - Sewer Service Refunds, Customer	0.00	0.00	0.00	0.00	0.00	-2,002.72	0.00	-339.91	0.00	0.00	0.00		-2,342.63	-4,000.00	1,657.37	58.57%
4760 - Waste Collection Revenues	984.47	2,604.03	1,058.29	2,455.60	953.94	2,387.50	927.62	2,994.43	885.84	2,659.74	453.41		18,364.87	22,000.00	-3,635.13	83.48%
4990 - Other Revenue	3,344.93	6.82	0.00	0.00	7.99	0.00	0.00	8.63	0.00	0.00	10.01		3,378.38			
Total Income	9,327.75	6,074.26	5,348.64	5,863.47	27,952.84	1,156,272.85	117,019.21	144,341.98	6,120.50	800,081.60	7,521.25		2,285,924.35	2,307,471.00	-21,546.65	99.07%
Gross Profit	9,327.75	6,074.26	5,348.64	5,863.47	27,952.84	1,156,272.85	117,019.21	144,341.98	6,120.50	800,081.60	7,521.25		2,285,924.35	2,307,471.00	-21,546.65	99.07%
Expense																
5000 - Administrative																
5190 - Bank Fees	2,740.81	321.48	333.71	336.04	344.44	327.74	339.57	373.47	345.75	338.47	531.58		6,333.06	6,500.00	-166.94	97.43%
5200 - Board of Directors																
5210 - Board Meetings	-5.25	125.00	375.00	0.00	250.00	184.95	156.53	125.00	125.00	125.00	125.00		1,586.23	4,000.00	-2,413.77	39.66%
5220 - Director Fees	0.00	187.50	0.00	750.00	375.00	187.50	1,312.50	0.00	187.50	150.00	562.50		3,712.50	3,300.00	412.50	112.5%
5230 - Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.0%
Total 5200 - Board of Directors	-5.25	312.50	375.00	750.00	625.00	372.45	1,469.03	125.00	312.50	275.00	687.50		5,298.73	7,300.00	-2,001.27	72.59%
5250 - Conference Attendance	0.00	100.00	997.50	0.00	0.00	787.97	1,189.63	0.00	0.00	55.82	0.00		3,130.92	2,000.00	1,130.92	156.55%
5270 - Information Systems	0.00	180.00	60.00	0.00	0.00	240.00	0.00	0.00	0.00	60.00	370.00		910.00	6,000.00	-5,090.00	15.17%
5300 - Insurance																
5310 - Fidelity Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	500.00	-500.00	0.0%
5320 - Property & Liability Insurance	0.00	0.00	0.00	2,160.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00		2,160.70	2,000.00	160.70	108.04%
Total 5300 - Insurance	0.00	0.00	0.00	2,160.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00		2,160.70	2,500.00	-339.30	86.43%
5350 - LAFCO Assessment	0.00	0.00	0.00	0.00	0.00	1,601.00	0.00	0.00	0.00	0.00	0.00		1,601.00	2,000.00	-399.00	80.05%
5400 - Legal																
5420 - Meeting Attendance, Legal	0.00	845.00	256.25	3,082.50	1,630.00	0.00	0.00	0.00	0.00	1,137.50	0.00		6,951.25	9,500.00	-2,548.75	73.17%
5430 - General Legal	0.00	3,170.00	62.50	650.00	375.00	3,307.50	2,470.00	0.00	0.00	11,652.50	2,212.50		23,900.00	25,000.00	-1,100.00	95.6%
5440 - Litigation	0.00	8,275.00	32,110.00	13,784.75	3,087.50	5,997.50	8,680.00	9,545.00	0.00	8,895.00	39,510.00		129,884.75			

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												TOTAL				
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Total 5400 - Legal	0.00	12,290.00	32,428.75	17,517.25	5,092.50	9,305.00	11,150.00	9,545.00	0.00	21,685.00	41,722.50		160,736.00	34,500.00	126,236.00	465.9%
5510 - Maintenance, Office	0.00	193.50	708.89	279.00	150.00	745.54	321.50	0.00	320.00	203.29	778.35		3,700.07	8,000.00	-4,299.93	46.25%
5540 - Office Supplies	0.00	845.76	335.56	305.35	282.45	376.90	616.41	112.52	808.17	149.12	2,203.54		6,035.78	8,000.00	-1,964.22	75.45%
5550 - Postage	0.00	0.00	229.17	0.00	0.00	-60.71	0.00	0.00	77.49	0.00	0.00		245.95	2,500.00	-2,254.05	9.84%
5560 - Printing & Publishing	0.00	131.33	31.50	111.19	21.04	1,186.77	1,517.73	0.00	28.24	331.88	98.93		3,458.61	3,000.00	458.61	115.29%
5600 - Professional Services																
5610 - Accounting	0.00	0.00	4,700.00	4,500.00	1,650.00	1,250.00	1,600.00	0.00	0.00	4,950.00	4,376.00		23,026.00	30,000.00	-6,974.00	76.75%
5620 - Audit	0.00	6,000.00	0.00	3,800.00	0.00	0.00	0.00	0.00	0.00	0.00	3,200.00		13,000.00	13,000.00	0.00	100.0%
5630 - Consulting	0.00	2,828.88	1,565.67	1,179.00	73.13	3,931.00	813.90	198.75	603.13	8,999.31	3,500.00		23,692.77	28,000.00	-4,307.23	84.62%
5640 - Data Services	0.00	0.00	0.00	5,850.84	0.00	0.00	0.00	0.00	0.00	313.50	1,146.88		7,311.22	6,000.00	1,311.22	121.85%
5650 - Labor & HR Support	0.00	194.50	539.00	194.50	194.50	194.50	194.50	194.50	194.50	194.50	194.50		2,289.50	2,500.00	-210.50	91.58%
5660 - Payroll Services	74.02	72.96	70.84	71.90	71.90	71.90	143.08	71.90	71.90	75.52	72.19		868.11	950.00	-81.89	91.38%
Total 5600 - Professional Services	74.02	9,096.34	6,875.51	15,596.24	1,989.53	5,447.40	2,751.48	465.15	869.53	14,532.83	12,489.57		70,187.60	80,450.00	-10,262.40	87.24%
5710 - San Mateo Co. Tax Roll Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	2,500.00	-2,500.00	0.0%
5720 - Telephone & Internet	0.00	1,878.29	2,114.58	2,558.86	482.08	1,320.89	3,268.56	139.05	1,450.31	1,600.78	2,867.63		17,681.03	16,500.00	1,181.03	107.16%
5730 - Mileage Reimbursement	0.00	0.00	0.00	0.00	563.95	0.00	0.00	0.00	0.00	0.00	0.00		563.95	1,500.00	-936.05	37.6%
5740 - Reference Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	200.00	-200.00	0.0%
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	1,574.10	1,628.46	1,689.14	1,249.87	517.08	650.09	4,821.53	1,202.63	1,270.66	1,234.43	1,300.27		17,138.26	15,445.00	1,693.26	110.96%
5820 - Employee Benefits	6,092.66	0.00	6,778.01	3,653.55	3,653.55	3,809.11	3,809.12	3,809.12	3,809.12	3,809.11	3,809.11		43,032.46	35,635.00	7,397.46	120.76%
5830 - Disability Insurance	0.00	113.36	113.36	226.72	0.00	113.36	226.72	0.00	113.36	113.36	226.72		1,246.96	1,534.00	-287.04	81.29%
5840 - Payroll Taxes	1,720.28	1,676.31	935.40	868.62	916.80	842.21	2,032.98	1,359.34	1,433.70	1,394.08	1,476.36		14,656.08	16,879.00	-2,222.92	86.83%
5850 - PARS	1,451.93	1,493.70	1,545.86	1,147.45	1,195.23	1,231.83	1,787.41	1,178.50	1,238.44	1,208.47	1,268.41		14,747.23	14,061.00	686.23	104.88%
5900 - Wages																
5910 - Management	8,125.00	8,125.00	14,687.50	8,622.58	8,872.55	8,706.26	15,881.34	8,381.34	8,381.34	8,381.34	8,381.34		106,545.59	103,725.00	2,820.59	102.72%
5920 - Staff	14,212.21	14,854.60	9,123.82	9,527.76	10,067.76	9,382.69	10,500.84	9,237.61	10,103.76	9,670.68	10,680.84		117,362.57	112,599.00	4,763.57	104.23%
5930 - Staff Certification	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00		1,650.00	1,800.00	-150.00	91.67%
5940 - Staff Overtime	0.00	134.12	169.42	42.36	84.71	42.36	42.36	0.00	105.89	21.18	63.54		705.94	2,514.00	-1,808.06	28.08%
5950 - Staff Standby	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.19		32.19			
Total 5900 - Wages	22,487.21	23,263.72	24,130.74	18,342.70	19,175.02	18,281.31	26,574.54	17,768.95	18,740.99	18,223.20	19,307.91		226,296.29	220,638.00	5,658.29	102.57%
5960 - Worker's Comp Insurance	0.00	0.00	0.00	1,114.08	0.00	0.00	976.93	0.00	0.00	1,038.96	0.00		3,129.97	2,447.00	682.97	127.91%
Total 5800 - Labor	33,326.18	28,175.55	35,192.51	26,602.99	25,457.68	24,927.91	40,229.23	25,318.54	26,606.27	27,021.61	27,388.78		320,247.25	306,639.00	13,608.25	104.44%
Total 5000 - Administrative	36,135.76	53,524.75	79,682.68	66,217.62	35,008.67	46,578.86	62,853.14	36,078.73	30,818.26	66,253.80	89,138.38		602,290.65	490,089.00	112,201.65	122.89%
6000 - Operations																
6170 - Claims, Property Damage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,810.50	0.00		12,810.50	10,000.00	2,810.50	128.11%
6195 - Education & Training	0.00	0.00	0.00	28.61	0.00	0.00	598.92	0.00	0.00	0.00	89.76		717.29	1,000.00	-282.71	71.73%

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												TOTAL				
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6200 - Engineering																
6210 - Meeting Attendance, Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
6220 - General Engineering	0.00	3,757.50	3,982.50	33,369.50	0.00	8,945.00	6,521.00	5,669.00	1,820.00	0.00	819.00		64,883.50	50,000.00	14,883.50	129.77%
Total 6200 - Engineering	0.00	3,757.50	3,982.50	33,369.50	0.00	8,945.00	6,521.00	5,669.00	1,820.00	0.00	819.00		64,883.50	52,000.00	12,883.50	124.78%
6320 - Equipment & Tools, Expensed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	1,000.00	-1,000.00	0.0%
6330 - Facilities																
6335 - Alarm Services	659.70	518.82	888.60	127.02	0.00	184.80	518.82	391.80	444.30	0.00	968.12		4,701.98	5,700.00	-998.02	82.49%
6337 - Landscaping	0.00	190.00	190.00	190.00	190.00	190.00	0.00	0.00	190.00	190.00	570.00		1,900.00	2,400.00	-500.00	79.17%
Total 6330 - Facilities	659.70	708.82	1,078.60	317.02	190.00	374.80	518.82	391.80	634.30	190.00	1,538.12		6,601.98	8,100.00	-1,498.02	81.51%
6400 - Pumping																
6410 - Pumping Fuel & Electricity	0.00	2,528.80	2,875.13	5,600.25	0.00	5,004.62	2,569.32	0.00	8,520.05	2,759.53	6,215.82		36,073.52	32,000.00	4,073.52	112.73%
Total 6400 - Pumping	0.00	2,528.80	2,875.13	5,600.25	0.00	5,004.62	2,569.32	0.00	8,520.05	2,759.53	6,215.82		36,073.52	32,000.00	4,073.52	112.73%
6600 - Collection/Transmission																
6660 - Maintenance, Collection System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	10,000.00	-10,000.00	0.0%
Total 6600 - Collection/Transmission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	10,000.00	-10,000.00	0.0%
6800 - Vehicles																
6810 - Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	779.43	0.00		779.43	800.00	-20.57	97.43%
6820 - Truck Equipment, Expensed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.03	0.00		1.03	160.00	-158.97	0.64%
6830 - Truck Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	745.40	0.00		745.40	400.00	345.40	186.35%
Total 6800 - Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,525.86	0.00		1,525.86	1,360.00	165.86	112.2%
6900 - Sewer Authority Midcoastside																
6910 - SAM Collections	26,800.67	19,767.33	23,284.00	23,284.00	23,284.00	23,284.00	23,284.00	23,284.00	0.00	23,284.25	0.00		209,556.25	285,934.00	-76,377.75	73.29%
6920 - SAM Operations	0.00	185,420.50	92,710.25	92,710.25	167,860.25	129,477.00	0.00	92,710.25	0.00	92,710.25	679,021.76		1,532,620.51	1,259,320.00	273,300.51	121.7%
6940 - SAM Maintenance, Collection Sys	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,071.49	0.00		16,071.49	40,000.00	-23,928.51	40.18%
6950 - SAM Maintenance, Pumping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	50,000.00	-50,000.00	0.0%
Total 6900 - Sewer Authority Midcoastside	26,800.67	205,187.83	115,994.25	115,994.25	191,144.25	152,761.00	23,284.00	115,994.25	0.00	132,065.99	679,021.76		1,758,248.25	1,635,254.00	122,994.25	107.52%
Total 6000 - Operations	27,460.37	212,182.95	123,930.48	155,309.63	191,334.25	167,085.42	33,492.06	122,055.05	10,974.35	149,351.88	687,684.46		1,880,860.90	1,750,714.00	130,146.90	107.43%
Total Expense	63,596.13	265,707.70	203,613.16	221,527.25	226,342.92	213,664.28	96,345.20	158,133.78	41,792.61	215,605.68	776,822.84		2,483,151.55	2,240,803.00	242,348.55	110.82%
Net Ordinary Income	-54,268.38	-259,633.44	-198,264.52	-215,663.78	-198,390.08	942,608.57	20,674.01	-13,791.80	-35,672.11	584,475.92	-769,301.59		-197,227.20	66,668.00	-263,895.20	-295.84%
Other Income/Expense																
Other Income																
7000 - Capital Account Revenues																

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												TOTAL				
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
7100 - Connection Fees																
7110 - Connection Fees (New Constr)	52,056.00	0.00	49,013.00	0.00	34,883.00	28,901.00	0.00	0.00	0.00	56,805.00	0.00		221,658.00	144,576.00	77,082.00	153.32%
7120 - Connection Fees (Remodel)	10,468.50	498.50	3,489.50	5,418.00	0.00	9,495.00	0.00	2,991.00	0.00	19,075.00	220.00		51,655.50	50,000.00	1,655.50	103.31%
Total 7100 - Connection Fees	62,524.50	498.50	52,502.50	5,418.00	34,883.00	38,396.00	0.00	2,991.00	0.00	75,880.00	220.00		273,313.50	194,576.00	78,737.50	140.47%
7200 - Interest Income - LAIF	0.00	0.00	0.00	11,709.89	0.00	0.00	13,170.60	0.00	0.00	16,189.71	0.00		41,070.20	15,000.00	26,070.20	273.8%
Total 7000 - Capital Account Revenues	62,524.50	498.50	52,502.50	17,127.89	34,883.00	38,396.00	13,170.60	2,991.00	0.00	92,069.71	220.00		314,383.70	209,576.00	104,807.70	150.01%
Total Other Income	62,524.50	498.50	52,502.50	17,127.89	34,883.00	38,396.00	13,170.60	2,991.00	0.00	92,069.71	220.00		314,383.70	209,576.00	104,807.70	150.01%
Other Expense																
8000 - Capital Improvement Program																
8075 - Sewer	0.00	3,275.00	17,815.00	75,482.50	0.00	100,166.18	3,630.50	3,909.32	13,512.33	2,588.11	8,774.50		229,153.44	1,640,000.00	-1,410,846.56	13.97%
Total 8000 - Capital Improvement Program	0.00	3,275.00	17,815.00	75,482.50	0.00	100,166.18	3,630.50	3,909.32	13,512.33	2,588.11	8,774.50		229,153.44	1,640,000.00	-1,410,846.56	13.97%
9000 - Capital Account Expenses																
9125 - PNC Equipment Lease Interest	787.85	1,566.77	1,557.19	1,547.60	1,537.98	1,528.34	1,518.68	1,508.99	1,499.27	1,489.54	1,479.78		16,021.99	18,280.00	-2,258.01	87.65%
9175 - Capital Assessment - SAM	0.00	0.00	0.00	0.00	0.00	67,415.00	53,930.00	0.00	0.00	0.00	0.00		121,345.00	0.00	121,345.00	100.0%
9200 - I-Bank Loan	2,065.29	0.00	0.00	0.00	0.00	0.00	11,961.95	0.00	0.00	0.00	0.00		14,027.24	24,354.00	-10,326.76	57.6%
Total 9000 - Capital Account Expenses	2,853.14	1,566.77	1,557.19	1,547.60	1,537.98	68,943.34	67,410.63	1,508.99	1,499.27	1,489.54	1,479.78		151,394.23	42,634.00	108,760.23	355.1%
Total Other Expense	2,853.14	4,841.77	19,372.19	77,030.10	1,537.98	169,109.52	71,041.13	5,418.31	15,011.60	4,077.65	10,254.28		380,547.67	1,682,634.00	-1,302,086.33	22.62%
Net Other Income	59,671.36	-4,343.27	33,130.31	-59,902.21	33,345.02	-130,713.52	-57,870.53	-2,427.31	-15,011.60	87,992.06	-10,034.28		-66,163.97	-1,473,058.00	1,406,894.03	4.49%
Net Income	5,402.98	-263,976.71	-165,134.21	-275,565.99	-165,045.06	811,895.05	-37,196.52	-16,219.11	-50,683.71	672,467.98	-779,335.87		-263,391.17	-1,406,390.00	1,142,998.83	18.73%

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	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 - Cell Tower Lease	2,954.36	2,954.36	2,954.36	2,954.36	2,954.36	2,954.36	2,954.36	2,954.36	2,954.36	2,998.13	4,501.14		34,088.51	34,300.00	-211.49	99.38%
4400 - Fees																
4410 - Administrative Fee (New Constr)	505.00	0.00	505.00	0.00	0.00	505.00	1,010.00	505.00	1,010.00	0.00	505.00		4,545.00	5,500.00	-955.00	82.64%
4420 - Administrative Fee (Remodel)	0.00	0.00	505.00	0.00	164.00	0.00	505.00	505.00	0.00	0.00	0.00		1,679.00	900.00	779.00	186.56%
4430 - Inspection Fee (New Constr)	477.00	0.00	477.00	0.00	0.00	477.00	954.00	477.00	954.00	0.00	477.00		4,293.00	5,000.00	-707.00	85.86%
4440 - Inspection Fee (Remodel)	0.00	0.00	477.00	0.00	477.00	0.00	477.00	477.00	0.00	0.00	0.00		1,908.00	650.00	1,258.00	293.54%
4460 - Remodel Fees	0.00	0.00	306.75	0.00	354.00	115.47	0.00	0.00	214.70	0.00	0.00		990.92			
4470 - Other Fees	0.00	0.00	0.00	158.79	393.07	0.00	0.00	0.00	1,248.64	0.00	1,424.54		3,225.04			
Total 4400 - Fees	982.00	0.00	2,270.75	158.79	1,388.07	1,097.47	2,946.00	1,964.00	3,427.34	0.00	2,406.54		16,640.96	12,050.00	4,590.96	138.1%
4610 - Property Tax Receipts	0.00	155.06	0.00	233.52	24,036.56	106,594.69	110,709.23	21,213.08	1,188.31	75,106.42	2,556.68		341,793.55	235,000.00	106,793.55	145.44%
4740 - Testing, Backflow	5,322.00	3,080.00	0.00	0.00	0.00	5,060.00	1,100.00	0.00	220.00	0.00	0.00		14,782.00	13,000.00	1,782.00	113.71%
4760 - Waste Collection Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	453.41		453.41			
4810 - Water Sales, Domestic	172,926.20	269,602.18	204,168.97	43,850.27	261,884.93	58,824.01	177,041.67	108,880.44	146,720.09	152,906.30	136,904.58		1,733,709.64	1,915,496.00	-181,786.36	90.51%
4850 - Water Sales Refunds, Customer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,488.10	0.00	0.00	0.00		-1,488.10	-3,000.00	1,511.90	49.6%
4990 - Other Revenue	0.00	286.81	0.00	0.00	7.99	0.00	0.00	875.17	0.00	0.00	10.01		1,179.98			
Total Income	182,184.56	276,078.41	209,394.08	47,196.94	290,271.91	174,530.53	294,751.26	134,398.95	154,510.10	231,010.85	146,832.36		2,141,159.95	2,206,846.00	-65,686.05	97.02%
Gross Profit	182,184.56	276,078.41	209,394.08	47,196.94	290,271.91	174,530.53	294,751.26	134,398.95	154,510.10	231,010.85	146,832.36		2,141,159.95	2,206,846.00	-65,686.05	97.02%
Expense																
5000 - Administrative																
5190 - Bank Fees	76.10	126.15	3.43	14.15	111.60	102.50	108.09	0.00	978.15	0.00	37.96		1,558.13	7,000.00	-5,441.87	22.26%
5200 - Board of Directors																
5210 - Board Meetings	-5.25	125.00	375.00	0.00	250.00	184.94	156.52	125.00	125.00	125.00	125.00		1,586.21	4,000.00	-2,413.79	39.66%
5220 - Director Fees	0.00	187.50	0.00	750.00	375.00	187.50	1,312.50	0.00	187.50	150.00	562.50		3,712.50	3,300.00	412.50	112.5%
5230 - Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.0%
Total 5200 - Board of Directors	-5.25	312.50	375.00	750.00	625.00	372.44	1,469.02	125.00	312.50	275.00	687.50		5,298.71	7,300.00	-2,001.29	72.59%
5240 - CDPH Fees	0.00	0.00	0.00	0.00	0.00	2,588.00	8,243.50	0.00	0.00	0.00	0.00		10,831.50	15,500.00	-4,668.50	69.88%
5250 - Conference Attendance	0.00	100.00	997.50	2,263.75	319.16	631.30	1,249.64	0.00	79.42	55.81	0.00		5,696.58	4,000.00	1,696.58	142.42%
5270 - Information Systems	0.00	180.00	60.00	0.00	0.00	240.00	0.00	0.00	0.00	373.49	9,781.87		10,635.36	3,000.00	7,635.36	354.51%
5300 - Insurance																
5310 - Fidelity Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	500.00	-500.00	0.0%
5320 - Property & Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	2,700.00	-2,700.00	0.0%
Total 5300 - Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	3,200.00	-3,200.00	0.0%
5350 - LAFCO Assessment	0.00	0.00	0.00	0.00	0.00	2,208.00	0.00	0.00	0.00	0.00	0.00		2,208.00	2,500.00	-292.00	88.32%
5400 - Legal																

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												TOTAL				
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
5420 · Meeting Attendance, Legal	0.00	842.50	256.25	767.50	845.00	0.00	0.00	0.00	0.00	500.00	0.00		3,211.25	8,500.00	-5,288.75	37.78%
5430 · General Legal	0.00	692.50	2,925.00	600.00	912.50	1,555.00	2,967.50	0.00	0.00	2,247.50	3,087.50		14,987.50	60,000.00	-45,012.50	24.98%
Total 5400 · Legal	0.00	1,535.00	3,181.25	1,367.50	1,757.50	1,555.00	2,967.50	0.00	0.00	2,747.50	3,087.50		18,198.75	68,500.00	-50,301.25	26.57%
5510 · Maintenance, Office	0.00	193.50	503.90	160.00	185.98	272.67	321.50	0.00	498.52	203.28	2,901.69		5,241.04	8,000.00	-2,758.96	65.51%
5530 · Memberships	0.00	842.70	0.00	172.50	0.00	18,543.00	740.00	0.00	0.00	0.00	0.00		20,298.20	18,000.00	2,298.20	112.77%
5540 · Office Supplies	0.00	845.75	335.54	305.34	282.43	376.89	616.42	112.53	808.17	149.12	2,238.55		6,070.74	8,000.00	-1,929.26	75.88%
5550 · Postage	0.00	499.81	1,035.26	226.35	980.00	-54.12	1,141.42	0.00	651.12	527.54	1,329.93		6,337.31	7,500.00	-1,162.69	84.5%
5560 · Printing & Publishing	0.00	131.32	31.50	111.18	21.03	17.14	42.73	0.00	28.24	331.88	98.93		813.95	2,000.00	-1,186.05	40.7%
5600 · Professional Services																
5610 · Accounting	0.00	0.00	4,700.00	4,500.00	1,650.00	1,250.00	1,600.00	0.00	0.00	4,950.00	4,376.00		23,026.00	30,000.00	-6,974.00	76.75%
5620 · Audit	0.00	6,000.00	0.00	3,800.00	0.00	0.00	0.00	0.00	0.00	0.00	3,200.00		13,000.00	13,000.00	0.00	100.0%
5630 · Consulting	-1,600.00	2,828.87	1,565.67	3,726.97	73.12	5,793.16	813.90	198.75	603.12	375.00	3,500.00		17,878.56	25,000.00	-7,121.44	71.51%
5650 · Labor & HR Support	0.00	194.50	539.00	194.50	194.50	194.50	194.50	194.50	194.50	194.50	194.50		2,289.50	2,250.00	39.50	101.76%
5660 · Payroll Services	74.00	72.95	70.84	71.90	71.90	71.90	143.07	71.90	71.90	75.52	72.19		868.07	950.00	-81.93	91.38%
Total 5600 · Professional Services	-1,526.00	9,096.32	6,875.51	12,293.37	1,989.52	7,309.56	2,751.47	465.15	869.52	5,595.02	11,342.69		57,062.13	71,200.00	-14,137.87	80.14%
5720 · Telephone & Internet	0.00	2,220.11	2,127.92	2,598.80	535.38	1,690.64	4,307.98	139.05	1,858.69	2,010.02	3,691.91		21,180.50	22,380.00	-1,199.50	94.64%
5730 · Mileage Reimbursement	0.00	0.00	0.00	0.00	563.95	0.00	0.00	0.00	0.00	0.00	0.00		563.95	2,000.00	-1,436.05	28.2%
5740 · Reference Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	800.00	-800.00	0.0%
5790 · Other Administrative	0.00	0.00	496.08	119.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		615.08			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	2,732.09	2,911.11	3,307.76	2,872.52	2,186.64	2,206.26	6,461.33	2,709.73	2,857.73	2,792.56	2,690.32		33,728.05	35,513.00	-1,784.95	94.97%
5820 · Employee Benefits	11,334.17	-507.45	6,527.58	7,238.86	7,238.86	7,546.76	8,597.04	6,496.46	7,546.75	7,546.76	3,216.40		72,782.19	86,856.00	-14,073.81	83.8%
5830 · Disability Insurance	0.00	280.51	280.51	561.02	0.00	280.51	561.02	0.00	280.51	280.51	561.02		3,085.61	3,637.00	-551.39	84.84%
5840 · Payroll Taxes	3,247.71	3,485.55	3,044.82	2,989.17	2,997.94	2,801.71	4,083.52	3,255.19	3,435.16	3,542.92	3,346.76		36,230.45	42,294.00	-6,063.55	85.66%
5850 · PARS	2,196.04	2,401.72	2,665.36	2,329.63	2,377.41	2,433.20	3,103.21	2,322.68	2,507.76	2,299.10	2,347.56		26,983.67	28,152.00	-1,168.33	95.85%
5900 · Wages																
5910 · Management	8,125.00	8,125.00	14,687.50	8,622.57	8,872.53	8,706.24	15,881.32	8,381.32	8,381.32	8,381.32	8,381.32		106,545.44	103,725.00	2,820.44	102.72%
5920 · Staff	29,178.80	32,918.68	29,474.09	31,026.20	30,313.88	28,446.55	31,698.22	27,750.88	30,645.07	31,886.46	29,751.32		333,090.15	354,757.00	-21,666.85	93.89%
5930 · Staff Certification	800.00	825.00	850.00	850.00	911.20	850.00	850.00	850.00	1,160.00	850.00	646.20		9,442.40	9,000.00	442.40	104.92%
5940 · Staff Overtime	3,512.23	2,934.29	4,674.34	3,482.76	4,237.84	3,354.07	2,825.71	3,683.38	2,942.30	3,157.75	2,759.96		37,564.63	55,831.00	-18,266.37	67.28%
5950 · Staff Standby	2,245.21	2,110.96	2,019.67	2,081.04	2,105.73	2,107.03	2,124.20	1,886.34	2,085.70	2,037.33	2,325.63		23,128.84	25,947.00	-2,818.16	89.14%
Total 5900 · Wages	43,861.24	46,913.93	51,705.60	46,062.57	46,441.18	43,463.89	53,379.45	42,551.92	45,214.39	46,312.86	43,864.43		509,771.46	549,260.00	-39,488.54	92.81%
5960 · Worker's Comp Insurance	0.00	0.00	0.00	4,848.27	0.00	0.00	4,798.16	0.00	0.00	4,834.89	0.00		14,481.32	19,948.00	-5,466.68	72.6%
Total 5800 · Labor	63,371.25	55,485.37	67,531.63	66,902.04	61,242.03	58,732.33	80,983.73	57,335.98	61,842.30	67,609.60	56,026.49		697,062.75	765,660.00	-68,597.25	91.04%
Total 5000 · Administrative	61,916.10	71,568.53	83,554.52	87,283.98	68,613.58	94,585.35	104,943.00	58,177.71	67,926.63	79,878.26	91,225.02		869,672.68	1,016,540.00	-146,867.32	85.55%
6000 · Operations																

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	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6160 · Backflow Prevention	-100.00	0.00	0.00	0.00	0.00	113.38	444.95	0.00	15.15	0.00	0.00		473.48	1,000.00	-526.52	47.35%
6170 · Claims, Property Damage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	10,000.00	-10,000.00	0.0%
6180 · Communications																
6185 · SCADA Maintenance	0.00	0.00	797.00	0.00	152.71	3,146.03	0.00	0.00	1,848.00	1,277.00	63,421.42		70,642.16	20,000.00	50,642.16	353.21%
6180 · Communications - Other	0.00	1,764.83	0.00	0.00	0.00	0.00	25.19	0.00	0.00	0.00	0.00		1,790.02			
Total 6180 · Communications	0.00	1,764.83	797.00	0.00	152.71	3,146.03	25.19	0.00	1,848.00	1,277.00	63,421.42		72,432.18	20,000.00	52,432.18	362.16%
6195 · Education & Training	0.00	1,420.00	647.50	441.11	531.85	412.50	2,406.42	0.00	1,587.50	1,253.18	798.74		9,498.80	7,000.00	2,498.80	135.7%
6200 · Engineering																
6210 · Meeting Attendance, Engineering	0.00	0.00	0.00	0.00	15.50	0.00	0.00	0.00	0.00	0.00	0.00		15.50	2,000.00	-1,984.50	0.78%
6220 · General Engineering	0.00	1,348.75	0.00	840.00	1,718.75	218.75	2,406.25	343.75	1,220.10	156.25	0.00		8,252.60	20,000.00	-11,747.40	41.26%
6230 · Water Quality Engineering	0.00	10,722.50	7,445.00	7,143.75	10,007.50	16,481.05	16,733.68	7,810.00	14,808.75	13,786.25	0.00		104,938.48	65,000.00	39,938.48	161.44%
Total 6200 · Engineering	0.00	12,071.25	7,445.00	7,983.75	11,741.75	16,699.80	19,139.93	8,153.75	16,028.85	13,942.50	0.00		113,206.58	87,000.00	26,206.58	130.12%
6320 · Equipment & Tools, Expensed	0.00	278.74	369.46	1,649.39	45.07	444.73	1,457.69	1,525.07	110.56	131.78	1,068.33		7,080.82	5,000.00	2,080.82	141.62%
6330 · Facilities																
6335 · Alarm Services	0.00	127.02	0.00	127.02	0.00	0.00	127.02	0.00	52.50	0.00	184.52		618.08	800.00	-181.92	77.26%
6337 · Landscaping	0.00	420.00	443.47	420.00	553.55	420.00	0.00	0.00	420.00	420.00	2,010.00		5,107.02	6,000.00	-892.98	85.12%
6330 · Facilities - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00			
Total 6330 · Facilities	0.00	547.02	443.47	547.02	553.55	420.00	127.02	0.00	472.50	420.00	2,194.52		5,725.10	6,800.00	-1,074.90	84.19%
6370 · Lab Supplies & Equipment	0.00	0.00	53.15	225.05	1,143.40	187.67	11.56	0.00	51.43	6.49	1,664.10		3,342.85	1,000.00	2,342.85	334.29%
6380 · Meter Reading	0.00	0.00	0.00	0.00	0.00	0.00	21.25	0.00	0.00	0.00	0.00		21.25			
6400 · Pumping																
6410 · Pumping Fuel & Electricity	0.00	5,549.52	5,749.71	8,175.54	2,778.84	7,563.31	5,968.07	1,134.12	10,249.83	5,034.26	9,799.66		62,002.86	90,000.00	-27,997.14	68.89%
6420 · Pumping Maintenance, Generators	0.00	0.00	0.00	4,317.64	0.00	1,044.00	0.00	92.44	1,150.00	0.00	1,173.18		7,777.26	10,000.00	-2,222.74	77.77%
6430 · Pumping Maintenance, General	0.00	0.00	0.00	0.00	0.00	1,263.19	0.00	0.00	0.00	2,874.11	0.00		4,137.30	7,000.00	-2,862.70	59.1%
6440 · Pumping Equipment, Expensed	0.00	0.00	0.00	0.00	0.00	210.32	0.00	0.00	0.00	0.00	0.00		210.32	2,000.00	-1,789.68	10.52%
Total 6400 · Pumping	0.00	5,549.52	5,749.71	12,493.18	2,778.84	10,080.82	5,968.07	1,226.56	11,399.83	7,908.37	10,972.84		74,127.74	109,000.00	-34,872.26	68.01%
6500 · Supply																
6510 · Maintenance, Raw Water Mains	0.00	0.00	1,195.59	249.19	0.00	0.00	0.00	18.47	0.00	10.86	0.00		1,474.11	2,000.00	-525.89	73.71%
6520 · Maintenance, Wells	0.00	72.12	1,963.35	0.00	0.00	0.00	0.00	0.00	3,319.15	0.00	8,337.94		13,692.56	10,000.00	3,692.56	136.93%
6530 · Water Purchases	0.00	0.00	0.00	12,817.37	0.00	6,230.65	0.00	0.00	0.00	6,460.17	0.00		25,508.19	40,000.00	-14,491.81	63.77%
Total 6500 · Supply	0.00	72.12	3,158.94	13,066.56	0.00	6,230.65	0.00	18.47	3,319.15	6,471.03	8,337.94		40,674.86	52,000.00	-11,325.14	78.22%
6600 · Collection/Transmission																
6610 · Hydrants	0.00	375.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		375.29	1,000.00	-624.71	37.53%
6620 · Maintenance, Water Mains	0.00	0.00	3,068.48	104.20	4,231.33	8,193.80	6,562.56	4,167.25	0.00	0.00	4,133.67		30,461.29	55,000.00	-24,538.71	55.38%
6630 · Maintenance, Water Svc Lines	0.00	0.00	2,776.91	83.75	7,249.54	1,511.05	0.00	0.00	36.95	730.42	0.00		12,388.62	25,000.00	-12,611.38	49.55%
6640 · Maintenance, Tanks	0.00	0.00	0.00	35.81	40.73	480.00	0.00	0.00	0.00	0.00	0.00		556.54	1,000.00	-443.46	55.65%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2017 through June 2018

												TOTAL				
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6650 · Maint., Distribution General	0.00	0.00	0.00	97.88	0.00	174.95	0.00	0.00	975.00	0.00	0.00		1,247.83	10,000.00	-8,752.17	12.48%
6660 · Maintenance, Collection System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.60	0.00	0.00		32.60			
6670 · Meters	0.00	0.00	1,066.27	0.00	0.00	0.00	13.70	0.00	0.00	561.15	731.75		2,372.87	2,500.00	-127.13	94.92%
Total 6600 · Collection/Transmission	0.00	375.29	6,911.66	321.64	11,521.60	10,359.80	6,576.26	4,167.25	1,044.55	1,291.57	4,865.42		47,435.04	94,500.00	-47,064.96	50.2%
6700 · Treatment																
6710 · Chemicals & Filtering	2,400.00	1,421.17	2,666.00	1,852.23	1,200.00	1,625.37	443.76	3,558.91	1,445.88	654.64	672.30		17,940.26	30,000.00	-12,059.74	59.8%
6720 · Maintenance, Treatment Equip.	0.00	61.89	109.14	165.86	448.96	11.56	0.00	325.52	261.79	4,135.60	75.78		5,596.10	4,000.00	1,596.10	139.9%
6730 · Treatment Analysis	-60.80	1,731.27	8,834.22	1,063.50	1,520.42	2,280.80	6,941.01	374.60	4,457.35	2,824.45	4,292.34		34,259.16	30,000.00	4,259.16	114.2%
Total 6700 · Treatment	2,339.20	3,214.33	11,609.36	3,081.59	3,169.38	3,917.73	7,384.77	4,259.03	6,165.02	7,614.69	5,040.42		57,795.52	64,000.00	-6,204.48	90.31%
6770 · Uniforms	0.00	791.31	715.05	831.82	726.36	1,377.43	977.66	824.27	1,066.86	1,038.86	1,930.33		10,279.95	12,000.00	-1,720.05	85.67%
6800 · Vehicles																
6810 · Fuel	0.00	580.23	454.46	616.04	669.53	620.88	1,012.46	0.00	672.58	-209.42	1,389.21		5,805.97	8,000.00	-2,194.03	72.58%
6820 · Truck Equipment, Expensed	0.00	6.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1.03	0.00		5.81	1,000.00	-994.19	0.58%
6830 · Truck Repairs	0.00	0.00	988.88	36.74	0.00	591.78	2,852.99	0.00	0.00	-246.46	232.73		4,456.66	5,000.00	-543.34	89.13%
Total 6800 · Vehicles	0.00	587.07	1,443.34	652.78	669.53	1,212.66	3,865.45	0.00	672.58	-456.91	1,621.94		10,268.44	14,000.00	-3,731.56	73.35%
6890 · Other Operations	0.00	0.00	0.00	0.00	0.00	26.62	0.00	0.00	108.82	102.20	0.00		237.64			
6000 · Operations - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00			
Total 6000 · Operations	2,239.20	26,671.48	39,343.64	41,293.89	33,034.04	54,629.82	48,406.22	20,174.40	43,890.80	41,000.76	101,916.00		452,600.25	483,300.00	-30,699.75	93.65%
Total Expense	64,155.30	98,240.01	122,898.16	128,577.87	101,647.62	149,215.17	153,349.22	78,352.11	111,817.43	120,879.02	193,141.02		1,322,272.93	1,499,840.00	-177,567.07	88.16%
Net Ordinary Income	118,029.26	177,838.40	86,495.92	-81,380.93	188,624.29	25,315.36	141,402.04	56,046.84	42,692.67	110,131.83	-46,308.66		818,887.02	707,006.00	111,881.02	115.83%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	17,302.00	0.00	0.00	0.00	22,766.00	2,500.00	0.00	0.00	35,910.00	35,910.00	34,200.00		148,588.00	173,020.00	-24,432.00	85.88%
7120 · Connection Fees (Remodel)	0.00	0.00	0.00	0.00	6,867.00	0.00	0.00	0.00	0.00	0.00	0.00		6,867.00	0.00	6,867.00	100.0%
7130 · Conn. Fees, PFP (New Constr)	0.00	0.00	0.00	0.00	8,921.07	8,528.00	0.00	17,056.00	0.00	8,784.77	48,217.68		91,507.52	80,000.00	11,507.52	114.38%
7140 · Conn. Fees, PFP (Remodel)	0.00	0.00	0.00	0.00	3,489.50	0.00	0.00	0.00	7,693.07	286.40	0.00		11,468.97			
7150 · Connection Fees, Well Conv.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,700.00	3,100.00		7,800.00			
Total 7100 · Connection Fees	17,302.00	0.00	0.00	0.00	42,043.57	11,028.00	0.00	17,056.00	43,603.07	49,681.17	85,517.68		266,231.49	253,020.00	13,211.49	105.22%
7600 · Bond Revenues, G.O.	0.00	748.85	0.00	1,002.45	17,378.42	560,562.05	5,004.60	85,273.17	5,266.41	379,172.85	12,005.29		1,066,414.09	1,150,436.00	-84,021.91	92.7%
Total 7000 · Capital Account Revenues	17,302.00	748.85	0.00	1,002.45	59,421.99	571,590.05	5,004.60	102,329.17	48,869.48	428,854.02	97,522.97		1,332,645.58	1,403,456.00	-70,810.42	94.96%
Total Other Income	17,302.00	748.85	0.00	1,002.45	59,421.99	571,590.05	5,004.60	102,329.17	48,869.48	428,854.02	97,522.97		1,332,645.58	1,403,456.00	-70,810.42	94.96%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL			
													Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Other Expense																
8000 - Capital Improvement Program																
8100 - Water	0.00	45,198.00	5,988.00	0.00	9,176.25	39,967.22	22,985.60	2,400.90	105.00	6,199.00	19,117.64		151,137.61	713,500.00	-562,362.39	21.18%
Total 8000 - Capital Improvement Program	0.00	45,198.00	5,988.00	0.00	9,176.25	39,967.22	22,985.60	2,400.90	105.00	6,199.00	19,117.64		151,137.61	713,500.00	-562,362.39	21.18%
9000 - Capital Account Expenses																
9100 - Interest Expense - GO Bonds	0.00	23,086.56	0.00	0.00	0.00	0.00	0.00	135,458.40	0.00	0.00	0.00		158,544.96	273,978.00	-115,433.04	57.87%
9125 - PNC Equipment Lease Interest	787.86	1,566.77	1,557.20	1,547.61	1,537.99	1,528.35	1,518.68	1,508.99	1,499.28	1,489.54	1,479.78		16,022.05	18,280.00	-2,257.95	87.65%
9150 - SRF Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	34,273.00	-34,273.00	0.0%
9210 - Conservation Program/Rebates	0.00	300.00	100.00	400.00	200.00	200.00	0.00	0.00	200.00	0.00	0.00		1,400.00	500.00	900.00	280.0%
Total 9000 - Capital Account Expenses	787.86	24,953.33	1,657.20	1,947.61	1,737.99	1,728.35	1,518.68	136,967.39	1,699.28	1,489.54	1,479.78		175,967.01	327,031.00	-151,063.99	53.81%
Total Other Expense	787.86	70,151.33	7,645.20	1,947.61	10,914.24	41,695.57	24,504.28	139,368.29	1,804.28	7,688.54	20,597.42		327,104.62	1,040,531.00	-713,426.38	31.44%
Net Other Income	16,514.14	-69,402.48	-7,645.20	-945.16	48,507.75	529,894.48	-19,499.68	-37,039.12	47,065.20	421,165.48	76,925.55		1,005,540.96	362,925.00	642,615.96	277.07%
Net Income	134,543.40	108,435.92	78,850.72	-82,326.09	237,132.04	555,209.84	121,902.36	19,007.72	89,757.87	531,297.31	30,616.89		1,824,427.98	1,069,931.00	754,496.98	170.52%

Montara Water & Sanitary District Funds Balance Sheet As of May 31, 2018

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	2,861,695.23	0.00	2,861,695.23
LAIF Investment Fund			
Capital Reserve	3,932,906.32	0.00	3,932,906.32
Connection Fees Reserve	194,576.00	0.00	194,576.00
Operating Reserve	240,073.00	0.00	240,073.00
Total LAIF Investment Fund	4,367,555.32	0.00	4,367,555.32
Total Sewer - Bank Accounts	7,229,250.55	0.00	7,229,250.55
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	861,389.44	861,389.44
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
Restricted Cash			
Acq & Improv Fund	0.00	436.13	436.13
Connection Fees Reserve	0.00	253,020.00	253,020.00
Cost of Issuance	0.00	122.94	122.94
GO Bonds Fund	0.00	1,390,396.89	1,390,396.89
Total Restricted Cash	0.00	1,643,975.96	1,643,975.96
Total Water - Bank Accounts	0.00	2,997,845.40	2,997,845.40
Total Checking/Savings	7,229,250.55	2,997,845.40	10,227,095.95
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-190.54	0.00	-190.54
Sewer - Accounts Receivable - Ot...	19,221.68	0.00	19,221.68
Total Sewer - Accounts Receivable	19,031.14	0.00	19,031.14
Water - Accounts Receivable			
Accounts Receivable	0.00	-1,224.53	-1,224.53
Accounts Rec. - Backflow	0.00	12,619.11	12,619.11
Accounts Rec. - Water Residents	0.00	168,256.81	168,256.81
Unbilled Water Receivables	0.00	240,244.44	240,244.44
Total Water - Accounts Receivable	0.00	419,895.83	419,895.83
Total Accounts Receivable	19,031.14	419,895.83	438,926.97
Other Current Assets			
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	232.31	43,038.63	43,270.94
Total Current Assets	7,248,514.00	3,460,779.86	10,709,293.86
Fixed Assets			
Sewer - Fixed Assets			
General Plant	3,389,801.90	0.00	3,389,801.90
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57

Montara Water & Sanitary District
Funds Balance Sheet
As of May 31, 2018

Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	<u>5,340,307.33</u>	<u>0.00</u>	<u>5,340,307.33</u>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-7,907,749.00	0.00	-7,907,749.00
Total Sewer - Fixed Assets	<u>5,317,814.64</u>	<u>0.00</u>	<u>5,317,814.64</u>
Water - Fixed Assets			
General Plant	0.00	26,624,584.56	26,624,584.56
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	-9,846,359.00	-9,846,359.00
Total Water - Fixed Assets	<u>0.00</u>	<u>18,919,882.34</u>	<u>18,919,882.34</u>
Total Fixed Assets	<u>5,317,814.64</u>	<u>18,919,882.34</u>	<u>24,237,696.98</u>
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	108,836.00	0.00	108,836.00
Due from Water Fund	117,867.09	0.00	117,867.09
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
Total Sewer - Other Assets	<u>2,914,250.17</u>	<u>0.00</u>	<u>2,914,250.17</u>
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	204,534.00	204,534.00
Bond Acquisition Cost OID	0.00	52,750.40	52,750.40
Bond Issue Cost	0.00	61,691.45	61,691.45
Total Water - Other Assets	<u>0.00</u>	<u>318,975.85</u>	<u>318,975.85</u>
Total Other Assets	<u>2,914,250.17</u>	<u>318,975.85</u>	<u>3,233,226.02</u>
TOTAL ASSETS	<u><u>15,480,578.81</u></u>	<u><u>22,699,638.05</u></u>	<u><u>38,180,216.86</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	116,109.29	0.00	116,109.29
Total Accounts Payable	<u>116,109.29</u>	<u>0.00</u>	<u>116,109.29</u>
Other Current Liabilities			
Water - Net Pension Liability	0.00	266.00	266.00
Sewer - Net Pension Liability	142.00	0.00	142.00
Sewer - Current Liabilities			
Accrued Payables - Sewer	6,374.00	0.00	6,374.00
Accrued Vacations	6,058.45	0.00	6,058.45
Deposits Payable	20,552.38	0.00	20,552.38
PNC Equip. Loan - S/T	3,990.03	0.00	3,990.03
Total Sewer - Current Liabilities	<u>36,974.86</u>	<u>0.00</u>	<u>36,974.86</u>

Montara Water & Sanitary District
Funds Balance Sheet
As of May 31, 2018

Water - Current Liabilities			
Accrued Payables - Water	0.00	2,451.11	2,451.11
Accrued Vacations	0.00	10,779.03	10,779.03
Construction Deposits Payable	0.00	-9,910.00	-9,910.00
Deposits Payable	0.00	51,573.68	51,573.68
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	-1,470.02	-1,470.02
SRF Loan Payable X102 - Current	0.00	39,382.25	39,382.25
SRF Loan Payable X109 - Current	0.00	41,367.72	41,367.72
Total Water - Current Liabilities	0.00	138,476.27	138,476.27
Payroll Liabilities			
Employee Benefits Payable	4,525.71	0.00	4,525.71
Total Payroll Liabilities	4,525.71	0.00	4,525.71
Total Other Current Liabilities	41,642.57	138,742.27	180,384.84
Total Current Liabilities	157,751.86	138,742.27	296,494.13
Long Term Liabilities			
Sewer - Long Term Liabilities			
Accrued Vacations	12,201.56	0.00	12,201.56
I-Bank Loan	784,390.61	0.00	784,390.61
PNC Equip. Loan - L/T	588,474.97	0.00	588,474.97
Total Sewer - Long Term Liabilities	1,385,067.14	0.00	1,385,067.14
Water - Long Term Liabilities			
Accrued Vacations	0.00	12,201.57	12,201.57
Deferred on Refunding	0.00	-206,234.00	-206,234.00
Due to Sewer Fund	0.00	117,867.09	117,867.09
GO Bonds - L/T	0.00	10,603,044.74	10,603,044.74
PNC Equip. Loan - L/T	0.00	593,935.01	593,935.01
SRF Loan Payable - X102	0.00	127,373.47	127,373.47
SRF Loan Payable - X109	0.00	3,380,299.53	3,380,299.53
Total Water - Long Term Liabilities	0.00	14,628,487.41	14,628,487.41
Total Long Term Liabilities	1,385,067.14	14,628,487.41	16,013,554.55
Total Liabilities	1,542,819.00	14,767,229.68	16,310,048.68
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	358,421.53	0.00	358,421.53
Total Sewer - Equity Accounts	12,412,966.60	0.00	12,412,966.60
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-358,421.53	-358,421.53
Total Water - Equity Accounts	0.00	2,332,633.48	2,332,633.48
Equity Adjustment Account	1,788,184.38	3,775,346.91	5,563,531.29
Net Income	-263,391.17	1,824,427.98	1,561,036.81
Total Equity	13,937,759.81	7,932,408.37	21,870,168.18
TOTAL LIABILITIES & EQUITY	<u>15,480,578.81</u>	<u>22,699,638.05</u>	<u>38,180,216.86</u>



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for April and May 2018

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

- Flow Report for April and May 2018.
- Collection System Monthly Overflow Report – April and May 2018.

The Average Daily Flow for Montara was 0.400 MGD in April and 0.254 MGD in May 2018. There was no reportable overflow in April and May in the Montara System. SAM indicates there were 2.16 inches of rain in April and 0.20 inches of rain in May 2018.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, April 2018

April 2018

	Total	Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	1	1	0	0	0
Mechanical	2	1	0	0	1
Wet Weather	0	0	0	0	0
Other	3	1	1	1	0
Total	6	3	1	1	1
		50%	17%	17%	17%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
April 2018	0	0	0	0	0
12 Month Moving Total	6	3	1	1	1

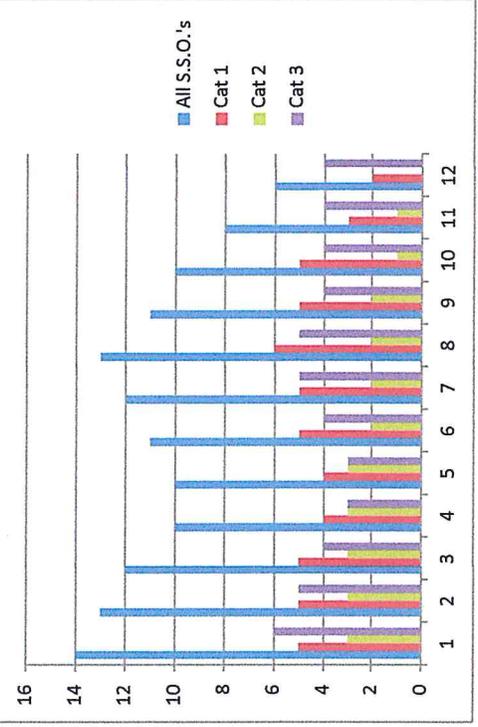
SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s / Year / 100 Miles			
		HMB	GCSD	MWSD	SAM
April 2018	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	5.7	8.1	3.0	3.7	13.7
Category 1	1.9	5.4	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	2.7	3.0	3.7	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
May - 17	12,044	12,483	9,547	34,074	6.5
June - 17	18,411	17,317	8,567	44,295	8.4
July - 17	28,276	20,290	6,368	54,934	10.4
Aug - 17	21,769	22,465	20,044	64,278	12.2
Sep - 17	18,710	17,419	11,347	47,476	9.0
Oct - 17	19,336	11,871	14,696	45,903	8.7
Nov - 17	17,854	23,041	9,978	50,873	9.6
Dec - 17	31,661	14,103	9,810	55,574	10.5
Jan - 18	26,653	13,069	11,444	51,166	9.7
Feb - 18	10,011	6,913	11,998	28,922	5.5
Mar - 18	15,529	10,672	9,585	35,786	6.8
Apr - 18	13,294	11,588	11,614	36,496	6.9
Annual ft	233,548	181,231	134,998	549,777	
Annual Mi.	44.2	34.3	25.6		104.1

12 Month Moving SSO Totals Through April 2018



Attachment A

Flow Distribution Report Summary for April 2018

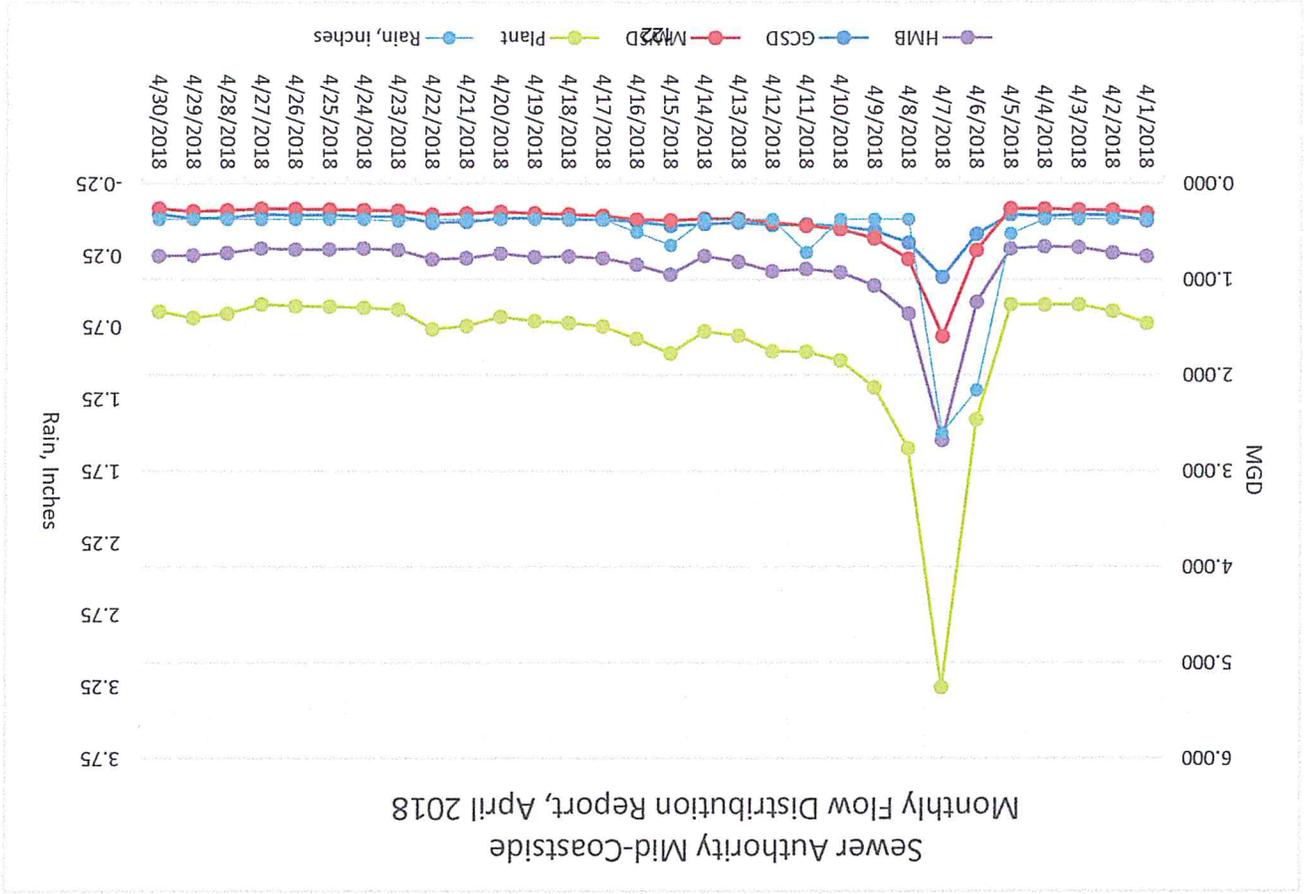
The daily flow report figures for the month of April 2018 have been converted to an Average

Daily Flow (ADF) for each Member Agency.

The results are attached for your review.

The summary of the ADF information is as follows:

Member Agency	MGD	%
The City of Half Moon Bay	0.873	51.9%
Granada Community Services District	0.410	24.4%
Montara Water and Sanitary District	0.400	23.7%
Total	1.683	100.0%



Sewer Authority Mid-Coastside

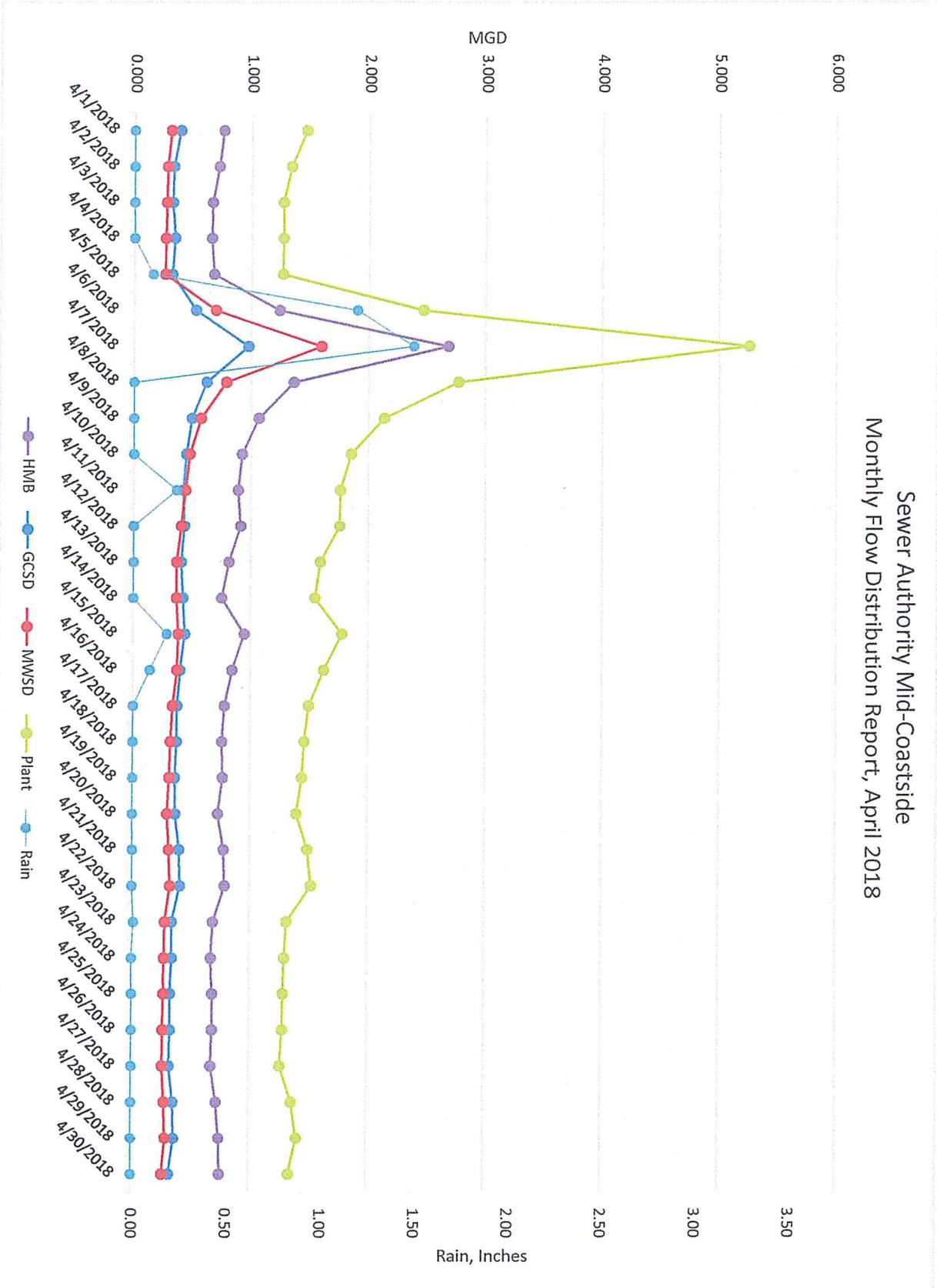
Monthly Flow Distribution Report for April 2018

Date	HMB	GCSD	MWSD	Plant	Plant	Rain	Portola	Montara
4/1/2018	0.762	0.391	0.313	1.466	1.339	0.00	0.00	0.00
4/2/2018	0.724	0.333	0.281	1.270	1.270	0.00	0.00	0.00
4/3/2018	0.668	0.326	0.276	1.270	1.270	0.00	0.00	0.00
4/4/2018	0.659	0.345	0.266	1.266	1.270	0.00	0.00	0.00
4/5/2018	0.680	0.322	0.263	1.266	1.266	0.10	0.12	0.03
4/6/2018	1.242	0.528	0.698	2.468	1.19	1.19	0.90	0.94
4/7/2018	2.682	0.978	1.599	5.259	1.49	1.49	0.55	0.55
4/8/2018	1.361	0.618	0.788	2.768	0.00	0.00	0.00	0.00
4/9/2018	1.065	0.494	0.573	2.132	1.851	0.00	0.00	0.00
4/10/2018	0.926	0.448	0.477	1.851	1.759	0.00	0.15	0.23
4/11/2018	0.891	0.426	0.442	1.759	1.755	0.00	0.01	0.01
4/12/2018	0.914	0.432	0.408	1.755	1.591	0.00	0.00	0.00
4/13/2018	0.815	0.408	0.368	1.591	1.546	0.00	0.00	0.00
4/14/2018	0.756	0.422	0.368	1.546	1.777	0.18	0.20	0.27
4/15/2018	0.949	0.441	0.386	1.777	1.624	0.09	0.00	0.13
4/16/2018	0.847	0.402	0.376	1.624	1.495	0.00	0.00	0.00
4/17/2018	0.780	0.377	0.338	1.495	1.458	0.00	0.00	0.00
4/18/2018	0.761	0.375	0.323	1.458	1.440	0.00	0.00	0.00
4/19/2018	0.768	0.361	0.312	1.440	1.394	0.00	0.00	0.00
4/20/2018	0.730	0.367	0.297	1.394	1.490	0.00	0.00	0.00
4/21/2018	0.778	0.399	0.313	1.490	1.524	0.00	0.00	0.00
4/22/2018	0.790	0.409	0.325	1.524	1.318	0.01	0.00	0.00
4/23/2018	0.692	0.342	0.284	1.318	1.300	0.00	0.00	0.00
4/24/2018	0.677	0.345	0.278	1.300	1.287	0.00	0.00	0.00
4/25/2018	0.688	0.328	0.272	1.287	1.282	0.00	0.00	0.00
4/26/2018	0.687	0.330	0.265	1.282	1.263	0.00	0.00	0.00
4/27/2018	0.676	0.323	0.264	1.263	1.406	0.00	0.01	0.00
4/28/2018	0.724	0.357	0.281	1.362	1.340	0.00	0.00	0.00
4/29/2018	0.750	0.365	0.291	1.406	0.263	0.321	0.755	0.755
4/30/2018	0.755	0.321	0.263	0.263	11.988	12.315	26.197	12.315
Totals	26.197	12.315	11.988	50.499	3.29	2.72	2.16	2.16

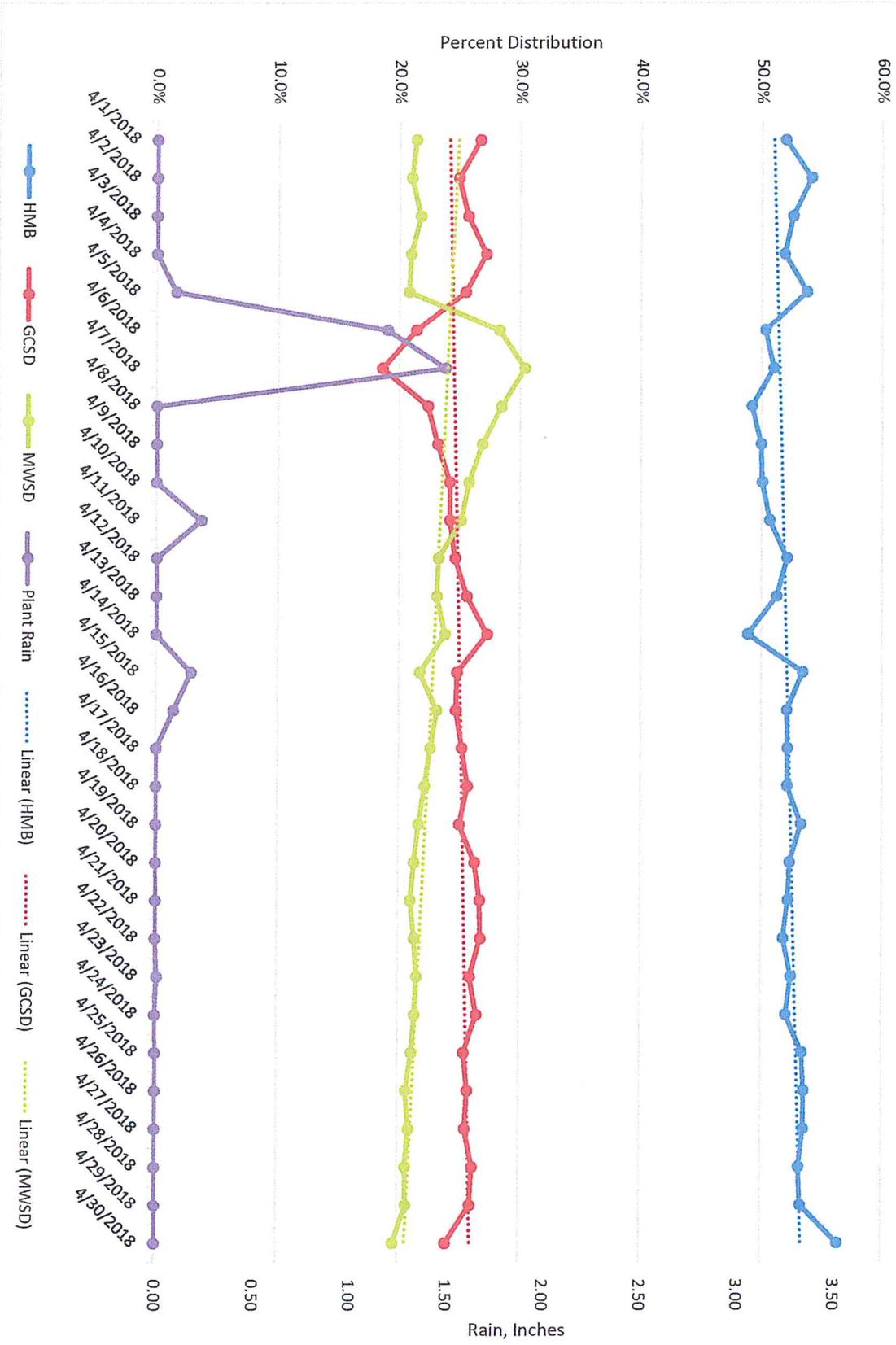
Summary

<u>HMB</u>	0.659	0.321	0.263	1.263
<u>GCSD</u>	0.410	0.400	1.683	5.259
<u>MWSD</u>	24.4%	23.7%	100.0%	123
<u>Plant</u>	0.978	1.599	5.259	51.9%
Average	0.873	0.410	1.683	24.4%
Maximum	2.682	0.978	5.259	23.7%
Distribution	51.9%	24.4%	100.0%	123

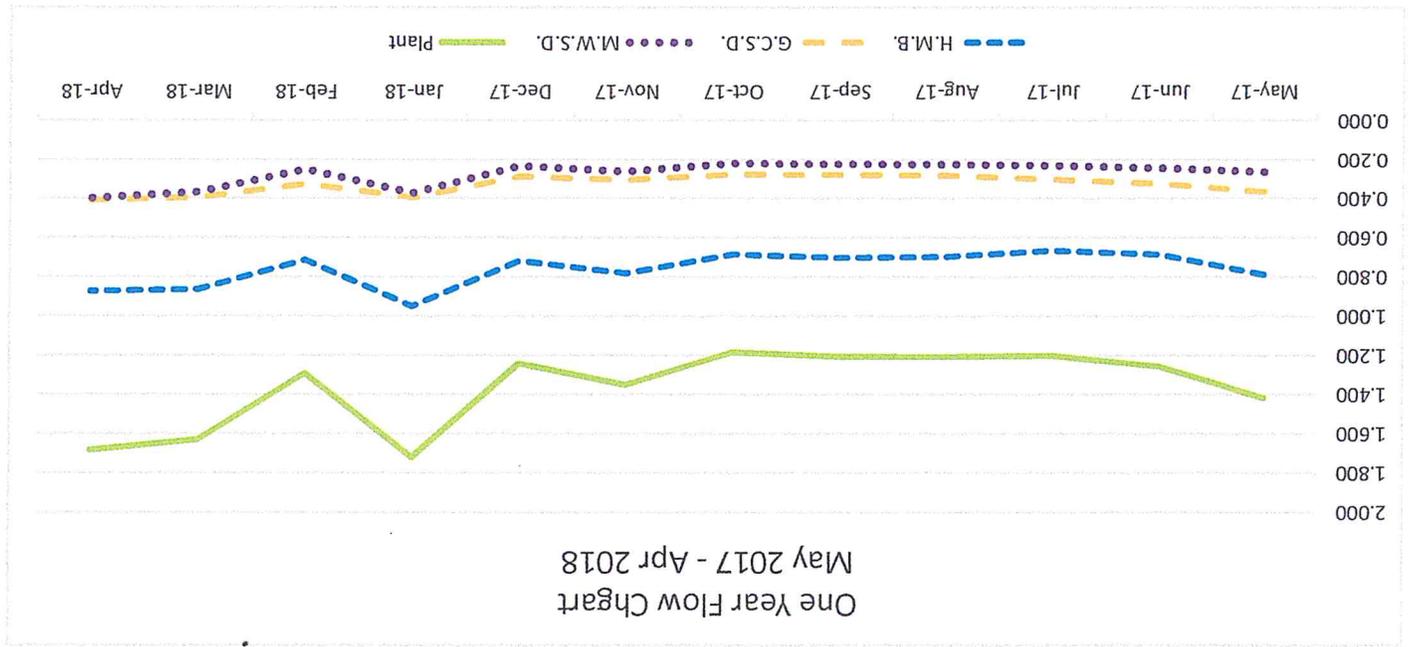
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, April 2018



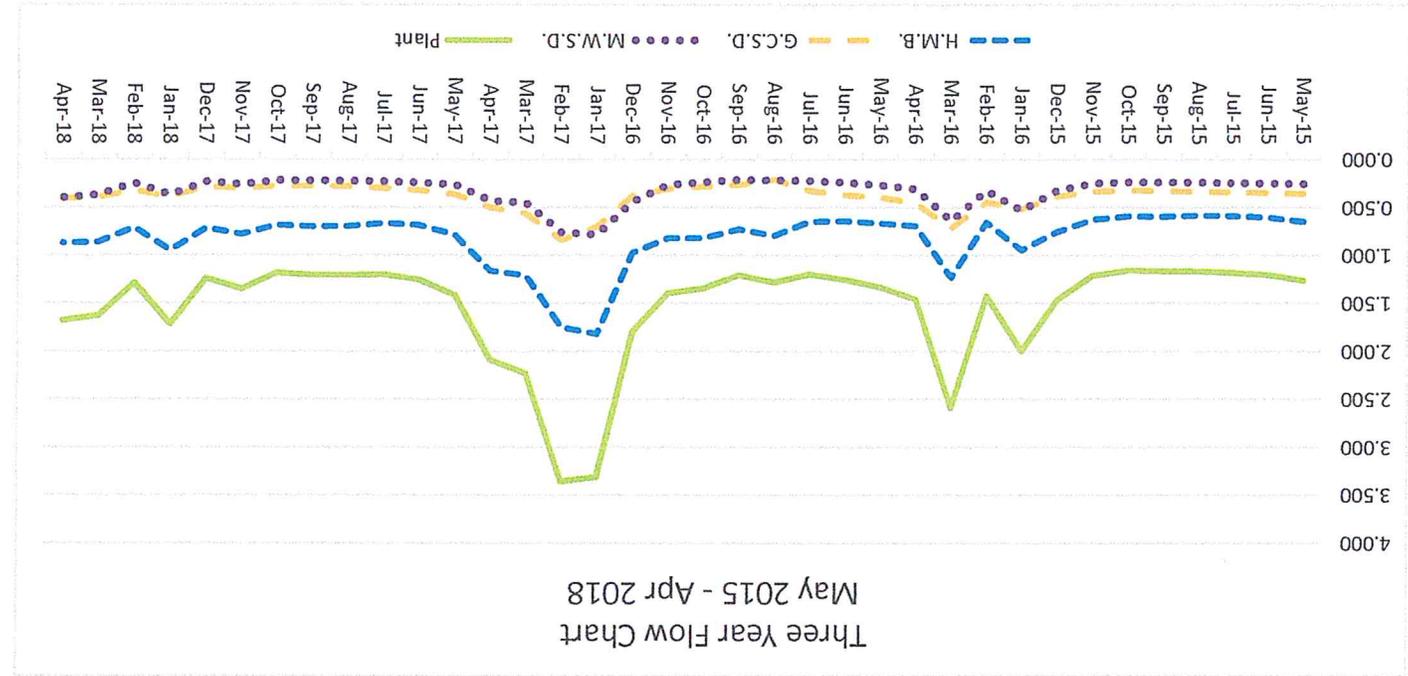
Percent Distribution April 2018



Most recent flow calibration April 2018 PS, April 2018 Plant

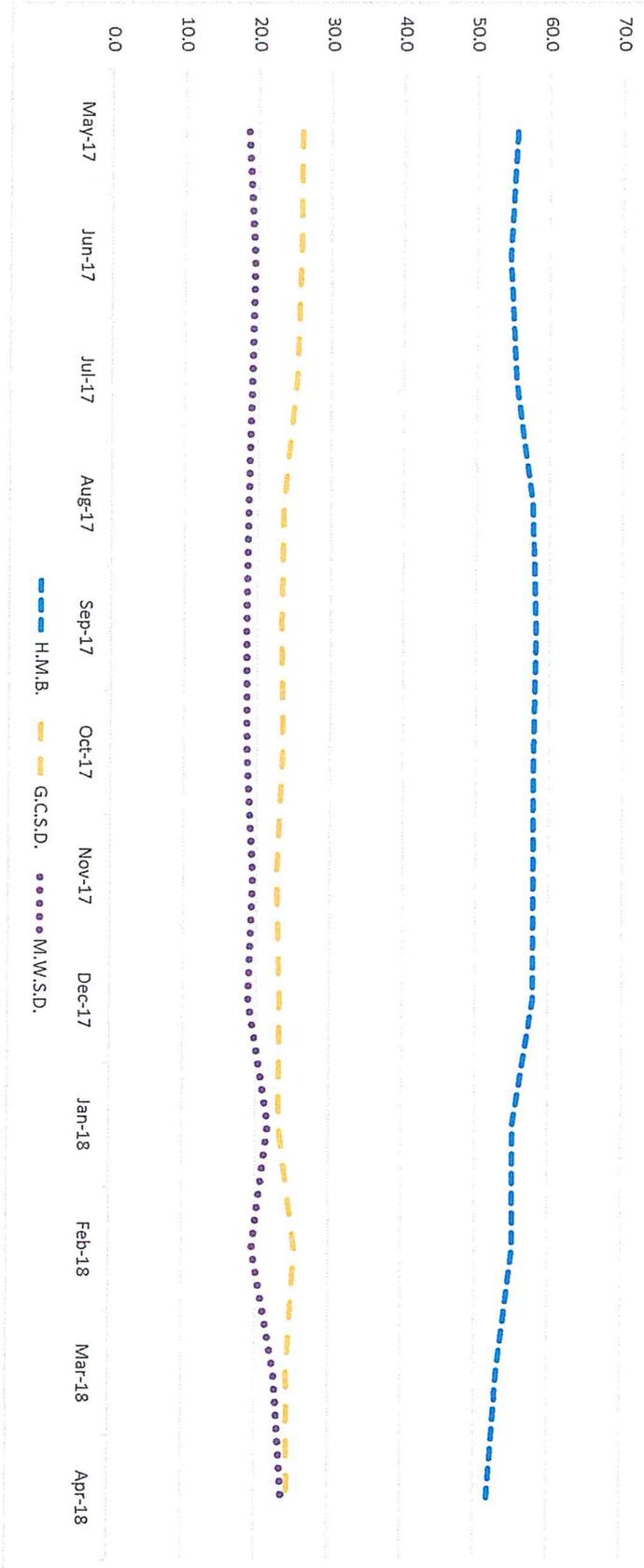


One Year Flow Chart
May 2017 - Apr 2018



Three Year Flow Chart
May 2015 - Apr 2018

1 year Distribution by % May 2017 - Apr 2018



Fee	2016 Adjusted Fee	2017 CCI	2017 CPI	2017 Adjusted Fee
Sewer Connection Permit	\$24,096	1.0339		\$24,913
Fixture Unit Charge	\$964.00			\$997
Sewer Connection Permit-Paid Sewer Svc Chg	\$15,308	1.0339		\$15,827
Fixture Unit Charge-Sewer Service Paid	\$612.00			\$633
Connection Permit Administrative Fee	\$487		1.0379	\$505
Connection Permit Inspection Fee	\$460		1.0379	\$477
Remodel Permit Fee	\$341		1.0379	\$354
Second Unit Connection Fee-Studio	\$9,640	1.0339		\$9,967
Second Unit Connection Fee-One Bedroom	\$10,605	1.0339		\$10,965
Second Unit Permit Application	\$201		1.0379	\$209
Private Sewer System Permit	\$157		1.0379	\$163
Private Sewer Hydrologic Investigation	\$2,727	1.0339		\$2,819
Administrative Charge for Processing Del. Trash	\$42		1.0379	\$44
Charge for copying documents -First-Four Pages	\$1.40		1.0379	\$1.45
Additional Pages	\$0.36		1.0379	\$0.37
WATER CHARGES				
Miscellaneous Service Fees:				
Check Not Honored by Bank	\$28		1.0379	\$29
Reconnection Fee due to non-payment	\$67		1.0379	\$70
Engineering Review Fee	\$2,637		1.0379	\$2,737
Hydrant Meter Deposit	\$1,192		1.0379	\$1,237
Service Charge for Posting Door Tag for Delinq. Acct	\$31		1.0379	\$32
Service Charge for Unauthorized Use of Fire Hydrant	\$141		1.0379	\$146
Cross Connection Control Device Test	\$106		1.0379	\$110
Fixture Unit Count	\$106		1.0379	\$110
Private Fire Protection Connection Charge:				
3/4" to 5/8" meter:	\$4,939	1.0339		\$5,106
1" meter	\$8,248	1.0339		\$8,528
1 1/2" meter	\$16,445	1.0339		\$17,002
2" meter	\$26,323	1.0339		\$27,215
3" meter	\$49,384	1.0339		\$51,058
4" meter	\$82,328	1.0339		\$85,119
6" meter	\$137,233	1.0339		\$141,885
8" meter	\$228,770	1.0339		\$236,525
10" meter	\$381,356	1.0339		\$394,284
Water System Connection Capacity Charge:				
5/8" x 3/4" meter	\$15,729	1.0339		\$16,262
3/4" meter	\$17,302	1.0339		\$17,889
1" meter	\$22,020	1.0339		\$22,766
1-1/2" meter	\$28,315	1.0339		\$29,275
2" meter	\$45,613	1.0339		\$47,159
3" meter	\$73,014	1.0339		\$75,179
4" meter	\$220,201	1.0339		\$227,666
Connection Permit Administrative Fee	\$487		1.0379	\$505
Connection Permit Inspection Fee	\$463		1.0379	\$481
California Cost of Construction Increase				
Apr-16	6249			
Apr-17	6461	3.39%		
US Bur. Of Labor All Urban Consumers-SF Bay				
Apr-16	264,565			
Apr-17	274,589		3.79%	

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, May 2018

May 2018

	Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	1	1	0	0	0
Mechanical	1	1	0	0	0
Wet Weather	0	0	0	0	0
Other	3	1	1	1	0
Total	5	3	1	1	0
		60%	20%	20%	0%

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
May 2018	0	0	0	0	0
12 Month Moving Total	5	3	1	1	0

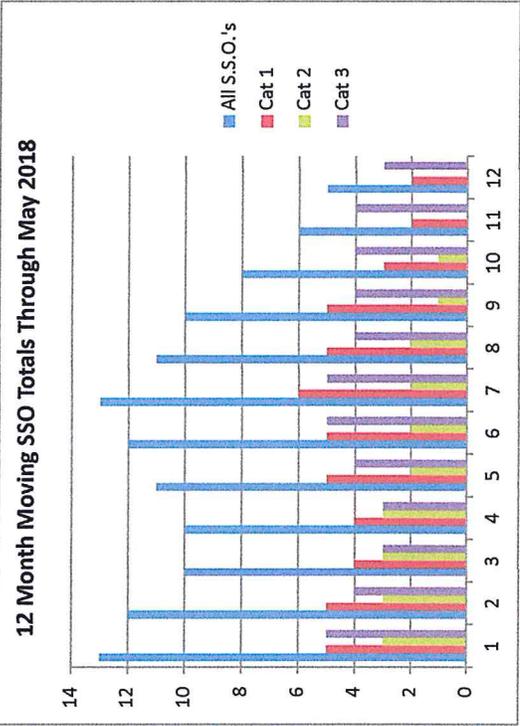
SSOs / Year / 100 Miles

	Number of S.S.O.'s / Year / 100 Miles				
	Total	HMB	GCSD	MWSD	SAM
May 2018	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	8.1	3.0	3.7	0.0
Category 1	1.9	5.4	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	2.7	3.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
June - 17	18,411	17,317	8,567	44,295	8.4
July - 17	28,276	20,290	6,368	54,934	10.4
Aug - 17	21,769	22,465	20,044	64,278	12.2
Sep - 17	18,710	17,419	11,347	47,476	9.0
Oct - 17	19,336	11,871	14,696	45,903	8.7
Nov - 17	17,854	23,041	9,978	50,873	9.6
Dec - 17	31,661	14,103	9,810	55,574	10.5
Jan - 18	26,653	13,069	11,444	51,166	9.7
Feb - 18	10,011	6,913	11,998	28,922	5.5
Mar - 18	15,529	10,672	9,585	35,786	6.8
Apr - 18	13,294	11,588	11,614	36,496	6.9
May - 18	12,081	12,563	10,730	35,374	6.7
Annual ft	233,585	181,311	136,181	551,077	
Annual Mi.	44.2	34.3	25.8		104.4

Attachment C



Attachment A

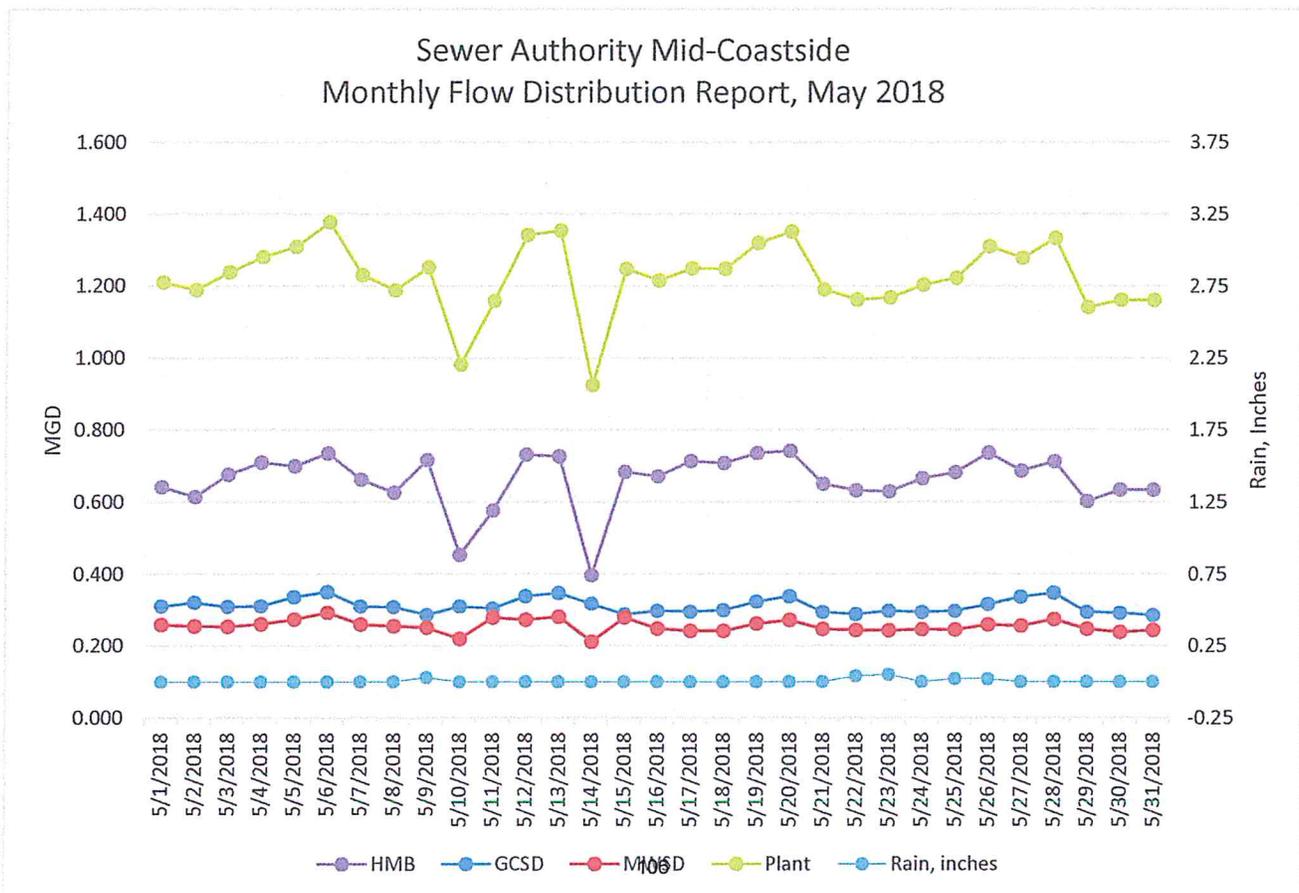
Flow Distribution Report Summary for May 2018

The daily flow report figures for the month of May 2018
have been converted to an Average

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.660	53.9%
Granada Community Services District	0.310	25.3%
Montara Water and Sanitary District	<u>0.254</u>	<u>20.8%</u>
Total	1.225	100.0%



Sewer Authority Mid-Coastside

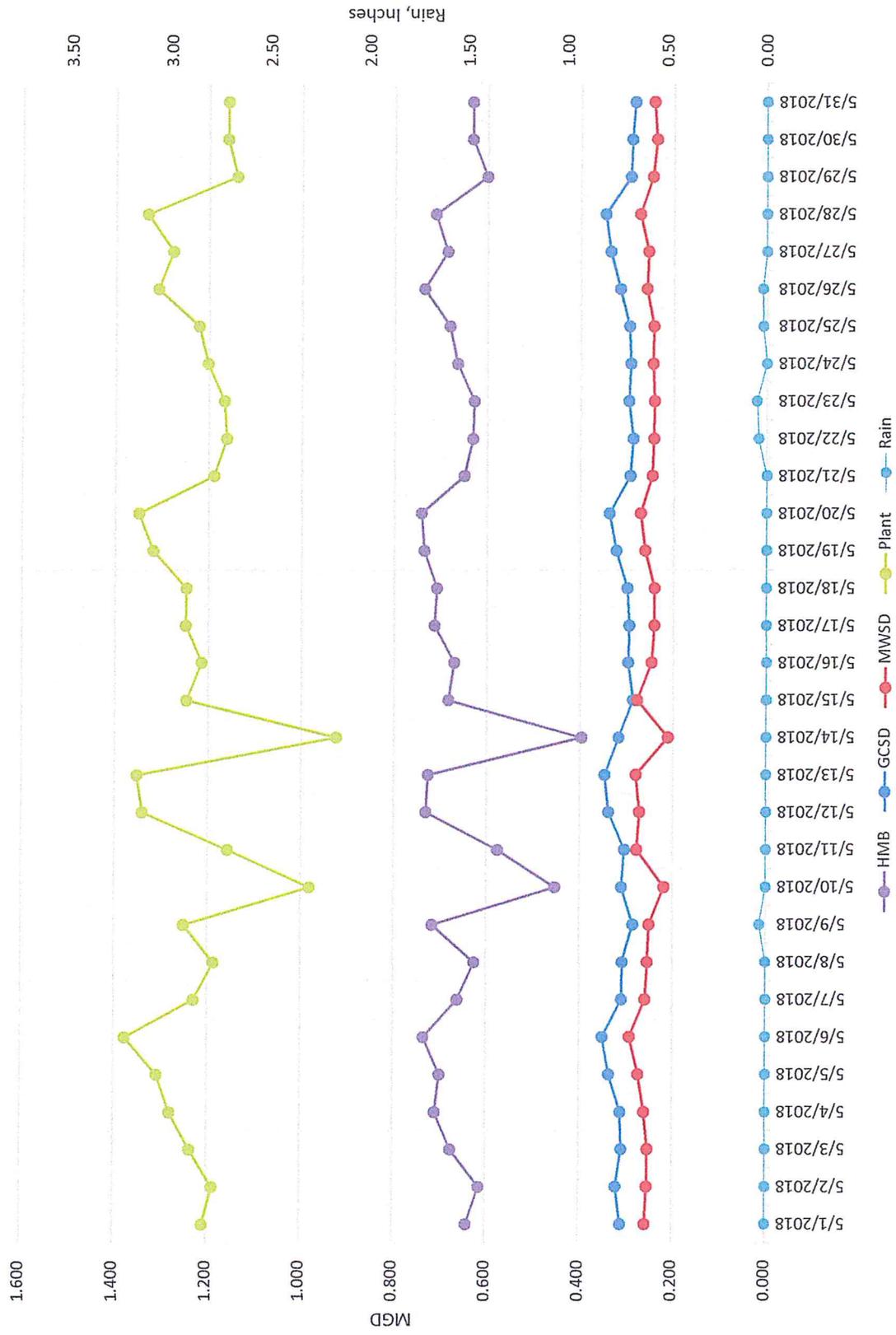
Monthly Flow Distribution Report for May 2018

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
5/1/2018	0.641	0.310	0.258	1.209	0.00	0.00	0.00
5/2/2018	0.614	0.321	0.254	1.188	0.00	0.00	0.00
5/3/2018	0.675	0.309	0.253	1.237	0.00	0.00	0.00
5/4/2018	0.709	0.311	0.260	1.280	0.00	0.00	0.00
5/5/2018	0.699	0.336	0.273	1.308	0.00	0.00	0.00
5/6/2018	0.735	0.350	0.292	1.377	0.00	0.00	0.00
5/7/2018	0.662	0.309	0.259	1.230	0.00	0.00	0.00
5/8/2018	0.625	0.308	0.254	1.187	0.00	0.00	0.00
5/9/2018	0.716	0.285	0.250	1.252	0.03	0.00	0.06
5/10/2018	0.453	0.309	0.219	0.981	0.00	0.00	0.00
5/11/2018	0.576	0.304	0.278	1.158	0.00	0.00	0.00
5/12/2018	0.731	0.338	0.272	1.341	0.00	0.00	0.00
5/13/2018	0.726	0.347	0.280	1.353	0.00	0.00	0.00
5/14/2018	0.397	0.317	0.211	0.924	0.00	0.00	0.00
5/15/2018	0.683	0.286	0.278	1.247	0.00	0.00	0.00
5/16/2018	0.671	0.297	0.247	1.215	0.00	0.00	0.00
5/17/2018	0.713	0.295	0.241	1.249	0.00	0.00	0.00
5/18/2018	0.708	0.299	0.241	1.247	0.00	0.00	0.02
5/19/2018	0.735	0.323	0.261	1.319	0.00	0.00	0.00
5/20/2018	0.741	0.338	0.271	1.350	0.00	0.00	0.00
5/21/2018	0.650	0.294	0.246	1.189	0.00	0.00	0.00
5/22/2018	0.632	0.287	0.243	1.162	0.04	0.04	0.03
5/23/2018	0.629	0.297	0.242	1.167	0.05	0.01	0.01
5/24/2018	0.665	0.293	0.245	1.203	0.00	0.01	0.00
5/25/2018	0.682	0.296	0.244	1.222	0.02	0.02	0.06
5/26/2018	0.736	0.315	0.258	1.309	0.02	0.02	0.02
5/27/2018	0.686	0.336	0.255	1.278	0.00	0.00	0.00
5/28/2018	0.712	0.348	0.273	1.333	0.00	0.00	0.00
5/29/2018	0.601	0.293	0.246	1.141	0.00	0.00	0.00
5/30/2018	0.633	0.291	0.237	1.161	0.00	0.00	0.00
5/31/2018	0.633	0.284	0.243	1.160	0.00	0.00	0.00
Totals	20.469	9.625	7.884	37.978	0.16	0.10	0.20

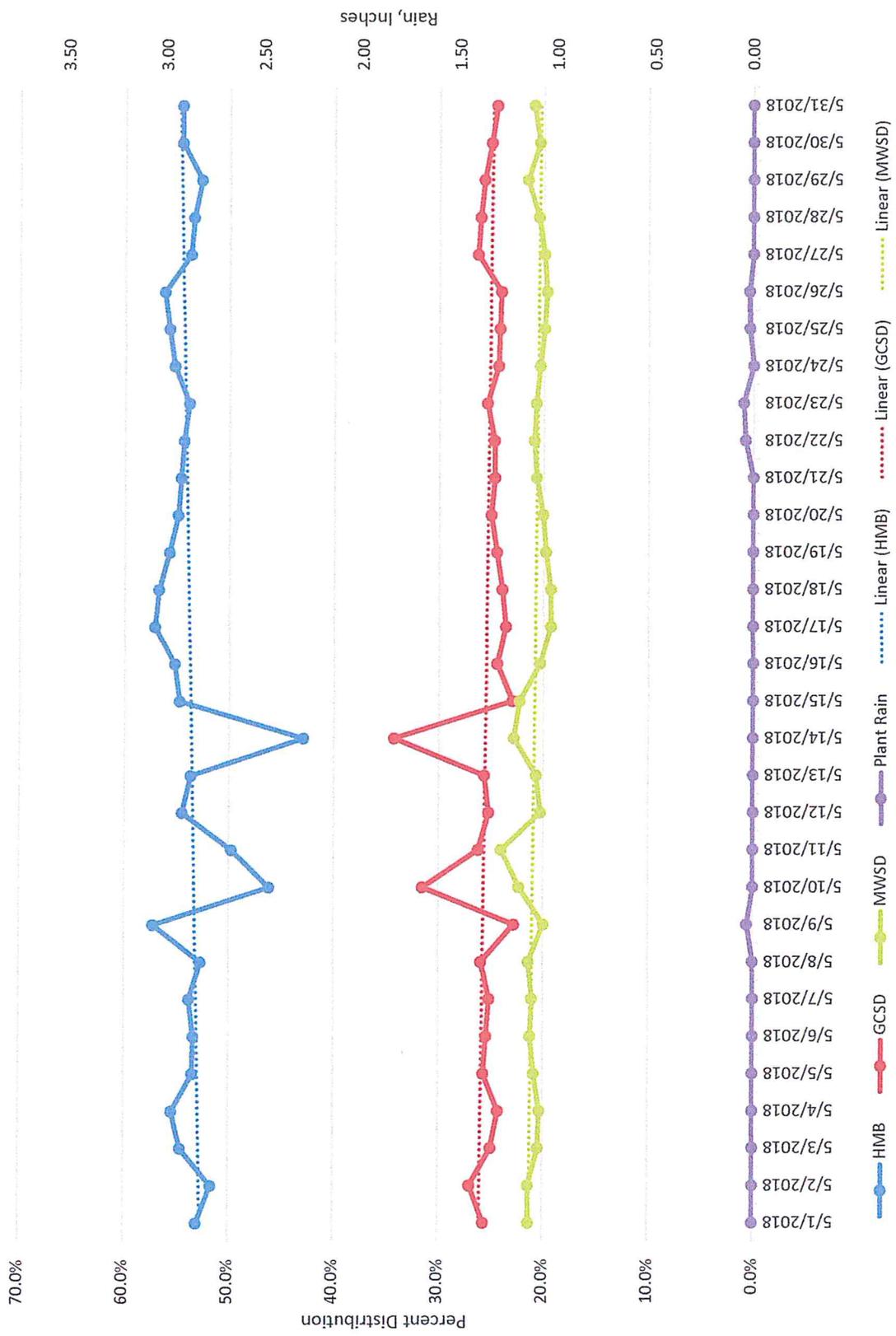
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.397	0.284	0.211	0.924
Average	0.660	0.310	0.254	1.225
Maximum	0.741	0.350	0.292	1.377
Distribution	53.9%	25.3%	20.8%	100.0%

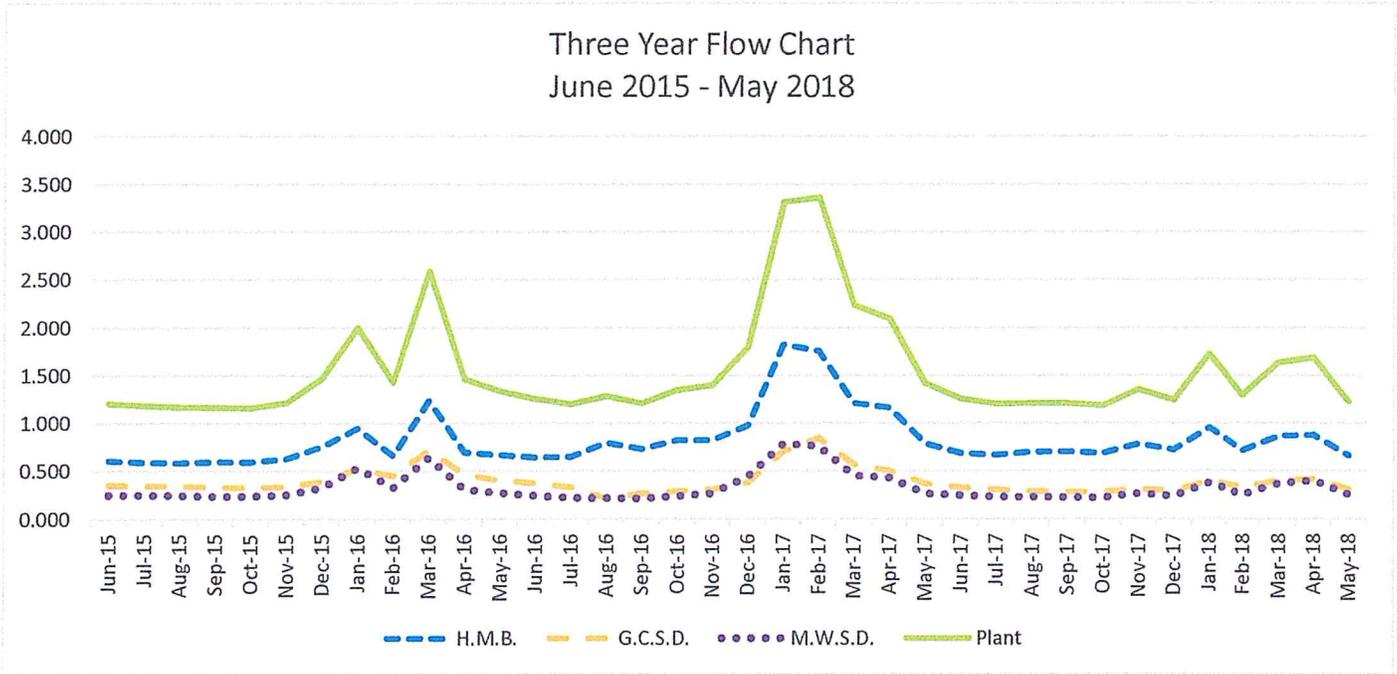
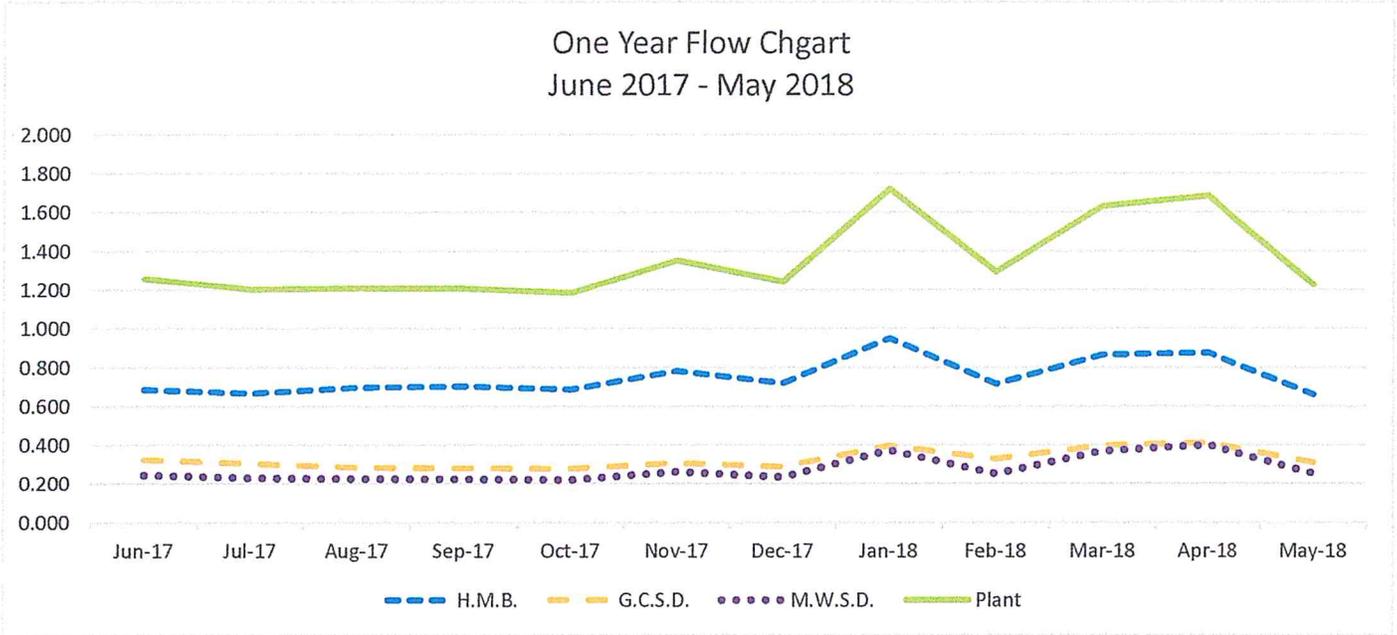
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, May 2018



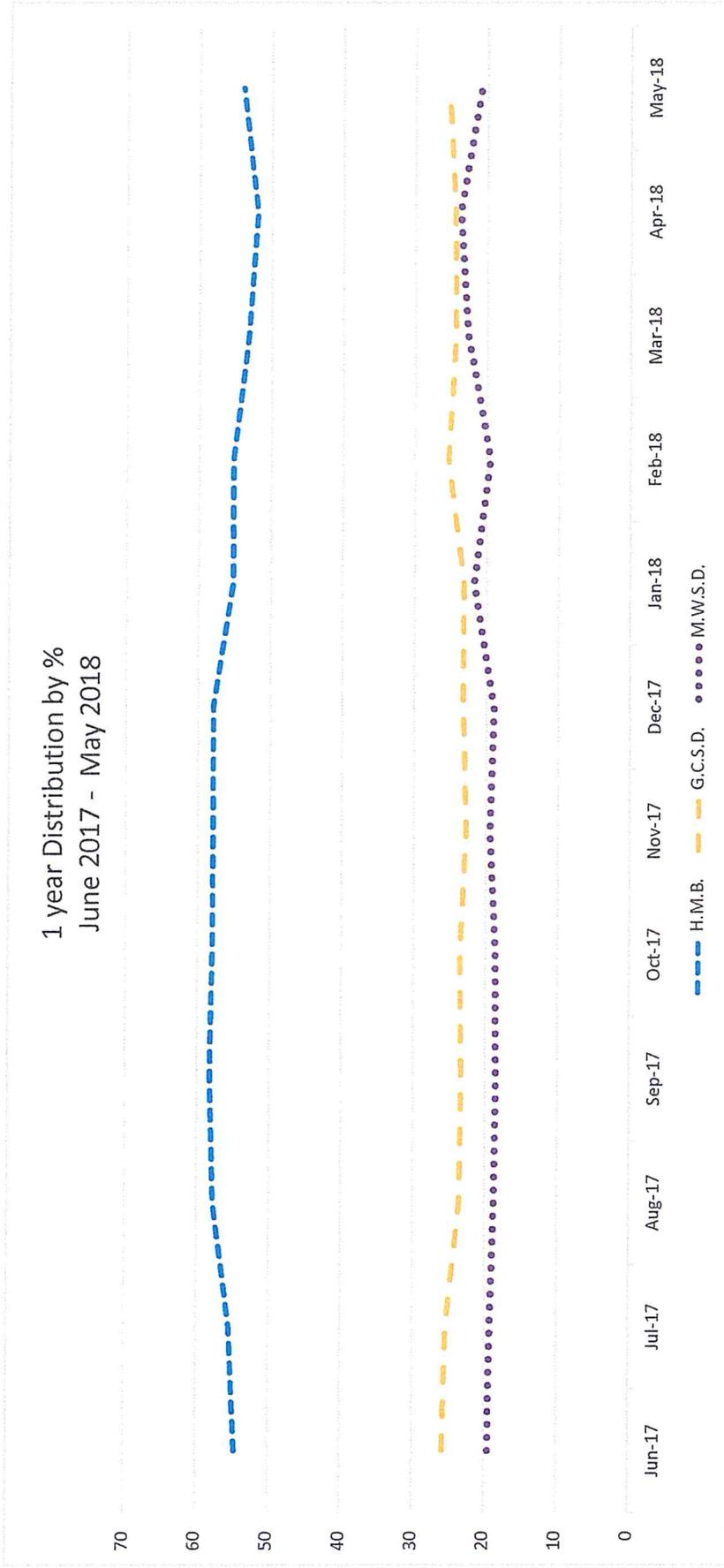
Percent Distribution May 2018



Most recent flow calibration April 2018 PS, April 2018 Plant



Flow based percent distribution based for past year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: July 11, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for May 2018 the rate was 1.755.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: July 11, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

As of July 11, 2018 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
06-19-18	Mike & Denise Uniacke	1212 Birch Street, Montara	SFD

As of July 11, 2018 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 July 11, 2018 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: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Water Production Report for May 2018

The Monthly Water Production Report for May will be submitted with the next consent agenda.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Rain Report

The Rain Report for May will be submitted with the next consent agenda.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Solar Energy Report

The Solar Energy Report for May will be submitted with the next consent agenda.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Public Agency Retirement Service Report for March and April 2018.

The District has received the monthly PARS reports for March and April 2018.

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

TRUSTED SOLUTIONS. LASTING RESULTS.

**Montara Water and San
PARS (CA)**

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



**Monthly Account Report for the Period
3/1/2018 to 3/31/2018**

PlanID: P7-REP15A

Account Summary

Source	Beginning Balance as of 3/1/2018	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 3/31/2018
Contributions	\$622,679.07	\$7,422.33	(\$4,569.72)	\$288.01	\$1,042.51	\$0.00	\$624,201.16
TOTAL	\$622,679.07	\$7,422.33	(\$4,569.72)	\$288.01	\$1,042.51	\$0.00	\$624,201.16

Investment Selection

PARS Capital Appreciation INDEX PLUS

Investment Objective

The primary goal of the Capital Appreciation 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	-0.73%	-0.84%	10.31%	-	-	-	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.

March 2018 PARS Statement Detail Information

PARS Beginning Balance as of March 1, 2018 \$ 622,679.07

Contributions:

February 15, 2018 Calculation

Wages	\$ 26,990.51	
Employer - 6.92%	\$ 1,867.74	
Employee - 7.75%	\$ 2,091.76	
Contributions Subtotal		\$ 3,959.51

Fund Impact - PARS Wages			
Sewer	Water	Total	
\$ 8,948.30	\$ 18,042.22	\$ 26,990.51	
\$ 619.22	\$ 1,248.52	\$ 1,867.74	

Sewer	Water	Total	
\$ 8,082.15	\$ 15,522.63	\$ 23,604.77	
\$ 559.28	\$ 1,074.17	\$ 1,633.45	

February 28, 2018 Calculation

Wages	\$ 23,604.77	
Employer - 6.92%	\$ 1,633.45	
Employee - 7.75%	\$ 1,829.37	
Contributions Subtotal		\$ 3,462.82

Rounding

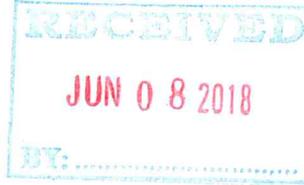
Total Contributions thru February	\$ 7,422.33	
Rounding	\$ -	
	\$ 7,422.33	

Earnings (\$4,569.72)

Expenses \$ (288.01)

Distributions \$ (1,042.51)

PARS Ending Balance as of March 31 \$ 624,201.16



Montara Water and San
PARS (CA)

Monthly Account Report for the Period
4/1/2018 to 4/30/2018

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

PlanID: P7-REP15A

Account Summary

Source	Beginning Balance as of 4/1/2018	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 4/30/2018
Contributions	\$624,201.16	\$7,941.74	\$1,019.25	\$295.33	\$1,052.69	\$0.00	\$631,814.13
TOTAL	\$624,201.16	\$7,941.74	\$1,019.25	\$295.33	\$1,052.69	\$0.00	\$631,814.13

Investment Selection

PARS Capital Appreciation INDEX PLUS

Investment Objective

The primary goal of the Capital Appreciation 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	0.16%	-3.93%	9.24%	-	-	-	03/08/16

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

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

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

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Approval of Water and Sewer Budgets and
Capital Improvement Programs.**

A Draft Budget was presented at the May 31 meeting for Board Review. On June 13th & June 27th the Finance Committee met, reviewed the budget and suggested changes. The Finance Committee recommends approval of the budget at this time.

The Budgets contains a suggested water rate increase of 3%, and a suggested sewer service charge increase approximately 21%, as approved in the Sewer Service Study and prop 218 notice. These increases are to cover increased debt service, personnel cost, capital needs and building of reserves.

RECOMMENDATION:

Authorize a 2.83% Cost of Living increase for all non exempt employees, and adopt Resolution No._____, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING BUDGET FOR THE FISCAL YEAR 2018-2019.

Attachments.

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND
SANITARY DISTRICT APPROVING BUDGET FOR THE
FISCAL YEAR 2018-2019**

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

1. That the balances on hand as of June 30, 2018, in each of funds of the District shall be reserved for use by the District during the Fiscal Year 2018-2019.
2. That the budget for said District for the Fiscal Year 2018-2019 heretofore presented to this Board and a copy of which is hereto attached and the same is hereby approved.
3. That the Secretary of this District be, and hereby is, authorized and directed to file a certified copy of this resolution with the budget of this District thereto attached, with the County Controller of San Mateo County.

COUNTERSIGNED:

President, Montara Water and Sanitary District

Secretary, Montara Water and Sanitary District

* * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting held on the 11th day of July 2018, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

Fiscal Year 2018-2019

Budget Executive Summary

General Manager

Clemens Heldmaier

Staff

Julian Martinez
Tracy Beardsley
Sonya Flores
Nicholas Carrington
Reeson Blevins
Derek Dye

Board of Directors

Dwight Wilson, *President*
Scott Boyd, *President Pro Tem*
Kathryn Slater-Carter, *Secretary*
Bill Huber, *Treasurer*
Jim Harvey, *Director*

The Mission of Montara Water and Sanitary District

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

District Overview

The Montara Water & Sanitary District, formed in 1958 as a public agency, is responsible for maintaining approximately twenty-five miles of sewer line and thirteen pump stations. The District is a member of the JPA, Sewer Authority-Mid Coastside (SAM), which operates the sewage treatment plant and inter-tie pipeline connecting the member agencies.

In addition, the District manages a solid waste franchise with Recology of the Coast which collects all trash and disposes of it properly, as well as recycles the material placed in the recycling bins by each household.

Through special State legislation, was granted the powers of a county water district. This was done in an effort to improve the water supply and service provided by the private water company serving the area. On August 5, 2003, the district acquired, and began operating, the water system to serve the unincorporated areas of Montara and Moss Beach. Since then the District has successfully improved water quality and source reliability.

Fiscal year 2017-18 Accomplishments

1. Successful transition of the District's Clerk and Account Specialist positions
2. Successfully integration of the Well Conversion program
3. Successful Financial Audit and Single Audit
 - a. No note of material weaknesses or significant deficiencies in the Financial Statement Audit

Fiscal Year 2018-2019

Budget Executive Summary

Fiscal Year 2018-19 Budget Overview

This budget continues the District's tradition of meeting all regulatory requirements in planning, designing, operating, and maintaining its facilities. We also continue a tradition of fiscal responsibility, recognizing the cost of District services impacts the community, balanced with the need to maintain prudent reserves to sustain our capital assets. With the resources provided in this budget, the District can continue to focus on customers, work in an environmentally friendly manner, establish and maintain partnerships with other organizations, and foster a positive environment for employees.

Projections used in this budget are the result of multiple levels of review by management, staff, finance committee and the Board of Directors. Cost increases have been limited as much as possible to essential projects or services. As shown in the following Budgeted Cash Flow for both Sewer and Water, the budget presents a projection of revenues by funding source, operating expenses, debt service costs and capital expenditures planned for fiscal year 2018-19. Capital project cost estimates are based on the Capital Improvement Program (CIP) and related water master plan.

Fiscal year 2018-19 Challenges

On the sewer side major challenges for FY 2018-19 budget are significantly increased SAM operations, and legal cost related to the HMB vs. SAM, GCSD and MWSD lawsuit that are offset by this year's 21% rate increase and future increases. MWSD will also implement a total of \$3.87 million in long planned capital sewer projects. Reserve funds have been earmarked in prior years to pay for the improvements.

The most notable change in this year's water budget is the addition of a fourth water systems operator. Constant increases in regulations and number of facilities operated by MWSD over the past decades require this additional full-time position.

Fiscal Year 2018-2019 Budget Executive Summary

Sewer Enterprise:

Sewer service charge:

The District is proposing to adopt sewer rate increases for the next two fiscal years as shown on the table below. Residential sewer service charges are calculated based on annualized water use from four wet-weather months (November - February or December - March depending on water billing cycle), a period of minimal outdoor irrigation. Commercial sewer service charges vary based on customer class and wastewater strength and are applied based on annual water use.

PROPOSED SEWER RATES			
	Current Sewer Rates*	Proposed Rates Effective	
		July 1, 2018	July 1, 2019
Sewer Service Charge Rates	Equivalent	Rate	Rate
<u>Customer Class</u>	<u>rate per hcf</u>	<u>per hcf</u>	<u>per hcf</u>
Residential	\$14.31	\$17.41	\$21.07
Restaurants	25.96	30.21	36.55
Motels	15.39	18.33	22.18
Offices	12.65	15.69	18.98
General Commercial	13.70	16.80	20.33
Schools	12.88	15.93	19.28
Hospitals	14.40	17.36	21.01

Fiscal Year 2018-2019 Budget Executive Summary

Sewer Authority Mid-Coastside:

The major factors impacting the Sewer enterprise are the overall costs of being a part of the SAM JPA. The SAM budget is comprised of two separate assessments:

1. Operations & Maintenance, which includes a capital infrastructure component
2. Collection Services

Please note; the district approved the fiscal year 2017-18 budget using SAM's preliminary budget figures. These amounts were subsequently amended.

Current year differences as compared to last fiscal year are as follows:

	FY 2017-18 Proposed Budget	FY 2018-19 Proposed Budget	\$ (Decrease)	% (Decrease)
Operations & Maintenance	\$ 1,259,320	\$ 1,249,147	\$ (10,173)	-0.81%
Collection Services	\$ 285,934	\$ 328,036	\$ 42,102	14.72%
	\$ 1,545,254	\$ 1,577,183		

Labor:

The Sewer Enterprise has two full time equivalents that are paid through Sewer operations. Overall, benefits and labor in comparison to fiscal year 2017-18 are budgeted to increase \$9,010 or 2.94%. This fiscal year includes a 2.83% cost of living increase as well as a 2.5% merit increase.

Connection Fees:

Revenue from new residential construction has been budgeted flat. For fiscal year 2017-18 the District has issued eight new connections. Based on the unexpected nature of new connection issuances, the District is remaining conservative and budgeting for a total of six new connections issued for fiscal year 2018-19. The revenue from these connections is used for MWSD capital expenditures.

Capital Improvement:

Fiscal year 2017-18 Sewer CIP budget was set at \$1,640,000. The planned high priority projects included the Cabrillo Highway Phase 1 A & B sewer main replacement as well as other mechanical system repairs & replacements that were deemed to be high priority. A number of issues have plagued the ability to proceed on a number of these planned projects. Through April 2018, Sewer CIP is 13.26% through its total budget for a total of \$217,522 in capital costs.

Fiscal year 2018-2019 budget model currently includes the majority of these high priority projects as well as others. As discussed above, the majority of the planned projects that were to take place in fiscal 17-18 have not seen significant progress. For this reason, the budget set for fiscal year 2018-19 is \$3,640,000. The District expects to have to use a good portion of reserves to fund these projects which have been in the works for many years. Please refer to the capital reserve section of the budget for a more in depth analysis of the current reserve levels.

Fiscal Year 2018-2019

Budget Executive Summary

Water Enterprise:

Water Sales:

In fiscal year 2014-2015 the District's Water enterprise went through a comprehensive Rate Study prepared by Bartle Wells. The rate study was the culmination of many months of work. Bartle Wells drafted various financial models in order to decide the long term rate structure for the District. The specific assumptions made included the *cost escalation factor*, *interest earnings rate*, *growth in customer base*, and *price elasticity*. These assumptions are used in order to account for the known cost drivers. The largest portion being the Water enterprise's debt service responsibilities for the next 10-15 years and the District's long term capital improvement program set forth by the District's master plan. After careful consideration of three proposed financial models put in place by Bartle Wells, the decision of a 3% water rate increase and 10 new connections per year was deemed appropriate.

Whereas the Bartle Wells model is used as a guide for the increase in water rates, it is not used to budget revenue collected, as water consumption is an inexact science. For fiscal year 2018-19, water rates have been budgeted for a 3% rate increase, however, due to negative consumption expectations, revenue has been budgeted flat.

Labor:

The District has 5 full time equivalents that are paid through Water operations. Overall, benefits and labor in comparison to fiscal year 2017-18 are budgeted to increase \$103,312 or 13.43%. This fiscal year includes a 2.83% cost of living increase as well as a 2.5% merit increase. The District also intends to recruit the services of a fourth water operator. The addition of the fourth operator is designed to cut down on over-time as well as on-call responsibilities over the next two to three fiscal years.

Connection Fees:

Connection fee revenue for new construction has been budgeted flat at \$252,020 with the estimate that ten connections will be issued in fiscal year 2018-19. Thus far through April the District has issued eight new construction connections. The District is aware that the possibility of many more connections being issued related to the Big Wave project. However, with the current uncertainty regarding the project, it would not be prudent to include the additional revenue for fiscal year 2018-19.

Capital Improvement:

The projected current year CIP budget of \$481,000 is a decrease of \$232,500 or 32.59%. This decrease was to be expected as the District is back to continually maintaining and improving the current system through the traditional sense of replacing water main, laterals, and meters. The Pillar Ridge Rehab project is currently on-going and is expected to continue for the next three to five years.

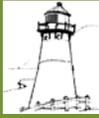
Fiscal Year 2018-2019 Budget Executive Summary

Conclusion:

The District strives to keep its rate increases and overall costs as low as possible while meeting or exceeding regulatory standards. This goal and focus is becoming tougher and tougher with rising costs and the constant requirement of maintaining the District's aging infrastructure.

The District continues to strive toward excellence while providing high levels of customer service as well as maintaining a focus on environmental stewardship.

DRAFT
7/6/2018



Montara Water & Sanitary

Budgeted Cash Flow - Sewer

Fiscal year 2018-2019

Cash flow summary

Operating cash flow

Operating income	FY 2017-2018	FY 2018-2019	Variance (%)	Variance (\$)
Sewer Service Charges	\$ 1,999,171	\$ 2,548,225	27.46%	\$ 549,054
Cell Tower Lease	\$ 34,300	\$ 35,500	3.50%	\$ 1,200
Fees & Other	\$ 17,000	\$ 17,000	0.00%	\$ -
Property Tax	\$ 235,000	\$ 275,000	17.02%	\$ 40,000
Waste Collection Revenues	\$ 22,000	\$ 23,000	4.55%	\$ 1,000
Total operating income	\$ 2,307,471	\$ 2,898,725		
Operating expenses				
Personnel	\$ (306,639)	\$ (315,649)	2.94%	\$ 9,010
Professional Services	\$ (114,950)	\$ (232,000)	101.83%	\$ 117,050
Facilities & Administration	\$ (46,100)	\$ (55,600)	20.61%	\$ 9,500
Engineering	\$ (52,000)	\$ (62,000)	19.23%	\$ 10,000
Pumping	\$ (32,000)	\$ (41,000)	28.13%	\$ 9,000
Sewer Authority Mid-Coastside	\$ (1,635,254)	\$ (1,667,183)	1.95%	\$ 31,929
All other Accounts	\$ (53,860)	\$ (67,860)	25.99%	\$ 14,000
Total operating expenses	\$ (2,240,803)	\$ (2,441,292)		
Net Cash Flow Provided by Operations	\$ 66,668	\$ 457,433		
Investment cash flow				
Investment income				
Interest Revenue	\$ 15,000	\$ 25,000	66.67%	\$ 10,000
Total investment income	\$ 15,000	\$ 25,000		
Investment expenses				
Capital Improvement Program	\$ (1,640,000)	\$ (3,877,500)	136.43%	\$ 2,237,500
Total investment expenses	\$ (1,640,000)	\$ (3,877,500)		
Net Cash Flow Used by Investments	\$ (1,625,000)	\$ (3,852,500)		
Financing cash flow				
Financing income				
Connection Fees	\$ 194,576	\$ 194,600	0.01%	\$ 24
Total financing income	\$ 194,576	\$ 194,600		
Financing expenses				
Loan Interest Expense	\$ (42,634)	\$ (40,307)	-5.46%	\$ (2,326)
Loan Principal Payment	\$ (75,179)	\$ (81,092)	7.87%	\$ 5,913
Total financing expenses	\$ (117,813)	\$ (121,399)		
Net Cash Flow Provided by Financing Activities	\$ 76,763	\$ 73,201		
Overall projected cash flow	\$ (1,481,568)	\$ (3,321,867)		
Transfer from Sewer Reserves	\$ 1,481,568	\$ 3,321,867 *		
Net cash flow	\$ -	\$ -		

* Please see discussion of Sewer reserve funds on page 23. In addition, please review the Sewer CIP project summary list on page 17.



Montara Water & Sanitary

Budgeted Cash Flow - Water

Fiscal year 2018-2019

Cash flow summary

Operating cash flow

Operating income	FY 2017-2018	FY 2018-2019	Variance (%)	Variance (\$)
Water Sales	\$ 1,912,496	\$ 1,912,496	0.00%	\$ -
Cell Tower Lease	\$ 34,300	\$ 35,500	3.50%	\$ 1,200
Fees & Other	\$ 12,050	\$ 12,050	0.00%	\$ -
Property Tax	\$ 235,000	\$ 275,000	17.02%	\$ 40,000
Backflow Testing & Other	\$ 13,000	\$ 16,000	23.08%	\$ 3,000
Total operating income	\$ 2,206,846	\$ 2,251,046		
Operating expenses				
Personnel	\$ (769,260)	\$ (872,572)	13.43%	\$ 103,312
Professional Services	\$ (139,700)	\$ (150,000)	7.37%	\$ 10,300
Facilities & Administration	\$ (57,380)	\$ (58,500)	1.95%	\$ 1,120
Engineering	\$ (87,000)	\$ (145,500)	67.24%	\$ 58,500
Pumping	\$ (109,000)	\$ (105,700)	-3.03%	\$ (3,300)
Supply	\$ (52,000)	\$ (52,100)	0.19%	\$ 100
Collection/Transmission	\$ (94,500)	\$ (81,500)	-13.76%	\$ (13,000)
Treatment	\$ (64,000)	\$ (76,000)	18.75%	\$ 12,000
All Other Accounts	\$ (130,600)	\$ (124,600)	-4.59%	\$ (6,000)
Total operating expenses	\$ (1,503,440)	\$ (1,666,472)		
Net Cash Flow Provided by Operations	\$ 703,406	\$ 584,574		
Investment cash flow				
Investment income				
GO Bonds, Assessment Receipts	\$ 1,150,436	\$ 1,150,436	0.00%	\$ -
Total investment income	\$ 1,150,436	\$ 1,150,436		
Investment expenses				
Capital Improvement Program	\$ (713,500)	\$ (481,000)	-32.59%	\$ (232,500)
Total investment expenses	\$ (713,500)	\$ (481,000)		
Net Cash Flow Used by Investments	\$ 436,936	\$ 669,436		
Financing cash flow				
Financing income				
Connection Fees	\$ 253,020	\$ 253,020	0.00%	\$ -
Total financing income	\$ 253,020	\$ 253,020		
Financing expenses				
Long Term Debt - Interest Expense	\$ (326,530)	\$ (347,802)	6.51%	\$ 21,272
Long Term Debt - Principal Payment	\$ (1,062,675)	\$ (1,200,079)	12.93%	\$ 137,404
Total financing expenses	\$ (1,389,205)	\$ (1,547,881)		
Net Cash Flow Provided by Financing Activities	\$ (1,136,185)	\$ (1,294,861)		
Overall projected cash flow	\$ 4,157	\$ (40,851)		
Transfer from Water Reserves	\$ 4,157	\$ (40,851)		*
Net cash flow	\$ -	\$ -		

* Please see discussion of Water reserve funds on page 22.



MWSD — Fiscal Year 2018-19 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	2015-16 Actual	2016-17 Actual	Approved			Income/Expenditure s as of April 30, 2018	% To date	Projected	Projected as % of Budget	Proposed	Increase/(Decrease) from 2017-2018 \$	Increase/(decrease) %
				Budget 2017-18	2018-19	Budgeted amounts 2018-19							
Cell Tower Lease:	4220	33,500	34,427	34,300	29,587	86.26%	35,505	103.51%	35,500	1,200	3.50%		
Administrative Fees (New Construction):	4410	3,318	3,409	3,500	3,535	101.00%	4,242	121.20%	3,500	0	0.00%		
Administrative Fees (Remodel):	4420	1,422	1,448	2,000	708	35.40%	850	42.48%	2,000	0	0.00%		
Inspection Fees (New Construction):	4430	3,136	3,220	3,500	2,862	81.77%	3,434	98.13%	3,500	0	0.00%		
Inspection Fees (Remodel):	4440	3,219	3,748	4,000	110	2.75%	132	3.30%	4,000	0	0.00%		
Mainline Extension Fees:	4450					0.00%	0	0.00%		0	#DIV/0!		
Remodel Fees:	4460	2,222	15,844	4,000	25,751	643.78%	30,901	772.53%	4,000	0	0.00%		
Grants:	4510					0.00%	0	0.00%		0	#DIV/0!		
Property Tax Receipts:	4610	325,926	340,018	235,000	339,237	144.36%	407,084	173.23%	275,000	40,000	17.02%		
Sewer Service Charges:	4710	2,063,335	1,975,325	2,003,171	1,880,423	93.87%	2,003,171	100.00%	2,552,225	549,054	27.41%		
Sewer Service Refunds, Customer:	4720	(8,386)	(10,530)	(4,000)	(2,003)	50.07%	(2,403)	60.08%	(4,000)	0	0.00%		
Waste Collection Revenues:	4760	19,350	23,130	22,000	17,911	81.42%	21,494	97.70%	23,000	1,000	4.55%		
Other Revenue:	4990	155	433		3,368	100.00%	4,042	100.00%					
Total Operating Revenue:		2,447,196	2,390,473	2,307,471	2,301,490	99.74%	2,508,452	108.71%	2,898,725	591,254	25.62%		
Operating Expenses													
Bank Fees:	5190	3,363	6,692	6,500	5,801	89.25%	6,532	100.49%	6,500	0	0.00%		
Board Meetings:	5210	3,282	4,169	4,000	1,461	36.53%	1,948	48.71%	2,500	(1,500)	-37.50%		
Director Fees:	5220	2,363	2,665	3,300	3,150	95.46%	4,200	127.27%	4,000	700	21.21%		
Election Expenses:	5230	0	4,860			0.00%	0	0.00%	5,000	5,000			
Conference Attendance:	5250	0	147	2,000	3,131	156.55%	3,075	153.75%	3,000	1,000	50.00%		
Information Systems:	5270	3,888	1,667	6,000	540	9.00%	720	12.00%	4,000	(2,000)	-33.33%		
Fidelity Bond:	5310	0		500	0	0.00%	0	0.00%	500	0	0.00%		
Property & Liability Insurance:	5320	1,688	3,758	2,000	2,161	108.04%	2,161	108.05%	2,000	0	0.00%		
LAFCO Assessment:	5350	1,718	1,526	2,000	1,601	80.05%	1,601	80.05%	2,000	0	0.00%		
Meeting Attendance, Legal:	5420	7,139	6,483	9,500	6,951	73.17%	9,268	97.56%	9,500	0	0.00%		
General Legal:	5430	31,865	32,775	25,000	112,062	448.25%	149,416	597.67%	150,000	125,000	500.00%		
Maintenance, Office:	5510	7,619	6,933	8,000	2,487	31.08%	3,315	41.44%	8,000	0	0.00%		
Meetings, Local:	5520	0				0.00%	0	0.00%		0			
Memberships:	5530	0				0.00%	0	0.00%		0			
Office Supplies:	5540	7,366	7,755	8,000	3,832	47.90%	5,110	63.87%	8,000	0	0.00%		
Postage:	5550	2,668	1,143	2,500	246	9.84%	328	13.12%	2,500	0	0.00%		
Printing & Publishing:	5560	3,478	1,135	3,000	3,360	111.99%	4,480	149.32%	5,000	2,000	66.67%		
Accounting:	5610	38,555	38,950	30,000	18,650	62.17%	24,867	82.89%	30,000	0	0.00%		
Audit:	5620	12,050	13,000	13,000	9,800	75.39%	13,000	100.00%	13,000	0	0.00%		
Consulting:	5630	16,886	19,894	28,000	20,193	72.12%	28,000	100.00%	20,000	(8,000)	-28.57%		
Data Services:	5640	5,504		6,000	6,164	102.74%	5,851	97.52%	6,000	0	0.00%		
Labor & HR Support:	5650	1,875	2,250	2,500	2,095	83.80%	2,800	112.00%	2,500	0	0.00%		
Payroll Services:	5660	839	942	950	796	83.78%	1,061	111.71%	1,000	50	5.26%		
Other Professional Services:	5690	375	132			0.00%	0	0.00%		0			
San Mateo County Tax Roll Charges:	5710	116	119	2,500	0	0.00%	0	0.00%	2,500	0	0.00%		
Telephone & Internet:	5720	13,742	16,380	16,500	14,813	89.78%	22,220	134.67%	24,000	7,500	45.45%		
Mileage Reimbursement:	5730	682	1,063	1,500	564	37.60%	752	50.13%	1,500	0	0.00%		
Reference Materials:	5740	0	23	200	0	0.00%	0	0.00%	200	0	0.00%		
Other Administrative:	5790	0			435	100.00%	580	100.00%		0			
CalPERS 457 Deferred Plan:	5810	13,954	18,637	15,445	15,838	102.54%	21,117	136.73%	15,912	467	3.02%		
Employee Benefits:	5820	47,890	37,701	35,635	39,223	110.07%	52,298	146.76%	35,635	(0)	0.00%		
Disability Insurance:	5830	1,397	1,360	1,534	1,020	66.51%	1,360	88.68%	1,534	0	0.00%		
Payroll Taxes:	5840	14,577	14,552	16,879	13,180	78.08%	17,573	104.11%	17,390	511	3.03%		
Worker's Compensation Insurance:	5960	491	2,120	2,447	3,130	127.91%	4,173	170.55%	2,447	0	0.00%		
Management:	5910	92,434	99,561	103,725	98,164	94.64%	130,886	126.19%	103,725	0	0.00%		
Staff :	5920	112,648	119,299	112,599	106,682	94.75%	142,242	126.33%	119,047	6,448	5.73%		
Staff Certification:	5930	1,800	1,800	1,800	1,500	83.33%	2,000	111.11%	1,800	0	0.00%		
Staff Overtime:	5940	2,888	3,879	2,514	642	25.55%	857	34.07%	2,744	230	9.13%		
Staff Standby:	5950	29				0.00%	0	0.00%		0			
PARS:	5850	(0)	(80,974)	14,061	13,479	95.86%	17,972		15,416	1,355	9.64%		
Claims, Property Damage:	6170	0		10,000	12,811	128.11%	57,081	570.81%	20,000	10,000	100.00%		



MWSD — Fiscal Year 2018-19 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	2015-16 Actual	2016-17 Actual	Approved	Income/Expenditure	% To date	Projected	Projected as	Proposed	Increase/(Decrease) from 2017-2018 \$	Increase/(decrease) %
				Budget 2017-18	s as of April 30, 2018			% of Budget	amounts 2018-19		
Education & Training:	6195	0		1,000	628	62.75%	837	83.67%	1,000	0	0.00%
Meeting Attendance, Engineering:	6210	0		2,000	0	0.00%	0	0.00%	2,000	0	0.00%
General Engineering:	6220	31,924	44,122	50,000	69,402	138.80%	92,535	185.07%	60,000	10,000	20.00%
Equipment & Tools, Expensed:	6320	0		1,000	0	0.00%	0	0.00%	1,000	0	0.00%
Alarm Services:	6335	5,896	6,738	5,700	3,734	65.51%	4,978	87.34%	5,700	0	0.00%
Landscaping:	6337	3,702	4,080	2,400	1,330	55.42%	1,773	73.89%	2,400	0	0.00%
Pumping Fuel & Electricity:	6410	25,454	36,043	32,000	29,858	93.31%	39,810	124.41%	41,000	9,000	28.13%
Pumping Maintenance, General:	6430	3,525				0.00%	0	0.00%			
Maintenance, Collection System:	6660	0		10,000	0	0.00%	0	0.00%	10,000	0	0.00%
Fuel:	6810	792	878	800	779	97.43%	1,039	129.91%	1,000	200	25.00%
Truck Equipment, Expensed:	6820	89	71	160	100	62.50%	100	62.50%	160	0	0.00%
Truck Repairs:	6830	153	331	400	745	186.35%	994	248.47%	1,000	600	150.00%
Total Other Operations:	6890	0	550			0.00%	0	0.00%		0	
SAM Collections:	6910	360,504	321,608	285,934	209,556	73.29%	279,408	97.72%	328,036	42,102	14.72%
SAM Operations:	6920	707,892	677,904	1,259,320	853,599	67.78%	1,138,132	90.38%	1,249,147	(10,173)	-0.81%
SAM Prior-Year Adjustment:	6930	0				0.00%		0.00%		0	
SAM Maintenance, Collection System:	6940			40,000	16,071	40.18%	21,429	53.57%	40,000	0	0.00%
SAM Maintenance, Pumping:	6950	0	0	50,000	0	0.00%	0	0.00%	50,000	0	0.00%
Total Operations Expense:		1,595,101	1,484,721	2,240,803	1,711,765	76.39%	2,319,881	103.53%	2,441,292	200,489	8.95%
Net Change in position from Operations:		852,096	905,751	66,668	589,725	884.57%	188,571	282.85%	457,433	390,765	586.14%

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7/16/2018



MWSD — Fiscal Year 2018-2019 Non-Operating Budget - SEWER ENTERPRISE

	GL Codes	2015-16 Actual	2016-17 Actual	Approved Budget 2017-18	Income/Expenditure s as of April 30,	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2018-19	Increase/(Decrease) from 2017-18 \$	Increase/(decrease) %
Non Operating Revenue											
Connection Fees, Residential New Const:	7110	53,363	140,090	144,576	217,670	150.56%	164,853	114.03%	144,600	24	0.02%
Connection Fees, Residential Remodel:	7120	47,234	35,740	50,000	32,337	64.67%	38,804	77.61%	50,000	0	0.00%
LAIF, Interest:	7200	18,184	32,034	15,000	41,070	273.80%	49,284	328.56%	25,000	10,000	66.67%
Total Non Operating Revenue:		119,676	207,864	209,576	291,077	138.89%	252,941	120.69%	219,600	10,024	4.78%
Non Operating Expense											
PNC Equipment Lease:	9125	20,743	19,545	18,280	14,542	79.55%	17,451	95.46%	16,826	(1,454)	-7.95%
Capital Assessment, SAM:	9175	160,668	113,432		121,345	100.00%	145,614	100.00%		0	#DIV/0!
I-Bank Loan:	9200	28,284	24,853	24,354	14,027	57.60%	16,833	69.12%	23,481	(873)	-3.58%
Total Non Operating Expense:		209,695	157,830	42,634	149,914	351.63%	179,897	421.96%	40,307	(2,327)	-5.46%
Net Change in position from Non Operating		(90,019)	50,034	166,942	141,162		73,044		179,293	12,351	

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7/6/2018



MWSD — Fiscal Year 2018-2019 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2015-16	2016-17	Approved Budget	Income/Expenditures	% To date	Projected	Projected as %	Proposed Budgeted	Increase/(Decrease)	Increase/(decrease)
		Actual	Actual	2017-18	as of April 30, 2018			of Budget	amounts 2018-19	from 2017-18 \$	%
Cell Tower Lease:	4220	33,500	34,427	34,300	29,587	86.26%	35,505	103.51%	35,500	1,200	3.50%
Administrative Fees (New Construction):	4410	6,349	7,292	5,500	4,040	73.46%	4,848	88.15%	5,500	0	0.00%
Administrative Fees (Remodel):	4420	0	0	900	1,679	186.56%	2,015	223.87%	900	0	0.00%
Inspection Fees (New Construction):	4430	5,813	6,888	5,000	3,816	76.32%	4,579	91.58%	5,000	0	0.00%
Inspection Fees (Remodel):	4440	0	460	650	1,908	293.54%	2,290	352.25%	650	0	0.00%
Mainline Extension Fees:	4450	46,459		0	0	0.00%	0	0.00%		0	
Remodel Fees:	4460		9,732	0	2,240	100.00%	2,687	100.00%			
Property Tax Receipts:	4610	325,926	340,018	235,000	339,237	144.36%	407,084	173.23%	275,000	40,000	17.02%
Testing, Backflow:	4740	16,377	14,816	13,000	14,782	113.71%	17,738	136.45%	16,000	3,000	23.08%
Water Sales:	4810	1,739,386	1,771,239	1,915,496	1,596,805	83.36%	1,916,166	100.04%	1,915,496	0	0.00%
Water Sales Refunds, Customer:	4850	(1,488)	(2,993)	(3,000)	0	0.00%	0	0.00%	(3,000)	0	0.00%
Other Revenue:	4990	8,793	10,820		1,170	100.00%	1,404	100.00%	0	0	
Total Operating Revenue:		2,181,114	2,192,699	2,206,846	1,995,264	90.41%	2,394,317	108.50%	2,251,046	44,200	2.00%
Operating Expenses											
Bank Fees:	5190	6,907	6,743	7,000	1,520	21.72%	2,027	28.96%	3,500	(3,500)	-50.00%
Board Meetings:	5210	3,282	4,169	4,000	1,461	36.53%	1,948	48.71%	4,000	0	0.00%
Director Fees:	5220	2,363	2,665	3,300	3,150	95.46%	4,200	127.27%	3,300	0	0.00%
Election Expenses:	5230		4,860	0	0	0.00%	0	0.00%	0	0	
CDPH Fees:	5240	18,086		15,500	10,832	69.88%	14,442	93.17%	15,500	0	0.00%
Conference Attendance:	5250	5,267	850	4,000	5,697	142.42%	5,641	141.03%	6,000	2,000	50.00%
Information Systems:	5270	3,888	2,973	3,000	540	18.00%	720	24.00%	3,000	0	0.00%
Fidelity Bond:	5310			500	0	0.00%	0	0.00%	500	0	0.00%
Property & Liability Insurance:	5320	1,688	3,758	2,700	0	0.00%	0	0.00%	2,700	0	0.00%
LAFCO Assessment:	5350	2,328	2,048	2,500	2,208	88.32%	2,208	88.32%	2,500	0	0.00%
Meeting Attendance, Legal:	5420	7,700	6,480	8,500	3,211	37.78%	4,282	50.37%	8,500	0	0.00%
General Legal:	5430	43,625	57,788	60,000	11,900	19.83%	15,867	26.44%	60,000	0	0.00%
Maintenance, Office:	5510	8,122	8,678	8,000	2,339	29.24%	3,119	38.99%	8,000	0	0.00%
Meetings, Local:	5520			0	0	0.00%	0	0.00%	0	0	
Memberships:	5530	17,225	17,679	18,000	20,298	112.77%	20,298	112.77%	20,500	2,500	13.89%
Office Supplies:	5540	7,366	7,638	8,000	3,832	47.90%	5,110	63.87%	7,000	(1,000)	-12.50%
Postage:	5550	7,578	7,168	7,500	5,007	66.77%	6,677	89.02%	7,000	(500)	-6.67%
Printing & Publishing:	5560	1,650	1,356	2,000	715	35.75%	953	47.67%	2,000	0	0.00%
Accounting:	5610	38,555	38,950	30,000	18,650	62.17%	24,867	82.89%	30,000	0	0.00%
Audit:	5620	20,950	13,000	13,000	9,800	75.39%	13,000	100.00%	13,000	0	0.00%
Consulting:	5630	28,560	36,600	25,000	14,379	57.51%	19,171	76.69%	35,000	10,000	40.00%
Data Services:	5640	18,773			313	100.00%	418	100.00%		0	
Labor & HR Support:	5650	2,651	2,349	2,250	2,095	93.11%	2,793	124.15%	2,500	250	11.11%
Payroll Services:	5660	839	942	950	796	83.78%	1,061	111.70%	1,000	50	5.26%
Other Professional Services:	5690	227	132		0	0.00%	0	0.00%	0	0	
San Mateo County Tax Roll Charges:	5710	122	119		0	0.00%	0	0.00%			
Telephone & Internet:	5720	19,391	22,304	22,380	17,489	78.14%	23,318	104.19%	25,000	2,620	11.71%
Mileage Reimbursement:	5730	2,157	1,648	2,000	564	28.20%	752	37.60%	2,000	0	0.00%
Reference Materials:	5740	0	23	800	0	0.00%	0	0.00%	800	0	0.00%
Other Administrative:	5790	127	2,147		615	100.00%	820	100.00%		0	
CalPERS 457 Deferred Plan:	5810	31,571	36,418	35,513	31,038	87.40%	41,384	116.53%	43,029	7,516	21.16%
Employee Benefits:	5820	75,196	76,378	86,856	69,566	80.09%	92,754	106.79%	80,058	(6,798)	-7.83%
Disability Insurance:	5830	3,329	3,366	3,637	2,525	69.41%	3,366	92.55%	4,288	651	17.90%
Payroll Taxes:	5840	36,932	38,090	42,294	32,884	77.75%	43,845	103.67%	48,760	6,466	15.29%
Worker's Compensation Insurance:	5960	4,788	14,423	19,948	14,481	72.60%	19,308	96.79%	23,317	3,369	16.89%
Management:	5910	92,434	99,563	103,725	98,164	94.64%	130,885	126.19%	103,725	(0)	0.00%
Staff :	5920	329,764	347,037	358,357	303,339	84.65%	404,452	112.86%	426,804	68,447	19.10%
Staff Certification:	5930	9,440	9,125	9,000	8,796	97.74%	11,728	130.31%	11,400	2,400	26.67%
Staff Overtime:	5940	48,214	52,690	55,831	34,805	62.34%	46,406	83.12%	69,334	13,502	24.18%
Staff Standby:	5950	22,621	23,830	25,947	20,803	80.18%	27,738	106.90%	26,123	176	0.68%
PARS:	5850	0	(150,932)	28,152	24,636	87.51%	32,848	116.68%	35,734	7,582	26.93%
Backflow Prevention:	6160	800	892	1,000	473	47.35%	631	63.13%	1,000	0	0.00%

MWSD — Fiscal Year 2018-2019 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2015-16	2016-17	Approved Budget	Income/Expenditures	% To date	Projected	Projected as %	Proposed Budgeted	Increase/(Decrease)	Increase/(decrease)
		Actual	Actual	2017-18	as of April 30, 2018			of Budget	amounts 2018-19	from 2017-18 \$	%
Claims, Property Damage:	6170	0	175	10,000	0	0.00%	0	0.00%	10,000	0	0.00%
SCADA Maintenance:	6185	28,817	20,505	20,000	9,011	45.05%	12,014	60.07%	10,000	(10,000)	-50.00%
Internet & Telephone, Communications:	6187			0	0	0.00%	0	0.00%		0	
Education & Training:	6195	2,574	8,131	7,000	8,700	124.29%	11,600	165.72%	9,000	2,000	28.57%
Meeting Attendance, Engineering:	6210	0		2,000	16	0.78%	21	1.03%	500	(1,500)	-75.00%
General Engineering:	6220	15,406	4,029	20,000	10,010	50.05%	13,346	66.73%	45,000	25,000	125.00%
Water Quality Engineering:	6230	82,864	138,939	65,000	104,938	161.44%	139,918	215.26%	100,000	35,000	53.85%
Equipment & Tools, Expensed:	6320	4,008	2,962	5,000	6,012	120.25%	8,017	160.33%	5,000	0	0.00%
Alarm Services:	6335	640	777	800	434	54.20%	578	72.26%	800	0	0.00%
Landscaping:	6337	6,226	7,102	6,000	3,097	51.62%	4,129	68.82%	6,000	0	0.00%
Lab Supplies & Equipment:	6370	818	178	1,000	1,679	167.88%	2,000	200.00%	2,000	1,000	100.00%
Meter Reading:	6380		119	0	21	100.00%	28	100.00%		0	
Pumping Fuel & Electricity:	6410	89,652	82,730	90,000	52,203	58.00%	69,604	77.34%	90,000	0	0.00%
Pumping Maintenance, Generators:	6420	4,771	12,118	10,000	6,604	66.04%	8,805	88.05%	10,000	0	0.00%
Pumping Maintenance, General:	6430	6,284	4,969	7,000	4,137	59.10%	5,516	78.81%	5,000	(2,000)	
Pumping Equipment, Expensed:	6440	1,786		2,000	210	10.52%	280	14.02%	700	(1,300)	-65.00%
Maintenance, Raw Water Mains:	6510	2,478	1,421	2,000	1,474	73.71%	1,965	98.27%	2,100	100	
Maintenance, Wells:	6520	20,657	1,466	10,000	5,355	53.55%	7,139	71.40%	10,000	0	0.00%
Water Purchases:	6530	38,009	34,292	40,000	25,508	63.77%	34,011	85.03%	40,000	0	0.00%
Hydrants:	6610	0	3,819	1,000	375	37.53%	500	50.04%	1,000	0	0.00%
Maintenance, Water Mains:	6620	71,575	75,576	55,000	26,328	47.87%	35,103	63.83%	50,000	(5,000)	-9.09%
Maintenance, Water Service Lines:	6630	33,705	4,206	25,000	12,389	49.55%	16,518	66.07%	20,000	(5,000)	-20.00%
Maintenance, Tanks:	6640	8,741	71	1,000	557	55.65%	742	74.21%	1,000	0	0.00%
Maintenance, Distribution General:	6650	2,406	5,196	10,000	1,248	12.48%	1,664	16.64%	7,000	(3,000)	-30.00%
Maintenance, Collection System:	6660		24		0	0.00%	0	0.00%			
Meters:	6670	5,382	10,719	2,500	1,674	66.95%	2,232	89.27%	2,500	0	0.00%
Chemicals & Filtering:	6710	40,896	11,660	30,000	6,468	21.56%	8,624	28.75%	30,000	0	0.00%
Maintenance, Treatment Equipment:	6720	11,965	4,724	4,000	6,720	168.01%	8,960	224.01%	4,000	0	0.00%
Treatment Analysis:	6730	28,890	24,653	30,000	29,967	99.89%	39,956	133.19%	42,000	12,000	40.00%
Uniforms:	6770	14,530	10,560	12,000	8,350	69.58%	11,133	92.77%	12,000	0	0.00%
Fuel:	6810	6,117	6,143	8,000	4,417	55.21%	5,889	73.61%	8,000	0	0.00%
Truck Equipment, Expensed:	6820	651	496	1,000	6	0.58%	8	0.78%	1,000	0	0.00%
Truck Repairs:	6830	1,074	2,316	5,000	4,224	84.48%	5,632	112.64%	5,000	0	0.00%
Other Operations:	6890	2,811	18,301		238	100.00%	317	100.00%		0	
Total Operations Expense:		1,458,253	1,302,322	1,503,440	1,121,289	74.58%	1,485,290	98.79%	1,666,472	163,032	10.84%
Net Change in position from Operations:		722,861	890,378	703,406	873,975	124.25%	909,026	129.23%	584,574	(118,832)	-16.89%

MWSD — Fiscal Year 2018-2019 Non-Operating Budget - WATER ENTERPRISE

	GL Codes	2015-16 Actual	2016-17 Actual	Approved Budget 2017-18	Income/Expenditures as of April 30, 2018	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2018-19	Increase/(Decrease) from 2017-18 \$	Increase/(decrease) %
Non Operating Revenue											
Connection Fees, Residential New Const:	7110	77,695	130,171	173,020	117,378	67.84%	140,854	81.41%	173,020	0	0.00%
Connection Fees, Residential Remodel:	7120		25,921		10,357	100.00%	12,428	100.00%		0	#DIV/0!
Connection Fees, Residential Fire:	7130	61,724	52,693	80,000	52,043	65.05%	62,452	78.07%	80,000	0	0.00%
Connection Fees, Residential Remodel Fire:	7140					0.00%	0	0.00%		0	
Connection Fees, Well Conversion:	7150					0.00%	0	0.00%		0	
General Obligation Bonds, Assessment Receipts:	7600	1,215,941	1,253,111	1,150,436	1,054,409	91.65%	1,150,436	100.00%	1,150,436	0	0.00%
Total Non Operating Revenue:		1,355,359	1,461,897	1,403,456	1,234,186	87.94%	1,366,169	97.34%	1,403,456	0	0.00%
Non Operating Expense											
General Obligation Bonds:	9100	307,634	286,455	273,978	158,545	57.87%	190,254	69.44%	252,521	(21,457)	-7.83%
PNC Equipment Lease:	9125	20,743	19,545	18,280	14,542	79.55%	17,451	95.46%	16,826	(1,454)	-7.95%
State Revolving Fund Loan:	9150	60,239	90,816	34,273		0.00%	0	0.00%	78,455	44,182	128.91%
Water Rebates :	9210	6,018	1,129	500	1,400	280.00%	2,000	400.00%	2,000	1,500	300.00%
Total Non Operating Expense:		394,634	397,944	327,030	174,487	53.36%	209,705	64.12%	349,802	21,272	6.50%
Net Change in position from Non Operating activities:		960,725	1,063,952	1,076,426	1,059,699		1,156,464		1,053,654	(21,272)	-1.98%

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7/6/2018

SALARY RANGE
MONTARA WATER AND SANITARY DISTRICT
July 1, 2018

Position	Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Operations Manager	\$145,809										
	\$96,000	\$116,753	\$119,672	\$122,664	\$125,730	\$128,874	\$132,096	\$135,398	\$138,783	\$142,252	\$145,809
		\$56.13	\$57.53	\$58.97	\$60.45	\$61.96	\$63.51	\$65.10	\$66.72	\$68.39	\$70.10
Superintendent	\$136,648										
	\$109,418	\$109,418	\$112,154	\$114,957	\$117,831	\$120,777	\$123,797	\$126,892	\$130,064	\$133,315	\$136,648
		\$52.60	\$53.92	\$55.27	\$56.65	\$58.07	\$59.52	\$61.01	\$62.53	\$64.09	\$65.70
Water System Operator	\$83,342										
	\$66,734	\$66,734	\$68,403	\$70,113	\$71,866	\$73,662	\$75,504	\$77,391	\$79,326	\$81,309	\$83,342
		\$32.08	\$32.89	\$33.71	\$34.55	\$35.41	\$36.30	\$37.21	\$38.14	\$39.09	\$40.07
Maintenance Worker I	\$72,361										
	\$57,941	\$57,941	\$59,390	\$60,874	\$62,396	\$63,956	\$65,555	\$67,194	\$68,874	\$70,596	\$72,361
		\$27.86	\$28.55	\$29.27	\$30.00	\$30.75	\$31.52	\$32.30	\$33.11	\$33.94	\$34.79
Account Specialist	\$69,184										
	\$55,397	\$55,397	\$56,782	\$58,202	\$59,657	\$61,148	\$62,677	\$64,244	\$65,850	\$67,496	\$69,184
		\$26.63	\$27.30	\$27.98	\$28.68	\$29.40	\$30.13	\$30.89	\$31.66	\$32.45	\$33.26
District Clerk	\$69,184										
	\$55,397	\$55,397	\$56,782	\$58,202	\$59,657	\$61,148	\$62,677	\$64,244	\$65,850	\$67,496	\$69,184
		\$26.63	\$27.30	\$27.98	\$28.68	\$29.40	\$30.13	\$30.89	\$31.66	\$32.45	\$33.26
2.5 % step increases											
		Increase 2.50%	1-Jul-14	Increase 8.25%	1-Jul-15	Increase 2.70%	1-Jul-16	Increase 3.79%	1-Jul-17	Increase 2.83%	1-Jul-18
Operations Manager		1.025	\$98,400	1.0825	\$106,518	1.027	\$109,394	1.0379	\$113,540	1.0283	\$116,753
Superintendent		1.025	\$92,218	1.0825	\$99,826	1.027	\$102,521	1.0379	\$106,407	1.0283	\$109,418
Water System Operator		1.025	\$56,244	1.0825	\$60,884	1.027	\$62,528	1.0379	\$64,898	1.0283	\$66,734
Maintenance Worker		1.025	\$48,833	1.0825	\$52,862	1.027	\$54,289	1.0379	\$56,347	1.0283	\$57,941
Account Specialist		1.025	\$46,689	1.0825	\$50,541	1.027	\$51,905	1.0379	\$53,873	1.0283	\$55,397
District Clerk		1.025	\$46,689	1.0825	\$50,541	1.027	\$51,905	1.0379	\$53,873	1.0283	\$55,397
Operator in Training	\$18	per hour									
Temporary Worker	\$18	per hour									

Payroll	Water	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Water
										7%	6.92%	1.45%	6.20%	
GM	\$ 103,725.00					\$ 103,725.00	\$ 12,453.00	\$ 731.00	\$ 1,224.00	\$ 7,260.75	\$ 7,177.77	\$ 1,504.01	\$ 6,430.95	\$ 140,506.48
Superintendent	\$ 63,650.02	\$ 1,652.45	\$ 734.42		\$ 1,800.00	\$ 67,836.90	\$ 6,483.00	\$ 541.00	\$ 4,423.00	\$ 4,748.58	\$ 4,404.58	\$ 983.64	\$ 4,205.89	\$ 93,626.59
Account Specialist	\$ 58,389.13					\$ 58,389.13	\$ 24,906.00	\$ 384.00	\$ 521.00	\$ 4,087.24	\$ 4,040.53	\$ 846.64	\$ 3,620.13	\$ 96,794.66
Water Operator	\$ 81,571.19	\$ 8,470.85	\$ 9,412.06	\$ 4,828.39	\$ 2,400.00	\$ 106,682.49	\$ 9,054.00	\$ 676.00	\$ 4,260.00	\$ 7,467.77	\$ 5,644.73	\$ 1,546.90	\$ 6,614.31	\$ 141,946.20
Water Operator	\$ 77,640.63	\$ 10,078.35	\$ 8,062.68	\$ 5,361.68	\$ 2,400.00	\$ 103,543.35	\$ 9,054.00	\$ 654.00	\$ 4,180.00	\$ 7,248.03	\$ 5,372.73	\$ 1,501.38	\$ 6,419.69	\$ 137,973.18
Water Operator	\$ 61,070.41	\$ 7,398.91	\$ 5,989.60	\$ 4,418.21	\$ 2,400.00	\$ 81,277.13	\$ 9,054.00	\$ 651.00	\$ 4,132.00	\$ 5,689.40	\$ 4,226.07	\$ 1,178.52	\$ 5,039.18	\$ 111,247.30
Water Operator	\$ 70,338.58	\$ 8,521.79	\$ 6,898.59	\$ 5,088.73	\$ 2,400.00	\$ 93,247.69	\$ 9,054.00	\$ 651.00	\$ 4,132.00	\$ 6,527.34	\$ 4,867.43	\$ 1,352.09	\$ 5,781.36	\$ 125,612.90
Temp. Operator	\$ 10,569.88	\$ 2,113.98	\$ -	\$ 6,426.49		\$ 19,110.34			\$ 379.00			\$ 277.10	\$ 1,184.84	\$ 20,951.28
Part Time Admin	\$ 2,584.00					\$ 2,584.00			\$ 47.00			\$ 37.47	\$ 160.21	\$ 2,828.68
Part Time Admin	\$ 990.00					\$ 990.00			\$ 19.00			\$ 14.36	\$ 61.38	\$ 1,084.74
Totals	\$ 530,528.83	\$ 38,236.34	\$ 31,097.35	\$ 26,123.49	\$ 11,400.00	\$ 637,386.01	\$ 80,058.00	\$ 4,288.00	\$ 23,317.00	\$ 43,029.12	\$ 35,733.84	\$ 9,242.10	\$ 39,517.93	\$ 872,572.00
Payroll	Sewer	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Sewer
GM	\$ 103,725.00					\$ 103,725.00	\$ 12,453.00	\$ 731.00	\$ 1,224.00	\$ 7,260.75	\$ 7,177.77	\$ 1,504.01	\$ 6,430.95	\$ 140,506.48
Superintendent	\$ 63,650.02	\$ 2,009.20	\$ 734.42		\$ 1,800.00	\$ 68,193.65	\$ 6,483.00	\$ 419.00	\$ 702.00	\$ 4,773.56	\$ 4,404.58	\$ 988.81	\$ 4,228.01	\$ 90,192.60
District Clerk	\$ 55,397.26					\$ 55,397.26	\$ 16,698.60	\$ 384.00	\$ 521.00	\$ 3,877.81	\$ 3,833.49	\$ 803.26	\$ 3,434.63	\$ 84,950.05
Totals	\$ 222,772.28	\$ 2,009.20	\$ 734.42	\$ -	\$ 1,800.00	\$ 227,315.91	\$ 35,634.60	\$ 1,534.00	\$ 2,447.00	\$ 15,912.11	\$ 15,415.84	\$ 3,296.08	\$ 14,093.59	\$ 315,649.13

MWSD SEWER Capital Improvement Program

2018-19

DRAFT SEWER SYSTEM DRAFT

PROJECT	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
MWSD CAPITAL PROJECTS					
Mechanical System Repairs & Replacements	\$ 75,000	\$ 75,000	\$ 50,000	\$ 50,000	\$ 25,000
Inflow & Infiltration Testing / Televising	\$ 25,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Seal Cove Area Repair and Maint. Project	\$ 15,000	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000
Replace Pump Station Pumps	\$ 20,000	\$ 20,000	\$ 150,000	\$ 50,000	\$ 20,000
Replace Medium High Priority Sewer Mains	\$ 650,000	\$ 1,250,000	\$ 1,300,000	\$ 1,200,000	\$ 1,300,000
Spot Repairs Program	\$ 35,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Replace Distillery Pump Station	\$ 5,000	\$ 5,000	\$ 15,000	\$ 120,000	\$ 80,000
Cabrillo Hwy Express Sewer	\$ 800,000			\$ 500,000	\$ 500,000
Pump Station Communication Upgrades	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
MWSD CAPITAL PROJECTS TOTAL:	\$ 1,627,500	\$ 1,412,500	\$ 1,572,500	1,977,500	1,982,500
Rollover from FY 17/18:					
Replace Medium High Priority Sewer Mains	\$ 900,000				
Cabrillo Hwy Phase 1	\$ 1,350,000				
TOTAL ANNUAL COST	3,877,500	1,412,500	1,572,500	1,977,500	1,982,500

DRAFT
7/16/2018

MWSD
Five Year Capital Improvement Program
WATER SYSTEM

Existing Customer CIP - WATER	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	5-Year CIP Total
<i>Misc. Repair&Replacements</i>	\$ 10,000	\$ 10,200	\$ 10,404	\$ 10,612	\$ 10,824	\$ 52,040
<i>Water Meters</i>	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061	\$ 130,101
<i>Water Lateral Services</i>	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061	\$ 130,101
<i>Water Main Replacements</i>	\$ 100,000	\$ 50,000	\$ 51,000	\$ 52,020	\$ 53,060	\$ 306,080
<i>Fire Hydrants Replacements</i>	\$ 5,500	\$ 5,610	\$ 5,722	\$ 5,837	\$ 5,953	\$ 28,622
Distribution System Renewal and Replacement Program Subtotal	\$ 165,500	\$ 116,810	\$ 119,146	\$ 121,529	\$ 123,960	\$ 646,945
Water Conservation Program	\$ 8,500	\$ 8,755	\$ 9,018	\$ 9,288	\$ 9,567	\$ 45,128
Storage Tank Rehabilitation Program	\$ 25,000		\$ 250,000	\$ -	\$ -	\$ 275,000
Emergency Generator Replacement Program	\$ 25,000	\$ 25,000	\$ 120,000	\$ 40,000	\$ 40,000	\$ 250,000
Vehicle Replacement Fund	\$ 27,000	\$ 29,000	\$ 30,000		\$ -	\$ 86,000
Pillar Ridge Rehabilitation Program	\$ 25,000	\$ 25,000	\$ 300,000	\$ 25,000	\$ 50,000	\$ 425,000
EXISTING CUSTOMER CIP TOTAL	\$ 276,000	\$ 204,565	\$ 828,164	\$ 195,817	\$ 223,527	\$ 1,728,073
New Customer CIP - WATER	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	5-Year CIP Total
Water Main Upgrade Program	\$ 130,000	\$ 400,000	\$ 412,000	\$ 424,360	\$ 437,091	\$ 1,803,451
Existing Well Upgrade Program		\$ 150,000	\$ 280,000	\$ 288,400	\$ 297,052	\$ 1,015,452
New and Upgraded PRV Stations' Program	\$ -	\$ 250,000	\$ 257,500	\$ 265,225	\$ 273,182	\$ 1,045,907
Emergency Generator Upgrade Program	\$ 75,000	\$ 150,000	\$ 154,500	\$ 159,135	\$ 163,909	\$ 702,544
Schoolhouse Booster Pump Station Upgrade	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
Portola Tank Telemetry Upgrade	\$ -	\$ 150,000	\$ 100,000	\$ -	\$ -	\$ 250,000
Develop Additional Supply Reliability		\$ 100,000	\$ -	\$ 350,000	\$ 1,000,000	\$ 1,450,000
Big Wave NPA Water Main Extension		\$ 2,500,000	\$ -	\$ -	\$ -	\$ 2,500,000
NEW CUSTOMER CIP TOTAL	\$ 205,000	\$ 3,700,000	\$ 1,204,000	\$ 1,487,120	\$ 2,521,234	\$ 9,117,354
Total Annual Capital Cost	\$ 481,000	\$ 3,904,565	\$ 2,032,164	\$ 1,682,937	\$ 2,744,760	\$ 10,845,427

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7/6/2018

Fiscal year 2018-2019 Budget Impact Area

Sewer Service Charges

Actual Amount As Of: April 30, 2018	\$	1,880,423
PROJECTED ACTIVITY to END of FY:	\$	122,748
Projected YEAR END TOTAL - Fiscal Year 2017-18	\$	2,003,171
PROPOSED budget for fiscal year 2018-2019:	\$	2,552,225
\$ value increase from prior fiscal year	\$	549,054
%'age increase from prior fiscal year		27.41%

Sewer Service charges are calculated by an outside consultant. The calculation is based on flow distribution in the prior wet weather period. This amount is then communicated to the County and placed on the District rate payers property tax roll.

The current data from the District shows a flow distribution increase from 38,956 units to 41,383 units of approximately 6.23% during the wet weather months. Based on the new methodology of rate application, this increase in usage is expected to increase revenue approximately 27%.

The District is a part of the County's teeter plan and will collect all of the amounts bill, but not yet collected.

	<u>Current Rate</u>	<u>Proposed change</u>
	Rate per HCF	Rate per HCF
Residential	\$14.31	\$17.41
Restaurants	\$25.96	\$30.21
Motels	\$15.39	\$18.33
Offices	\$12.65	\$15.69
General Commercial	\$13.70	\$16.80
Schools	\$12.88	\$15.93
Hospitals	\$14.40	\$17.36

**HCF = Hundred Cubic Feet

Actual rate to be determined annually within the Prop 218 limits.

Fiscal year 2018-2019 Budget Impact Area

Water Service Charges

Actual Amount As Of: April 30, 2018	\$ 1,596,805
PROJECTED ACTIVITY to END of FY:	\$ 319,361
Projected YEAR END TOTAL - Fiscal Year 2017-2018	\$ 1,916,166
Fiscal year 2017-2018 Budget	\$ 1,915,496
Expected Budget over-run	\$ 670
PROPOSED budget for fiscal year 2018-2019:	\$ 1,915,496
\$ value increase from prior fiscal year	\$ -
%'age increase from prior fiscal year	0.00%

	<u>Current</u> <u>Rate</u>	<u>Proposed</u> <u>Maximum</u> <u>Rate</u>	<u>Percentage</u> <u>Increase</u>
Tier 1 0 TO 6 HCF	\$ 8.12	\$ 8.36	3%
Tier 2 7 - 13 HCF	\$ 10.83	\$ 11.15	3%
Tier 3 14-27 HCF	\$ 13.54	\$ 13.95	3%
Tier 4 OVER 27 HCF	\$ 18.96	\$ 19.53	3%
Meter Charge - 5/8' Standard Residential Size	\$ 27.96	\$ 28.80	3%

Water revenues have been budgeted flat for fiscal year 2018-19. Although water rates have increased 3%, the District expects consumption to be lower than in previous years.

Fiscal year 2018-2019 Budget Debt Service

	Original Issue Amount	Balance June 30, 2018	Additions	Retirements	Balance June 30, 2019	Interest Expense
Sewer						
CIEDB Loan (I Bank)	\$ 1,010,000	\$ 812,575		\$ 29,043	\$ 783,532	\$ 23,481
PNCEF Lease Obligation	\$ 927,222	\$ 640,930		\$ 52,049	\$ 588,881	\$ 16,826
Subtotal - Sewer		<u>\$ 1,523,581</u>	<u>\$ -</u>	<u>\$ 81,092</u>	<u>\$ 1,372,413</u>	<u>\$ 40,307</u>
Water						
General Obligation Bonds	\$ 15,635,000	\$ 11,479,503		\$ 897,915	\$ 10,581,588	\$ 252,521
PNCEF Lease Obligation	\$ 927,222	\$ 640,930		\$ 52,049	\$ 588,881	\$ 16,826
SRF Loan	\$ 4,248,354	\$ 3,752,328		\$ 250,115	\$ 3,502,213	\$ 78,455
Subtotal - Water		<u>14,877,729</u>	<u>-</u>	<u>1,200,079</u>	<u>14,672,682</u>	<u>347,802</u>
Total Debt Service		<u>\$ 16,401,310</u>	<u>\$ -</u>	<u>\$ 1,281,171</u>	<u>\$ 16,045,095</u>	<u>\$ 388,109</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.

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7/6/2018

Fiscal year 2018-2019 Budget Impact Area

Operating Reserves

WATER

Water Operating Account as of April 30, 2018

Wells Fargo Checking: \$ 849,234

Current Operating Reserves as of April 30, 2018

Operating: \$ 46,009

Operating Reserve:

The District's Water Operating Reserve target is two months of operating expenses. Based on fiscal year 2018-19 budget the amount of operating reserves is as follows:

Target calculation

\$	1,666,472	Budgeted FY 2018-19 expenditures
	12	Months
<hr/>		
\$	138,873	Monthly budgeted operating expenses
	x 2	Two months expenditures
<hr/>		
\$	277,745	Target Reserve
<hr/> <hr/>		

Conclusion:

Currently, the District has sufficient Operating Water Reserves for Fiscal Year 2018-19.

Fiscal year 2018-2019 Budget Impact Area

Operating Reserves

SEWER

Sewer Operating Account as of April 30, 2018

Wells Fargo Checking \$ 3,882,015

Current Reserves as of April 30, 2018

Operating: \$ 240,073

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 two months' of operating expenses.

Based on fiscal year 2018-19 budget the amount of operating reserves is as follows:

Minimum Target		
\$	2,441,292	Budgeted fiscal year 2019-20
	12	Months
<hr/>		
\$	203,441	Monthly budgeted operating expenses
	x 2	Monthly budgeted operating expenses
<hr/>		
\$	406,882	Minimum Target Reserve
<hr/> <hr/>		
Maximum Target		
\$	2,441,292	Budgeted fiscal year 2018-19
	12	Months
<hr/>		
\$	203,441	Monthly budgeted operating expenses
	x 10	Monthly budgeted operating expenses
<hr/>		
\$	2,034,410	Maximum Target Reserve
<hr/> <hr/>		

Conclusion: Year

Currently, the District has insufficient dedicated operating Sewer Reserves for Fiscal Year 2018-19

Beginning in Fiscal Year 2018-19 the minimum target reserve amount will be set aside in the District's LAIF account and displayed on the balance sheet.

Fiscal year 2018-2019 Budget Impact Area

Capital and Connection Reserves

CAPITAL RESERVE

Capital Reserve:

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

WATER

Current Capital Reserves as of April 30, 2018

Capital: \$ 398,249

Minimum Target

\$ 195,817	Lowest year CIP existing customers (fiscal year 2021-22)
\$ 750,000	Engineer estimate
<u>\$ 945,817</u>	Minimum target

Maximum Target

\$ 828,164	Highest year CIP existing customers (fiscal year 2020-21)
\$ 750,000	Engineer estimate
<u>\$ 1,578,164</u>	Maximum target

Conclusion:

Based on the above, the District is \$547,568 short of the current minimum Capital reserve target.

Fiscal year 2018-2019 Budget Impact Area

Capital and Connection Reserves

SEWER

Current Capital Reserves as of April 30, 2018

Capital: \$ 3,932,906

Minimum Target

\$ 1,412,500 Lowest year CIP existing customers (fiscal year 2019-20)

\$ 1,177,000 Engineer estimate

\$ 2,589,500 Minimum target

Maximum Target

\$ 1,982,500 Highest year CIP existing customers (fiscal year 2022-23)

\$ 1,177,000 Engineer estimate

\$ 3,159,500 Maximum target

Conclusion:

Based on the above, the District is \$1,343,406 in excess of the current minimum reserve and is \$773,406 in excess of the current maximum reserve needs.

CONNECTION FEE RESERVE

Connection Fees:

Provides funds for expansion-related capital projects caused by increases in new water and sewer customers. The connection fee reserves are restricted pursuant to Government Code Section 66013.

The water and sewer connection fee reserves shall equal one year's revenue.

WATER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve.

Fiscal year 2018-19 amount to be reserved is \$253,020.

SEWER

At the beginning of the fiscal year, the budgeted amounts will be set aside as a reserve.

Fiscal year 2018-19 amount to be reserved is \$194,600.

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

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
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Sewer Authority Mid-Coastside

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

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
San Mateo County Tax Roll Charges:	5710
Mileage Reimbursement:	5730
Reference Materials:	5740
Claims, Property Damage:	6170
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Pumping Fuel & Electricity:	6410
Maintenance, Collection System:	6660
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

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
Fidelity Bond:	5310
Maintenance, Office:	5510
Telephone & Internet:	5720
Other Administrative:	5790

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

Supply

Maintenance, Raw Water Mains:	6510
Maintenance, Wells:	6520
Water Purchases:	6530

Collection/Transmission

Hydrants:	6610
Maintenance, Water Mains:	6620
Maintenance, Water Service Lines:	6630
Maintenance, Tanks:	6640
Maintenance, Distribution General:	6650
Meters:	6670

Treatment

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
CDPH Fees:	5240
Conference Attendance:	5250
Information Systems:	5270
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

Montara Water and Sanitary District

2018 - 2028

Draft - Sewer Repairs - 10 Year Capital Improvement Priority (CIP) List

Status: Updated May 23, 2018

Fiscal Year	CIP Capital Improvement Needs	Notes/Status
(IN PROGRESS) 2017-2018 Fiscal Year Capital Improvement Projects - Active		
Carryover from 2014	Cabrillo Highway PHASE 1A - Trunk Sewer (Crossing to 16th) 639 LF @ \$1,974.45 Bore and Jack \$1,261,674 <u>Contingencies and Incidentals Est remaining (20%)</u> \$252,335 Cost (increased from Original 2012 Budget) \$1,514,009	Caltrans Permit Delay Carry project from FY 12/13 High Priority, SSO Risk Sag, Roots, Cracks, Spc Traff C Unsafe to clean in roadway
2017/2018	Montara Sewers + CCTV Harte, Fir, Irving, Spot Rep Moss Beach 1,801 LF @ \$330.59 /LF Pipe Burst and Open \$595,391 975 LF @ \$293.39 /LF Pipe Burst and Open \$286,060 1 @ \$50,000 EA CCTV/I&I Testing \$50,000 <u>Contingencies and Incidentals Est remaining (20%)</u> \$186,290 \$1,117,741 Various Montara and Moss Beach Sewers Main St.: Hot Spots. 960 LF @ \$295 /LF Pipe Burst and Open \$283,200 1 @ \$50,000 CCTV/I&I Testing \$50,000 <u>Contingencies (30%)</u> \$84,960 \$418,160 Various Montara and Moss Beach Sewers Open Cut 1,200 LF @ \$375 /LF Open Cut \$450,000 1 @ \$50,000 EA CCTV/I&I Testing \$50,000 <u>Contingencies (30%)</u> \$148,715 \$648,715 Pump Station Mechanical, Electrical and Coating Upgrades 1 EA \$75,000 /EA Mechanica and Replæ \$75,000 1 EA \$15,000 /EA Seal Cove \$15,000 4 EA @ \$10,000 /EA pump rebuilds \$40,000 1 EA @ \$2,500 /EA Communications \$2,500 <u>Contingencies (35%)</u> \$46,375 \$178,875	Added 2009 CIP, Updated I&I and Cleaning Priority Updated CCTV Scope for Future CIP revisions (Sam Hot Spots) Added 2009, Updated 2018 (Sam Hot Spots) Long term plan Moved from 13/14 pipe aged, flat grade need open cut repair (SAM Hot List #6) High Priority Scheduled Repairs and Un-scheduled Repairs
2018-19 Total		\$3,877,500
2019-2020 Fiscal Year Capital Improvement Needs		
Carryover from 2014	Cabrillo Highway PHASE 1B - Trunk Sewer (16th to 14th) 990 LF @ \$640 /LF Open Trench \$633,600 <u>Contingencies and Incidentals Est remaining (25%)</u> \$158,400 Cost increase from Original Budget \$792,000	Caltrans Permit Delay Carry project from 12/13 High Priority, SSO Risk Sag, Roots, Cracks Unsafe to Clean in roadway

	<p>Nevada St, Virginia, Steson and Moss Beach Area Sewers 730 LF @ \$300 /LF Pipe Burst \$219,000 <u>Contingencies (30%)</u> \$61,700 \$280,410</p> <p>Cedar Street (Phase #3, South Section) 600 LF @ \$380 /LF PB/Open Cut \$228,000 <u>Contingencies (30%)</u> \$68,215 \$296,215</p> <p>Pump Station Mechanical, Electrical and Coating Upgrades 1 EA @ \$10,000 /EA coatings/Mechan. \$10,000 1 EA @ \$5,000 /EA pipe works \$5,000 1 EA @ \$12,500 /EA pump rebuilds \$12,500 1 EA @ \$5,000 /EA Electric/Comm \$5,000 <u>Contingencies (35%)</u> \$11,375 \$43,875</p>	<p>Multiple Fractures Sag Grease (SAM Hot List)</p> <p>Moved from 13/14 pipe ok, flat grade may need open cut repair (SAM Hot List)</p> <p>High Priority Corrosion Corrosion/Leak Risk Scheduled Repairs Un-scheduled Repairs</p>
	Cabrillo Alternate Included 2019-20 Total \$1,412,500	
2020-2021 Fiscal Year Capital Improvement Needs		
	<p>Moss Beach Hills Area Sewers 1,500 LF @ \$300 /LF Pipe Burst + Open Ct \$450,000 <u>Contingencies (30%)</u> \$135,000 \$585,000</p> <p>George West Kanoff 1,355 LF @ \$450 /LF Open Cut \$609,750 <u>Contingencies (30%)</u> \$181,250 \$791,000</p> <p>Pump Station Mechanical, Electrical and Coating Upgrades 2 EA @ \$5,000 /EA pipe works \$10,000 2 EA @ \$10,000 /EA pump rebuilds \$20,000 2 EA @ \$5,000 /EA Electrical Work \$10,000 <u>Contingencies (35%)</u> \$14,000 \$54,000</p> <p>Pump Station - Seal Cover, Date Harte, Pump Station (And 4 houses) 2 EA @ \$25,000 /EA Pump Connections \$50,000 1 EA @ \$75,000 /LF Date Harte Upgrades \$75,000 <u>Contingencies (35%)</u> \$17,500 \$142,500</p>	<p>Multiple Fractures (Spot Repairs needed)</p> <p>I & I, Flow Balance WW.</p> <p>High Priority Corrosion/Leak Risk Scheduled Repairs and Un-scheduled Repairs</p> <p>High Priority (Spot Repairs Made) Move from 15/16</p>
	2020-21 Total \$1,572,500	
2021-2022 Fiscal Year Capital Improvement Needs		
	<p>Cabrillo Highway PHASE 2 - Trunk Sewer (14th - 11th) 900 LF @ \$425 /LF CIPP-Lining \$382,885 <u>Contingencies (30%)</u> \$114,866 \$497,725</p>	<p>Move from 13/14 Caltrans Permit Delay Longitudinal Cracks</p>

Various Moss Beach Sewers Near Carlos St., Seal Cove 1,600 LF @ \$350 /LF Pipe Burst and Open \$560,000 <u>Contingencies (30%)</u> \$168,000 \$728,000	Added 2009, Update 2018 Mediun Priority Long term plan
Sun Valley Area Trunk Sewer Sam Hot List 950 LF @ \$450 /LF Open Cut \$427,500 <u>Contingencies (30%)</u> \$128,250 \$555,750	Moved from 13/14 Infiltration Area
Pump Station Mechanical, Electrical and Coating Upgrades 3 EA @ \$23,500 /EA coatings/Mechan. \$70,500 2 EA @ \$8,000 /EA pipe works \$16,000 1 EA @ \$9,000 /EA Electrical Work \$9,000 1 EA @ \$50,000 /LF Distillary Forcemain \$50,000 <u>Contingencies (35%)</u> \$50,525 \$196,025	High Priority Corrosion Corrosion/Leak Risk Un-scheduled Repairs Move from 15/16 (spot repaired)
2021-22 Total	\$1,977,500
2022-2023 Fiscal Year Capital Improvement Needs	
Cabrillo Highway PHASE 3a - Parallel Pipes (10th St to 6th Street) 1,420 LF @ \$475 /LF Open Cut \$674,500 <u>Contingencies (30%)</u> \$202,350 \$876,850	Move from 15/16 Caltrans Permit Delay
Montara Montara Easements Sewers Various Locations. 1,550 LF @ \$300 /LF Pipe Burst and Open \$465,000 <u>Contingencies (30%)</u> \$139,500 \$601,900	Added 2018 Mediun Priority Long term plan
Various Moss Beach Sewers Near Cypress, Nevada & Buena Vista St. 1,550 LF @ \$250 /LF Pipe Burst and Open \$387,500 <u>Contingencies (30%)</u> \$116,250 \$503,750	Added 2009 Mediun Priority Long term plan
2022-23 Total	\$1,982,500
2023-2024 Fiscal Year Capital Improvement Needs	
Cabrillo Highway PHASE 3b - Trunk Sewer (11th - 7th + Crossing) 900 LF @ \$550 /LF CIPP \$495,000 <u>Contingencies (35%)</u> \$173,250 \$668,250	Move from 16/17 Caltrans Permit Delay
Various Sewers Seal Cove. 1,500 LF @ \$300 /LF Pipe Burst and Open \$450,000 <u>Contingencies (30%)</u> \$135,000 \$585,000	Revised 2018 Mediun Priority Long term plan
Montara Montara Easements Sewers Various Locations. 2,000 LF @ \$250 /LF Pipe Burst and Open \$500,000 <u>Contingencies (30%)</u> \$150,000 \$650,000	Revised 2018 Repair and Cleaning Priority Long term plan
Pump Station Mechanical, Electrical and Coating Upgrades	High Priority

2	EA @	\$30,000	/EA	coatings/Mechan.	\$60,000	Corrosion
2	EA @	\$10,000	/EA	pipe works	\$20,000	Corrosion/Leak Risk
2	EA @	\$20,000	/EA	pump rebuilds	\$40,000	Scheduled Repairs
2	EA @	\$10,000	/EA	Electrical Work	\$20,000	Un-scheduled Repairs
<u>Contingencies (35%)</u>					<u>\$49,000</u>	
					\$189,000	
2023-24 Total					\$2,092,250	

Montara Water and Sanitary District

Water System Capital Improvement Program

Update FY2018/19 – FY2022/23

June 2018

Board of Directors

Dwight Wilson, President

Scott Boyd, President Pro Tem

Bill Huber, Treasurer

Kathryn Slater-Carter, Secretary

Jim Harvey, Director

Clemens Heldmaier, General Manager

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

The District’s water system requires improvements to address system renewal and replacement needs, continue to improve water supply reliability, and ensure sufficient response under daily operational scenarios, fire flow, and emergency conditions. These potential improvements make up the District's Capital Improvement Program (CIP) and include the rehabilitation of the existing infrastructure, addition of new facilities, development of new sources of supply, implementation of repair and replacement, and preventive maintenance programs.

In 2003, the Board established the CIP prioritization criteria that serve as the foundation for the District's capital improvements decision-making process to ensure a relevant implementation schedule and adequate funding for the improvements. The criteria provide a method to rate the relative importance of a particular project based upon factors such as protection of public health, employee safety, legal and regulatory requirements, and funding constraints. These criteria established which projects should be implemented in any given year and over the CIP planning horizon. The prioritization criteria used by MWSD are presented in Table 1, below, categorized into three priority levels, listed from most to least critical for implementation.

Table 1. Prioritization Criteria		
Priority Level	Description	Examples
Level One <i>Mandatory Projects</i>	<i>“Must do” – highest priority.</i> District has little or no control to defer.	<ol style="list-style-type: none"> 1. Projects required by law/legislation, regulations; 2. Projects protecting health and safety of employees and the public; and 3. Project funded by others.
Level Two <i>Necessary Projects</i>	<i>Must be done.</i> District has moderate level of control over the timing of implementation.	<ol style="list-style-type: none"> 1. Projects required for providing adequate emergency storage and meeting fire flow requirements; 2. Projects reducing water system losses and reducing pipeline leaks.
Level Three <i>Discretionary Projects</i>	<i>Should be done.</i> District has significant level of control over the timing of implementation.	Projects that are required but can be deferred to a later date. Level Three Projects can be completed as needed, if Level One or Level Two Projects are postponed.

In addition, following introduction of new domestic connections to the water system in 2011 by the Board, the District has started developing a two-part CIP that includes projects designed exclusively for or shared by the new customers connecting to the water system. This category is funded through the Water Capacity Charge (WCC). The second category of projects is needed for the existing customers and designed to provide appropriate levels of renewal and replacement for the current water system. The water rate revenues fund these projects.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

The planning-level cost estimates included in this CIP are total project costs with the +50%/-30% estimating accuracy and include the following elements:

1. Engineer's opinion of probable construction cost
2. Planning, permitting, legal, and administrative costs 40 percent
3. Planning-level contingency 25 percent

While the CIP projects and programs included in the following sections include long-range and short-term projects for the water system, the summary presented in Table 2, Project Cost Distribution and Fiscal Year Schedule, only includes capital projects and portions of the capital programs that the District anticipates completing the next five (5) fiscal years. Project descriptions that follow include the cost of the entire project or program that may extend beyond the initial five years of the CIP. The actual timing of implementing the project would depend on various factors, including but not limited to the number of customers requesting water connections, regulatory climate, etc.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2017/18 – FY2021/22)

Table 2. Total Project Cost Distribution and Fiscal Year Schedule – Water System CIP

Existing Customer CIP	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	5-Year CIP Total
Distribution System Renewal and Replacement Program	\$165,500	\$116,810	\$119,146	\$121,529	\$123,960	\$646,945
Water Conservation Program	\$8,500	\$8,755	\$9,018	\$9,288	\$9,567	\$45,128
Storage Tank Rehabilitation Program	\$25,000		\$250,000			\$275,000
Emergency Generator Replacement Program	\$25,000	\$25,000	\$120,000	\$40,000	\$40,000	\$250,000
Vehicle Replacement Fund	\$27,000	\$29,000	\$30,000			\$86,000
Pillar Ridge Rehabilitation Program	\$25,000	\$25,000	\$300,000	\$25,000	\$50,000	\$425,000
EXISTING CUSTOMER CIP TOTAL	\$276,000	\$204,565	\$828,164	\$195,817	\$223,527	\$1,728,073
New Customer CIP	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	5-Year CIP Total
Water Main Upgrade Program	\$130,000	\$400,000	\$360,500	\$371,315	\$382,454	\$1,644,269
Existing Well Upgrade Program		\$150,000	\$280,000	\$288,400	\$297,052	\$1,015,452
New and Upgraded PRV Stations' Program		\$250,000	\$257,500	\$265,225	\$273,182	\$1,045,907
Emergency Generator Upgrade Program	\$75,000	\$150,000	\$154,500	\$159,135	\$163,909	\$702,544
Schoolhouse Booster Pump Station Upgrade					\$350,000	\$350,000
Portola Tank Telemetry Upgrade		\$150,000	\$100,000			\$250,000
Develop Additional Supply Reliability		\$100,000		\$350,000	\$1,000,000	\$1,450,000
Big Wave NPA Water Main Extension		\$2,500,000				\$2,500,000
NEW CUSTOMER CIP TOTAL	\$205,000	\$3,700,000	\$1,152,500	\$1,434,075	\$2,466,597	\$8,958,172
Total Annual Capital Cost	\$481,000	\$3,904,565	\$1,980,664	\$1,629,892	\$2,690,124	\$10,686,245

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Priority Level One projects almost exclusively address the projected system deficiencies related to adding new customers to the system. Most of the anticipated system deficiencies are due to adding new connections to the system and increasing water demands.

Priority Level One – These are the highest priority, “must do” capital projects. The District has little or no control to defer these projects. Examples of such projects include: (1) Projects required by law/legislation, regulations; (2) Projects protecting health and safety of employees and the public; and (3) Project funded by others.

The projects and actions described below are designed to allow the District addressing system deficiencies while continue to operate an efficient and reliable water system. The proposed *Priority Level One* near-term improvements continue the District’s progress toward sustainability through investments that:

- (1) Diversify water supply sources,
- (2) Improve water quality,
- (3) Encourage water and energy conservation of water and energy, and
- (4) Meet current and future infrastructure needs.

Table 3 below, contains *Priority Level One* projects and programs that have been formulated to provide benefit to, and be paid for by, new District customers. A detailed discussion of the projects follows.

Table 3. Priority Level One – Mandatory Projects
1. Water Main Upgrade Program
2. Existing Well Upgrade Program
3. New and Upgraded PRV Stations’ Program
4. Emergency Generator Upgrade Program
5. Schoolhouse Booster Pump Station Upgrade
6. Portola Tank Telemetry Upgrade
7. Develop Additional Supply Reliability
8. Big Wave Main Extension Project

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Project: Water Main Upgrade Program

Priority: Level One

Under the water main upgrade program, the District will undertake the effort of designing and constructing upsizing of the existing distribution system mains to accommodate increasing demands due to the addition of new water customers. This program includes an estimated 12,800 linear feet of 8-inch- and 10-inch-diameter mains installed in the water system replacing existing 2-inch, 4-inch, and 6-inch-diameter mains.

Upsizing of existing water mains and isolation and control valves will be required to accommodate new water customers.

The Water Main Upgrade Program will involve the strategic upgrade of existing water mains to incorporate “arterial distribution loops” throughout the system. These arterial loops will provide added redundancy and reinforcement to handle the addition of new customers or potential leaks and pipe failures. The loops will be designed utilizing the existing distribution system and the installation of short spans of new pipelines. Isolation and control valves will also be installed in critical locations as part of the loop design. As a whole, the arterial loops will provide the District’s Operations Staff the ability to isolate and repair critical sections of the distribution system while still conveying water throughout the system. Additionally, this program includes upsizing of the existing mains that would become deficient due to added new customer demands.

Project: Water Main Upgrade Program

CIP Total Cost: \$7,484,500

Project Funding: This program will be funded by new customers through the WCC

Basis of Priority: This project is ranked as Priority Level 1 because it ensures redundancy and reinforcement of the distribution system to handle the addition of new customers or potential leaks and pipe failures.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Project: Existing Well Upgrade Program

Priority: Level One

The existing District's wells operate within their design parameters in the existing water system. Hydraulic analysis demonstrates, however, that with increased demands due to new water customers, existing wells' pumps and motors would need to be upsized to pump into the system. The pump and motor replacement and piping modifications are required to accommodate new customers. This program would involve replacement of all existing motor control centers (MCCs) and associated power supply improvements.

Project: Existing Well Upgrade Program

CIP Total Cost: \$3,389,000

Project Funding: This project will be funded by new customers through the WCC

Basis of Priority: This project is ranked as Priority Level 1 because it is required to accommodate new customers

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Project: New and Upgraded Pressure-Regulating Stations Program

Priority: Level One

Due to the District's water system configuration and the terrain of the service area, the District operates over 20 existing pressure-regulating stations (PRVs). With the addition of new customers throughout the service area, this project will install up to 5 new PRV stations and increase the capacity of 13 existing PRV stations.

Project: New and Upgraded Pressure-Regulating Stations Program

CIP Total Cost: \$1,856,000

Project Funding: This project will be funded by new customers through the WCC

Basis of Priority: This project is ranked as Priority Level 1 because it ensures efficient water distribution under new demand conditions

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Project: Emergency Generator Upgrade Program

Priority: Level One

Existing generators at the District's pumping and treatment facilities will become undersized following upgrades of the existing pumps and motors and would require replacement. This program would secure safe and reliable emergency power to the District's critical water treatment and delivery facilities and provide safe operation by staff under the increased demand conditions due to new customers. The associated appurtenances, including automatic transfer switches (ATS) would also have to be replaced due to the increased generator and system capacities.

Project: Emergency Generator Upgrade Program

CIP Total Cost: \$889,500

Project Funding: This project will be funded by new customers WCC

Basis of Priority: This project is ranked as Priority Level 1 because it ensures efficiency of operations under new demand conditions

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Project: Schoolhouse Booster Pump Station Upgrade

Priority: Level One

The District owns and operates the existing Schoolhouse Booster Pump Station. The addition of new water customers throughout the service area necessitates installation of a new set of booster pumps to accommodate the distribution system expansion for new customers and a new set of parameters under which the system would operate when demand increases. This project will include an addition of a new set of pumps and replacement of the existing pumps with larger pumps and motors.

Project: Schoolhouse Booster Pump Station Upgrade

CIP Total Cost: \$1,545,000

Project Funding: This project will be funded by new customers through the WCC

Basis of Priority: This project is ranked as Priority Level 1 because it ensures water deliveries to new customers with increased flows in the distribution system.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Project: Portola Tank Telemetry Upgrade

Priority: Level One

The existing Portola Tank currently operates with no telemetry link to the District's SCADA system. While this arrangement works to serve existing water customers, addition of new customers throughout the District's service area will require adding the tank to SCADA to ensure operational optimization of the tank under new demand conditions.

Project: Portola Tank Telemetry Upgrade

CIP Total Cost: \$250,000

Project Funding: This project will be funded by new customers through the WCC

Basis of Priority: This project is ranked as Priority Level 1 because it ensures operational optimization of the Portola Tank under new demand conditions

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Project: Develop Additional Supply Reliability

Priority: Level One

This project provides for planning, permitting, and implementation of water supply augmentation to ensure that the water system's reliability remains intact with the addition of the new water customers to the system. Currently, the District has over 20 percent reliability and redundancy in its water supply portfolio achieved by existing District's customers through adding new sources, implementing water system improvements, securing the existing Airport Wells for its water supply portfolio, and through conservation. This portion of the water supply portfolio will initially be utilized to add new customers to the system; however, the supply reliability needs to be replenished and paid for by the new customers to ensure consistent continued reliability of the water system. The project includes new groundwater source planning, permitting, and development.

Project: Develop Additional Supply Reliability

CIP Total Cost: \$1,984,000

Project Funding: This project will be funded by new customers through the WCC

Basis of Priority: This project is ranked as Priority Level 1 because it ensures consistent continued reliability of the District's water system

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL ONE – MANDATORY PROJECTS

Project: Big Wave NPA Water Main Extension

Priority: Level One

This project provides for the installation of a new 12-inch-diameter, 4,400-foot-long water main extension required to serve the Big Wave NPA development with 2,000 gallons-per-minute fire flow for 2 hours with the residual pressure at the hydrant on the Bog Wave NPA property of 20 pounds per square inch. The developer will fund this project in its entirety.

Project: Big Wave NPA Water Main Extension

CIP Total Cost: \$2,030,000

Project Funding: This project will be funded entirely by the developer

Basis of Priority: This project is ranked as Priority Level 1 because it paid for by others

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

The District's water system requires improvements to address system renewal and replacement needs and ensure sufficient response under daily operational scenarios, fire flow, and emergency conditions. These necessary improvements make up the District's Priority Level Two, Necessary Projects, which include the rehabilitation of the existing infrastructure, repair and replacement, and preventative maintenance programs.

Priority Level Two – These projects provide measurable progress in achieving the District's goals, but over which the District has a moderate level of control over the timing of implementation. Examples of such projects include projects reducing water system losses and reducing pipeline leaks.

Table 4 below provides a list of the Priority Two Level projects. These projects serve existing District's customers and are funded by the water rate revenues.

Table 4. Priority Level Two – Necessary Projects
1. Distribution System Renewal and Replacement Program
2. Water Conservation Program
3. Storage Tank Rehabilitation Program
4. Generator Replacement Program
5. Vehicle Replacement Fund
6. Pillar Ridge Rehabilitation Program

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program: Distribution System Renewal and Replacement Program

Priority: Level Two

This program is an on-going annual rehabilitation program that includes the following projects:

- Mechanical systems replacement
 - Water meter replacement
 - Water lateral replacement
 - Water main replacement
 - Fire hydrant replacement
-

Project: Distribution System Renewal and Replacement Program

CIP Total Cost: \$646,945

Project Funding: This program will be funded by existing customers through water rate revenues

Basis of Priority: This program is ranked as Priority Level Two because it addresses system renewal and replacement needs and ensure sufficient response under daily operational scenarios, fire flow, and emergency conditions.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program: Water Conservation Program

Priority: Level Two

The District continues its multi-year rebate program to encourage customers to replace their fixtures and appliances with water-efficient units.

Project: Water Conservation Program

CIP Total Cost: \$45,128

Project Funding: This program will be funded by existing customers through water rate revenues.

Basis of Priority: This program is ranked as Priority Level Two because it continues to promote water conservation.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program: Storage Tank Rehabilitation Program

Priority: Level Two

The existing Alta Vista Tank 1 (AVT 1) was inspected in 2016 and found needing to be taken off line for rehabilitation. It was determined that the tank floor and areas on the wall of the AVT 1 shows signs of significant corrosion. AVT 1 will be rehabilitated, including: cleaning, recoating and corrosion spot repair. Some areas, such as the tank floor, may require more extension corrosion repair.

Project: Storage Tank Rehabilitation Program

CIP Total Cost: \$275,000

Project Funding: This program will be funded by existing customers through water rate revenues

Basis of Priority: This program is ranked as Priority Level Two because it ensures continued operation of the existing water supply sources

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Project: Emergency Generator Replacement

Priority: Level Two

This project will replace one of the existing emergency generators that reached the end of its useful life.

Project: Emergency Generator Replacement

CIP Total Cost: \$250,000

Project Funding: This project will be funded by existing customers through water rate revenues

Basis of Priority: This project is ranked as Priority Level Two because it ensures efficiency of water operations.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Project: Vehicle Replacement Fund

Priority: Level Two

This funding is targeted to a renewal of the District fleet of trucks and started in FY 15/16 with a \$30,000 purchase of a heavy truck followed by replacing one light truck annually in the following two years of the CIP.

Project: Vehicle Replacement Fund

CIP Total Cost: \$86,000

Project Funding: This project will be funded by existing customers through water rate revenues

Basis of Priority: This project is ranked as Priority Level Two because it ensures efficiency of water operations.

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19 – FY2022/23)

PRIORITY LEVEL TWO – NECESSARY PROJECTS

Program: Pillar Ridge Rehabilitation Program

Priority: Level Two

Consolidation of the Pillar Ridge Water System into the MWSD water system benefits all District's customers. The addition of new facilities, however, necessitates planning for the renewal and replacement of the Pillar Ridge treatment, supply, and storage facilities. Existing customer water rate revenues will fund this project.

Project: Pillar Ridge Rehabilitation Program

CIP Total Cost: \$425,000

Project Funding: This program will be funded through water rate revenues

Basis of Priority: This program is ranked as Priority Level Two because it ensures existing facility functionality and reliability

Montara Water and Sanitary District

WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM UPDATE (FY2018/19-FY2022/23)

PRIORITY LEVEL THREE – DISCRETIONARY PROJECTS

Projects not meeting the criteria for Priority Level One or Two are ranked as Priority Level Three. These projects are needed, albeit may not yet have defined scopes, schedules, or funding sources. Many factors exist that may promote Level Three projects to Level One or Two such as the release of new regulations and legislation or the availability of funding.

Priority Level Three – Projects that are required but can be deferred to a later date. Level Three Projects can be completed as needed, if Level One or Level Two Projects are postponed. District has significant level of control over the timing of implementation.

Table 20 below provides a list of the Priority Level Three projects. Funding for these projects is not currently included as part of this CIP.

Table 20. Priority Level Three – Discretionary Projects
1. Portola Tank Road Repair
2. Alta Vista Water Treatment Plant Replacement
3. District Office Remodel
4. New Large Service Connections



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
California Special Districts Association 2018
Board Elections.**

The annual elections to the California Special Districts Association (CSDA) are being held for the first time by electronic ballot. The ballot has been provided by CSDA and must be submitted by August 10, 2018. There are six regional divisions each with three Board members elected by those in their division. The position up for election is Seat A in Region 3 which serves the San Francisco Bay Area.

RECOMMENDATION:

Recommend a suitable candidate and authorize the General Manager to submit the ballot for Seat A in Region 3.

Attachment



- Home
- How It Works
- Logout **Clemens Heldmaier**

Electronic Ballot - 2018 CSDA Board of Directors Election, (Seat A) Bay Area Network

Please vote for your choice

Choose one of the following candidates:

- Robert Silano (Incumbent)
- Catharine Benediktsson
- Chad Davisson, SDA
- Akintunde Okupe
- Jan Palajac

Robert Silano [\[view details\]](#)

Catharine Benediktsson [\[view details\]](#)

Chad Davisson [\[view details\]](#)

Akintunde Okupe [\[hide details\]](#)

[Please click here for the candidate information sheet.](#)



Jan Palajac

[\[view details\]](#)

Continue

Cancel

This is the online voting system of CSDA. Powered by [Simply Voting](#).

Chad Davisson
450 Walnut Meadows Drive
Oakley, CA 94561



Subject: CSDA Election Region 3 (Bay Area Network), Seat A

My name is Chad Davisson and I am the General Manager of Ironhouse Sanitary District. I am running for the California Special District Association (CSDA) Director, Seat A – Bay Area Network.

I am very proud to have dedicated my 30-year career in water and wastewater to serving my local community through special districts and local government. I have since earned a degree in Public Administration from SDSU and an MBA from Saint Mary's College of California.

I have had the opportunity to work in several special districts throughout California and I recognize the importance and value of supporting CSDA as an advocate and resource. There are many agencies that may not have access to these valuable resources without CSDA membership. I have a vast understanding of special district needs and as a CSDA Board Member, I will use my experience and expertise to further enrich services that benefit CSDA members.

My goal as General Manager of the Ironhouse Sanitary District is to provide complete and open public transparency utilizing best management practices. Under my leadership, the District was awarded District of Distinction (Platinum Level) accreditation and the District Transparency Certificate of Excellence. I have received the CSDA Special District Administrator certification and completed the SDLF Leadership Academy.

I actively attend and mentor special district professionals at CSDA's General Manager Leadership Summit coaching events. I am proud to say that Ironhouse staff members have received CSDA awards for their outstanding performance. I am also proud to support CSDA's local (Contra Costa County) chapter.

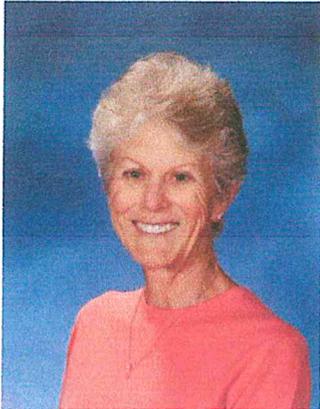
If elected, I will work diligently to ensure CSDA's continued success. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs.

Thank you for your consideration,

A handwritten signature in blue ink that reads "Chad Davisson". The signature is fluid and cursive.

Chad Davisson
General Manager, Ironhouse Sanitary District
Trustee President, Reclamation District No. 830

**Jan Palajac, Director
Livermore Area Recreation and Park District**



I am very interested in becoming a member of the CSDA Board of Directors. I am in my first term (2016-2020) as an elected Director of the Livermore Area Recreation and Park District. During my first year in office, I attended the Special District Leadership Academy, the CSDA Annual Conference, and the California Association of Parks and Recreation District (CARPD) Annual Conference. I also received a Recognition in Special District Governance certificate from CSDA.

After 17 years as a landscape architect managing park and trail projects for the City of San Jose, I retired last year. While at San Jose, I successfully worked very closely with a number of municipal, county, state and federal agencies as well as other stakeholders to construct nationally recognized trail projects. To stay current with the latest professional practices, I attended and was a speaker at several state and nationwide professional conferences.

I believe the communication skills I developed while at San Jose, my enthusiasm, and my commitment to CSDA's mission to promote good governance through professional development, advocacy and other services for special districts will enable me to effectively represent you on the Bay Area Network. Thank you for your support.



California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jan Palaiac

District/Company: Livermore Area Recreation and Park District (LARPD)

Title: Director of the Board

Elected/Appointed/Staff: Elected

Length of Service with District: Elected November 2016 to a 4 yr Term

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Special District Leadership Academy Graduate (Spring 2017)

Certificate of Recognition in Special District Governance (Fall 2017)

CSDA Annual Conference (2017 & 2018); CSDA Legislative Days (2018)

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

CARPD Annual Conference (2017 & 2018)

CPRS (California Parks and Recreation Society), member over 15 yrs

ASLA (American Society of Landscape Architects), Northern California Chapter, member 25 yrs

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Livermore Downtown Inc (2017 & 2018)

Key to the City (Livermore) (Spring 2018)

4. List civic organization involvement:

Sr. Landscape Architect, City of San Jose (2000-2017)

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**



California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Akintunde Okupe

District/Company: East Palo Alto Sanitary District

Title: General Manager

Elected/Appointed/Staff: Akintunde Okupe

Length of Service with District: 6 months

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Workshops & conferences

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCO

4. List civic organization involvement:

None

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**

**Chad Davisson, SDA, General Manager
Ironhouse Sanitary District**

My name is Chad Davisson and I am the General Manager of Ironhouse Sanitary District. I am running for the California Special District Association (CSDA) Director, Seat A – Bay Area Network.

I am very proud to have dedicated my 30-year career in water and wastewater to serving my local community through special districts and local government. I began my career at a special district and have since have earned a degree in Public Administration and an MBA from Saint Mary's College of California. I am fortunate to have had the opportunity to work in several special districts throughout California.

Through my background with special districts, I recognize the importance and value of supporting CSDA. I have a vast understanding of special district needs and as a CSDA Board Member, I will use my experience and expertise to further enrich services that benefit CSDA members.

My goal as General Manager is to provide Ironhouse Sanitary District and its constituents with complete and open public transparency utilizing best management practices. Under my leadership, the District was awarded District of Distinction (Platinum Level) accreditation and the District Transparency Certificate of Excellence. I have received the CSDA Special District Administrator certification and completed the SDLF Leadership Academy.

I actively attend and mentor special district professionals at CSDA's General Manager Leadership Summit coaching events. I am proud to say that Ironhouse staff members have received CSDA awards for their outstanding performance. I am also proud to support CSDA's local (Contra Costa County) chapter.

If elected, I will work diligently to ensure CSDA's continued success. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs.

Please consider me for the upcoming election for Director, Seat A - Bay Area Network.



California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Chad Davisson

District/Company: Ironhouse Sanitary District

Title: General Manager

Elected/Appointed/Staff: Executive Staff

Length of Service with District: 3-years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

On behalf of the District I am very involved with CSDA. Attend annual conferences, received SDA certification, completed the SDLF Leadership Academy, obtained District of Distinction (Platinum Level), Excellence in Transparency, provide local chapter program committee support. I attend the GM Leadership Conferences and volunteer as a mentor at the "so... you want to be a GM" coaching events. Participate in the CSDA Awards program.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am very involved with California Association of Sanitation Agencies (CASA) participating on the State Legislative Committee, member of the WaterReuse Association, member of the Water Environment Federation (WEF). Highly active in California Water Environment Association (CWEA), speaking at events, receiving several awards and attending local and state conferences.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Support Contra Costa LAFCo, provide assistance on technical matters and municipal service reviews. Chair of the East CC County Water Management Association. Participate in the Western Recycled Water and the Bay Area Biosolids Coalitions.

4. List civic organization involvement:

Provide leadership to the Bay Area Consortium of Waster/Wastewater Education (BACWWE) to address career development and industrywide succession planning. I teach a variety of water and wastewater courses. On the planning committee of General Manager Roundtable group across the Bay Area. Member of Community Advisory Group for Water Rate Setting in Vallejo.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**



California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Catharine Benediktsson
District/Company: Sanitary District #5, Marin County
Title: Director
Elected/Appointed/Staff: Elected by the district board
Length of Service with District: 17 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

no, taken courses in past /workshops

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

not recently - was head of nationwide environmental group for FAA, Chief: Alaska Environment

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

have worked with LAFCo.

4. List civic organization involvement:

none - except homeowners association

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**

**Robert Silano, Director
Menlo Park Fire Protection District**

A public safety professional, Mr. Silano has over 45 years of combined law enforcement and emergency management experience. Presently, Mr. Silano is an Intelligence Officer as a Senior National Security Intelligence Analyst for the Northern California Regional Intelligence Center in San Francisco, CA. In the past, he served as the Chief of Threat Intelligence assigned to the Northern California Regional Intelligence Center, representing the California Emergency Management Agency. The NCRIC is one of 77 DHS Fusion Centers specializing in research involving the terrorism threat and emergency management situations as it relates to law enforcement, fire, public health, emergency services and the private industry.

Currently holds a "TOP SECRET" Federal Government Clearance.

As an elected official, Director Silano serves on the Menlo Park Fire Protection District in San Mateo County. In that capacity, he serves on the Communications and Emergency Preparedness Committees. Additional duties include, being a voting member of the Board of Directors for the California Special Districts Association, Bay Area Network, serving on their Legislative and Financial Committees.

As a private safety professional, Mr. Silano has served in various capacities within Emergency Management, Loss Prevention, Security Operations and Corporate Investigations. He holds positions on three (3) company boards of directors.

In the past, Mr. Silano has had experience in domestic and international operations as a former U.S. Department of Justice Special Agent with the Drug Enforcement Administration. Former Special Agent Silano has held positions as a City of Miami Police Officer, Task Force Commander, Police Instructor, Supervisory Special Agent, and a Senior Manager with the U.S. Department of Justice, DEA. He holds a Baccalaureate and Master's Degrees, and is a graduate of the FBI National Academy Session 158.



California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Robert Silano
District/Company: Menlo Fire Protection District
Title: Director
Elected/Appointed/Staff: (prior Elected)
Length of Service with District: 2011

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2017 - Current Board of Directors
Committee(s): Financial and Legislative

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCO representative for Fire District

4. List civic organization involvement:

- FBI National Academy Associates
- Association of Former Federal Narcotics Agents

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Montara
Water and Sanitary District 60 Year Anniversary.**

This District was formed 60 years ago in September 1958 as the Montara Sanitary District. Its biggest revolution was the acquisition of the Water system 15 years ago in August 2003.

Staff is considering a Public Event and Newsletter with focus on the District history in the fall this year. We are currently coordinating schedules with potential venues and will the board and public know the date and time as soon as a location has been secured.

RECOMMENDATION:

This is for Board information only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Update of Review of the Department of Water Resources Reclassification of the Half Moon Bay Terrace to High Priority.

In the past decade two new State laws CASGEM and SGMA have reshaped the world of Groundwater in California. CASGEM requires that all DWR Bulletin 118 defined basins need to be monitored through monitoring wells of participating agencies and the data collected and published in a State Database. MWSD is a participating agency and provides Groundwater levels from monitoring wells in the HMB Terrace.

SGMA requires that all stakeholder agencies using Groundwater from basins classified as medium or high priority need to form Groundwater Sustainability Agencies (GSA) by 2017. The Half Moon Bay Terrace was so far classified as low priority.

Now the State has announced the reclassification to High Priority and is asking to implement GSA within 2 years, and a Groundwater Monitoring Plan within 5 years.

Staff in conjunction with Balance Hydrologics is currently reviewing the available documents. All stakeholders can submit comments within 60 days. MWSD also is in close contact with other stakeholders within the HMB Terrace.

Since Prop 1 funds dried up and no funding for the process is available the timing of this reclassification is problematic. The process can be costly for all involved agencies.

Staff has worked with other County agencies to review the available information. Groundwater use data was only made available after the requests of several agencies. MWSD submitted separate comments and also signed a joint effort to extend the comment period to allow for the release of the data.

RECOMMENDATION:

This is for information only.

Attachments

2018 SGMA Basin Prioritization Public Comment

#7

COMPLETE

Collector: 2018 SGMA Basin Prioritization Comment Web Form (Web Link)
Started: Tuesday, June 12, 2018 2:51:37 PM
Last Modified: Tuesday, June 12, 2018 2:56:10 PM
Time Spent: 00:04:32
IP Address: 142.254.116.9

Page 2

Q1 Full Name

Clemens Heldmaier

Q2 Organization

Montara Water and Sanitary District

Q3 Email Address

mwsd@coastside.net

Q4 Which basin does your comment apply to?

**2-022 HALF MOON BAY
TERRACE**

Q5 Provide comment here:

On May 18, 2018, the DWR Sustainable Groundwater Management Program released a draft 2018 prioritization of groundwater basins as required by the Sustainable Groundwater Management Act (SGMA). The Half Moon Bay Terrace Groundwater Basin was re-ranked from a previous 2014 CASGEM Basin Prioritization level of very low to a draft 2018 SGMA prioritization level of high. Re-ranking of the basin was triggered by an estimate of groundwater use exceeding 2,000 acre-feet per year and impact priority points exceeding zero, per Table 12 of the 2018 SGMA Basin Prioritization Process and Results. The basin groundwater use estimate for the 2018 prioritization was 2,100 ac-ft, up from an estimate of 603 ac-ft for the previous 2014 prioritization. The draft 2018 prioritization is currently in a 60-day public comment period that runs through July 18, 2018.

MWSD requests that the full data set used to calculate the 2,100 ac-ft of groundwater use (part of Component 6: Groundwater Reliance), including all assumptions and groundwater use component values, be made publicly available. These data and calculations are currently not listed on the 2018 SGMA Basin Prioritization website and thus are not available for public comment as of yet.

Q6 Upload a file for your comment.

Respondent skipped this question

2018 SGMA Basin Prioritization Public Comment

#9

COMPLETE

Collector: 2018 SGMA Basin Prioritization Web Form (Web Link)
Started: Tuesday, June 12, 2018 4:05:37 PM
Last Modified: Tuesday, June 12, 2018 4:06:43 PM
Time Spent: 00:01:06
IP Address: 142.254.116.9

Page 2

Q1 Full Name

Clemens Heldmaier

Q2 Organization

Montara Water and Sanitary District

Q3 Email Address

mwsd@coastside.net

Q4 Which basin does your comment apply to?

2-022 HALF MOON BAY
TERRACE

2018 SGMA Basin Prioritization Public Comment

Q5 Provide comment here:

The draft prioritization notification was issued on May 18, 2018, at the close of the submission period (January 1 through June 30) for 2018 Basin Boundary Modifications. Upon reviewing the draft prioritization criteria, methodology, and resulting draft revised SGMA priority ranking, MWSD requests modifications to the 2018 basin boundaries. In summary, we request that the Half Moon Bay Terrace basin be subdivided according to hydrologic connectivity to better facilitate subbasin management and sustainability, and would like to discuss the details of this further. Evidence supporting this request follows.

1. The HMB Terrace Groundwater Basin is a relatively long and narrow coastal terrace extending 15.5 miles from Martini Creek on the north to Tunitas Creek on the south. In contrast to typical inland basins, which are hydrologically connected by a stream network and related groundwater flowing longitudinally through the basin, the HMB Terrace Groundwater Basin is divided by many creeks flowing across the basin toward the Pacific Ocean, including Montara, San Vicente, Denniston, Pilarcitos, Purisima, and Lobitos Creeks. With few grouped exceptions, each of these subbasins is generally hydrologically disconnected from each other, and hydrologically connected to their upgradient watershed. In addition, recharge and runoff to the northern portion of the HMB Terrace Groundwater Basin, a region called the 'Midcoast', located north of Pilarcitos Creek, is directly related to the unique geological history, hydrology and groundwater storage of Montara Mountain, a deeply weathered and fractured non-glaciated granitic pluton. Streams recharging the southern portion of the HMB Terrace Groundwater Basin drains sedimentary rock, which are more 'flashy' with significantly lower infiltration and baseflow than the streams draining Montara Mountain.
2. The southern portion of the HMB Terrace Groundwater Basin is characterized by having large alluvial 'shoestring' aquifers extending over a couple miles upstream from the main terrace aquifer, predominately supporting agricultural operations.
3. Water quality is distinctly different in the northern and southern portions of the HMB Terrace Groundwater Basin, and is suited for different beneficial uses.
4. Groundwater management is distinctly different for each subbasin. All public water-system source wells in the HMB Terrace Groundwater Basin draw groundwater exclusively from the 'Airport Aquifer', the dominant aquifer on the Midcoast. Other public water-system source wells are located either in upgradient stream alluvium or in Montara Mountain fractured bedrock. Few domestic wells serving single-family homes draw groundwater from the Airport Aquifer; they are generally clustered in the urban areas of other subbasins.
5. MWSD serves communities on the northern portion of the HMB Terrace Groundwater Basin (Montara, Moss Beach, and Pillar Ridge), while Coastside County Water District (CCWD) serves Princeton, El Granada, Miramar, and the town of Half Moon Bay, southward to Miramontes. Land use south of the CCWD service area is primarily agricultural.
6. The HMB Terrace Groundwater Basin is analogous to the coastal terraces in the Santa Barbara area, which are divided into five separate basins cross-cutting the basin boundaries which parallel the coast: Goleta (3-016), Santa Barbara (3-017), Carpinteria (3-018), Montecito (3-049), and Foothill (3-053). Three of these basins are ranked very low, one ranked medium, and one ranked high. Each basin has basin-specific groundwater management goals and guidelines, and each draws from different sources.
7. SGMA is a very expensive planning process, and can be made much more credible if the definition of the basin were thoroughly reviewed.

Q6 Upload a file for your comment.

Respondent skipped this question

#11

COMPLETE

Collector: 2018 SGMA Basin Comment Web Form (Web Link)
Started: Thursday, June 14, 2018 2:28:01 PM
Last Modified: Thursday, June 14, 2018 2:52:21 PM
Time Spent: 00:24:20
IP Address: 142.254.116.9

Page 2

Q1 Full Name

Clemens Heldmaier

Q2 Organization

Montara Water and Sanitary District

Q3 Email Address

mwsd@coastside.net

Q4 Which basin does your comment apply to?

**2-022 HALF MOON BAY
TERRACE**

Q5 Provide comment here:

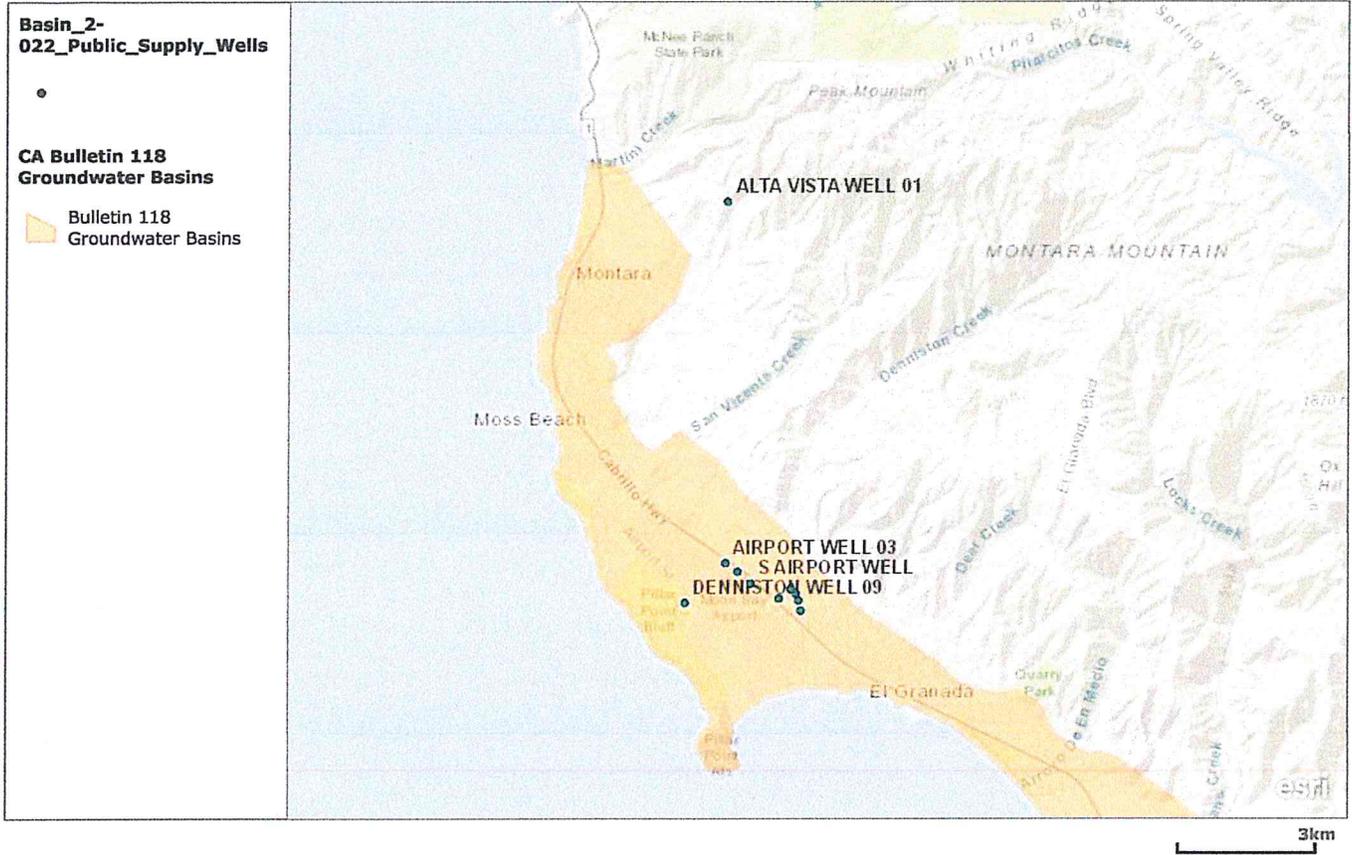
DWR provided a .csv file listing the coordinates of public supply wells used in the basin prioritization. The file is titled 3publicsupplywells06062018.csv and is listed under the title Component 3 – Public Supply Wells at <https://data.cnra.ca.gov/dataset/sgma-basin-prioritization-2018>. The list of wells for the Half Moon Bay Terrace basin contains an error. The Alta Vista Well coordinates are incorrectly listed at the same location as Airport Well 3. The correct Alta Vista Well coordinates are 37.550158, -122.496745. This location is not within the boundary of the Half Moon Bay Terrace Basin (see attached map).

We request that the well coordinates be corrected and all calculations that assumed the Alta Vista Well to be within the Half Moon Terrace basin be revised.

Q6 Upload a file for your comment.

ArcGIS - Half Moon Bay Terrace Basin.pdf (112.5KB)

Half Moon Bay Terrace Basin



Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, NGA, EPA, USDA | California Department of Water Resources

#13

COMPLETE

Collector: 2018 SGMA Basin Comment Web Form (Web Link)
Started: Friday, June 15, 2018 10:15:23 PM
Last Modified: Friday, June 15, 2018 10:26:25 PM
Time Spent: 00:11:02
IP Address: 104.129.192.75

Page 2

Q1 Full Name

Charles Ice

Q2 Organization

San Mateo County Environmental Health

Q3 Email Address

cice@smcgov.org

Q4 Which basin does your comment apply to?

Respondent skipped this question

Q5 Provide comment here:

The attached letter with 23 signatories from various agencies in the San Mateo Plain, Westside, and Half Moon Bay Terrace request that the 60-day comment period for this proposal be extended to 60-days after the the last data set used to develop the draft 2018 SGMA basin prioritization is made publicly available. We believe this will make for a much better process and allow for appropriate local stakeholder involvement. A response to this request would be much appreciated as soon as possible, rather than after the end of the current 60-day comment period.

Q6 Upload a file for your comment.

20180615 draft 2018 SGMA prioritization extension letter request.pdf(89.8KB)

June 15, 2018

via web form: DRAFT 2018 SGMA Basin Prioritization Public Comments
via email: sgmps@water.ca.gov and taryn.ravazzini@water.ca.gov

Department of Water Resources
Taryn Ravazzini, Deputy Director of Special Initiatives
1416 9th Street
Sacramento, CA 95814

Subject: Draft 2018 SGMA Basin Prioritization

Dear Deputy Director Ravazzini

The draft 2018 SGMA Basin Prioritization was released May 18, 2018, which corresponded to the start of a 60-day comment period to end July 18, 2018. Staff from the Department of Water Resources (DWR) hosted a webinar May 30, 2018 and a meeting on June 5, 2018 in San Mateo for stakeholders in the Half Moon Bay Terrace, San Mateo Plain, and Westside basins to describe the revised process for the development of the draft 2018 SGMA Basin Prioritizations. We wish to thank DWR staff for quickly setting up the webinar and traveling to San Mateo on very short notice to help explain the process to local stakeholders.

As of the June 5, 2018 meeting, only one of the newly referenced data sets was available for public review. It is not possible to properly evaluate and provide useful technical comments on the draft 2018 SGMA Basin Prioritization without all of the raw data being made available publicly. While more, if not all, of the data may be made available shortly, we respectfully request an extension of the comment period to 60 days following the date when the final set of supporting documentation is made publicly available. We believe this will make for a much better process and allow for appropriate local stakeholder involvement, which is a hallmark of the original SGMA legislation.

We recognize the importance of managing groundwater resources and support DWR's efforts in implementing SGMA. At the same time, it is important that DWR recognizes each stakeholder's need to provide a careful review of the analyses, including the supporting data that was the basis for this re-prioritization, given the significant impacts this decision has on each community.

A response to this request would be much appreciated as soon as possible, rather than after the end of the current 60-day comment period. San Mateo County's Director of Environmental Health Services, Heather Forshey (hforshey@smcgov.org), and Bay Area Water Supply & Conservation Agency's Chief Executive Officer and General Manager, Nicole Sandkulla (nsandkulla@bawsca.org), can disseminate a response to all of the undersigned.

Sincerely,

Heather Forshey
Director, Environmental Health Services
San Mateo County

Nicole Sandkulla
Chief Executive Officer and General Manager
Bay Area Water Supply & Conservation Agency

David Boesch
Interim City Manager
City of Half Moon Bay

Justin Murphy
Public Works Director
City of Menlo Park

David Dickson
General Manager
Coastside County Water District

Jeff Moneda
Director of Public Works/District Engineer
Estero Municipal Improvement District/City of
Foster City

Alyx Karpowicz
Engineering Geologist
San Francisco Bay Regional Water Quality
Control Board

Kamal Fallah
Public Works Director
City of East Palo Alto

Judith Windt
Vice-President
O'Connor Tract Co-Operative Water Company

Jeremy Dennis
Town Manager
Town of Portola Valley

Brad B. Underwood
Public Works Director
City of San Mateo

Tammy Rudock
General Manager
Mid-Peninsula Water District

Ross M. Moilan
District Manager – Bayshore
California Water Service

Clemens Heldmaier
General Manager
Montara Water & Sanitary District

Afshin Oskoui
Public Works Director
City of Belmont

Phil Scott
District Manager
West Bay Sanitary District

Kellyx Nelson
Executive Director
San Mateo Resource Conservation District

Melissa Stevenson Diaz
City Manager
City of Redwood City

Niambi K.V. Lincoln
General Manager
Palo Alto Park Mutual Water Company

Jimmy Tan
Public Works Director/City Engineer
City of San Bruno

Kelley Capone
Groundwater Program Manager
San Francisco Public Utilities Commission

Steven J. Machida
Director of Public Works
City of San Carlos

Nina Hawk
Chief Operating Officer, Water Utility Enterprise
Santa Clara Valley Water District

cc: Senator Jerry Hill
Senator Scott Wiener
Assemblymember Phil Ting
Assemblymember Kevin Mullin
Assemblymember Marc Berman
Trevor Joseph, DWR
Dave Bolland, ACWA



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Receipt of Customer Confidence Report.

In compliance with State Regulations the annual Customer Confidence Report summarizing the District's water sampling results was published. Since three years, the report is produced in electronic form and posted on the District's website.

RECOMMENDATION:

This is for Board Information only



Montara Water and Sanitary District

REPORT ON WATER QUALITY 2017



High-Quality, Well-Protected Local Water Supply

The water served by Montara Water and Sanitary District (MWSD) comes from high-quality local ground-water wells and Montara Creek. Our sources are consistently fed by clean, coastal rainfall, which flows into local streams and percolates into the aquifers from which we draw water. We are fortunate to have such a high-quality, well-protected, and 100% locally-controlled water supply.

MWSD owns and operates water storage, treatment, and distribution facilities that provide domestic water to approximately 1,650 domestic water connections, most of which are single family and multi-family residential connections. These facilities are operated by a committed staff of water system operators who ensure that our customers are receiving the highest quality of drinking water. This consumer confidence report (CCR) provides important information about your water quality, and illustrates that MWSD drinking water has met all the state and federal public health requirements for 2017.

Excellent Quality and Consistent Water System Upgrades

A message from the Board President

Dear Customer,

Your Water Meets all Quality Standards. We are pleased to report continued compliance of your local water with all federal and state drinking water regulations as demonstrated by this Consumer Confidence Report for 2017. This Report summarizes the results of approximately 2,300 analyses conducted on your drinking water in the past year.

The District has Continued its Infrastructure Improvement Work by rehabilitating its existing well sources and distribution system. The District will continue to implement projects that maximize system reliability while minimizing costs and environmental impacts.

Please Keep Up Your Excellent Conservation Practices. Since 2004, MWSD has reduced its per person water use by 32%. Despite this winter's rainfall, we encourage you to continue conserving – there is never enough water to waste. For more information on how to save water and reduce your water bills, please visit saveourwater.com.

Please Contact Us. We Are Here to Serve! For more information about your drinking water, you can visit the District's office, the website at mwsd.montara.org, or attend one of our Board meetings. District Staff and Board Members are always available to discuss issues with customers and constituents.

Sincerely,

Dwight Wilson, Board President

Our High-Quality Water Supply

We test the drinking water quality for many constituents as required by State and Federal regulations. This report shows the results of our monitoring for the period of January 1 through December 31, 2017 and may include earlier monitoring data.

To ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (USEPA) and State Water Resources Control Board (SWRCB) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. SWRCB regulations also establish limits for contaminants in bottled water that must provide the same protection for public health.

MWSD is served by groundwater from San Mateo Coastal Basin Aquifers and surface water from the Montara Creek.

As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

Microbial contaminants, such as viruses and bacteria that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and herbicides that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organic chemicals that are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.

Radioactive contaminants that can be naturally-occurring or be the result of oil and gas and mining activities.

A Drinking Water Source Assessment for all sources was completed in January 2003 and is on file with the SWRCB Division of Drinking Water (DDW).

**Este informe contiene información muy importante sobre su agua potable.
Tradúzcalo o hable con alguien que lo entienda bien.**

A Message from the USEPA and the SWRCB Division of Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline (1-800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline: (1-800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. MWSD is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you do so, you may wish to collect the flushed water and reuse it for other beneficial purposes, such as watering plants. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/lead>.

Important Information about Your Drinking Water

Copper and **Lead** were found at levels *below* the Regulatory Action Level (AL) of 1.3 ppm and 15 ppb, respectively, in the 2017 residential tap sampling. No exceedance was found in the distribution system. The typical sources for copper and lead contamination are corrosion of house-hold plumbing systems and erosion of natural deposits. Copper is an essential nutrient, but some people who drink water containing copper in excess of the AL over a relatively short time may experience gastrointestinal distress and liver or kidney damage. People with Wilson's disease should consult their doctor.

Arsenic was detected at a District well at a level *below* the Maximum Contaminant Level (MCL). While your drinking water meets the federal and state standard for arsenic, it does contain low levels of arsenic. The arsenic standard balances the current understanding of arsenic's possible health effects against the cost of removing arsenic from drinking water. The USEPA continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.

Fluoride was found at six District wells at levels *below* the MCL. While your drinking water meets the federal and state standard for fluoride, it does contain low levels of fluoride. Some people who drink water containing fluoride in excess of the federal MCL of 4 mg/L over many years may get bone disease, including pain and tenderness of the bones. Children who drink water containing fluoride in excess of the state MCL of 2 mg/L may get mottled teeth.

Secondary MCLs were set to protect you against unpleasant aesthetic effects such as color, taste, odor, and the staining of plumbing fixtures (e.g., tubs and sinks), and clothing while washing. Exceeding the secondary MCLs poses no health risks. **Manganese** was found at levels that **exceeded** the secondary MCL of 50 ppb that is set to protect consumers from neurological effects. The high manganese levels are most likely due to leaching of natural deposits in the soil where groundwater is in contact with naturally occurring sediments. Iron was found at levels that **exceeded** the secondary MCL of 300 ppb. The high iron levels are due to leaching of natural deposits.



Terms Used in this Report

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water, below which there is no known or expected risk to health. MCLGs are set by the USEPA.

Public Health Goal (PHG): The level of a contaminant in drinking water, below which there is no known or expected risk to health. The California Environmental Protection Agency (CEPA) sets PHGs.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant, below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Primary Drinking Water Standards (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Secondary Drinking Water Standards (SDWS): MCLs for contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

Secondary Maximum Contaminant Level (SMCL): Secondary MCLs are set to protect the odor, taste, and appearance of drinking water. Exceeding the SMCLs poses no health risks.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water

Regulatory Action Level (AL): The concentration of a contaminant that, if exceeded, triggers treatment or other requirements that a water system must follow.

Variations and Exemptions: SWRCB Division of Drinking Water permission to exceed an MCL or not comply with a treatment technique under certain conditions.

ND: not detectable at testing limit

NTU: nephelometric turbidity unit

ppm: parts per million or milligrams per liter (mg/L)

ppb: parts per billion or micrograms per liter (µg/L)

ppq: parts per quadrillion or picograms per liter (ng/L)

pCi/L: picocuries per liter (a measure of radiation)

T.O.N.: threshold odor unit

The tables below list all of the drinking water contaminants that were detected during the most recent sampling events for the constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The State Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently.

TABLE 1 – SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA					
Microbiological Contaminants	Highest No. of detections	No. of months in violation*	MCL	MCLG	Typical Source of Bacteria
Total Coliform Bacteria	0	0	More than 1 sample in a month with a detection	0	Naturally present in the environment
Fecal Coliform or E. coli	0	0	A routine sample and a repeat sample detect total coliform and either sample also detects fecal coliform or E. coli	0	Human and animal fecal waste

* During the week of October 24, 2017, two (2) of the six (6) bacteriological samples in the distribution system were not taken at the correct, approved locations due to human error. While this resulted in a violation of the California Code of Regulations, this failure was not an emergency. The two (2) samples were taken at their correct location and did not result in a positive coliform reading. To ensure that sampling and monitoring requirements are met in the future, we have improved our QA/QC process under the direction of DDW.

TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER						
Lead and Copper	No./Date of samples collected	90th percentile level detected	No. Sites exceeding AL	AL	PHG	Typical Source of Contaminant
Lead (ppb)	40 2017 Tap Sampling	ND	0	15	0.2	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm)	40 2017 Tap Sampling	0.18	0	1.3	0.3	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

Lead sampling was not requested by any schools during this sampling period.

TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS								
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections			MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	Annually	45	45	–	45	None	None	Salt present in water and generally found naturally occurring in ground & surface water
Hardness (ppm)	Annually	83	83	–	83	None	None	Sum of polyvalent cations present in water, generally magnesium and calcium, and are usually naturally occurring in ground & surface water

TABLE 4 – DETECTION OF UNREGULATED CONTAMINANTS							
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections			Notification Level	Health Effects Language
Boron (ppm)	Annually (varies by location)	0.2	0.1	–	0.4	1	The babies of some pregnant women who drink water containing boron in excess of the notification level may have an increased risk of developmental effects, based on studies in laboratory animals.

TABLE 5 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections			MCL	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
			N/A	–	N/A			
Turbidity (NTU)	Annually	50	N/A	–	N/A	TT	None	Soil runoff
Aluminum (ppm)	Annually	0.01	ND	–	0.06	1	0.6	Erosion of natural deposits; residue from some surface water treatment processes
Arsenic (ppb)	Quarterly	3.4	ND	–	7.2	10	0.004	Erosion of natural deposits; runoff from orchards; glass and electronics production waste
Barium (ppm)	Annually	0.04	ND	–	0.07	1	2	Discharge of oil drilling wastes and from metal refineries; erosion of natural deposits
Chromium (ppb)	Annually	8	ND	–	24	50	100	Discharge from steel and pulp mills and chrome plating; erosion of natural deposits
Fluoride (ppm)	Quarterly	1.2	0.5	–	1.7	2	1	Erosion of natural deposits; water additive which promotes strong teeth; discharge from fertilizer and aluminum factories
Nitrate (ppm)	Annually (date)	2.1	ND	–	5	10	10	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
Total Trihalomethanes [TTHMs] (ppb)	As needed	4	ND	–	40	80	none	Byproduct of drinking water disinfection
Haloacetic Acids [HAA5] (ppb)	As needed	5.2	2.7	–	8.4	60	none	Byproduct of drinking water disinfection
Control of DBP precursors [TOC] (ppm)	Quarterly	0.7	0.4	–	1.2	TT	none	Various natural and man-made sources
cis-1,2-Dichloroethene (ppb)	Quarterly	0.4	ND	–	3.8	6	100	Discharge from industrial chemical factories; major biodegradation byproduct of TCE and PCE groundwater contamination
trans-1,2-Dichloroethene (ppb)	Quarterly	0.1	ND	–	1.2	10	60	Discharge from industrial chemical factories; minor biodegradation byproduct of TCE and PCE groundwater contamination
Trichloroethene (TCE) (ppb)	Quarterly	0.2	ND	–	1.7	5	1.7	Discharge from metal degreasing sites and other factories

TABLE 6 – SAMPLING RESULTS SHOWING FECAL INDICATOR-POSITIVE GROUND WATER SOURCE SAMPLES

Microbiological Contaminants	Total No. of Detections	Sample Dates	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
E. coli	0	N/A	0	(0)	Human and animal fecal waste
Enterococci	0	N/A	TT	N/A	Human and animal fecal waste
Coliphage	0	N/A	TT	N/A	Human and animal fecal waste

TABLE 7 – DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections			SMCL	PHG (MCLG)	Typical Source of Contaminant
*Color (Color Units)	Varies	75	75	–	75	15	None	Naturally-occurring organic materials
*Iron (ppb)	Quarterly	2002	ND	–	8,800	300	None	Leaching from natural deposits; industrial wastes
*Manganese (ppb)	Varies	75	ND	–	350	50	None	Leaching from natural deposits
Total Dissolved Solids [TDS] (ppm)	Annually	230	230	–	230	1,000	None	Runoff/leaching from natural deposits
Specific Conductance (µS/cm)	Annually	407	390	–	430	1,600	None	Substances that form ions when in water; seawater influence
Chloride (ppm)	Annually	64	64	–	64	500	None	Runoff/leaching from natural deposits; seawater influence
Sulfate (ppm)	Annually	16	16	–	16	500	None	Runoff/leaching from natural deposits; industrial wastes

* Any exceedance of an SMCL is asterisked. Exceeding the secondary MCLs poses no health risks. There are no PHGs, MCLGs, or mandatory standard health effects language for these constituents because secondary MCLs are set based on aesthetics.

TABLE 8 – SAMPLING RESULTS SHOWING TREATMENT OF SURFACE WATER SOURCES

Treatment Technique ^(a) (Type of approval filtration technology used)	Dual-media pressure filters, coagulation and contact clarifiers
Turbidity Performance Standards ^(b) (that must be met through the water treatment process)	Turbidity of the filtered water must: 1 – Be less than or equal to 0.3 NTU in 95% of measurements in a month. 2 – Not exceed 0.3 NTU for more than eight consecutive hours. 3 – Not exceed 1 NTU at any time.
Lowest monthly percentage of samples that met Turbidity Performance Standard No. 1	100%
Highest single turbidity measurement during the year	0.25
Number of violations of any surface water treatment requirements	0

^(a) A required process intended to reduce the level of a contaminant in drinking water.

^(b) Turbidity (measured in NTU) is a measurement of the cloudiness of water and is a good indicator of water quality and filtration performance. Turbidity results that meet performance standards are considered to be in compliance with filtration requirements.



**Montara Water
and Sanitary District**

P.O. Box 370131
Montara, CA 94037
Voice: 650-728-3545
Email: mwsd@coastside.net
Web: mwsd.montara.org

DIRECTORS
Dwight Wilson, President
Scott Boyd, President Pro Tem
Kathryn Slater-Carter, Secretary
Bill Huber, Treasurer
Jim Harvey, Director
GENERAL MANAGER
Clemens Heldmaier

Continuing Our Commitment

The District Board Meetings for public participation are held on the first and third Thursday of each month at 7:30 p.m. at the District Office at 8888 Cabrillo Highway, Montara, CA 94037. For more information about this report and with any questions related to your public water system, please contact Clemens Heldmaier, General Manager at (650) 728-3545. You may also fax to us at (650) 728-8556, or email to mwsd@coastside.net, or visit us online at mwsd.montara.org



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning District
Election on November 6, 2018**

The District has received correspondence from the Chief Elections Officer regarding nominations for District Board of Directors Elections to be held on November 6, 2018. The Candidate filing period will open on July 16th and close August 10, 2018.

In agreement with the Board President and in prior years, the candidate's statement is limited to 200 words. The candidate is responsible for the cost of the statement.

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

RECOMMENDATION:

This is for Board information only.

Attachments



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

MARK CHURCH
 CHIEF ELECTIONS OFFICER &
 ASSESSOR-COUNTY CLERK-RECORDER

**Candidate Policy Form for Special Districts
 November 6, 2018
 Statewide General Election**

Please complete and return this form by July 5, 2018 (EC §10509, §10522)

Our District Board adopts the following policies effective for the November 6, 2018 Statewide General Election:

1. The *number of members* to be elected to the Governing Board/Board of Directors for a
4-year term: 3 (Three)

Names of incumbents currently holding these seats:

Jim Harvey

William Huber

Dwight Wilson

2. The *number of members* to be elected to the Governing Board/ Board of Directors for a
2-year term (if applicable to fill balance of an unexpired term): _____

Name(s) of incumbent(s) currently holding or who previously held and has vacated this seat(s):

3. The word limit for a candidate statement will be (EC §13307):

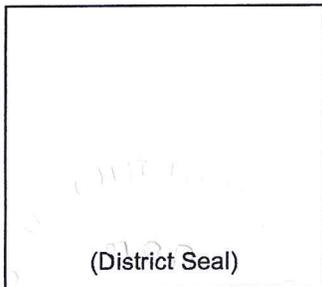
200-word statement

400-word statement

4. The cost of the candidate's statement sent to each voter will be paid by (EC §13307):

District

Candidate



Clemens Heldmaier
 Signature of the General Manager or Administrator and Date

Clemens Heldmaier

Print Name and Title

Montara Water and Sanitary District

Official District Name (**to be used on official ballot**)

40 Tower Road, San Mateo, CA 94402

P 650.312.5222 F 650.312.5348 email registrar@smcacre.org web www.smcacre.org



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

MARK CHURCH
CHIEF ELECTIONS OFFICER &
ASSESSOR-COUNTY CLERK-RECORDER

**Administrative Contact & Incumbent List Form
for the November 6, 2018
Statewide General Election**

Official District Name Montara Water and Sanitary District

Primary Administrative Contact

Name Clemens Heldmaier

Phone 650 - 728 3545 Fax 650 - 728 8556

E-Mail mwsd@coastside.net

Secondary Administrative Contact

Name Tracy Beardsley

Phone 65 - 728 3545 Fax 650 - 728 8556

E-Mail clerk.mwsd@coastside.net

Complete List of Incumbent Board of Directors/Officers - Circle Appointed or Elected

Name Jim Harvey Most Recent Date Appointed/Elected November 2013

Name Bill Huber Most Recent Date Appointed/Elected November 2013

Name Dwight Wilson Most Recent Date Appointed/Elected November 2013

Name Kathryn Slater Carter Most Recent Date Appointed/Elected November 2016

Name Scott Boyd Most Recent Date Appointed/Elected November 2016

Name _____ Most Recent Date Appointed/Elected _____

Name _____ Most Recent Date Appointed/Elected _____

Name _____ Most Recent Date Appointed/Elected _____



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Cancellation of Next Regular Scheduled
Meetings July 18, August 2, and August 16, 2018;
Scheduling of Alternative Meetings.**

At the May 31 meeting the Board canceled the first meeting in July and scheduled this July 11 meeting to handle District business.

If needed Special Meetings can be scheduled. The General Manager will not be available July 23 – August 14.

RECOMMENDATION:

Discuss and provide alternative meeting times.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **July 11, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Adoption of Ordinance Relating to Sewer Service
Charges.**

The District is changing the way rates are shown to the standard industry approach of cost per Hundred Cubic Feet (HCF) consumption for one year. In the past the rate for the consumption during 1/3rd of the year, the wet weather months, was increased by a factor of 3 to assume similar consumption during the remaining 2/3rds of the year. The rate method is not changing, however, the rate charged for the wet weather consumption is now shown in (HCF) and instead the consumption increased x 3.

This change requires corrections to the District Code. Counsel is preparing an Ordinance that will be available at the meeting

RECOMMENDATION:

Adopt Ordinance No. _____, Ordinance of the Montara Water and Sanitary District Amending Section 4-2.100 of the Montara Water and Sanitary District Code Relating to Sewer Service Charges.

Attachment will be provided at the meeting.