



**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

**September 4, 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**

**CONSENT AGENDA**

1. [Approve Minutes for July 11, 2018](#)
2. [Approve Financial Statements for July 2018.](#)
3. Approve Warrants for September 1, 2018

4. [SAM Flow Report for June and July.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report for July 2018.](#)
8. [Rain Report.](#)
9. [Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for May 2018.](#)

## **OLD BUSINESS**

## **NEW BUSINESS**

1. [Review and Possible Action Concerning District Participation in Research Project Quantifying Fog-Precipitation and Contribution to Local Aquifer Recharge on Montara Mountain.](#)
2. [Review and Possible Action Concerning Bid Award for AW3 Rehabilitation Project.](#)
3. [Review and Possible Action Concerning Adoption of Appropriations Limit for FY 2018-2019.](#)
4. [Review and Possible Action Concerning Employee Wellness Program.](#)
5. [Review and Possible Action Concerning Adoption of Ordinance Relating to Sewer Service Charges.](#)
6. [Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meeting September 6, 2018.](#)

## **REPORTS**

1. Sewer Authority Mid-Coastside Meetings (Boyd)
2. MidCoast Community Council Meeting (Slater-Carter)
3. CSDA Report (Slater-Carter)
4. Attorney's Report (Schricker)
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, Cr. No. 17CV316927)

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

## **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 Jim Harvey - 11940 Rhineland Ave, Truckee, CA 96161

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

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](http://www.mwsd.montara.org)) subject to staff's ability to post the documents before the meeting.



**MONTARA WATER & SANITARY**  
**DISTRICT**

**BOARD OF DIRECTORS MEETING**  
**July 11, 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 Counsel, Christine Fitzgerald  
District Accountant, Peter Medina  
District Sewer Engineer, Pippin Cavagnaro

**PRESIDENT'S STATEMENT –** Director Wilson welcomed everyone.

**ORAL COMMENTS -**

General Manager Heldmaier announced that the ISO rating for the Coastside Fire District was recently reassessed and improved for our area. It will be classified from 4 to 3--one step up. This should help lower Montara and Moss Beach home owners' insurance.

Director Wilson recommended this information be posted on the Montara Water and Sanitary District (MWSD) website (<http://mwsd.montara.org/>).

## **PUBLIC HEARING**

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

General Manager Heldmaier announced that the new master fee has a few components. The water rates reflect a 3% increase approved by the Board three years ago (3% increase for the next three years), the Sewer Service charges also recently approved by the Board, has increased from \$14.31 to \$17.41 dollars, and the other construction related charges have increased according to the California Construction cost index, which is 2.09% this year. The application and miscellaneous fees have increased 3.22% in accordance with the U.S. Bureau of Labor's Consumer Price Index for the San Francisco Bay Area. He made the recommendation to open the Public hearing, consider relevant public testimony, close the Public hearing and adopt the Ordinance of the Montara Water and Sanitary District (MWSD) restating and amending the Master Fee Schedule.

Director Wilson opened up the Public hearing for the above mentioned schedule. Hearing none, he closed the public hearing and asked for comments from the Board.

Director Huber inquired about the authorization to use the Consumer Price Index and the California Construction cost index for the District rate increases. Is that something the Board votes on or is it prescribed?

Director Wilson clarified the question as being "why are these indexes being used, and what is the genesis of their use."

District Counsel Schricker stated that it was a matter of custom and practice.

Director Wilson inquired if it is up to the Board to choose.

Director Boyd said this is a policy matter.

General Manager Heldmaier concurred, saying that it is something that has been done for several years, and other agencies use the same indexes for similar costs.

Director Huber was concerned about the connection charges.

Director Slater-Carter replied that this was discussed some time ago, and it was determined that the connection rate was the most fair. She also mentioned that the indexes are used by other agencies and is a standard practice in government agencies.

General Manager Heldmaier reminded the Board that when a connection study is conducted by Bartle Wells, all the rates are reviewed and analyzed.

Director Wilson commented that this item can re-considered again at some point.

Director Boyd made a motion to approve the Ordinance of the Montara Water and Sanitary District restating and amending the Master Fee Schedule, and Director Harvey seconded the motion. All were in favor and the motion passes 5 – 0.

**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.**

General Manager Heldmaier said this is required by the Health and Safety Code in order for sewer service charges to be placed on the property tax roll. This Resolution, along with the listing, if approved, will be sent to the County. This list contains sewer services charges for each property, and includes delinquent charges for water and refuse collection.

He made the recommendation to open the public hearing, allow pertinent public testimony, close the public hearing, and adopt the resolution of the Montara water and Sanitary District overruling protests and confirming reports on sewer service charges 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.

Director Wilson opened the Public hearing. Hearing none, he closed the public hearing and asked the Board for comments.

Director Slater-Carter questioned where the list of parcels was.

General Manager Heldmaier replied that the sewer services list was in the office available to review. It is not attached as part of the meeting, due to privacy issues.

Director Boyd made the motion to adopt the 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. Director Slater-Carter seconded the motion and it passed unanimously 5 – 0.

**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 2018 and May 2018
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

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

## **OLD BUSINESS**

### **1. Review and Possible Action Concerning Water and Sewer Budgets and Capital Improvement Programs.**

General Manager Heldmaier stated that a preliminary draft budget was presented during the May 31<sup>st</sup> meeting, and has since been adjusted. The Finance Committee has reviewed it and recommends approval. Some of the highlights are a water rate increase of 3%, and a sewer service charge increase of 21%. Additionally, there is a 2.83% cost-of-living increase for all non-exempt employees, which is to be included in the motion. He recommended adoption of the resolution of the Montara Water and Sanitary district to authorize a Cost-of-Living increase for all non-exempt employees.

Other highlights include significant cash flow on the sewer side this year due to the many projects being implemented. MWSD will have to dip into their reserves, but has been saving for these projects, and will have enough sewer funds. On the water side, there is very little transfer of water reserves. However, after the tank implementations some years ago, MWSD built up capital funds. The Capital Improvement program this year is \$481,000 dollars. MWSD will probably be able to fund the Capital Improvement program another year, but will need to discuss an increase for the infrastructure improvement programs the following year. Additionally, MWSD plans to hire a fourth full-time water operator. And while there will be no cost savings this year due to the new position, they are hoping next year will reflect cost reductions. They also hope to hire new staff with water and sewer service certifications in the future, shifting some costs to the sewer side. He introduced Peter Medina, District Accountant to discuss the budget further.

District Accountant Medina said he didn't have much to add outside of what General Manager Heldmaier highlighted, and thanked the Finance Committee for meeting with himself and Clemens.

Director Huber asked about an asterisked item on page 3 (PDF page 5), which has no reference.

District Accountant Medina apologized and said the asterisk doesn't reference anything and was an error.

Director Huber stated that the Finance Committee decided to include additional revenue for ERAF funds, although not usually defined—about \$40,000 dollars for this. For Budgeted cash flow, under Professional Services, Dave is prominently displayed under professional services, as a result of the lawsuit, and pumping costs have gone up significantly because of PG&E. MWSD is transferring a large amount from Sewer reserves for this budget, justified by the General Manager as necessary. Under the Water sales, even though there is a 3% increase, conservation measures would offset that, keeping revenues flat. The approved fourth employee is reflected in the personnel section.

Director Wilson asked for clarification on the Water Enterprise section, operating revenue, Total Operating revenue, and why the revenue was projected to go down. What is the rationale dropping from 2.4 million to 2.25 million?

District Accountant Medina said the property tax projection is inaccurate. There is an issue with the formula, affecting the resulting numbers.

Director Slater-Carter stated that moving the funds from the sewer reserves is due to the delays in the capital improvement projects and they have been saving funds while waiting for permits. One of the reasons for the sewer rate increase is to cover costs of anticipated future costs. She advised all to watch the last SAM meeting July 9th. The lawsuit at SAM, depending on the outcome, may impact the rate payers.

Director Slater-Carter moved to adopt the resolution of the Montara Water and Sanitary District approving the Montara Water and Sanitary District budget for the Fiscal Year 2018-2019 and to authorize a 2.83% Cost-of-Living increase for all non-exempt employees. Director Harvey seconded the motion, and all Directors were in favor and the motion passed unanimously 5 – 0.

## **NEW BUSINESS -**

### **1. Review and Possible Action Concerning California Special District Association 2018 Board Elections.**

General Manager Heldmaier announced that the California Districts Association (CSDA) presented candidates for their annual elections for Seat A Region 3, which serves the San Francisco Bay Area. He recommended that the Board discuss and advise which candidate to select, and authorize the General Manager to submit the ballot.

Director Wilson asked the Board for comment.

Director Slater-Carter suggested Catharine Benediktsson, as she comes from a small District in Marin, has been a Board member a long time, and has worked with LAFCo. Director Slater-Carter feels this candidate would be sensitive to the needs of the public and has the perspective of working within a small district. While the other candidates are very capable, larger districts tend to ignore the needs of the smaller ones.

None of the other Directors made a comment.

All were in favor, and Director Wilson recommended General Manager Heldmaier submit the California Special Districts Association ballot for Catharine Benediktsson for the position of Seat A in Region 3.

## **2. Review and Possible Action Concerning Montara Water and Sanitary District 60 Year Anniversary.**

General Manager Heldmaier announced that this year is the 60<sup>th</sup> anniversary of the formation of the District, and the 15<sup>th</sup> anniversary of the acquisition of the Water System. To celebrate this occasion, MWSD will be holding a public event on Sunday, November 4, 2018, from 12pm – 3pm at the lighthouse next door. A newsletter with a historical perspective of the District will also be featured.

Director Slater-Carter mentioned that for the 50<sup>th</sup> anniversary went very well, and suggested hiring an event planner to ensure that this anniversary community event goes smoothly.

District Sewer Engineer Cavagnaro pointed out that Sunday, November 4, 2018 was daylight saving day, and that MWSD needed to be very clear about the time.

Director Wilson suggested asking vendors for support and offered to have their agency project planner, Kathy, help MWSD staff in planning the event. He would make arrangements to have her contact General Manager Heldmaier.

## **3. Update of the Review of Department of Water Resources Reclassification of the Half Moon Bay Terrace to High Priority.**

General Manager Heldmaier updated the Board on the Department of Water Resources (DWR) Reclassification and the direction being taken. Attached are comments already submitted by MWSD. MWSD, along with several other agencies, also signed a comment asking for an extension for the commenting period until the data being used to assess this reclassification was released. Some of the data has since been released and he discovered a lot of errors were made. For example, Alta Vista Well was erroneously included in the basin, due to the wrong GPS coordinates being used—and this is a significant water

contributor. Growth numbers were also populated incorrectly. Also, what is being asked is extremely costly—formation of a JPA and a management plan for all agencies—cannot be done under 3 million dollars. For a small agency, the amount of water used from that basin is about 30% of the supply, but in the total picture it is a minor amount. MWSD has taken measures to ensure the safety of the aquifer and it is not in distress. Yet, it is classified as a high priority aquifer. While he feels the Groundwater law is appropriate and should be supported, it won't benefit MWSD, and he is concerned about costs.

He said MWSD will continue to work with the other agencies in submitting more letters objecting to the reclassification, and requesting this to be reconsidered. However, in researching other agencies' efforts for change, he is discouraged by their outcomes.

Director Wilson said that MWSD will then let the other entities bear the brunt of the initial response--even planning--and see what happens.

General Manager Heldmaier said he would continue sitting on the table and do what he can to minimize the "bleeding" as much as possible.

Director Boyd asked what about the partial data released and inquired about the request for data in reference to the 2000 foot/acre.

General Manager Heldmaier replied that some data was provided, but didn't make sense.

Director Boyd asked if MWSD is prepared to reconsider their reclassification.

General Manager Heldmaier confirmed that they would, either jointly with other agencies, or as an individual agency.

Director Boyd commented that going from low priority to high priority without a written rationale is odd.

General Manager Heldmaier replied that there was written rationale behind it. However, it was difficult to assess and understand, there was information missing, and much of it doesn't make sense. One trigger point was water quality. Out of 500 samples that showed a contaminant, 487 were the secondary contaminant Manganese, which is a naturally occurring mineral here, and is not a health concern. If that alone would be reconsidered, MWSD would be back to low priority. There is also a 2000 acre feet per year mark, and MWSD is classified as 2100 acre feet per year.

Director Boyd asked from where are they deriving the authority to use that as a basis to make that determination.

General Manager Heldmaier replied that this is where they get “stuck.” There are formulas that are applied throughout the State, that aren’t necessarily applicable here.

Director Boyd asked about the initial suggestion of breaking it down into different hydrological boundaries.

General Manager Heldmaier replied that it would be very costly, and take a very long time to prepare.

Director Boyd commented that the State should pay for that.

Director Slater-Carter said that the hydrological boundaries were created in the County’s water study some years ago.

General Manager Heldmaier concurred and said that data didn’t get into the DWR Bulletin 118 which is defining the basins here.

Director Slater-Carter replied that MWSD should include it in our comments.

General Manager Heldmaier said that it was.

Director Boyd said that if they are not using all of the available data, then there is a problem in their process.

Director Slater-Carter asked if they have included all of the individual wells.

General Manager Heldmaier replied that they have, and it is a factor that is considered—the number of wells. Residential wells are included.

Director Slater-Carter replied that it is a function of the County’s doing, not our District.

General Manager Heldmaier said they did not reach out to the different Districts, but used publically available information. The cost for this, in other areas, is relayed to the wells, in the form of extraction fees to cover costs for the JPA management plan. This may not apply here, but other areas have been doing this to recover costs.

Director Slater-Carter said that for individual wells, that should be up to the County to adopt and enforce, not the Water District.

Director Huber: Going back to the very foundation, when the State passed a law establishing an Act requiring the establishment of the Groundwater Sustainability Agency, has anybody really look at the Act to see... Did it really detail how they would determine what was high priority, etc.?

General Manager Heldmaier: No, the Act left the Department of Water Resources with implementation.

Director Huber replied they can implement it any way they want then.

Director Boyd said there seems to be significant problems, just upon first examination, with their standards, processes, and not using all of the available data. Their methodology doesn't hold up. They need to gage and make corrections. The financial impact of this can't be justified against a slack process fraught with data that is ill-considered. The idea that the Half Moon Bay Terrace as one basin is improper. Our water can't possibly have significant groundwater similarities north of the harbor and south of the harbor. Everywhere where there is a major creek, there is going to be a substantial discontinuity between these things. He lamented that usually DWR does good work, and this seems out-of-character.

Director Slater-Carter said that Balance Hydrological did an aquifer study of Montara and one of Granada in the 1980s. Granada is substantially different than Montara. Granada has a sand basin, and Montara is fractured granite. They are using too broad of a scale and scope to begin with, and are using bad science and implementation--unless there is another agenda.

General Manager Heldmaier commented that after they go through staff work, submitting comments and letter, and a reaction is not received, then they may have to go to Hill's office.

#### **4. Receipt of 2017 Customer Confidence Report**

General Manager Heldmaier said that the Customer Confident report for 2017 was prepared and posted on the MWSD website July 1, 2018. He mentioned that our water contains natural fluoride in the right range. While not a stable number and depending on the location within the District, generally all the water has fluoride within a range that is acceptable.

Director Wilson asked about the seawater influence. Alta Vista water comes from the mountain. Where does the seawater come from?

General Manager Heldmaier stated that there are reasons. It is naturally occurring in granitic rock.

Director Wilson said that MWSD has seawater influence on the report, and they should think about that.

Director Slater-Carter mentioned that it should also be clarified that MWSD doesn't have salt water intrusion.

General Manager Heldmaier replied that Chloride is salt, and increases with the age of the groundwater.

General Manager Heldmaier said he thought the language was something required by the State.

District Counsel Schricker commented that the contents are a regulatory requirement.

Director Wilson said that if some of the language in the information is not mandated, those items should be reconsidered.

#### **5. Review and Possible Action Concerning District Election on November 6, 2018.**

General Manager Heldmaier said MWSD received the usual notice from the Chief Election Officer in regards to the nominations for District Board of Directors Election held on November 6, 2018. The candidate filing period begins on July 16, 2018 and closes on August 10, 2018.

The Candidate Policy form and Administrative Contact & Incumbent list have already been submitted to the County. Directors Wilson, Harvey, and Huber are up for election. All running candidates are required to file a Form 700 statement, no later than the deadline for filing a Declaration of Candidacy. As was done in prior years, the statement is limited to 200 words, and each candidate is responsible for the cost of the statement.

Director Huber said one of the forms have erroneously listed him as William Huber instead of Bill.

General Manager Heldmaier said that a call would be made to correct this.

#### **6. Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meetings July 18, August 2, and August 16, 2018; Scheduling of Alternative Meetings.**

The directors all discussed availability and agreed to meet August 16<sup>th</sup>, with the only agenda item being SAM, in closed session. Then the next meeting will be moved from September 6<sup>th</sup> to a special meeting on September 4<sup>th</sup> to accommodate Mediation day on September 6<sup>th</sup>.

Please note that after the meeting, the Directors agreed to change the date of the regular agreed upon meeting, August 16<sup>th</sup> to a special meeting date of August 20, 2018 at 7:30pm.

#### **7. Review and Possible Action Concerning Adoption of Ordinance Relating to Sewer Service Charges.**

General Manager Heldmaier asked to move the above item to the September 4<sup>th</sup> meeting.

## REPORTS

### 1. Sewer Authority Mid-Coastside Meeting (Boyd) –

Director Boyd said the big item of discussion was the Half Moon Bay Collections contract. There are some open issues on that. Half Moon Bay decided several months ago to start working with a new vendor to do some of what the Collections crew at SAM have been doing. They put out for a contract, they chose someone, and they started that contract July 1, 2018. So, a couple of months ago, they came to the other agencies, stating that they have a new contract that they want to implement, starting July 1<sup>st</sup>. Granada and Montara felt that writing their own contracts may be of interest. Granada wanted to set up a new contract and wanted to base theirs off of Half Moon Bay and it is something to consider at MWSD--not in the scope of services, but the terms and conditions of the contractual arrangement.

There were some issues intentionally deferred—questions of liability—and you can't leave things open and ambiguous in a contract. There was another issue on how certain costs are apportioned. They wanted to apportion things equally in thirds. It has always been done by ownership, percentage or flow. If we are going to change any apportionment with SAM, we need to bring this back to the Board. There was no provision in this time line for doing that.

Director Huber asked if this contract is an interim contract to bridge this.

Director Boyd said that their plan, over the course of the next three years, is to wean themselves from the SAM Collections function—they want out. There was a time 20 years ago, when all three agencies did their own line cleaning and televising. They have hired another company to work with to do a portion of the tasks, and set up a new contract with SAM for the Collections part.

Director Huber asked if the new company and SAM will both be doing a part of it.

Director Boyd said that the company is an engineering firm that will pick up some of the responsibilities. So, Half Moon Bay will only ask SAM for certain tasks and delegate the other responsibilities to the company they contracted with.

Director Slater-Carter said it was like MWSD and Nute.

Director Boyd said he is concerned about continuity and stability at SAM--the staff and equipment and how they allocate their time. When one agency walks away, the others need to make adjustments, as the revenue will not be there.

They are close to contract language but it's not done. The questions of liability need to be worked out.

Director Slater-Carter said Half Moon Bay told them they could work this out later. However, they don't want to end up in a liability situation. They were shocked that Half Moon Bay is pushing this, prompting her to think something is underlying this.

Director Boyd said there was an issue on how to resolve disputes. He said just put something in there—mediation, arbitration. There was also a question if SAM should be indemnified from someone else's' work or negligence. This needs to be clear, especially since the City, the contractor and SAM will all be doing overlapping work.

Director Slater-Carter reminded the Board on how Half Moon Bay was trying to blame SAM for faulty meters and installation that was all Half Moon Bay's doing.

Director Huber asked if contract resolution was "boiler plate."

Director Boyd said there are issues to be worked out. As a result of not agreeing to that, Half Moon Bay refused to agree to Sam's Collection Budget. This leaves Beverly in an awkward position, where she is trying to run a business with no approved budget.

- 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) – None**

## **FUTURE AGENDAS**

## **ADJOURNMENT**

**SPECIAL MEETING ENDED at 9:10 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, 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**

Respectfully Submitted,

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

Approved on the 4th, September 2018

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **September 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

---

---

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

- 4400 Fees, \$3,591 below Budget – Fee calculations are being reviewed for possible misclassification.
- 4610 Property Tax Receipts, \$127,589 above Budget – Difference is accounted for by ERAF apportionment.
- 4710 Sewer Service Charges, \$31,890 below Budget – FYE June 30, 2018 accruals will make up the difference.
- **Overall Total Operating Income for the period ending June 30, 2018 was \$98,152, above budget. Total revenue received to date is \$2,205,623.**
- 5270 Information Systems, \$4,777 below Budget – Activity has been less than expected, service has also been transferred to Coast Tek.
- 5400 Legal, \$126,236 above Budget - Increased activity in the current fiscal year.
- 5510 Maintenance, Office \$4,300 below Budget – budgeted projects have not yet occurred majority of costs are housekeeping related.
- 5550 Postage, \$2,223 below Budget – no large mailers in the current fiscal year.
- 5610 Accounting, \$6,974 below Budget - Difference due to timing in the billing.
- 5710 San Mateo Co. Tax roll Charges, \$2,500 below Budget – fees to be booked at fiscal year end.
- 5720 Telephone & Internet, \$2,461 above Budget – Prices are higher than anticipated.
- 5800 Labor, \$39,771 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, \$2,811 above Budget –The District reimbursed SAM in April for a claim.
- 6200 Engineering, \$12,884 above Budget – GIS mapping project and engineering review make up the bulk of services.
- 6400 Pumping, \$7,312 above Budget – True up bill received in the amount of \$8,500 which is approximately \$5K more than usual bills.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **September 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6600 Collection/Transmission, \$10,000 below Budget – No activity in the current fiscal year.
- 6900 SAM Collections & Operations, \$196,923 above Budget – Mid-year budget adjustments were approved.
- 6940 SAM Maintenance, Collection Sys, \$23,929 below Budget – One bill paid in April for collections repairs.
- 6950 SAM Maintenance, Pumping, \$50,000 below Budget – No activity to date.
- **Overall Total Operating Expenses for the period ending June 30, 2018 were \$134,020 above Budget.**
- **Total overall Expenses for the period ending June 30, 2018 were \$274,809 above budget. For a net ordinary Loss of (\$176,657), budgeted vs. actual. Actual net ordinary Loss is (\$109,989).**
- 7100 Connection Fees, \$78,848 above Budget – No new connections sold in June.
- 7200 Interest Income, LAIF, \$26,070 above budget – LAIF has been out-performing projections.
- 8000 CIP, \$1,410,847 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: **September 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Budget vs. Actual – Water July thru June 2018 Variances over \$2,000:**
- 4400 Fees, \$5,193 above Budget – More fees collected than anticipated.
- 4610 Property tax Receipts, \$127,589 above Budget – Difference is accounted for by ERAF apportionment.
- 4740 Testing, Backflow, \$4,752 above Budget – quarterly activity up over the fiscal year.
- 4810 Water Sales, Domestic, \$12,210 below budget – Less water sales than projected.
- **Overall Total Operating Income for the period ending June 30, 2018 was \$129,348 above budget. Total revenue received to date is \$2,336,194.**
- 5190 Bank Fees, \$5,412 below Budget – Less fees than anticipated.
- 5240 CDPH Fees, \$4,669 below Budget – Less activity than anticipated.
- 5270 Information System, \$6,488 above budget – Annual Project maintenance support for water billing software.
- 5300 Insurance, \$3,200 below Budget – Annual premium has not been invoiced and paid.
- 5400 Legal, \$50,301 below Budget – Majority of resources have been used on the Sewer side.
- 5510 Maintenance-Office, \$2,759 below Budget - Budgeted projects have not yet occurred.
- 5530 Memberships, \$2,298 above Budget – ACWA dues have risen more than anticipated.
- 5610 Accounting, \$6,974 below Budget - Difference due to timing in the billing.
- 5630 Consulting, \$5,322 below Budget – Website update project in process.
- 5800 Labor, \$8,823 below Budget – Staff Overtime is less than anticipated, in addition, employee benefits are reduced due to staff turnover.
- 6170 Claims, Property Damage, \$10,000 below Budget –No activity to date.
- 6185 SCADA Maintenance, \$50,642 above Budget – Over \$60K paid for emergency repairs to the system.
- 6195 Education & Training, \$2,499 above Budget – Increased activity due to new staffing.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **September 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6200 Engineering, \$48,181 above Budget – Majority of work is being spent on Water Quality Engineering.
- 6320 Equipment & tools, Expensed, \$2,308 above Budget – More activity than anticipated.
- 6370 Lab Supplies & Equipment, \$2,343 above Budget – Large equipment purchase.
- 6400 Pumping, \$28,698 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, \$11,325 below Budget – Water purchases are down overall.
- 6600 Collection/Transmission, \$47,065 below Budget – Water Main maintenance has been held well below budget.
- 6700 Treatment, \$2,810 below Budget – Chemicals & filtering costs are lower than anticipated.
- 6800 Vehicles, \$3,724 below Budget – fuel costs have been held below budget by over \$2K.
- **Overall Total Operating Expenses for the period ending June 30, 2018 were \$2,437 above Budget.**
- **Total overall Expenses for the period ending June 30, 2018 were \$80,337 below budget. For a net ordinary income of \$209,685, budgeted vs. actual. Actual net ordinary income is \$916,691.**
- 7100 Connection Fees, \$43,045 above Budget – No new Constructions, 2 PFP new construction connections issued in June.
- 7600 Bond Revenues, G.O. \$45,306 above Budget – 3 additional apportionments received in June.
- 8000 CIP, \$555,654 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, \$48,882 above Budget – 2 bills received in June.

## RECOMMENDATION:

This is for Board information only

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

	Jul '17 - Jun 18	Sewer Budget		\$ Over Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4220 · Cell Tower Lease	35,631.62	34,300.00		1,331.62
4400 · Fees				
4410 · Administrative Fee (New Constr)	4,040.00	3,500.00		540.00
4420 · Administrative Fee (Remodel)	0.00	2,000.00		-2,000.00
4430 · Inspection Fee (New Constr)	3,339.00	3,500.00		-161.00
4440 · Inspection Fee (Remodel)	0.00	4,000.00		-4,000.00
4450 · Mainline Extension Fees	1,500.00			
4460 · Remodel Fees	4,530.00	4,000.00		530.00
<b>Total 4400 · Fees</b>	<b>13,409.00</b>	<b>17,000.00</b>		<b>-3,591.00</b>
4610 · Property Tax Receipts	362,588.77	235,000.00		127,588.77
4710 · Sewer Service Charges	1,971,280.53	2,003,171.00		-31,890.47
4720 · Sewer Service Refunds, Customer	-2,342.63	-4,000.00		1,657.37
4760 · Waste Collection Revenues	21,676.94	22,000.00		-323.06
4990 · Other Revenue	3,378.38			
<b>Total Income</b>	<b>2,405,622.61</b>	<b>2,307,471.00</b>		<b>98,151.61</b>
<b>Gross Profit</b>	<b>2,405,622.61</b>	<b>2,307,471.00</b>		<b>98,151.61</b>
<b>Expense</b>				
5000 · Administrative				
5190 · Bank Fees	6,653.87	6,500.00		153.87
5200 · Board of Directors				
5210 · Board Meetings	1,586.23	4,000.00		-2,413.77
5220 · Director Fees	3,712.50	3,300.00		412.50
<b>Total 5200 · Board of Directors</b>	<b>5,298.73</b>	<b>7,300.00</b>		<b>-2,001.27</b>
5250 · Conference Attendance	3,130.92	2,000.00		1,130.92
5270 · Information Systems	1,223.50	6,000.00		-4,776.50
5300 · Insurance				
5310 · Fidelity Bond	0.00	500.00		-500.00
5320 · Property & Liability Insurance	2,160.70	2,000.00		160.70
<b>Total 5300 · Insurance</b>	<b>2,160.70</b>	<b>2,500.00</b>		<b>-339.30</b>
5350 · LAFCO Assessment	1,601.00	2,000.00		-399.00
5400 · Legal				
5420 · Meeting Attendance, Legal	6,951.25	9,500.00		-2,548.75
5430 · General Legal	23,900.00	25,000.00		-1,100.00
5440 · Litigation	129,884.75			
<b>Total 5400 · Legal</b>	<b>160,736.00</b>	<b>34,500.00</b>		<b>126,236.00</b>
5510 · Maintenance, Office	3,700.07	8,000.00		-4,299.93
5540 · Office Supplies	6,242.84	8,000.00		-1,757.16
5550 · Postage	276.95	2,500.00		-2,223.05
5560 · Printing & Publishing	1,650.32	3,000.00		-1,349.68

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

	Jul '17 - Jun 18	Sewer Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	23,026.00	30,000.00	-6,974.00
5620 · Audit	13,000.00	13,000.00	0.00
5630 · Consulting	26,967.15	28,000.00	-1,032.85
5640 · Data Services	5,850.84	6,000.00	-149.16
5650 · Labor & HR Support	2,484.00	2,500.00	-16.00
5660 · Payroll Services	940.30	950.00	-9.70
<b>Total 5600 · Professional Services</b>	<b>72,268.29</b>	<b>80,450.00</b>	<b>-8,181.71</b>
5710 · San Mateo Co. Tax Roll Charges	0.00	2,500.00	-2,500.00
5720 · Telephone & Internet	18,960.89	16,500.00	2,460.89
5730 · Mileage Reimbursement	563.95	1,500.00	-936.05
5740 · Reference Materials	0.00	200.00	-200.00
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	18,386.02	15,445.00	2,941.02
5820 · Employee Benefits	46,841.57	35,635.00	11,206.57
5830 · Disability Insurance	1,360.32	1,534.00	-173.68
5840 · Payroll Taxes	16,063.36	16,879.00	-815.64
5850 · PARS	15,955.70	14,061.00	1,894.70
<b>5900 · Wages</b>			
5910 · Management	114,907.90	103,725.00	11,182.90
5920 · Staff	127,015.25	112,599.00	14,416.25
5930 · Staff Certification	1,800.00	1,800.00	0.00
5940 · Staff Overtime	917.71	2,514.00	-1,596.29
5950 · Staff Standby	32.19		
<b>Total 5900 · Wages</b>	<b>244,673.05</b>	<b>220,638.00</b>	<b>24,035.05</b>
5960 · Worker's Comp Insurance	3,129.97	2,447.00	682.97
<b>Total 5800 · Labor</b>	<b>346,409.99</b>	<b>306,639.00</b>	<b>39,770.99</b>
<b>Total 5000 · Administrative</b>	<b>630,878.02</b>	<b>490,089.00</b>	<b>140,789.02</b>
<b>6000 · Operations</b>			
6170 · Claims, Property Damage	12,810.50	10,000.00	2,810.50
6195 · Education & Training	717.29	1,000.00	-282.71
<b>6200 · Engineering</b>			
6210 · Meeting Attendance, Engineering	0.00	2,000.00	-2,000.00
6220 · General Engineering	64,883.50	50,000.00	14,883.50
<b>Total 6200 · Engineering</b>	<b>64,883.50</b>	<b>52,000.00</b>	<b>12,883.50</b>
6320 · Equipment & Tools, Expensed	0.00	1,000.00	-1,000.00
<b>6330 · Facilities</b>			
6335 · Alarm Services	5,146.28	5,700.00	-553.72
6337 · Landscaping	2,090.00	2,400.00	-310.00
<b>Total 6330 · Facilities</b>	<b>7,236.28</b>	<b>8,100.00</b>	<b>-863.72</b>

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

	Jul '17 - Jun 18	Sewer Budget	\$ Over Budget
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	39,312.19	32,000.00	7,312.19
<b>Total 6400 · Pumping</b>	39,312.19	32,000.00	7,312.19
<b>6600 · Collection/Transmission</b>			
6660 · Maintenance, Collection System	0.00	10,000.00	-10,000.00
<b>Total 6600 · Collection/Transmission</b>	0.00	10,000.00	-10,000.00
<b>6800 · Vehicles</b>			
6810 · Fuel	779.43	800.00	-20.57
6820 · Truck Equipment, Expensed	1.03	160.00	-158.97
6830 · Truck Repairs	745.40	400.00	345.40
<b>Total 6800 · Vehicles</b>	1,525.86	1,360.00	165.86
<b>6900 · Sewer Authority Midcoastside</b>			
6910 · SAM Collections	209,556.25	285,934.00	-76,377.75
6920 · SAM Operations	1,532,620.51	1,259,320.00	273,300.51
6940 · SAM Maintenance, Collection Sys	16,071.49	40,000.00	-23,928.51
6950 · SAM Maintenance, Pumping	0.00	50,000.00	-50,000.00
<b>Total 6900 · Sewer Authority Midcoastside</b>	1,758,248.25	1,635,254.00	122,994.25
<b>Total 6000 · Operations</b>	1,884,733.87	1,750,714.00	134,019.87
<b>Total Expense</b>	2,515,611.89	2,240,803.00	274,808.89
<b>Net Ordinary Income</b>	-109,989.28	66,668.00	-176,657.28
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	221,658.00	144,576.00	77,082.00
7120 · Connection Fees (Remodel)	51,765.50	50,000.00	1,765.50
<b>Total 7100 · Connection Fees</b>	273,423.50	194,576.00	78,847.50
<b>7200 · Interest Income - LAIF</b>	41,070.20	15,000.00	26,070.20
<b>Total 7000 · Capital Account Revenues</b>	314,493.70	209,576.00	104,917.70
<b>Total Other Income</b>	314,493.70	209,576.00	104,917.70
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8075 · Sewer	229,153.44	1,640,000.00	-1,410,846.56
<b>Total 8000 · Capital Improvement Program</b>	229,153.44	1,640,000.00	-1,410,846.56

12:32 PM

07/16/18

Accrual Basis

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

	Jul '17 - Jun 18	Sewer Budget	\$ Over Budget
<b>9000 - Capital Account Expenses</b>			
9125 - PNC Equipment Lease Interest	17,491.98	18,280.00	-788.02
9175 - Capital Assessment - SAM	121,345.00		
9200 - I-Bank Loan	14,027.24	24,354.00	-10,326.76
<b>Total 9000 - Capital Account Expenses</b>	<u>152,864.22</u>	<u>42,634.00</u>	<u>110,230.22</u>
<b>Total Other Expense</b>	<u>382,017.66</u>	<u>1,682,634.00</u>	<u>-1,300,616.34</u>
<b>Net Other Income</b>	<u>-67,523.96</u>	<u>-1,473,058.00</u>	<u>1,405,534.04</u>
<b>Net Income</b>	<u><u>-177,513.24</u></u>	<u><u>-1,406,390.00</u></u>	<u><u>1,228,876.76</u></u>

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

	Jul '17 - Jun 18	Water Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	35,631.71	34,300.00	1,331.71
4400 · Fees			
4410 · Administrative Fee (New Constr)	4,545.00	5,500.00	-955.00
4420 · Administrative Fee (Remodel)	1,679.00	900.00	779.00
4430 · Inspection Fee (New Constr)	4,293.00	5,000.00	-707.00
4440 · Inspection Fee (Remodel)	1,908.00	650.00	1,258.00
4460 · Remodel Fees	1,593.20		
4470 · Other Fees	3,225.04		
<b>Total 4400 · Fees</b>	<b>17,243.24</b>	<b>12,050.00</b>	<b>5,193.24</b>
4610 · Property Tax Receipts	362,588.77	235,000.00	127,588.77
4740 · Testing, Backflow	17,752.00	13,000.00	4,752.00
4810 · Water Sales, Domestic	1,903,286.24	1,915,496.00	-12,209.76
4850 · Water Sales Refunds, Customer	-1,488.10	-3,000.00	1,511.90
4990 · Other Revenue	1,179.98		
<b>Total Income</b>	<b>2,336,193.84</b>	<b>2,206,846.00</b>	<b>129,347.84</b>
<b>Gross Profit</b>	<b>2,336,193.84</b>	<b>2,206,846.00</b>	<b>129,347.84</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	1,588.13	7,000.00	-5,411.87
5200 · Board of Directors			
5210 · Board Meetings	1,586.21	4,000.00	-2,413.79
5220 · Director Fees	3,712.50	3,300.00	412.50
<b>Total 5200 · Board of Directors</b>	<b>5,298.71</b>	<b>7,300.00</b>	<b>-2,001.29</b>
5240 · CDPH Fees	10,831.50	15,500.00	-4,668.50
5250 · Conference Attendance	5,696.58	4,000.00	1,696.58
5270 · Information Systems	9,488.49	3,000.00	6,488.49
5300 · Insurance			
5310 · Fidelity Bond	0.00	500.00	-500.00
5320 · Property & Liability Insurance	0.00	2,700.00	-2,700.00
<b>Total 5300 · Insurance</b>	<b>0.00</b>	<b>3,200.00</b>	<b>-3,200.00</b>
5350 · LAFCO Assessment	2,208.00	2,500.00	-292.00
5400 · Legal			
5420 · Meeting Attendance, Legal	3,211.25	8,500.00	-5,288.75
5430 · General Legal	14,987.50	60,000.00	-45,012.50
<b>Total 5400 · Legal</b>	<b>18,198.75</b>	<b>68,500.00</b>	<b>-50,301.25</b>

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

	Jul '17 - Jun 18	Water Budget	\$ Over Budget
5510 · Maintenance, Office	5,241.04	8,000.00	-2,758.96
5530 · Memberships	20,298.20	18,000.00	2,298.20
5540 · Office Supplies	8,452.17	8,000.00	452.17
5550 · Postage	6,379.31	7,500.00	-1,120.69
5560 · Printing & Publishing	480.66	2,000.00	-1,519.34
5600 · Professional Services			
5610 · Accounting	23,026.00	30,000.00	-6,974.00
5620 · Audit	13,000.00	13,000.00	0.00
5630 · Consulting	19,677.93	25,000.00	-5,322.07
5650 · Labor & HR Support	2,484.00	2,250.00	234.00
5660 · Payroll Services	940.26	950.00	-9.74
<b>Total 5600 · Professional Services</b>	<b>59,128.19</b>	<b>71,200.00</b>	<b>-12,071.81</b>
5720 · Telephone & Internet	22,460.36	22,380.00	80.36
5730 · Mileage Reimbursement	563.95	2,000.00	-1,436.05
5740 · Reference Materials	0.00	800.00	-800.00
5790 · Other Administrative	615.08		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	37,021.25	35,513.00	1,508.25
5820 · Employee Benefits	79,673.86	86,856.00	-7,182.14
5830 · Disability Insurance	3,366.12	3,637.00	-270.88
5840 · Payroll Taxes	39,499.11	42,294.00	-2,794.89
5850 · PARS	29,906.32	28,152.00	1,754.32
5900 · Wages			
5910 · Management	114,907.73	103,725.00	11,182.73
5920 · Staff	360,388.28	354,757.00	5,631.28
5930 · Staff Certification	10,042.40	9,000.00	1,042.40
5940 · Staff Overtime	42,425.09	55,831.00	-13,405.91
5950 · Staff Standby	25,125.12	25,947.00	-821.88
<b>Total 5900 · Wages</b>	<b>552,888.62</b>	<b>549,260.00</b>	<b>3,628.62</b>
5960 · Worker's Comp Insurance	14,481.32	19,948.00	-5,466.68
<b>Total 5800 · Labor</b>	<b>756,836.60</b>	<b>765,660.00</b>	<b>-8,823.40</b>
<b>Total 5000 · Administrative</b>	<b>933,765.72</b>	<b>1,016,540.00</b>	<b>-82,774.28</b>
6000 · Operations			
6160 · Backflow Prevention	473.48	1,000.00	-526.52
6170 · Claims, Property Damage	0.00	10,000.00	-10,000.00
6180 · Communications			
6185 · SCADA Maintenance	70,642.16	20,000.00	50,642.16
6180 · Communications - Other	1,790.02		
<b>Total 6180 · Communications</b>	<b>72,432.18</b>	<b>20,000.00</b>	<b>52,432.18</b>
6195 · Education & Training	9,498.80	7,000.00	2,498.80

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

	Jul '17 - Jun 18	Water Budget	\$ Over Budget
<b>6200 - Engineering</b>			
6210 - Meeting Attendance, Engineering	15.50	2,000.00	-1,984.50
6220 - General Engineering	9,158.85	20,000.00	-10,841.15
6230 - Water Quality Engineering	126,006.53	65,000.00	61,006.53
<b>Total 6200 - Engineering</b>	<b>135,180.88</b>	<b>87,000.00</b>	<b>48,180.88</b>
<b>6320 - Equipment &amp; Tools, Expensed</b>	<b>7,308.27</b>	<b>5,000.00</b>	<b>2,308.27</b>
<b>6330 - Facilities</b>			
6335 - Alarm Services	670.58	800.00	-129.42
6337 - Landscaping	5,527.02	6,000.00	-472.98
<b>Total 6330 - Facilities</b>	<b>6,197.60</b>	<b>6,800.00</b>	<b>-602.40</b>
<b>6370 - Lab Supplies &amp; Equipment</b>	<b>3,342.85</b>	<b>1,000.00</b>	<b>2,342.85</b>
<b>6380 - Meter Reading</b>	<b>21.25</b>		
<b>6400 - Pumping</b>			
6410 - Pumping Fuel & Electricity	68,176.86	90,000.00	-21,823.14
6420 - Pumping Maintenance, Generators	7,777.26	10,000.00	-2,222.74
6430 - Pumping Maintenance, General	4,137.30	7,000.00	-2,862.70
6440 - Pumping Equipment, Expensed	210.32	2,000.00	-1,789.68
<b>Total 6400 - Pumping</b>	<b>80,301.74</b>	<b>109,000.00</b>	<b>-28,698.26</b>
<b>6500 - Supply</b>			
6510 - Maintenance, Raw Water Mains	1,474.11	2,000.00	-525.89
6520 - Maintenance, Wells	13,692.56	10,000.00	3,692.56
6530 - Water Purchases	25,508.19	40,000.00	-14,491.81
<b>Total 6500 - Supply</b>	<b>40,674.86</b>	<b>52,000.00</b>	<b>-11,325.14</b>
<b>6600 - Collection/Transmission</b>			
6610 - Hydrants	375.29	1,000.00	-624.71
6620 - Maintenance, Water Mains	30,461.29	55,000.00	-24,538.71
6630 - Maintenance, Water Svc Lines	12,388.62	25,000.00	-12,611.38
6640 - Maintenance, Tanks	556.54	1,000.00	-443.46
6650 - Maint., Distribution General	1,247.83	10,000.00	-8,752.17
6660 - Maintenance, Collection System	32.60		
6670 - Meters	2,372.87	2,500.00	-127.13
<b>Total 6600 - Collection/Transmission</b>	<b>47,435.04</b>	<b>94,500.00</b>	<b>-47,064.96</b>
<b>6700 - Treatment</b>			
6710 - Chemicals & Filtering	17,940.26	30,000.00	-12,059.74
6720 - Maintenance, Treatment Equip.	8,991.02	4,000.00	4,991.02
6730 - Treatment Analysis	34,259.16	30,000.00	4,259.16
<b>Total 6700 - Treatment</b>	<b>61,190.44</b>	<b>64,000.00</b>	<b>-2,809.56</b>
<b>6770 - Uniforms</b>	<b>11,166.29</b>	<b>12,000.00</b>	<b>-833.71</b>

12:33 PM

07/16/18

Accrual Basis

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

	Jul '17 - Jun 18	Water Budget	\$ Over Budget
<b>6800 - Vehicles</b>			
6810 - Fuel	5,805.97	8,000.00	-2,194.03
6820 - Truck Equipment, Expensed	13.41	1,000.00	-986.59
6830 - Truck Repairs	4,456.66	5,000.00	-543.34
<b>Total 6800 - Vehicles</b>	10,276.04	14,000.00	-3,723.96
<b>6890 - Other Operations</b>	237.64		
<b>Total 6000 - Operations</b>	485,737.36	483,300.00	2,437.36
<b>Total Expense</b>	1,419,503.08	1,499,840.00	-80,336.92
<b>Net Ordinary Income</b>	916,690.76	707,006.00	209,684.76
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 - Capital Account Revenues</b>			
<b>7100 - Connection Fees</b>			
7110 - Connection Fees (New Constr)	148,588.00	173,020.00	-24,432.00
7120 - Connection Fees (Remodel)	6,867.00		
7130 - Conn. Fees, PFP (New Constr)	121,341.36	80,000.00	41,341.36
7140 - Conn. Fees, PFP (Remodel)	11,468.97		
7150 - Connection Fees, Well Conv.	7,800.00		
<b>Total 7100 - Connection Fees</b>	296,065.33	253,020.00	43,045.33
<b>7600 - Bond Revenues, G.O.</b>	1,195,742.34	1,150,436.00	45,306.34
<b>Total 7000 - Capital Account Revenues</b>	1,491,807.67	1,403,456.00	88,351.67
<b>Total Other Income</b>	1,491,807.67	1,403,456.00	88,351.67
<b>Other Expense</b>			
<b>8000 - Capital Improvement Program</b>			
8100 - Water	157,845.66	713,500.00	-555,654.34
<b>Total 8000 - Capital Improvement Program</b>	157,845.66	713,500.00	-555,654.34
<b>9000 - Capital Account Expenses</b>			
9100 - Interest Expense - GO Bonds	158,544.96	273,978.00	-115,433.04
9125 - PNC Equipment Lease Interest	17,492.05	18,280.00	-787.95
9150 - SRF Loan	83,155.29	34,273.00	48,882.29
9210 - Conservation Program/Rebates	1,400.00	500.00	900.00
<b>Total 9000 - Capital Account Expenses</b>	260,592.30	327,031.00	-66,438.70
<b>Total Other Expense</b>	418,437.96	1,040,531.00	-622,093.04
<b>Net Other Income</b>	1,073,369.71	362,925.00	710,444.71
<b>Net Income</b>	<b>1,990,060.47</b>	<b>1,069,931.00</b>	<b>920,129.47</b>

See Executive Summary Document

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

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	3,008,937.43	0.00	3,008,937.43
<b>LAIF Investment Fund</b>			
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
<b>Total LAIF Investment Fund</b>	<u>4,367,555.32</u>	<u>0.00</u>	<u>4,367,555.32</u>
<b>Total Sewer - Bank Accounts</b>	7,376,492.75	0.00	7,376,492.75
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	872,765.91	872,765.91
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
<b>Restricted Cash</b>			
Acq & Improv Fund	0.00	406.13	406.13
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
<b>Total Restricted Cash</b>	<u>0.00</u>	<u>1,643,945.96</u>	<u>1,643,945.96</u>
<b>Total Water - Bank Accounts</b>	0.00	3,009,191.87	3,009,191.87
<b>Total Checking/Savings</b>	7,376,492.75	3,009,191.87	10,385,684.62
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	-1,733.73	0.00	-1,733.73
Sewer - Accounts Receivable - Ot...	19,221.68	0.00	19,221.68
<b>Total Sewer - Accounts Receivable</b>	<u>17,487.95</u>	<u>0.00</u>	<u>17,487.95</u>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	-2,767.73	-2,767.73
Accounts Rec. - Backflow	0.00	15,259.11	15,259.11
Accounts Rec. - Water Residents	0.00	196,121.39	196,121.39
Unbilled Water Receivables	0.00	240,244.44	240,244.44
<b>Total Water - Accounts Receivable</b>	<u>0.00</u>	<u>448,857.21</u>	<u>448,857.21</u>
<b>Total Accounts Receivable</b>	17,487.95	448,857.21	466,345.16
<b>Other Current Assets</b>			
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<u>232.31</u>	<u>43,038.63</u>	<u>43,270.94</u>
<b>Total Current Assets</b>	7,394,213.01	3,501,087.71	10,895,300.72
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	3,389,801.90	0.00	3,389,801.90
Land	5,000.00	0.00	5,000.00
<b>Other Capital Improv.</b>			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<u>3,250,409.57</u>	<u>0.00</u>	<u>3,250,409.57</u>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of June 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
<b>Total Sewage Collection Facility</b>	<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
<b>Total Sewer - Fixed Assets</b>	<u>5,317,814.64</u>	<u>0.00</u>	<u>5,317,814.64</u>
<b>Water - Fixed Assets</b>			
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
<b>Total Water - Fixed Assets</b>	<u>0.00</u>	<u>18,919,882.34</u>	<u>18,919,882.34</u>
<b>Total Fixed Assets</b>	<u>5,317,814.64</u>	<u>18,919,882.34</u>	<u>24,237,696.98</u>
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
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
<b>Joint Power Authority</b>			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
<b>Total Sewer - Other Assets</b>	<u>2,914,250.17</u>	<u>0.00</u>	<u>2,914,250.17</u>
<b>Water - Other Assets</b>			
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
<b>Total Water - Other Assets</b>	<u>0.00</u>	<u>318,975.85</u>	<u>318,975.85</u>
<b>Total Other Assets</b>	<u>2,914,250.17</u>	<u>318,975.85</u>	<u>3,233,226.02</u>
<b>TOTAL ASSETS</b>	<u><u>15,626,277.82</u></u>	<u><u>22,739,945.90</u></u>	<u><u>38,366,223.72</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable - Sewer	116,109.29	0.00	116,109.29
<b>Total Accounts Payable</b>	<u>116,109.29</u>	<u>0.00</u>	<u>116,109.29</u>
<b>Other Current Liabilities</b>			
Water - Net Pension Liability	0.00	266.00	266.00
Sewer - Net Pension Liability	142.00	0.00	142.00
<b>Sewer - Current Liabilities</b>			
Accrued Payables - Sewer	6,374.00	0.00	6,374.00
Accrued Vacations	6,058.45	0.00	6,058.45
Deposits Payable	23,289.38	0.00	23,289.38
<b>Total Sewer - Current Liabilities</b>	<u>35,721.83</u>	<u>0.00</u>	<u>35,721.83</u>

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

<b>Water - Current Liabilities</b>			
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
<b>Total Water - Current Liabilities</b>	<b>0.00</b>	<b>59,196.32</b>	<b>59,196.32</b>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	14,095.13	0.00	14,095.13
<b>Total Payroll Liabilities</b>	<b>14,095.13</b>	<b>0.00</b>	<b>14,095.13</b>
<b>Total Other Current Liabilities</b>	<b>49,958.96</b>	<b>59,462.32</b>	<b>109,421.28</b>
<b>Total Current Liabilities</b>	<b>166,068.25</b>	<b>59,462.32</b>	<b>225,530.57</b>
<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
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
<b>Total Sewer - Long Term Liabilities</b>	<b>1,390,527.14</b>	<b>0.00</b>	<b>1,390,527.14</b>
<b>Water - Long Term Liabilities</b>			
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
<b>Total Water - Long Term Liabilities</b>	<b>0.00</b>	<b>14,628,487.41</b>	<b>14,628,487.41</b>
<b>Total Long Term Liabilities</b>	<b>1,390,527.14</b>	<b>14,628,487.41</b>	<b>16,019,014.55</b>
<b>Total Liabilities</b>	<b>1,556,595.39</b>	<b>14,687,949.73</b>	<b>16,244,545.12</b>
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	404,466.22	0.00	404,466.22
<b>Total Sewer - Equity Accounts</b>	<b>12,459,011.29</b>	<b>0.00</b>	<b>12,459,011.29</b>
<b>Water - Equity Accounts</b>			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-404,466.22	-404,466.22
<b>Total Water - Equity Accounts</b>	<b>0.00</b>	<b>2,286,588.79</b>	<b>2,286,588.79</b>
Equity Adjustment Account	1,788,184.38	3,775,346.91	5,563,531.29
Net Income	-177,513.24	1,990,060.47	1,812,547.23
<b>Total Equity</b>	<b>14,069,682.43</b>	<b>8,051,996.17</b>	<b>22,121,678.60</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>15,626,277.82</u></b>	<b><u>22,739,945.90</u></b>	<b><u>38,366,223.72</u></b>

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

**Assets and Reserves Information**

Year to Date Cash Information	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Target Reserves</b>	<b>\$ Over/(Under) Targets</b>	<b>% Over/Under Targets</b>
<b>Sewer - Operations</b>															
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	3,008,937.43			
<b>Sewer - Reserve Accounts</b>															
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	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	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	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	4,367,555.32			
<b>Water - Operations</b>															
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	872,765.91			
<b>Water - Reserve Accounts</b>															
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	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	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	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	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	745,500.00			
<b>Water - Restricted accounts</b>															
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	406.13			
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	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	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	1,390,925.96			
<b>Total Cash and equivalents</b>	<b>9,942,529.55</b>	<b>9,115,791.26</b>	<b>8,910,556.09</b>	<b>8,675,401.16</b>	<b>8,624,118.21</b>	<b>9,932,464.85</b>	<b>10,051,467.63</b>	<b>9,664,922.11</b>	<b>9,728,957.74</b>	<b>10,898,691.86</b>	<b>10,227,095.95</b>	<b>10,385,684.62</b>			

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
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
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
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	2,998.13	3,046.21	35,631.62	34,300.00	1,331.62	103.88%
<b>4400 · Fees</b>																
4410 · Administrative Fee (New Constr)	505.00		505.00				1,010.00	505.00	505.00	505.00		505.00	4,040.00	3,500.00	540.00	115.43%
4420 · Administrative Fee (Remodel)														2,000.00	-2,000.00	
4430 · Inspection Fee (New Constr)	477.00		477.00				954.00	477.00	477.00			477.00	3,339.00	3,500.00	-161.00	95.4%
4440 · Inspection Fee (Remodel)														4,000.00	-4,000.00	
4450 · Mainline Extension Fees												1,500.00	1,500.00			
4460 · Remodel Fees	1,062.00	354.00	354.00	220.00		220.00	464.00	684.00	110.00	354.00		708.00	4,530.00	4,000.00	530.00	113.25%
<b>Total 4400 · Fees</b>	<b>2,044.00</b>	<b>354.00</b>	<b>1,336.00</b>	<b>220.00</b>		<b>220.00</b>	<b>2,428.00</b>	<b>1,666.00</b>	<b>1,092.00</b>	<b>859.00</b>		<b>3,190.00</b>	<b>13,409.00</b>	<b>17,000.00</b>	<b>-3,591.00</b>	<b>78.88%</b>
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	2,556.69	20,795.20	362,588.77	235,000.00	127,588.77	154.29%
4710 · Sewer Service Charges						1,046,119.02		115,845.40		718,458.32		90,857.79	1,971,280.53	2,003,171.00	-31,890.47	98.41%
4720 · Sewer Service Refunds, Customer						-2,002.72		-339.91					-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	906.82	2,858.66	21,676.94	22,000.00	-323.06	98.53%
4990 · Other Revenue	3,344.93	6.82			7.99			8.63			10.01		3,378.38			
<b>Total Income</b>	<b>9,327.75</b>	<b>6,074.26</b>	<b>5,348.64</b>	<b>5,863.47</b>	<b>27,952.84</b>	<b>1,156,272.85</b>	<b>117,019.21</b>	<b>144,341.98</b>	<b>6,120.50</b>	<b>800,081.60</b>	<b>6,471.65</b>	<b>120,747.86</b>	<b>2,405,622.61</b>	<b>2,307,471.00</b>	<b>98,151.61</b>	<b>104.25%</b>
<b>Gross Profit</b>	<b>9,327.75</b>	<b>6,074.26</b>	<b>5,348.64</b>	<b>5,863.47</b>	<b>27,952.84</b>	<b>1,156,272.85</b>	<b>117,019.21</b>	<b>144,341.98</b>	<b>6,120.50</b>	<b>800,081.60</b>	<b>6,471.65</b>	<b>120,747.86</b>	<b>2,405,622.61</b>	<b>2,307,471.00</b>	<b>98,151.61</b>	<b>104.25%</b>
<b>Expense</b>																
<b>5000 · Administrative</b>																
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	320.81	6,653.87	6,500.00	153.87	102.37%
<b>5200 · Board of Directors</b>																
5210 · Board Meetings	-5.25	125.00	375.00		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		187.50		750.00	375.00	187.50	1,312.50		187.50	150.00	562.50		3,712.50	3,300.00	412.50	112.5%
5230 · Election Expenses																
<b>Total 5200 · Board of Directors</b>	<b>-5.25</b>	<b>312.50</b>	<b>375.00</b>	<b>750.00</b>	<b>625.00</b>	<b>372.45</b>	<b>1,469.03</b>	<b>125.00</b>	<b>312.50</b>	<b>275.00</b>	<b>687.50</b>		<b>5,298.73</b>	<b>7,300.00</b>	<b>-2,001.27</b>	<b>72.59%</b>
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				373.50	370.00		1,223.50	6,000.00	-4,776.50	20.39%
<b>5300 · Insurance</b>																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance				2,160.70									2,160.70	2,000.00	160.70	108.04%
<b>Total 5300 · Insurance</b>				<b>2,160.70</b>									<b>2,160.70</b>	<b>2,500.00</b>	<b>-339.30</b>	<b>86.43%</b>
5350 · LAFCO Assessment						1,601.00							1,601.00	2,000.00	-399.00	80.05%
<b>5400 · Legal</b>																
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%
5430 · General Legal		3,170.00	62.50	650.00	375.00	3,307.50	2,470.00			11,652.50	2,212.50		23,900.00	25,000.00	-1,100.00	95.6%
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	39,510.00		129,884.75			
<b>Total 5400 · Legal</b>		<b>12,290.00</b>	<b>32,428.75</b>	<b>17,517.25</b>	<b>5,092.50</b>	<b>9,305.00</b>	<b>11,150.00</b>	<b>9,545.00</b>		<b>21,685.00</b>	<b>41,722.50</b>		<b>160,736.00</b>	<b>34,500.00</b>	<b>126,236.00</b>	<b>465.9%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
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
5510 - Maintenance, Office		193.50	708.89	279.00	150.00	745.54	321.50		320.00	203.29	778.35		3,700.07	8,000.00	-4,299.93	46.25%
5540 - Office Supplies		845.76	335.56	305.35	282.45	376.90	616.41	112.52	808.17	149.12	2,203.54	207.06	6,242.84	8,000.00	-1,757.16	78.04%
5550 - Postage			229.17			-60.71			77.49			31.00	276.95	2,500.00	-2,223.05	11.08%
5560 - Printing & Publishing		131.33	31.50	111.19	21.04	1,186.77	42.73		28.24	54.38	98.93	-55.79	1,650.32	3,000.00	-1,349.68	55.01%
5600 - Professional Services																
5610 - Accounting			4,700.00	4,500.00	1,650.00	1,250.00	1,600.00			4,950.00	4,376.00		23,026.00	30,000.00	-6,974.00	76.75%
5620 - Audit		6,000.00		3,800.00							3,200.00		13,000.00	13,000.00		100.0%
5630 - Consulting		2,828.88	1,565.67	1,179.00	73.13	3,931.00	2,288.90	198.75	603.13	9,276.81	4,646.88	375.00	26,967.15	28,000.00	-1,032.85	96.31%
5640 - Data Services				5,850.84									5,850.84	6,000.00	-149.16	97.51%
5650 - Labor & HR Support		194.50	539.00	194.50	194.50	194.50	194.50	194.50	194.50	194.50	194.50	194.50	2,484.00	2,500.00	-16.00	99.36%
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	72.19	940.30	950.00	-9.70	98.98%
<b>Total 5600 - Professional Services</b>	<b>74.02</b>	<b>9,096.34</b>	<b>6,875.51</b>	<b>15,596.24</b>	<b>1,989.53</b>	<b>5,447.40</b>	<b>4,226.48</b>	<b>465.15</b>	<b>869.53</b>	<b>14,496.83</b>	<b>12,489.57</b>	<b>641.69</b>	<b>72,268.29</b>	<b>80,450.00</b>	<b>-8,181.71</b>	<b>89.83%</b>
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	2,867.63	1,279.86	18,960.89	16,500.00	2,460.89	114.91%
5730 - Mileage Reimbursement				563.95									563.95	1,500.00	-936.05	37.6%
5740 - Reference Materials														200.00	-200.00	
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	1,247.76	18,386.02	15,445.00	2,941.02	119.04%
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	3,809.11	3,809.11	46,841.57	35,635.00	11,206.57	131.45%
5830 - Disability Insurance		113.36	113.36	226.72		113.36	226.72		113.36	113.36	226.72	113.36	1,360.32	1,534.00	-173.68	88.68%
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	1,407.28	16,063.36	16,879.00	-815.64	95.17%
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	1,208.47	15,955.70	14,061.00	1,894.70	113.48%
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	8,362.31	114,907.90	103,725.00	11,182.90	110.78%
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	9,652.68	127,015.25	112,599.00	14,416.25	112.8%
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	150.00	1,800.00	1,800.00		100.0%
5940 - Staff Overtime		134.12	169.42	42.36	84.71	42.36	42.36		105.89	21.18	63.54	211.77	917.71	2,514.00	-1,596.29	36.5%
5950 - Staff Standby													32.19			
<b>Total 5900 - Wages</b>	<b>22,487.21</b>	<b>23,263.72</b>	<b>24,130.74</b>	<b>18,342.70</b>	<b>19,175.02</b>	<b>18,281.31</b>	<b>26,574.54</b>	<b>17,768.95</b>	<b>18,740.99</b>	<b>18,223.20</b>	<b>19,307.91</b>	<b>18,376.76</b>	<b>244,673.05</b>	<b>220,638.00</b>	<b>24,035.05</b>	<b>110.89%</b>
5960 - Worker's Comp Insurance				1,114.08			976.93			1,038.96			3,129.97	2,447.00	682.97	127.91%
<b>Total 5800 - Labor</b>	<b>33,326.18</b>	<b>28,175.55</b>	<b>35,192.51</b>	<b>26,602.99</b>	<b>25,457.68</b>	<b>24,927.91</b>	<b>40,229.23</b>	<b>25,318.54</b>	<b>26,606.27</b>	<b>27,021.61</b>	<b>27,388.78</b>	<b>26,162.74</b>	<b>346,409.99</b>	<b>306,639.00</b>	<b>39,770.99</b>	<b>112.97%</b>
<b>Total 5000 - Administrative</b>	<b>36,135.76</b>	<b>53,524.75</b>	<b>79,682.68</b>	<b>66,217.62</b>	<b>35,008.67</b>	<b>46,578.86</b>	<b>62,853.14</b>	<b>36,078.73</b>	<b>30,818.26</b>	<b>66,253.80</b>	<b>89,138.38</b>	<b>28,587.37</b>	<b>630,878.02</b>	<b>490,089.00</b>	<b>140,789.02</b>	<b>128.73%</b>
6000 - Operations																
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				89.76		717.29	1,000.00	-282.71	71.73%
6200 - Engineering																
6210 - Meeting Attendance, Engineering														2,000.00	-2,000.00	
6220 - General Engineering		3,757.50	3,982.50	33,369.50		8,945.00	6,521.00	5,669.00	1,820.00		819.00		64,883.50	50,000.00	14,883.50	129.77%
<b>Total 6200 - Engineering</b>		<b>3,757.50</b>	<b>3,982.50</b>	<b>33,369.50</b>		<b>8,945.00</b>	<b>6,521.00</b>	<b>5,669.00</b>	<b>1,820.00</b>		<b>819.00</b>		<b>64,883.50</b>	<b>52,000.00</b>	<b>12,883.50</b>	<b>124.78%</b>

**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
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		968.12	444.30	5,146.28	5,700.00	-553.72	90.29%
6337 - Landscaping		190.00	190.00	190.00	190.00	190.00			190.00	190.00	570.00	190.00	2,090.00	2,400.00	-310.00	87.08%
<b>Total 6330 - Facilities</b>	<b>659.70</b>	<b>708.82</b>	<b>1,078.60</b>	<b>317.02</b>	<b>190.00</b>	<b>374.80</b>	<b>518.82</b>	<b>391.80</b>	<b>634.30</b>	<b>190.00</b>	<b>1,538.12</b>	<b>634.30</b>	<b>7,236.28</b>	<b>8,100.00</b>	<b>-863.72</b>	<b>89.34%</b>
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	6,215.82	3,238.67	39,312.19	32,000.00	7,312.19	122.85%
<b>Total 6400 - Pumping</b>		<b>2,528.80</b>	<b>2,875.13</b>	<b>5,600.25</b>		<b>5,004.62</b>	<b>2,569.32</b>		<b>8,520.05</b>	<b>2,759.53</b>	<b>6,215.82</b>	<b>3,238.67</b>	<b>39,312.19</b>	<b>32,000.00</b>	<b>7,312.19</b>	<b>122.85%</b>
6600 - Collection/Transmission																
6660 - Maintenance, Collection System														10,000.00	-10,000.00	
<b>Total 6600 - Collection/Transmission</b>														<b>10,000.00</b>	<b>-10,000.00</b>	
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%
<b>Total 6800 - Vehicles</b>										<b>1,525.86</b>			<b>1,525.86</b>	<b>1,360.00</b>	<b>165.86</b>	<b>112.2%</b>
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	679,021.76		1,532,620.51	1,259,320.00	273,300.51	121.7%
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	
<b>Total 6900 - Sewer Authority Midcoastside</b>	<b>26,800.67</b>	<b>205,187.83</b>	<b>115,994.25</b>	<b>115,994.25</b>	<b>191,144.25</b>	<b>152,761.00</b>	<b>23,284.00</b>	<b>115,994.25</b>		<b>132,065.99</b>	<b>679,021.76</b>		<b>1,758,248.25</b>	<b>1,635,254.00</b>	<b>122,994.25</b>	<b>107.52%</b>
<b>Total 6000 - Operations</b>	<b>27,460.37</b>	<b>212,182.95</b>	<b>123,930.48</b>	<b>155,309.63</b>	<b>191,334.25</b>	<b>167,085.42</b>	<b>33,492.06</b>	<b>122,055.05</b>	<b>10,974.35</b>	<b>149,351.88</b>	<b>687,684.46</b>	<b>3,872.97</b>	<b>1,884,733.87</b>	<b>1,750,714.00</b>	<b>134,019.87</b>	<b>107.66%</b>
<b>Total Expense</b>	<b>63,596.13</b>	<b>265,707.70</b>	<b>203,613.16</b>	<b>221,527.25</b>	<b>226,342.92</b>	<b>213,664.28</b>	<b>96,345.20</b>	<b>158,133.78</b>	<b>41,792.61</b>	<b>215,605.68</b>	<b>776,822.84</b>	<b>32,460.34</b>	<b>2,515,611.89</b>	<b>2,240,803.00</b>	<b>274,808.89</b>	<b>112.26%</b>
<b>Net Ordinary Income</b>	<b>-54,268.38</b>	<b>-259,633.44</b>	<b>-198,264.52</b>	<b>-215,663.78</b>	<b>-198,390.08</b>	<b>942,608.57</b>	<b>20,674.01</b>	<b>-13,791.80</b>	<b>-35,672.11</b>	<b>584,475.92</b>	<b>-770,351.19</b>	<b>88,287.52</b>	<b>-109,989.28</b>	<b>66,668.00</b>	<b>-176,657.28</b>	<b>-164.98%</b>
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 - Capital Account Revenues</b>																
<b>7100 - Connection Fees</b>																
7110 - Connection Fees (New Constr)	52,056.00		49,013.00		34,883.00	28,901.00				56,805.00			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		9,495.00		2,991.00		19,075.00	220.00	110.00	51,765.50	50,000.00	1,765.50	103.53%
<b>Total 7100 - Connection Fees</b>	<b>62,524.50</b>	<b>498.50</b>	<b>52,502.50</b>	<b>5,418.00</b>	<b>34,883.00</b>	<b>38,396.00</b>		<b>2,991.00</b>		<b>75,880.00</b>	<b>220.00</b>	<b>110.00</b>	<b>273,423.50</b>	<b>194,576.00</b>	<b>78,847.50</b>	<b>140.52%</b>
<b>7200 - Interest Income - LAIF</b>				11,709.89			13,170.60			16,189.71			41,070.20	15,000.00	26,070.20	273.8%
<b>Total 7000 - Capital Account Revenues</b>	<b>62,524.50</b>	<b>498.50</b>	<b>52,502.50</b>	<b>17,127.89</b>	<b>34,883.00</b>	<b>38,396.00</b>	<b>13,170.60</b>	<b>2,991.00</b>		<b>92,069.71</b>	<b>220.00</b>	<b>110.00</b>	<b>314,493.70</b>	<b>209,576.00</b>	<b>104,917.70</b>	<b>150.06%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
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
<b>Total Other Income</b>	62,524.50	498.50	52,502.50	17,127.89	34,883.00	38,396.00	13,170.60	2,991.00		92,069.71	220.00	110.00	314,493.70	209,576.00	104,917.70	150.06%
<b>Other Expense</b>																
<b>8000 - Capital Improvement Program</b>																
<b>8075 - Sewer</b>		3,275.00	17,815.00	75,482.50		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%
<b>Total 8000 - Capital Improvement Program</b>		3,275.00	17,815.00	75,482.50		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%
<b>9000 - Capital Account Expenses</b>																
<b>9125 - PNC Equipment Lease Interest</b>	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	2,949.77		17,491.98	18,280.00	-788.02	95.69%
<b>9175 - Capital Assessment - SAM</b>						67,415.00	53,930.00						121,345.00		121,345.00	100.0%
<b>9200 - I-Bank Loan</b>	2,065.29						11,961.95						14,027.24	24,354.00	-10,326.76	57.6%
<b>Total 9000 - Capital Account Expenses</b>	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	2,949.77		152,864.22	42,634.00	110,230.22	358.55%
<b>Total Other Expense</b>	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	11,724.27		382,017.66	1,682,634.00	-1,300,616.34	22.7%
<b>Net Other Income</b>	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	-11,504.27	110.00	-67,523.96	-1,473,058.00	1,405,534.04	4.58%
<b>Net Income</b>	<b>5,402.98</b>	<b>-263,976.71</b>	<b>-165,134.21</b>	<b>-275,565.99</b>	<b>-165,045.06</b>	<b>811,895.05</b>	<b>-37,196.52</b>	<b>-16,219.11</b>	<b>-50,683.71</b>	<b>672,467.98</b>	<b>-781,855.46</b>	<b>88,397.52</b>	<b>-177,513.24</b>	<b>-1,406,390.00</b>	<b>1,228,876.76</b>	<b>12.62%</b>

**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
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
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	2,998.13	3,046.21	35,631.71	34,300.00	1,331.71	103.88%
4400 · Fees																
4410 · Administrative Fee (New Constr)	505.00		505.00			505.00	1,010.00	505.00	1,010.00		505.00		4,545.00	5,500.00	-955.00	82.64%
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		477.00		4,293.00	5,000.00	-707.00	85.86%
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			602.28	1,593.20			
4470 · Other Fees				158.79	393.07				1,248.64			1,424.54	3,225.04			
<b>Total 4400 · Fees</b>	<b>982.00</b>		<b>2,270.75</b>	<b>158.79</b>	<b>1,388.07</b>	<b>1,097.47</b>	<b>2,946.00</b>	<b>1,964.00</b>	<b>3,427.34</b>		<b>2,406.54</b>	<b>602.28</b>	<b>17,243.24</b>	<b>12,050.00</b>	<b>5,193.24</b>	<b>143.1%</b>
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	2,556.68	20,795.22	362,588.77	235,000.00	127,588.77	154.29%
4740 · Testing, Backflow	5,322.00	3,080.00				5,060.00	1,100.00		220.00			2,970.00	17,752.00	13,000.00	4,752.00	136.55%
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	169,576.60	1,903,286.24	1,915,496.00	-12,209.76	99.36%
4850 · Water Sales Refunds, Customer								-1,488.10					-1,488.10	-3,000.00	1,511.90	49.6%
4990 · Other Revenue		286.81			7.99			875.17			10.01		1,179.98			
<b>Total Income</b>	<b>182,184.56</b>	<b>276,078.41</b>	<b>209,394.08</b>	<b>47,196.94</b>	<b>290,271.91</b>	<b>174,530.53</b>	<b>294,751.26</b>	<b>134,398.95</b>	<b>154,510.10</b>	<b>231,010.85</b>	<b>144,875.94</b>	<b>196,990.31</b>	<b>2,336,193.84</b>	<b>2,206,846.00</b>	<b>129,347.84</b>	<b>105.86%</b>
<b>Gross Profit</b>	<b>182,184.56</b>	<b>276,078.41</b>	<b>209,394.08</b>	<b>47,196.94</b>	<b>290,271.91</b>	<b>174,530.53</b>	<b>294,751.26</b>	<b>134,398.95</b>	<b>154,510.10</b>	<b>231,010.85</b>	<b>144,875.94</b>	<b>196,990.31</b>	<b>2,336,193.84</b>	<b>2,206,846.00</b>	<b>129,347.84</b>	<b>105.86%</b>
<b>Expense</b>																
5000 · Administrative																
5190 · Bank Fees	76.10	126.15	3.43	14.15	111.60	102.50	108.09		978.15		37.96	30.00	1,588.13	7,000.00	-5,411.87	22.69%
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	125.00		1,586.21	4,000.00	-2,413.79	39.66%
5220 · Director Fees		187.50		750.00	375.00	187.50	1,312.50		187.50	150.00	562.50		3,712.50	3,300.00	412.50	112.5%
5230 · Election Expenses																
<b>Total 5200 · Board of Directors</b>	<b>-5.25</b>	<b>312.50</b>	<b>375.00</b>	<b>750.00</b>	<b>625.00</b>	<b>372.44</b>	<b>1,469.02</b>	<b>125.00</b>	<b>312.50</b>	<b>275.00</b>	<b>687.50</b>		<b>5,298.71</b>	<b>7,300.00</b>	<b>-2,001.29</b>	<b>72.59%</b>
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				373.49	8,635.00		9,488.49	3,000.00	6,488.49	316.28%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance														2,700.00	-2,700.00	
<b>Total 5300 · Insurance</b>														<b>3,200.00</b>	<b>-3,200.00</b>	
5350 · LAFCO Assessment						2,208.00							2,208.00	2,500.00	-292.00	88.32%
5400 · Legal																
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%

**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
5430 · General Legal		692.50	2,925.00	600.00	912.50	1,555.00	2,967.50			2,247.50	3,087.50		14,987.50	60,000.00	-45,012.50	24.98%
<b>Total 5400 · Legal</b>		1,535.00	3,181.25	1,367.50	1,757.50	1,555.00	2,967.50			2,747.50	3,087.50		18,198.75	68,500.00	-50,301.25	26.57%
5510 · Maintenance, Office		193.50	503.90	160.00	185.98	272.67	321.50		498.52	203.28	2,901.69		5,241.04	8,000.00	-2,758.96	65.51%
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	2,238.55	2,381.43	8,452.17	8,000.00	452.17	105.65%
5550 · Postage		499.81	1,035.26	226.35	980.00	-54.12	1,141.42		651.12	527.54	1,329.93	42.00	6,379.31	7,500.00	-1,120.69	85.06%
5560 · Printing & Publishing		131.32	31.50	111.18	21.03	17.14	42.73		28.24	54.38	98.93	-55.79	480.66	2,000.00	-1,519.34	24.03%
<b>5600 · Professional Services</b>																
5610 · Accounting			4,700.00	4,500.00	1,650.00	1,250.00	1,600.00			4,950.00	4,376.00		23,026.00	30,000.00	-6,974.00	76.75%
5620 · Audit		6,000.00		3,800.00									13,000.00	13,000.00		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	652.50	4,646.87	375.00	19,677.93	25,000.00	-5,322.07	78.71%
5650 · Labor & HR Support		194.50	539.00	194.50	194.50	194.50	194.50	194.50	194.50	194.50	194.50	194.50	2,484.00	2,250.00	234.00	110.4%
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	72.19	940.26	950.00	-9.74	98.98%
<b>Total 5600 · Professional Services</b>	-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	5,872.52	12,489.56	641.69	59,128.19	71,200.00	-12,071.81	83.05%
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	3,691.91	1,279.86	22,460.36	22,380.00	80.36	100.36%
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			
<b>5800 · Labor</b>																
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	3,293.20	37,021.25	35,513.00	1,508.25	104.25%
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	6,891.67	79,673.86	86,856.00	-7,182.14	91.73%
5830 · Disability Insurance		280.51	280.51	561.02		280.51	561.02		280.51	280.51	561.02	280.51	3,366.12	3,637.00	-270.88	92.55%
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	3,268.66	39,499.11	42,294.00	-2,794.89	93.39%
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	2,922.65	29,906.32	28,152.00	1,754.32	106.23%
<b>5900 · Wages</b>																
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	8,362.29	114,907.73	103,725.00	11,182.73	110.78%
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	27,298.13	360,388.28	354,757.00	5,631.28	101.59%
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	600.00	10,042.40	9,000.00	1,042.40	111.58%
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	4,860.46	42,425.09	55,831.00	-13,405.91	75.99%
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	1,996.28	25,125.12	25,947.00	-821.88	96.83%
<b>Total 5900 · Wages</b>	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	43,117.16	552,888.62	549,260.00	3,628.62	100.66%
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%
<b>Total 5800 · Labor</b>	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	59,773.85	756,836.60	765,660.00	-8,823.40	98.85%
<b>Total 5000 · Administrative</b>	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	64,093.04	933,765.72	1,016,540.00	-82,774.28	91.86%
<b>6000 · Operations</b>																
6160 · Backflow Prevention	-100.00					113.38	444.95		15.15				473.48	1,000.00	-526.52	47.35%

**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
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	63,421.42		70,642.16	20,000.00	50,642.16	353.21%
6180 - Communications - Other		1,764.83					25.19						1,790.02			
<b>Total 6180 - Communications</b>		1,764.83	797.00		152.71	3,146.03	25.19		1,848.00	1,277.00	63,421.42		72,432.18	20,000.00	52,432.18	362.16%
6195 - Education & Training		1,420.00	647.50	441.11	531.85	412.50	2,406.42		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					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	2,406.25	343.75	1,220.10	156.25		906.25	9,158.85	20,000.00	-10,841.15	45.79%
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		21,068.05	126,006.53	65,000.00	61,006.53	193.86%
<b>Total 6200 - Engineering</b>		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		21,974.30	135,180.88	87,000.00	48,180.88	155.38%
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	1,068.33	227.45	7,308.27	5,000.00	2,308.27	146.17%
6330 - Facilities																
6335 - Alarm Services		127.02		127.02			127.02		52.50		184.52	52.50	670.58	800.00	-129.42	83.82%
6337 - Landscaping		420.00	443.47	420.00	553.55	420.00			420.00	420.00	2,010.00	420.00	5,527.02	6,000.00	-472.98	92.12%
<b>Total 6330 - Facilities</b>		547.02	443.47	547.02	553.55	420.00	127.02		472.50	420.00	2,194.52	472.50	6,197.60	6,800.00	-602.40	91.14%
6370 - Lab Supplies & Equipment			53.15	225.05	1,143.40	187.67	11.56		51.43	6.49	1,664.10		3,342.85	1,000.00	2,342.85	334.29%
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	9,799.66	6,174.00	68,176.86	90,000.00	-21,823.14	75.75%
6420 - Pumping Maintenance, Generators				4,317.64		1,044.00		92.44	1,150.00		1,173.18		7,777.26	10,000.00	-2,222.74	77.77%
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%
<b>Total 6400 - Pumping</b>		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	6,174.00	80,301.74	109,000.00	-28,698.26	73.67%
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		8,337.94		13,692.56	10,000.00	3,692.56	136.93%
6530 - Water Purchases				12,817.37		6,230.65				6,460.17			25,508.19	40,000.00	-14,491.81	63.77%
<b>Total 6500 - Supply</b>		72.12	3,158.94	13,066.56		6,230.65		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		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			4,133.67		30,461.29	55,000.00	-24,538.71	55.38%
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%
6660 - Maintenance, Collection System									32.60				32.60			

**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
6670 - Meters			1,066.27				13.70			561.15	731.75		2,372.87	2,500.00	-127.13	94.92%
<b>Total 6600 - Collection/Transmission</b>		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%
<b>6700 - Treatment</b>																
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.		61.89	109.14	165.86	448.96	11.56		325.52	261.79	4,135.60	75.78	3,394.92	8,991.02	4,000.00	4,991.02	224.78%
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%
<b>Total 6700 - Treatment</b>	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	3,394.92	61,190.44	64,000.00	-2,809.56	95.61%
6770 - Uniforms		791.31	715.05	831.82	726.36	1,377.43	977.66	824.27	1,066.86	1,038.86	1,930.33	886.34	11,166.29	12,000.00	-833.71	93.05%
<b>6800 - Vehicles</b>																
6810 - Fuel		580.23	454.46	616.04	669.53	620.88	1,012.46		672.58	-209.42	1,389.21		5,805.97	8,000.00	-2,194.03	72.58%
6820 - Truck Equipment, Expensed		6.84										7.60	13.41	1,000.00	-986.59	1.34%
6830 - Truck Repairs			988.88	36.74		591.78	2,852.99			-246.46	232.73		4,456.66	5,000.00	-543.34	89.13%
<b>Total 6800 - Vehicles</b>		587.07	1,443.34	652.78	669.53	1,212.66	3,865.45		672.58	-456.91	1,621.94	7.60	10,276.04	14,000.00	-3,723.96	73.4%
6890 - Other Operations						26.62			108.82	102.20			237.64			
<b>Total 6000 - Operations</b>	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	33,137.11	485,737.36	483,300.00	2,437.36	100.5%
<b>Total Expense</b>	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	97,230.15	1,419,503.08	1,499,840.00	-80,336.92	94.64%
<b>Net Ordinary Income</b>	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	-48,265.08	99,760.16	916,690.76	707,006.00	209,684.76	129.66%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 - Capital Account Revenues</b>																
<b>7100 - Connection Fees</b>																
7110 - Connection Fees (New Constr)	17,302.00				22,766.00	2,500.00			35,910.00	35,910.00	34,200.00		148,588.00	173,020.00	-24,432.00	85.88%
7120 - Connection Fees (Remodel)					6,867.00								6,867.00		6,867.00	100.0%
7130 - Conn. Fees, PFP (New Constr)					8,921.07	8,528.00		17,056.00		8,784.77	48,217.68	29,833.84	121,341.36	80,000.00	41,341.36	151.68%
7140 - Conn. Fees, PFP (Remodel)					3,489.50				7,693.07	286.40			11,468.97			
7150 - Connection Fees, Well Conv.										4,700.00	3,100.00		7,800.00			
<b>Total 7100 - Connection Fees</b>	17,302.00				42,043.57	11,028.00		17,056.00	43,603.07	49,681.17	85,517.68	29,833.84	296,065.33	253,020.00	43,045.33	117.01%
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	12,005.29	129,328.25	1,195,742.34	1,150,436.00	45,306.34	103.94%
<b>Total 7000 - Capital Account Revenues</b>	17,302.00	748.85		1,002.45	59,421.99	571,590.05	5,004.60	102,329.17	48,869.48	428,854.02	97,522.97	159,162.09	1,491,807.67	1,403,456.00	88,351.67	106.3%
<b>Total Other Income</b>	17,302.00	748.85		1,002.45	59,421.99	571,590.05	5,004.60	102,329.17	48,869.48	428,854.02	97,522.97	159,162.09	1,491,807.67	1,403,456.00	88,351.67	106.3%
<b>Other Expense</b>																
<b>8000 - Capital Improvement Program</b>																

**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
<b>8100 - Water</b>		45,198.00	5,988.00		9,176.25	39,967.22	22,985.60	2,400.90	105.00	6,199.00	19,117.64	6,708.05	157,845.66	713,500.00	-555,654.34	22.12%
<b>Total 8000 - Capital Improvement Program</b>		45,198.00	5,988.00		9,176.25	39,967.22	22,985.60	2,400.90	105.00	6,199.00	19,117.64	6,708.05	157,845.66	713,500.00	-555,654.34	22.12%
<b>9000 - Capital Account Expenses</b>																
<b>9100 - Interest Expense - GO Bonds</b>		23,086.56						135,458.40					158,544.96	273,978.00	-115,433.04	57.87%
<b>9125 - PNC Equipment Lease Interest</b>	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	2,949.78		17,492.05	18,280.00	-787.95	95.69%
<b>9150 - SRF Loan</b>						41,856.52						41,298.77	83,155.29	34,273.00	48,882.29	242.63%
<b>9210 - Conservation Program/Rebates</b>		300.00	100.00	400.00	200.00	200.00			200.00				1,400.00	500.00	900.00	280.0%
<b>Total 9000 - Capital Account Expenses</b>	787.86	24,953.33	1,657.20	1,947.61	1,737.99	43,584.87	1,518.68	136,967.39	1,699.28	1,489.54	2,949.78	41,298.77	260,592.30	327,031.00	-66,438.70	79.68%
<b>Total Other Expense</b>	787.86	70,151.33	7,645.20	1,947.61	10,914.24	83,552.09	24,504.28	139,368.29	1,804.28	7,688.54	22,067.42	48,006.82	418,437.96	1,040,531.00	-622,093.04	40.21%
<b>Net Other Income</b>	16,514.14	-69,402.48	-7,645.20	-945.16	48,507.75	488,037.96	-19,499.68	-37,039.12	47,065.20	421,165.48	75,455.55	111,155.27	1,073,369.71	362,925.00	710,444.71	295.76%
<b>Net Income</b>	<b>134,543.40</b>	<b>108,435.92</b>	<b>78,850.72</b>	<b>-82,326.09</b>	<b>237,132.04</b>	<b>513,353.32</b>	<b>121,902.36</b>	<b>19,007.72</b>	<b>89,757.87</b>	<b>531,297.31</b>	<b>27,190.47</b>	<b>210,915.43</b>	<b>1,990,060.47</b>	<b>1,069,931.00</b>	<b>920,129.47</b>	<b>186.0%</b>



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: SAM Flow Report for June and July 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 June and July 2018.
- Collection System Monthly Overflow Report – June and July 2018.

The Average Daily Flow for Montara was 0.244 MGD in June and 0.227 MGD in July 2018. There was no reportable overflow in June and July in the Montara System. SAM indicates there were 0.11 inches of rain in June and 0.20 inches of rain in July 2018.

## RECOMMENDATION:

Review and file.

Attachments

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, June 2018

June 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	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
<b>Total</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>
		<b>60%</b>	<b>20%</b>	<b>20%</b>	<b>0%</b>

### Reportable SSOs

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

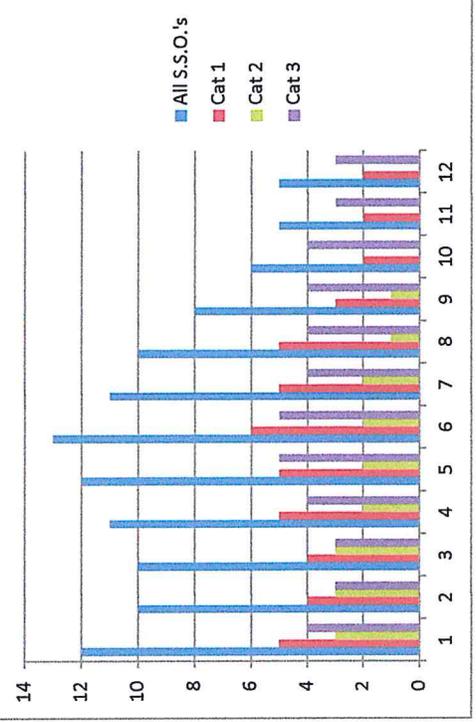
### SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s / Year / 100 Miles			
		HMB	GCSD	MWSD	SAM
June 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
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
June - 18	17,720	17,272	9,086	44,078	8.3
<b>Annual ft</b>	<b>232,894</b>	<b>181,266</b>	<b>136,700</b>	<b>550,860</b>	
<b>Annual Mi.</b>	<b>44.1</b>	<b>34.3</b>	<b>25.9</b>		<b>104.3</b>

12 Month Moving SSO Totals Through June 2018



Attachment A

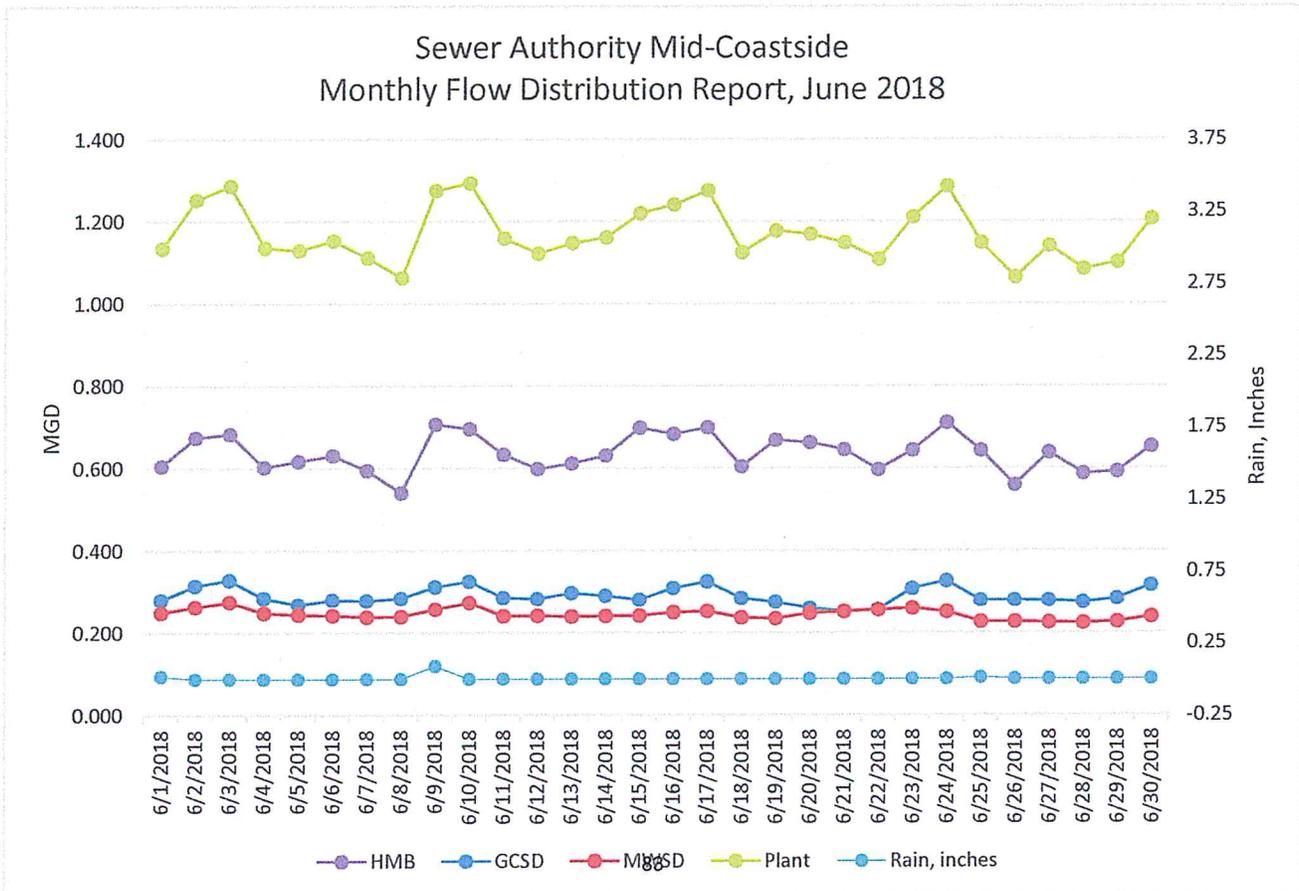
Flow Distribution Report Summary for June 2018

The daily flow report figures for the month of June 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	0.637	54.4%
Granada Community Services District	0.290	24.7%
Montara Water and Sanitary District	<u>0.244</u>	<u>20.9%</u>
Total	1.170	100.0%



# Sewer Authority Mid-Coastside

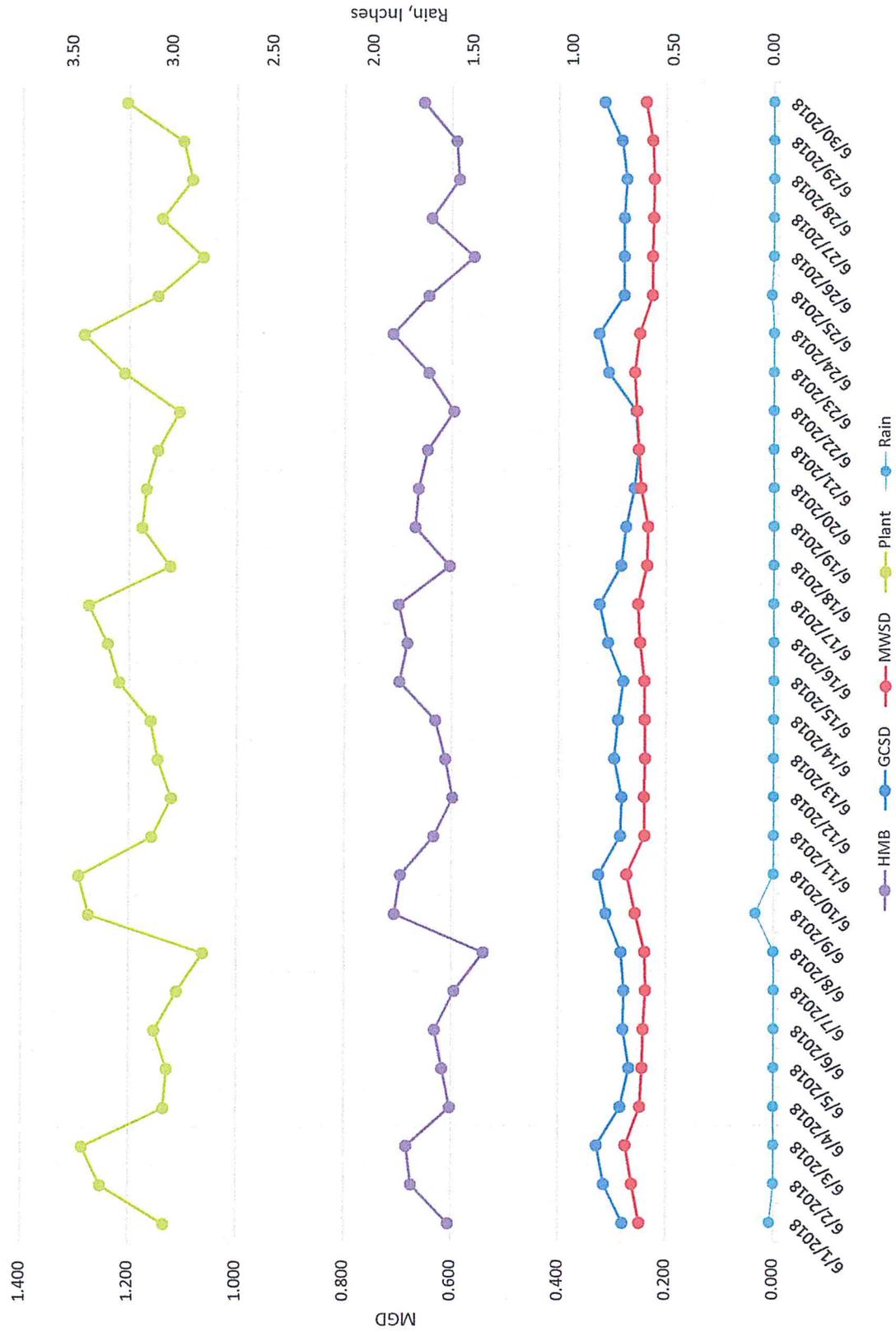
## Monthly Flow Distribution Report for June 2018

<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>
6/1/2018	0.605	0.280	0.249	1.134	0.02	0.00	0.00
6/2/2018	0.674	0.315	0.263	1.252	0.00	0.00	0.00
6/3/2018	0.683	0.328	0.275	1.287	0.00	0.00	0.00
6/4/2018	0.602	0.285	0.248	1.135	0.00	0.00	0.00
6/5/2018	0.617	0.268	0.244	1.129	0.00	0.00	0.00
6/6/2018	0.631	0.280	0.242	1.153	0.00	0.00	0.00
6/7/2018	0.595	0.278	0.238	1.111	0.00	0.00	0.00
6/8/2018	0.540	0.284	0.239	1.062	0.00	0.00	0.03
6/9/2018	0.706	0.312	0.257	1.275	0.09	0.03	0.06
6/10/2018	0.695	0.325	0.273	1.293	0.00	0.00	0.00
6/11/2018	0.633	0.285	0.240	1.158	0.00	0.00	0.00
6/12/2018	0.598	0.282	0.241	1.121	0.00	0.00	0.00
6/13/2018	0.612	0.296	0.239	1.147	0.00	0.00	0.00
6/14/2018	0.631	0.290	0.240	1.160	0.00	0.00	0.00
6/15/2018	0.698	0.280	0.241	1.219	0.00	0.00	0.00
6/16/2018	0.683	0.308	0.249	1.240	0.00	0.00	0.00
6/17/2018	0.699	0.324	0.252	1.275	0.00	0.00	0.01
6/18/2018	0.604	0.284	0.236	1.124	0.00	0.00	0.00
6/19/2018	0.668	0.275	0.234	1.177	0.00	0.00	0.00
6/20/2018	0.662	0.260	0.247	1.169	0.00	0.00	0.00
6/21/2018	0.645	0.251	0.251	1.147	0.00	0.00	0.00
6/22/2018	0.596	0.256	0.255	1.107	0.00	0.00	0.00
6/23/2018	0.643	0.307	0.259	1.210	0.00	0.00	0.00
6/24/2018	0.710	0.326	0.250	1.285	0.00	0.00	0.00
6/25/2018	0.643	0.279	0.226	1.147	0.01	0.00	0.01
6/26/2018	0.559	0.279	0.226	1.063	0.00	0.00	0.00
6/27/2018	0.637	0.278	0.224	1.140	0.00	0.00	0.00
6/28/2018	0.586	0.274	0.223	1.083	0.00	0.00	0.00
6/29/2018	0.591	0.283	0.226	1.100	0.00	0.00	0.00
6/30/2018	0.652	0.315	0.238	1.205	0.00	0.00	0.00
<b>Totals</b>	<b>19.098</b>	<b>8.687</b>	<b>7.325</b>	<b>35.109</b>	<b>0.12</b>	<b>0.03</b>	<b>0.11</b>

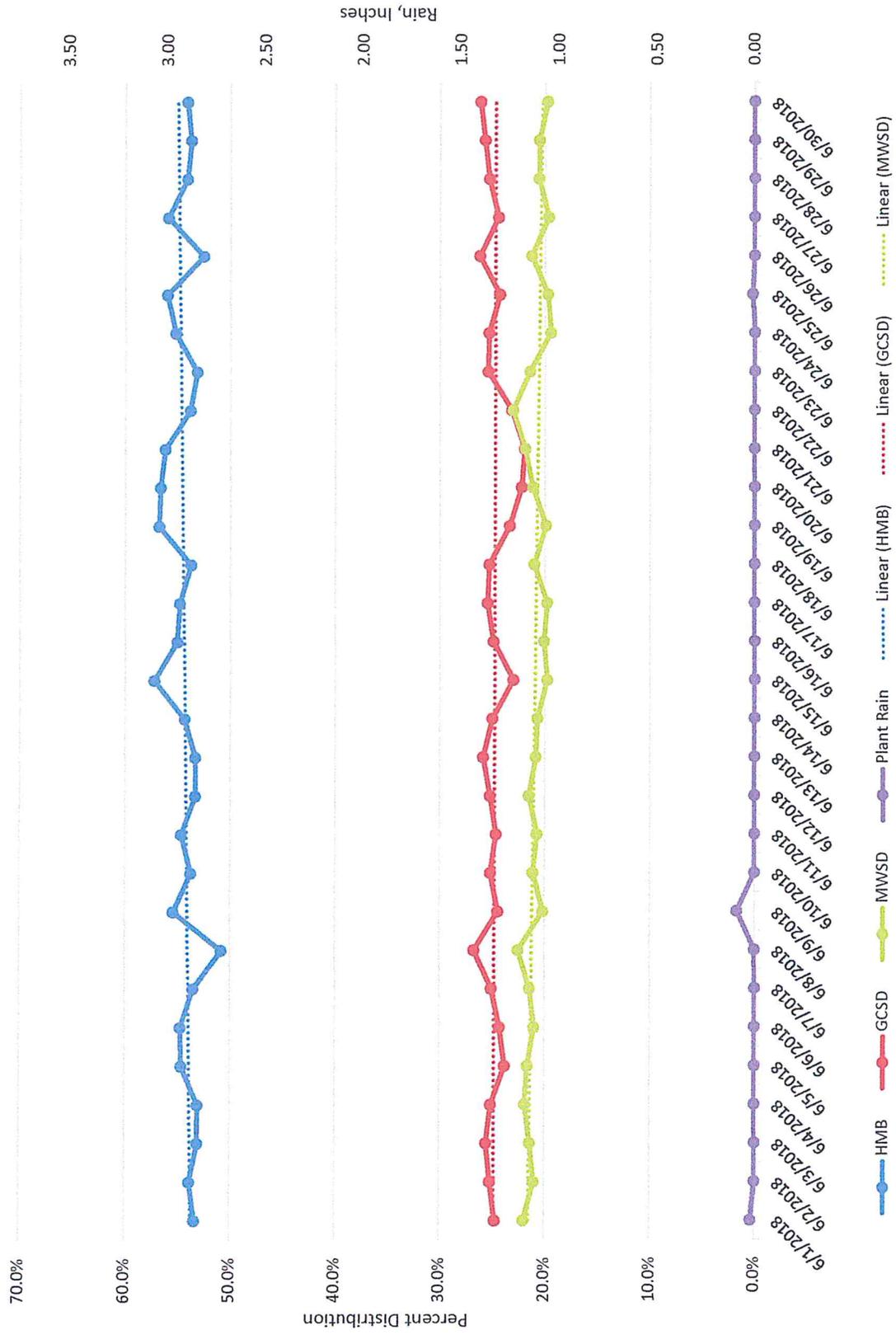
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.540	0.251	0.223	1.062
<b>Average</b>	<b>0.637</b>	<b>0.290</b>	<b>0.244</b>	<b>1.170</b>
Maximum	0.710	0.328	0.275	1.293
<b>Distribution</b>	<b>54.4%</b>	<b>24.7%</b>	<b>20.9%</b>	<b>100.0%</b>

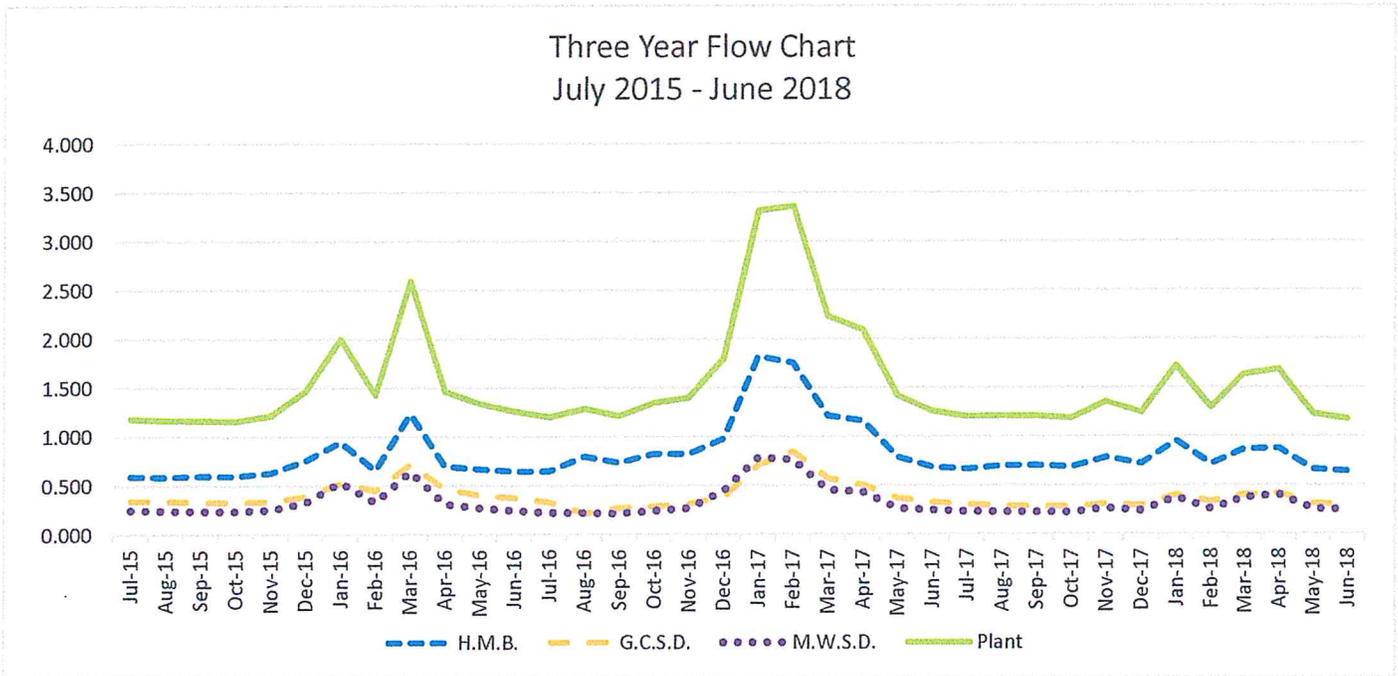
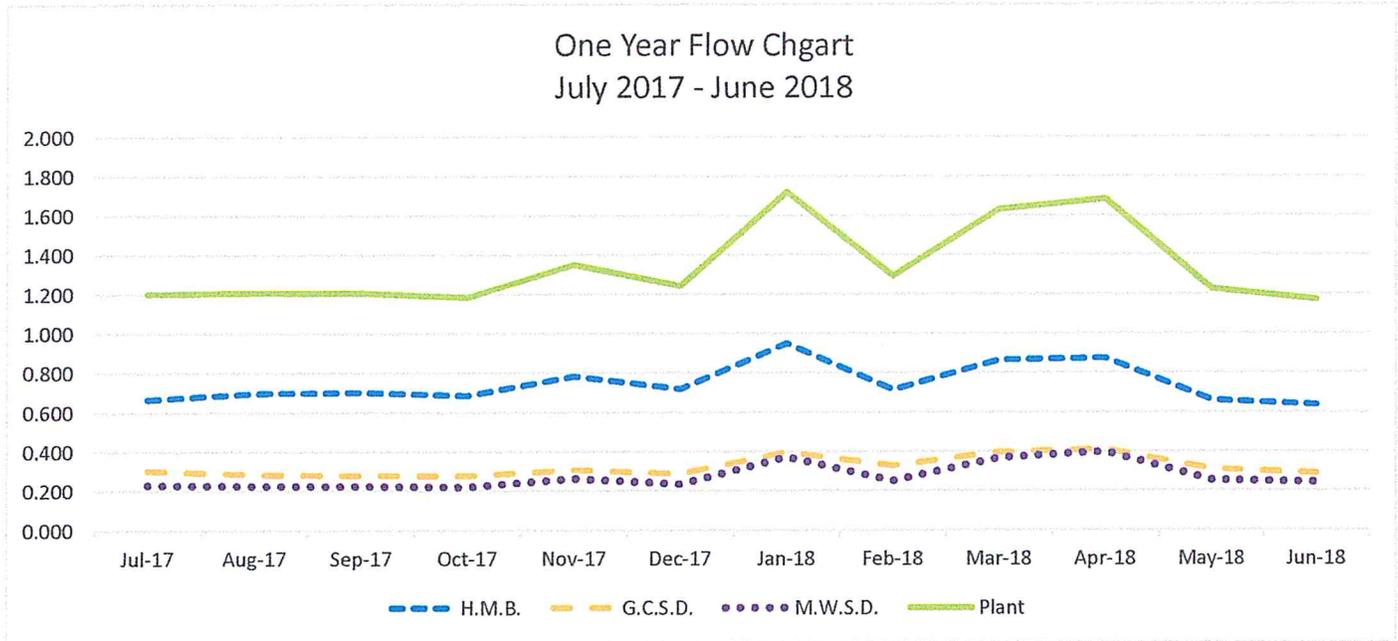
### Sewer Authority Mid-Coastside Monthly Flow Distribution Report, June 2018



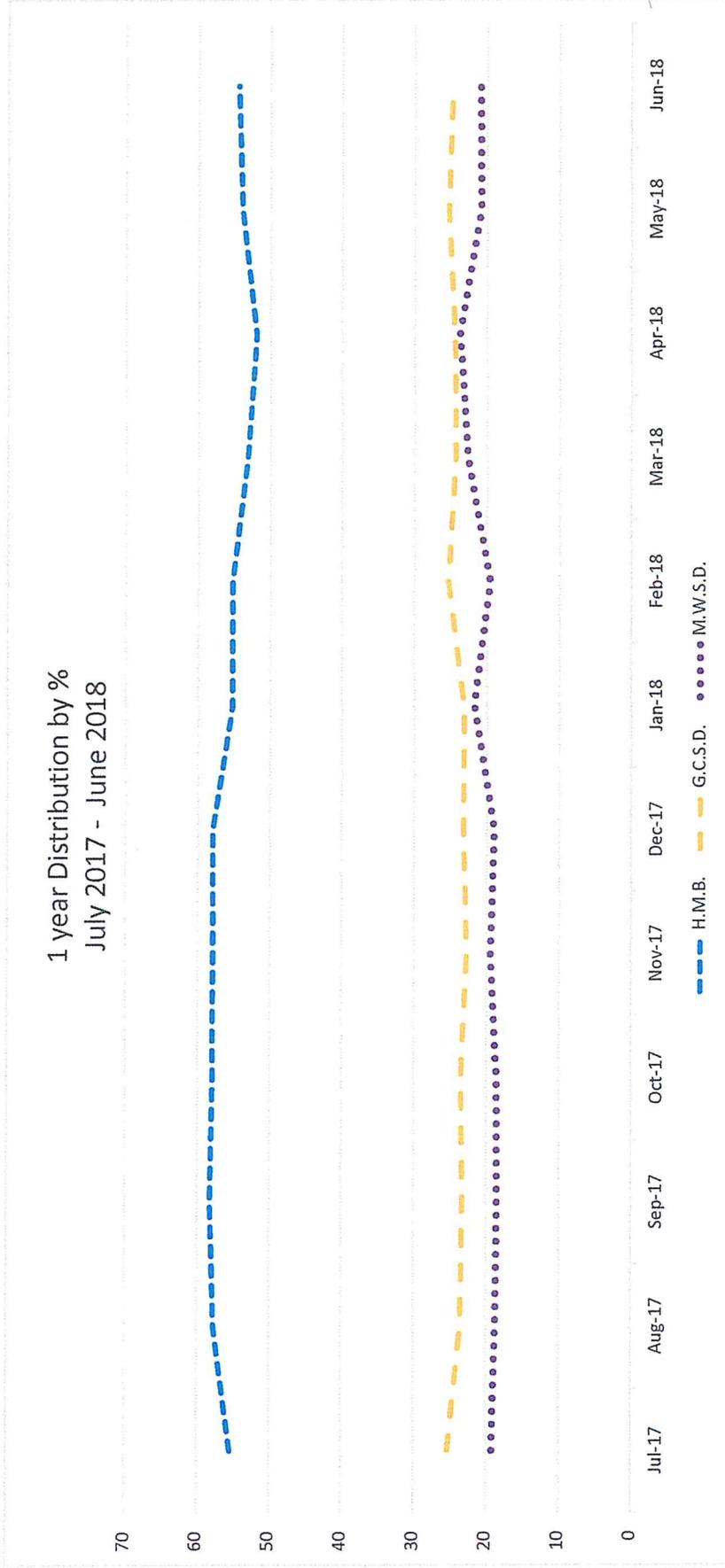
## Percent Distribution June 2018



Most recent flow calibration April 2018 PS, April 2018 Plant



# Flow based percent distribution based for past year



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2018

July 2018

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

### 12 Month Moving Total

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

### Reportable SSOs

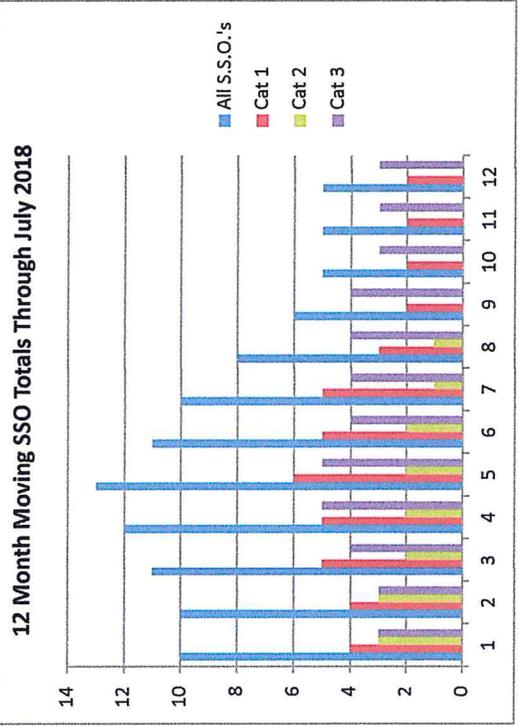
Total	Reportable Number of S.S.O.'s			
	HMB	GCSD	MWSD	SAM
July 2018	0	0	0	0
12 Month Moving Total	3	1	1	0

### SSOs / Year / 100 Miles

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

### 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
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
June - 18	17,720	17,272	9,086	44,078	8.3
July - 18	29,678	19,093	9,715	58,486	11.1
<b>Annual ft.</b>	<b>234,296</b>	<b>180,069</b>	<b>140,047</b>	<b>554,412</b>	
<b>Annual Mi.</b>	<b>44.4</b>	<b>34.1</b>	<b>26.5</b>		<b>105.0</b>



## Attachment A

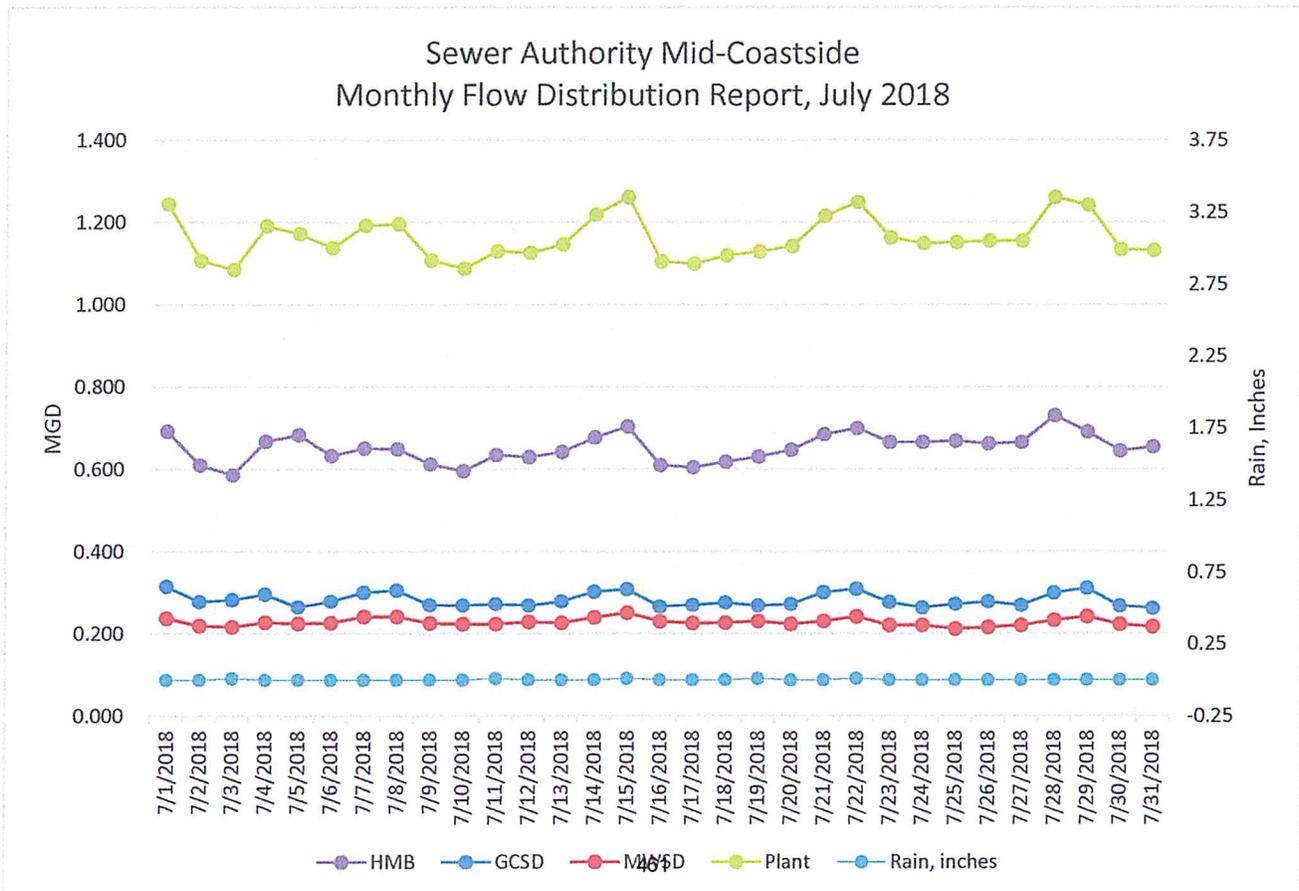
### Flow Distribution Report Summary for July 2018

The daily flow report figures for the month of July 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	0.651	56.1%
Granada Community Services District	0.282	24.3%
Montara Water and Sanitary District	<u>0.227</u>	<u>19.6%</u>
<b>Total</b>	<b>1.161</b>	<b>100.0%</b>



# Sewer Authority Mid-Coastside

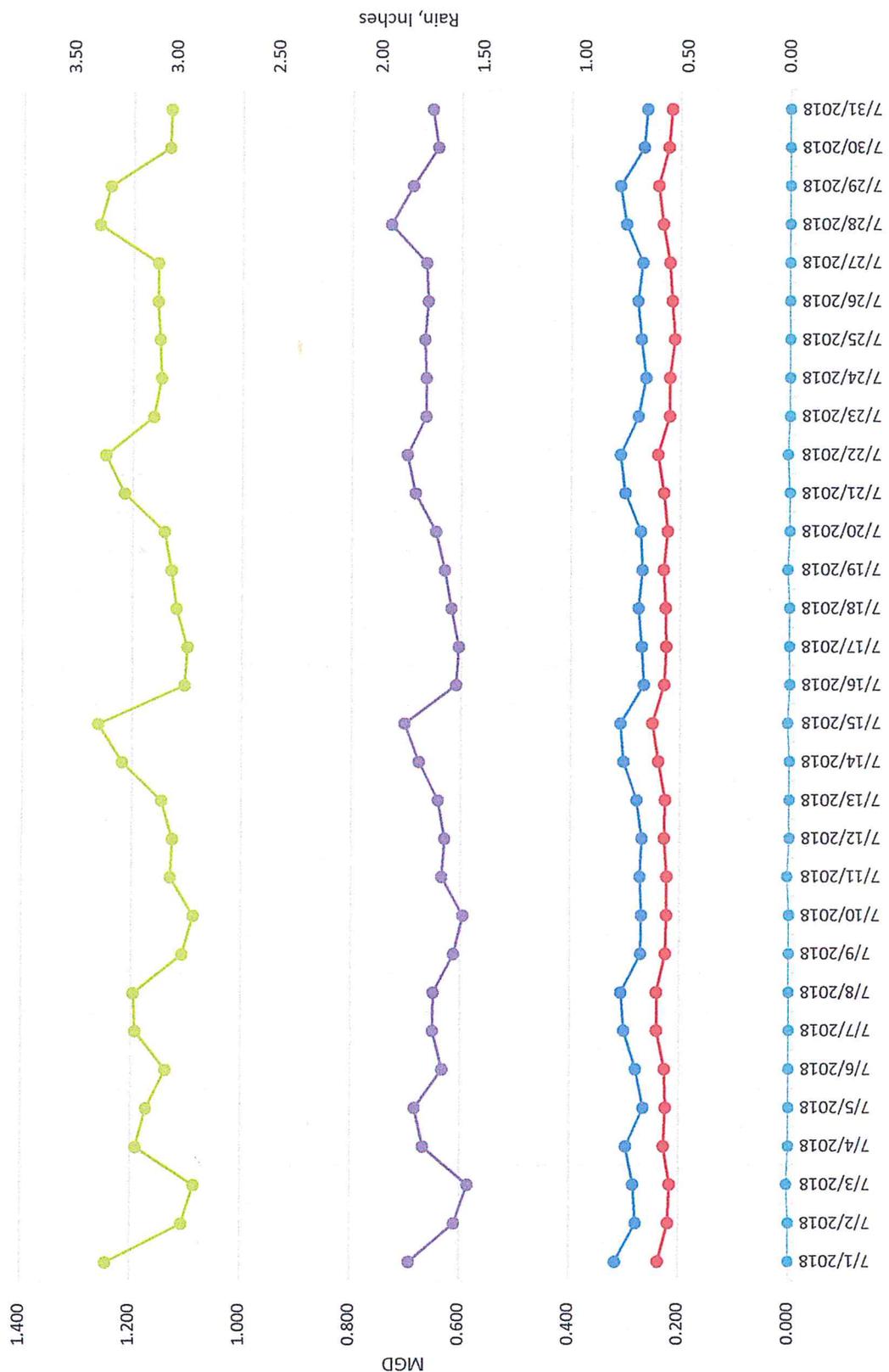
## Monthly Flow Distribution Report for July 2018

<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>
7/1/2018	0.692	0.315	0.237	1.244	0.00	0.00	0.00
7/2/2018	0.609	0.278	0.219	1.106	0.00	0.00	0.00
7/3/2018	0.586	0.283	0.216	1.084	0.01	0.01	0.01
7/4/2018	0.667	0.296	0.227	1.190	0.00	0.00	0.00
7/5/2018	0.683	0.265	0.224	1.172	0.00	0.00	0.00
7/6/2018	0.632	0.279	0.226	1.137	0.00	0.00	0.00
7/7/2018	0.650	0.301	0.241	1.192	0.00	0.00	0.00
7/8/2018	0.649	0.306	0.241	1.195	0.00	0.00	0.00
7/9/2018	0.612	0.270	0.225	1.107	0.00	0.00	0.00
7/10/2018	0.595	0.269	0.223	1.087	0.00	0.00	0.00
7/11/2018	0.634	0.272	0.223	1.129	0.01	0.00	0.01
7/12/2018	0.629	0.269	0.228	1.126	0.00	0.00	0.00
7/13/2018	0.641	0.278	0.226	1.146	0.00	0.00	0.00
7/14/2018	0.677	0.302	0.239	1.218	0.00	0.00	0.00
7/15/2018	0.703	0.308	0.250	1.262	0.01	0.00	0.03
7/16/2018	0.609	0.266	0.229	1.104	0.00	0.00	0.00
7/17/2018	0.604	0.270	0.225	1.099	0.00	0.00	0.00
7/18/2018	0.618	0.276	0.226	1.119	0.00	0.00	0.00
7/19/2018	0.630	0.268	0.230	1.129	0.01	0.00	0.00
7/20/2018	0.647	0.272	0.223	1.142	0.00	0.00	0.00
7/21/2018	0.684	0.301	0.230	1.215	0.00	0.00	0.00
7/22/2018	0.699	0.309	0.241	1.249	0.01	0.00	0.00
7/23/2018	0.665	0.277	0.220	1.162	0.00	0.00	0.00
7/24/2018	0.665	0.263	0.220	1.149	0.00	0.00	0.00
7/25/2018	0.668	0.272	0.211	1.151	0.00	0.00	0.00
7/26/2018	0.662	0.278	0.215	1.155	0.00	0.00	0.00
7/27/2018	0.665	0.269	0.220	1.154	0.00	0.00	0.00
7/28/2018	0.730	0.299	0.232	1.261	0.00	0.00	0.00
7/29/2018	0.690	0.311	0.241	1.242	0.00	0.00	0.00
7/30/2018	0.644	0.267	0.222	1.133	0.00	0.00	0.01
7/31/2018	0.654	0.261	0.216	1.131	0.00	0.00	0.01
<b>Totals</b>	<b>20.196</b>	<b>8.750</b>	<b>7.046</b>	<b>35.992</b>	<b>0.05</b>	<b>0.01</b>	<b>0.07</b>

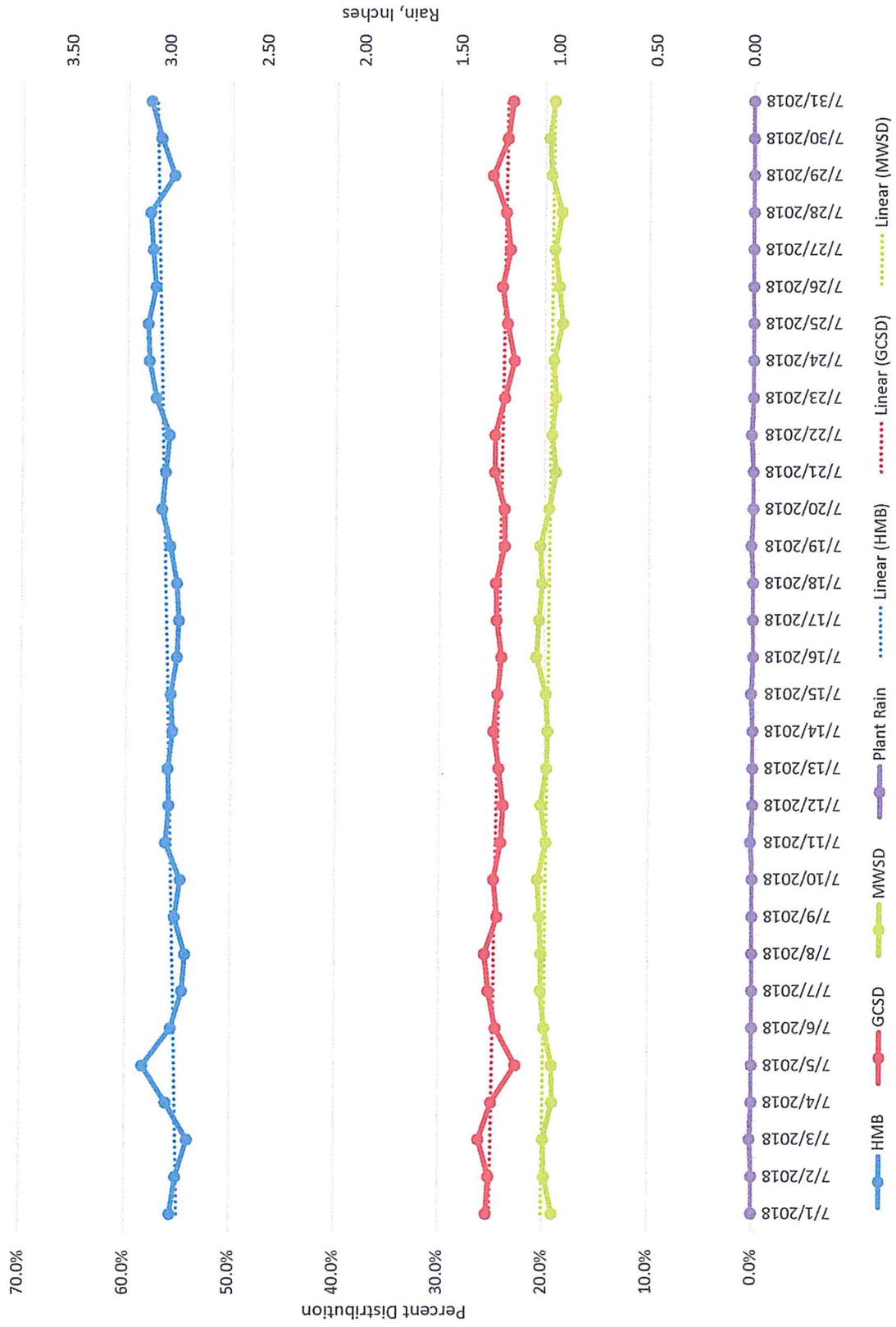
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.586	0.261	0.211	1.084
<b>Average</b>	<b>0.651</b>	<b>0.282</b>	<b>0.227</b>	<b>1.161</b>
Maximum	0.730	0.315	0.250	1.262
<b>Distribution</b>	<b>56.1%</b>	<b>24.3%</b>	<b>19.6%</b>	<b>100.0%</b>

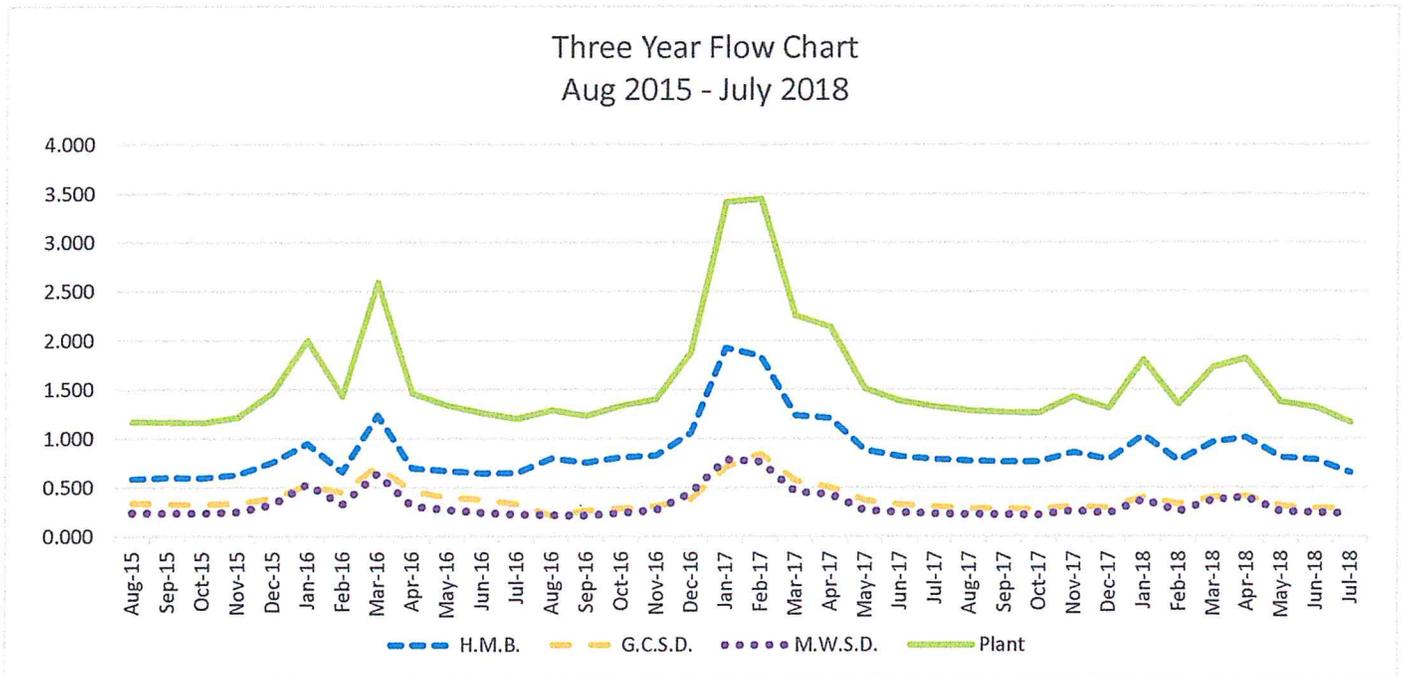
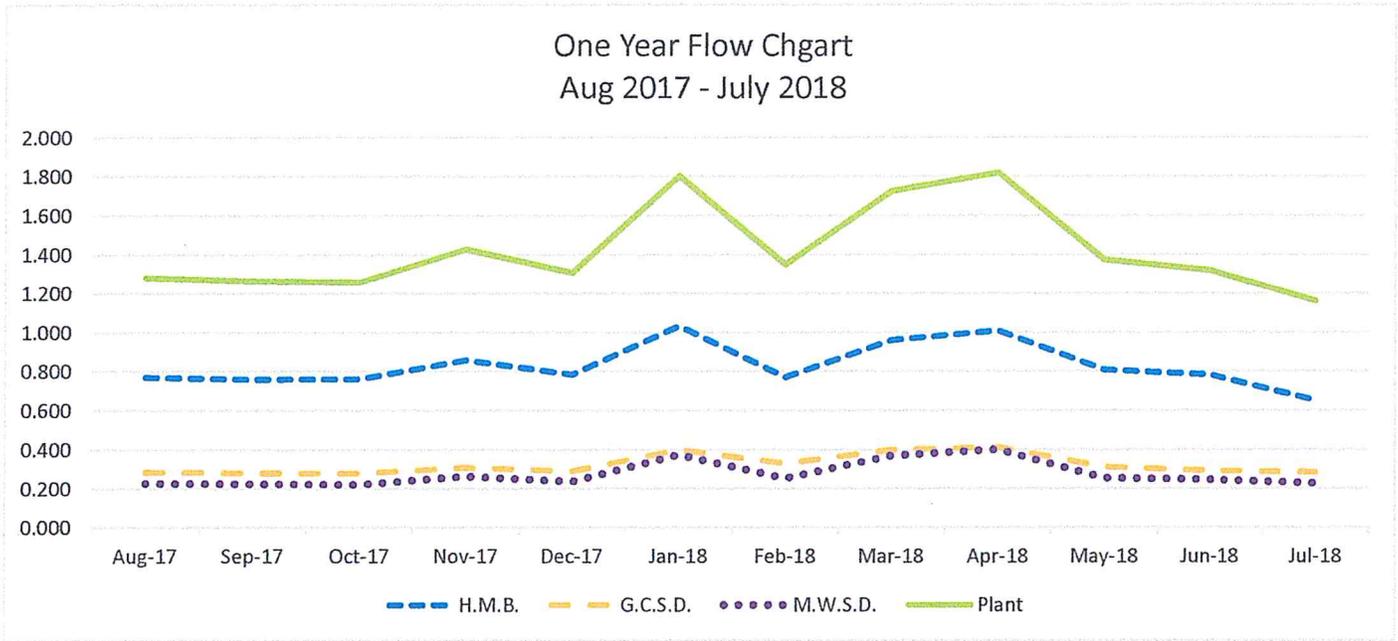
### Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2018



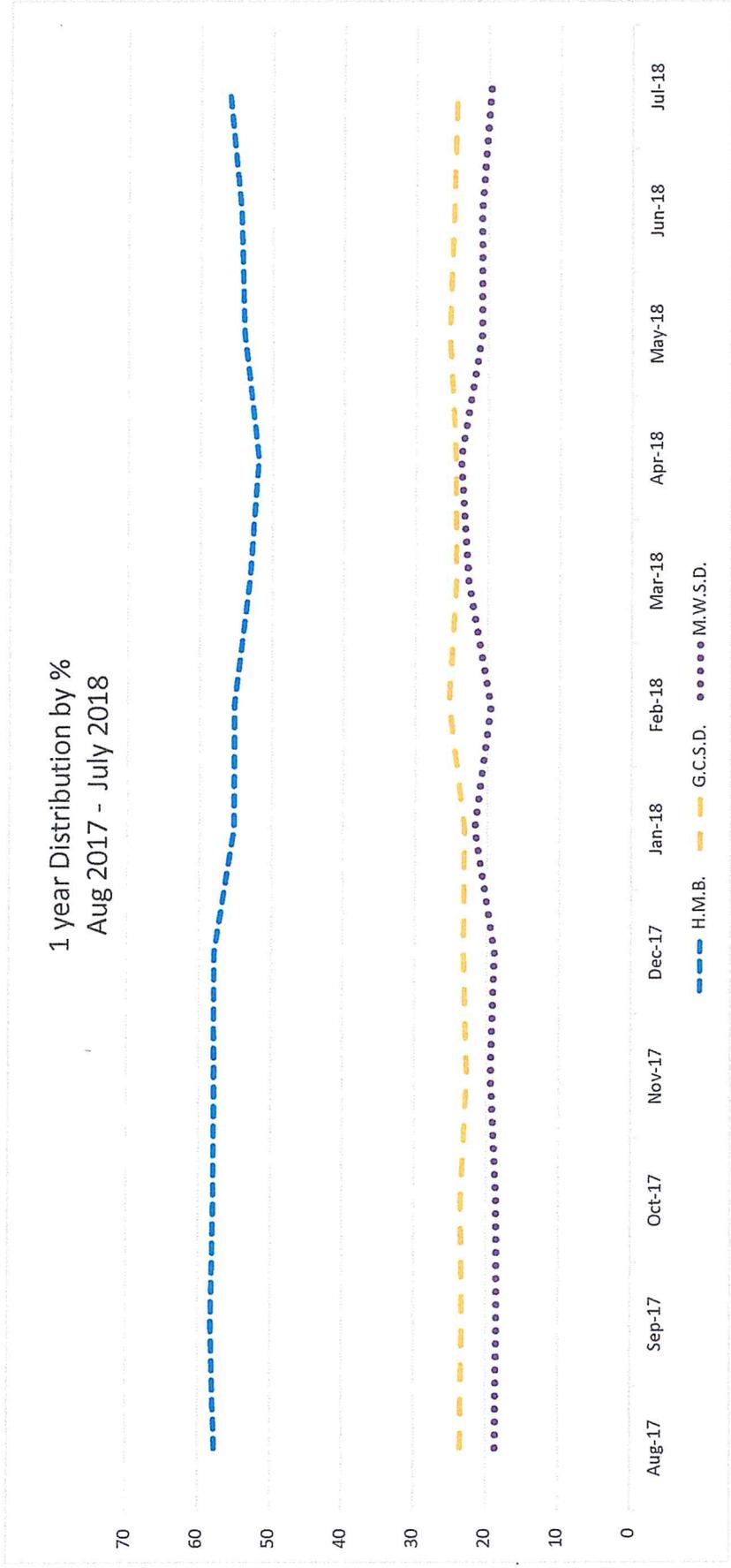
## Percent Distribution July 2018



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: September 4, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**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 July 2018 the rate was 1.944.
- 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: **September 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Connection Permit Applications Received**

As of September 4, 2018 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
08-16-18	Chuwen Lin	580 Marine Blvd, Moss Beach	SFD

As of September 4, 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
08-16-18	Chuwen Lin	580 Marine Blvd, Moss Beach	SFD

As of September 4, 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
08-16-18	Chuwen Lin	580 Marine Blvd, Moss Beach	SFD	Domestic

**RECOMMENDATION:**

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 4th, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Water Production Report**

---

---

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

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

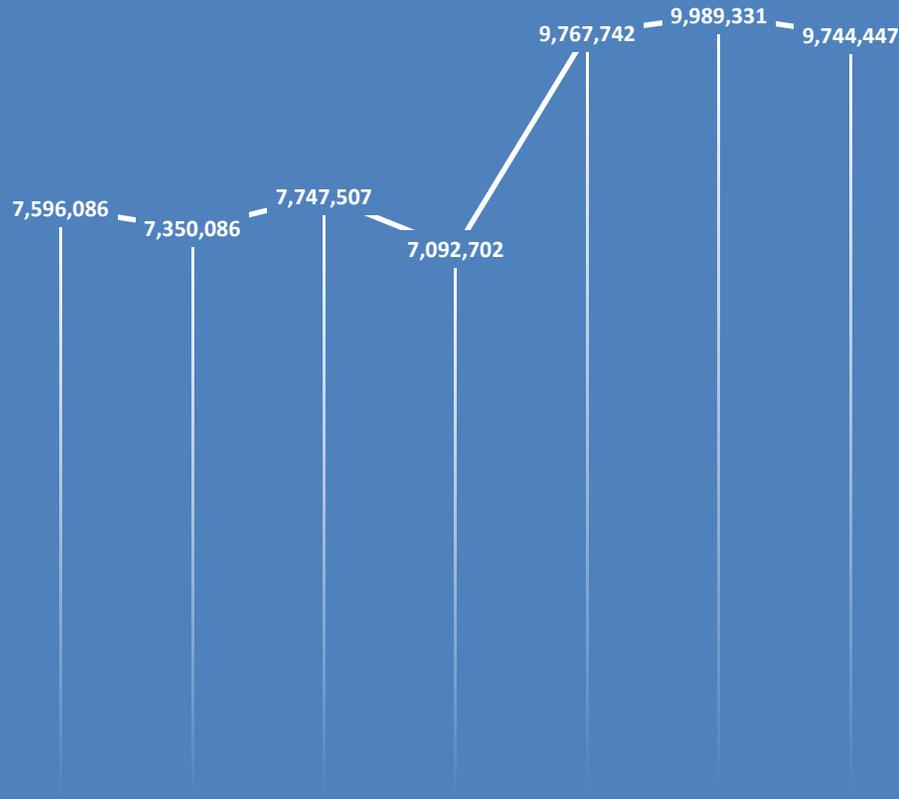
## RECOMMENDATION:

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

Attachments: 2

## TOTAL PRODUCTION 2018(GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,596,086	7,350,086	7,747,507	7,092,702	9,767,742	9,989,331	9,744,447					

MONTH





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: September 4th, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Rain Report**

---

---

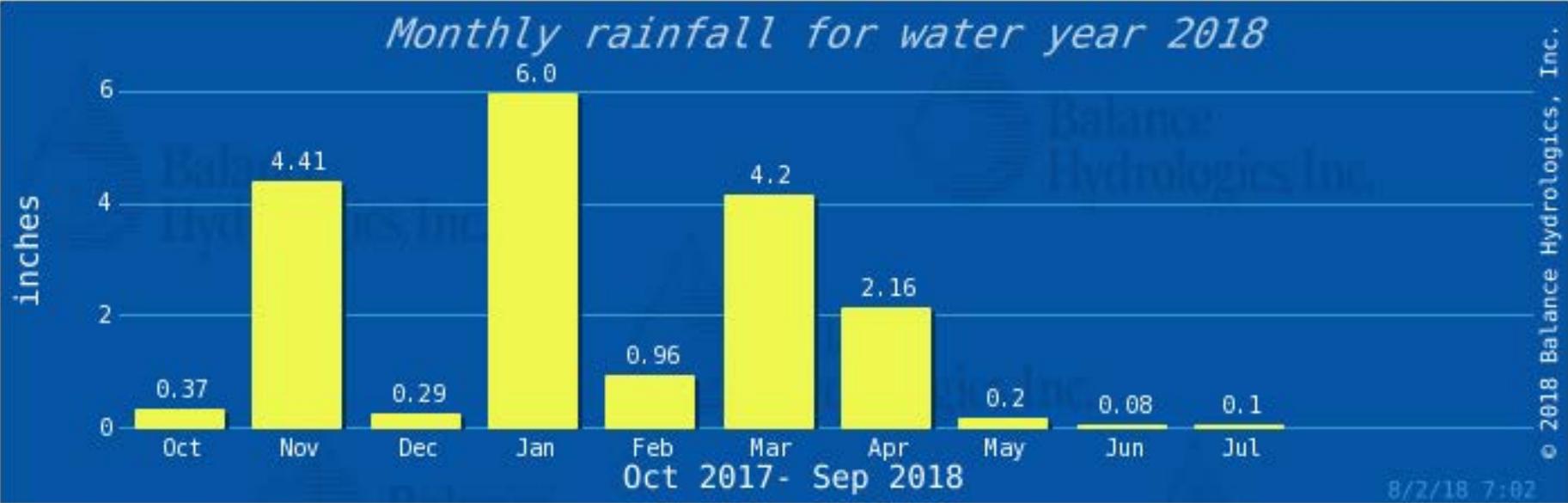
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

## RECOMMENDATION:

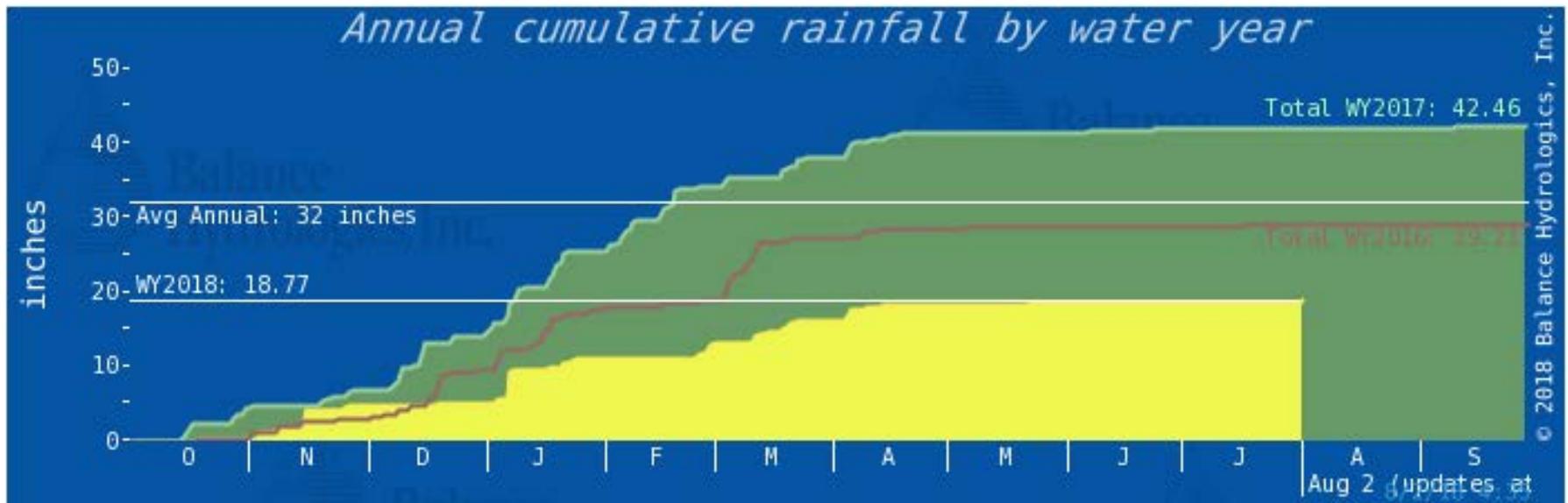
No action is required. These reports are provided for the Board's information only.

Attachments: 2

# Monthly Cumulative Rainfall



# Annual Cumulative Rainfall





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 4th, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Monthly Solar Energy Report**

---

---

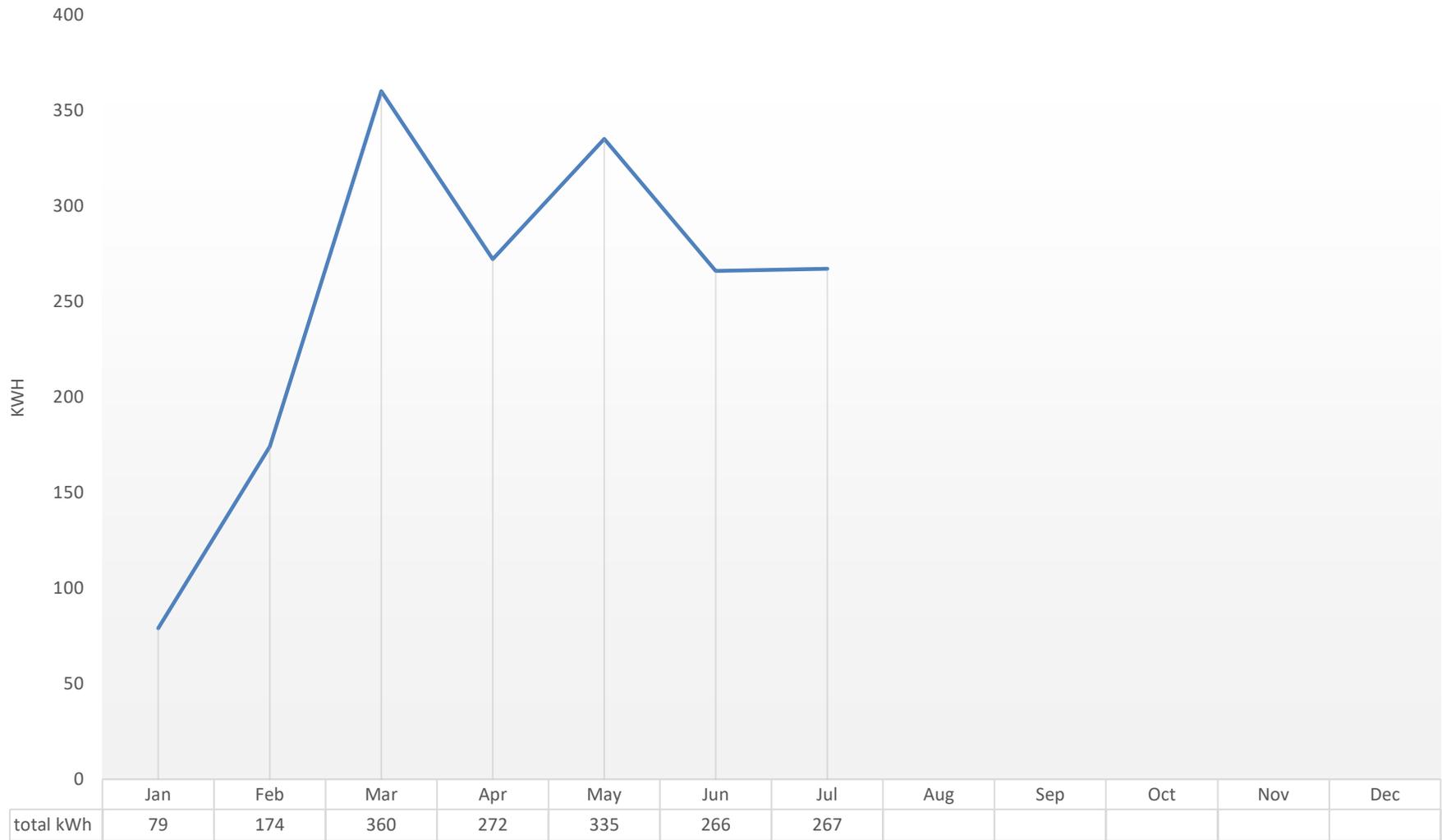
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 41613 kWh and saved 70742 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

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

Attachments: 1

## SOLAR ENERGY PRODUCED IN 2018 (kWh)





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Public Agency Retirement Service  
Report for May 2018.**

---

---

The District has received the monthly PARS report for May 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  
5/1/2018 to 5/31/2018**

PlanID: P7-REP15A

**Account Summary**

Source	Beginning Balance as of 5/1/2018	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 5/31/2018
Contributions	\$631,814.13	\$7,436.04	\$9,748.63	\$296.20	\$1,052.69	\$0.00	\$647,649.91
<b>TOTAL</b>	<b>\$631,814.13</b>	<b>\$7,436.04</b>	<b>\$9,748.63</b>	<b>\$296.20</b>	<b>\$1,052.69</b>	<b>\$0.00</b>	<b>\$647,649.91</b>

**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	1.53%	0.95%	9.77%	-	-	-	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: **September 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning District Participation in Research Project Quantifying Fog-Precipitation in Research Project Quantifying Fog-Precipitation and Contribution to Local Aquifer Recharge on Montara Mountain.**

---

---

Scientists from SF State University have in recent years stationed fog collectors on MWSD property to research qualitative aspects of fog-water along the California Coast. Through contacts with the group the District shared its interest in any potential projects that would consider quantitative aspects of Fog in the area to understand how aquifers are influenced by our unusually high concentration of fog.

Due to the lack of data Balance Hydrologics included some isotope sampling into the sampling program for the Alta Vista Area (see Attachment). This can give MWSD a better understanding of the contributions to local aquifers from different rain and fog events and ultimately help to better understand the water balance for this area. Further samples were planned for the coming years.

Independent from MWSD's efforts Professor Emeritus Dr. Sergio Aragon of SF State University started a research project that investigates the amount of fog-water produced on Montara Mountain, the involvement and function of plants, and the contribution of fog-water to local aquifers. Dr. Aragon approached the District with the request to sample MWSD water sources to support his project. The District would coordinate samples with Dr. Aragon and Balance Hydrologic and make the results available for his interpretation.

While the nominal cost are less than \$1,000 per year for 3 years, the fiscal impact to MWSD is potentially less. Instead of paying District consultants to interpret the data and produce reports, MWSD would receive Dr. Aragon's reports and interpretations at no cost.

## RECOMMENDATION:

Authorize the District Manager to spend not more than \$3,000 in the coming three Fiscal Years on samples and equipment for the research project.

From: **Mark Woyshner** mwoyshner@balancehydro.com  
Subject: Re: Isotope Sampling Proposal for MWSD  
Date: August 29, 2018 at 3:35 PM  
To: Clemens Heldmaier mwsd@coastside.net



Hi Clemens-

I like his proposal and think the District is pretty fortunate to have him in the community. Confirming rain and fog values for Montara is important for understanding the role of fog drip to groundwater recharge. And checking the seasonal variation in groundwater is a good addition to the study.

I would add another shallow well to the study if possible. BH-1 (well log attached) is screened from 95 ft to 195 ft in the coastal terrace at Ocean View Farms. It is located at Cabrillo Highway, so very close to the ocean. We monitor water level in the well. There is no pump in the, so collecting a sample would require a portable sampling pump to purge and to draw a sample each time. I can provide information as to where to rent such a pump if needed.

In addition, if it would also be possible to present the data with a characterization of fog days (or percent fog) and rain amounts for each year, and perhaps keep track or target the type of storm sampled (such as northern front, atmospheric river, subtropical front, or even the rare summer rain). I know the general mineral composition of rain can vary substantially with the type of storm.

Those are my thought for now. Looking forward to seeing what turns up.

-Mark

---

**From:** "Clemens Heldmaier" <mwsd@coastside.net>  
**To:** "mwoyshner" <mwoyshner@balancehydro.com>  
**Sent:** Monday, August 27, 2018 10:20:31 AM  
**Subject:** Fwd: Isotope Sampling Proposal for MWSD

Mark,

Please see below and let me know if you think that this could be of value to the District.

Thanks,

Clemens

Clemens Heldmaier

General Manager

Montara Water & Sanitary District

8888 Cabrillo Hwy

Montara, CA 94027

Montara, CA 94037

PHONE: 650-728-3545

FAX: 650-728-8556

[mwsd@coastside.net](mailto:mwsd@coastside.net)

PRIVILEGED COMMUNICATION:

The information contained in this message is privileged and confidential. It is intended only to be read by the individual or entity named above or their designee. If the reader of this message is not the intended recipient, you are on notice that any distribution of this message, in any form, is strictly prohibited. If you have received this message in error, please immediately notify the sender and delete or destroy any copy of this message.

Begin forwarded message:

**From:** Sergio R Aragon <[aragons@sfsu.edu](mailto:aragons@sfsu.edu)>  
**Subject:** Isotope Sampling Proposal for MWSD  
**Date:** August 24, 2018 at 9:57:12 PM PDT  
**To:** Clemens Heldmaier <[mwsd@coastside.net](mailto:mwsd@coastside.net)>  
**Cc:** Sergio R Aragon <[aragons@sfsu.edu](mailto:aragons@sfsu.edu)>

Hello Clemens,

It was great talking with you and learning about the hydrology of the water system in our community last Wednesday. As a result of studying the numbers that you gave me, I now present you with a proposal for what to measure in the next three years, and the rationale for such.

### **Background and Preliminary Conclusions**

You provided me with data on the dD and d<sup>18</sup>O for several of your wells taken in the last 3 years, typically. These numbers tell us the per thousand difference in the isotope ratios of deuterium/hydrogen and <sup>18</sup>O /<sup>16</sup>O from a well chosen standard. These are all stable isotopes (don't radioactively decay), and the isotopes with the large natural abundance is hydrogen = <sup>1</sup>H, and <sup>16</sup>O. [The superscript number of the atomic weight of the atom = number of protons + number of neutrons.] The natural abundances of the rare isotopes are: <sup>18</sup>O = 0.2%, and D = 0.0115%. Thus you can immediately understand that the isotope analysis requires very precise instrumentation. BTW, D= <sup>2</sup>H. When the numbers are negative it simply means that the sample under study has less of the rare isotope than the standard. This is not a problem. We can compare different samples to one another given these numbers.

We can already say something interesting given the data that you shared with me. We do not yet have rain/fog isotope analysis for Montara Mountain, as no one has studied this area before, however we can make use of the Point Reyes data of Ingraham and Mathews (1994) attached. Rain water is much more rare isotope depleted than fog because water undergoes several cycles of evaporation and condensation before its final precipitation. The typical values that you see for  $^{18}\text{O}$  in their Table I average around -6.3 for the light house area (just at the coast), to about -7.1 for Vision Peak, a bit inland. These numbers are significantly more depleted in  $^{18}\text{O}$  compared to the values typical for the wells in the Montara area, which average around -5.7. Since values typical of fog are much less negative, around -2.8, then one can infer a contribution of fog water into the aquifer. Ingraham and Mathews carefully consider this point and suggest in the attached article that ground water may be recharged by fog-drip water. The data for dD also shows this pattern, where the rain is more depleted in D than the well water, and fog having much smaller depletion. Both isotopes tell us the same story.

Furthermore, Ingraham and Mathews also measured the isotopic composition of soil water and demonstrated that the water becomes more depleted in the rare isotope as a function of depth in the soil. This indicates that there are fractionation mechanisms operative in the soil such as interaction with plant root and soil microorganisms that act preferentially on the rarer isotopes, so that the water that permeates down to the aquifer is more depleted than rain. Given these mechanisms, if rain was the only source of water to replenish the aquifer, then the wells should show larger depletion than rain. Such is not the case, they are less depleted than rain. Therefore, there must be a contribution from water that is not as depleted as rain to account for the isotope distribution in the well samples. This observation strengthens the hypothesis that fog-drop water makes a significant contribution to the aquifer in Montara.

### **Proposal for future measurements**

In order to fully understand the contribution of fog-drip water to the hydrology of the Montara area, we need data on how much rain and fog water is deposited in the area, and a measure of the isotope distribution of each. The isotope ratios depend on the average daily temperatures and these differ between different coastal areas, thus local data must be used for an accurate interpretation. As you know, I have already arranged for the collection of fog and rain on three different sites in Montara: my residence in Montara Heights, and two sites off of Alta Vista trail (800 ft, 1200 ft elevation) on Montara Mountain. What remains is the isotope analysis of water from these sources. My project will be operative till the end of 2020 under a permit from NPS since the main collectors are on GGNRA land. Taking into account the collector at the bluff in your District office, we have an elevation transect ranging from 20 ft to 1200 ft elevation in the area.

#### 1. Does the well water show a seasonal variation in isotope composition?

The data that you have at present cannot answer this question. Given the time delay in the behavior of the spring outflow into Monterey Creek, we

time delays in the behavior of the spring outflow into Montara Creek, we might expect that the deep wells will not show any seasonal variation. However, the Wagner and Drake wells might. We should measure this for one year every two months to answer this question. Thus I propose to measure D/O isotope composition on Alta Vista, Portola, Drake and Wagner on:

September, November (2018), January, March, May, July (2019). At that point, if there is no significant seasonal variation, I propose to measure only twice per year, in March and September, going forward.

## 2. Does the Montara Creek spring flow show seasonal variation of isotope composition?

You have only one data point for isotope composition for the water in Montara Creek (Sept, 2017), thus I propose the same bi-monthly sampling of the creek as for the wells in order to answer this question.

Detection of seasonal variation in the spring water and/or shallow well water gives us information on the importance of fog-drip for the hydrology of the Montara area. These studies will provide important baseline values to evaluate the evolution of the hydrology of the Montara area. In addition, it will enable us to quantify the effect of any afforestation efforts performed in GGNRA land in the area that yields water to Montara Creek.

## 3. What is the salinity and acidity carried by fog water as a function of distance from the beach?

In order to answer this question we can simply measure the pH and the conductivity of the samples. For this a simple meter must be purchased, see below. We will need to add fog water collection capability to the collector at MSWD (easy).

### **Costs of the proposed measurements**

I designed this fog project as a contribution to my community and science after retirement, thus I am providing all my labor at no cost. I have also covered the cost of the construction of the fog and drip collectors and their deployment in the sites mentioned. I propose that MSWD help me with the costs of the pH/conductivity meter and the isotopic analysis. MSWD will provide me with water samples in polyethylene bottles that I provide, I make all the measurements and sample preparation for isotope analysis, and ship to the University of New Mexico for the actual analysis. I will also obtain the fog and rain samples, prepare them, and send for analysis. The cost per sample of the isotope analysis at UNM is \$10, made possible by the use of a newer more efficient technology based on the Picarro WIA using Cavity Ring Down Spectroscopy (CRDS). Estimated costs per year follow:

Present-July 2019: Total = \$840

a. pH/Conductivity Meter (see attachment) \$200 (inc tax, ship, standards)

b. Isotope Samples

Wells:  $4 \times 6 + 2$  repeats for standard deviation  $\Rightarrow$  \$260 (sample wells every two months, September-July)

Fog/Rain:  $3 \times 8 \Rightarrow$  \$240 (sample fog collectors monthly)

Montara Creek:  $6 \Rightarrow$  \$60 (sample every two months)

Shipping of isotope samples: 2x\$40 = \$80

Subsequent years till end of 2020: \$580

a. Isotope Samples

Wells: 4x2 => \$80 (sample wells twice per year, September, March)

Fog/Rain: 3x12 => \$360 (sample fog collectors monthly)

Montara Creek: 6 => \$60 (sample every two months)

Shipping of isotope samples: 2x\$40 = \$80

**To be provided to MSWD**

Should MSWD agree in providing the small amount of financial assistance requested above (the total for ALL three years is less than what I have already spent deploying the fog collectors and their measurements instruments: temperature, relative humidity, anemometry, direct rain, fog drip, and fog water volume from the mesh), I will provide:

- a. A copy of all reports made to NPS as to the outcomes of the project and publications in scientific journals (acknowledgment of partial support will be provided).
- b. Access to all raw data of the project.
- c. An analysis of the impact of fog water on the hydrology of the Montara area.
- d. Free consultation on any aspects of interest to MSWD that I am able to address.
- e. Will train an MSWD technician to continue with the series of isotopic measurements, pH, and conductivity beyond 2020.

Please let me know what you think of this proposal after consulting with the MSWD board if need be. Thanks,  
Sergio

Dr. Sergio Aragon  
Professor Emeritus  
San Francisco State University

--

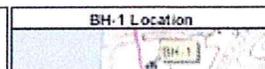
~~~~~

Mark Woysner  
510-704-1000 x209  
mwoysner@balancehydro.com  
Skype: markwoysner

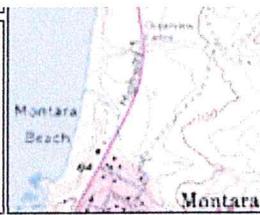


Preliminary Data Subject To Revision

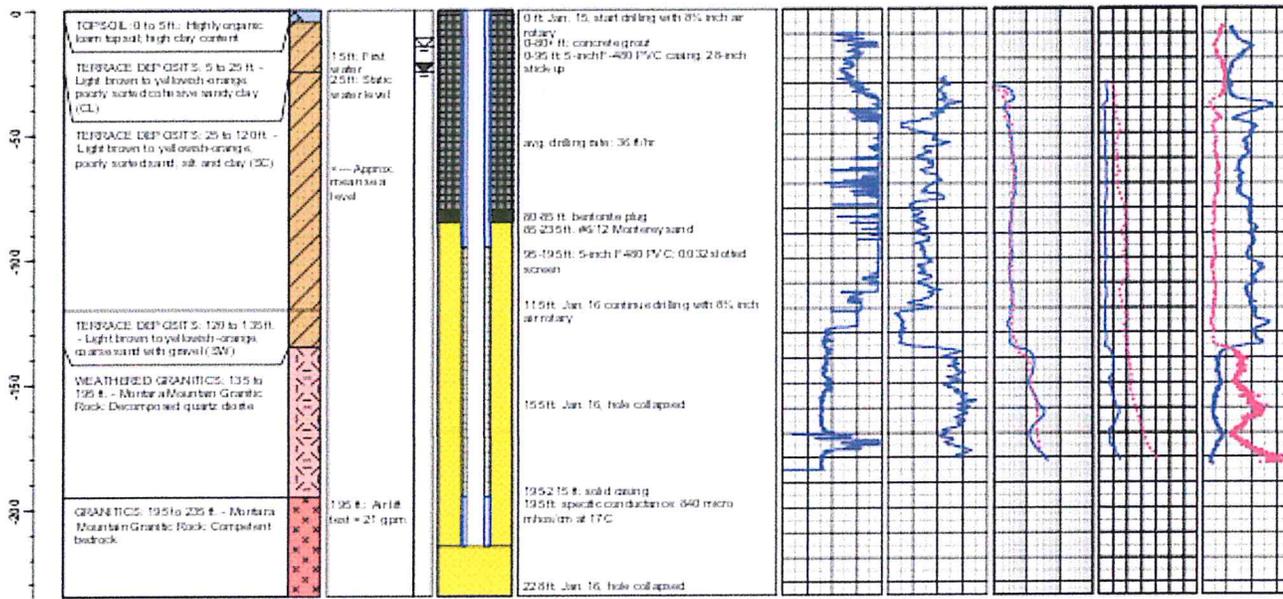
Appendix A: Geologic and geophysical logs and construction diagram for well 2004-1, APN 036-330-040, San Mateo County.



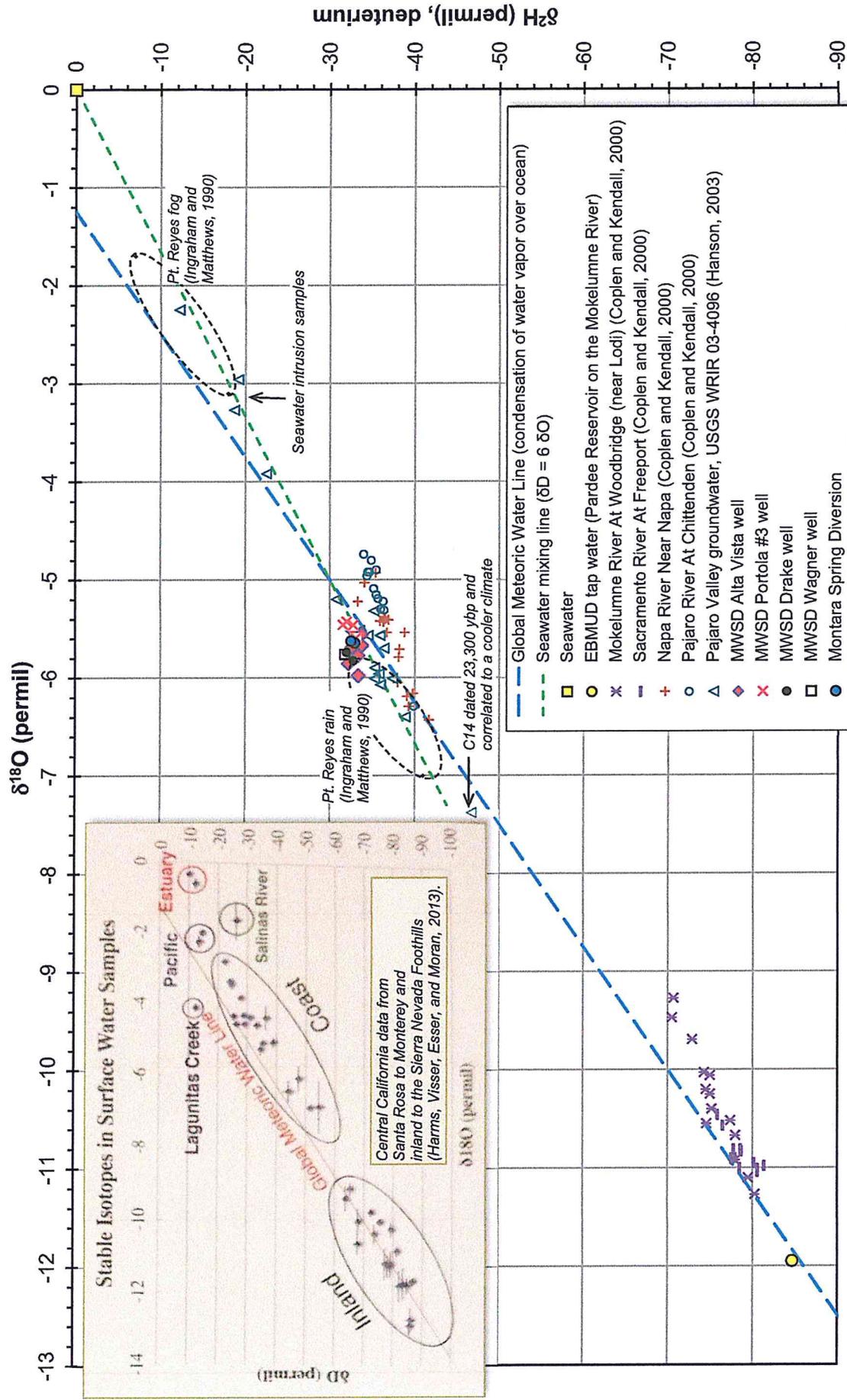
|                           |                                        |                               |                                                                |
|---------------------------|----------------------------------------|-------------------------------|----------------------------------------------------------------|
| APN:                      | 036-130-040                            | Driller:                      | Jose Fernandez, Maggio Bros. Drilling                          |
| Location:                 | Oceanview Farms, Montara, CA           | Drilling rig:                 | Ingersoll Rand 1150050                                         |
| Latitude, Longitude:      | N37.5519, W122.5107, NAD27             | Drilling equipment:           | 8 1/2 in. air rotary, 8 1/2 in. air hammer, 16 in. rotary ream |
| Ground surface elevation: | 60 feet (approximate)                  | Cuttings samples taken every: | 5 feet                                                         |
| Start drilling date:      | January 15, 2004                       | Depth of borehole:            | 215 feet below ground surface                                  |
| Well completion date:     | January 20, 2004                       | Depth of casing:              | 215 feet below ground surface                                  |
| Borehole geologists:      | Jason Parke, Gustavo Pomas, Vic Abadie | Diameter of casing:           | 5 inches I.D.                                                  |
| Geophysical log:          | Bill Henrich, Norcal Geophysics        |                               |                                                                |



| Depth feet | Lithology | Hydrology | Well Construction | Remarks | Caliper inches | Natural Gamma API Cs | 16N Ohm-cm | SPR Ohm      | Conduct mS/m |
|------------|-----------|-----------|-------------------|---------|----------------|----------------------|------------|--------------|--------------|
|            |           |           |                   |         |                |                      | 90         | 7000         | 0            |
|            |           |           |                   |         | 16             | 80                   | 64N Ohm-cm | SP Millivolt | RI Ohm-cm    |



---



**Balance Hydrologics, Inc.**

**Figure 9. Stable isotopes of oxygen and hydrogen in groundwater from the Alta Vista, Portola #3, Drake and Wagner wells relative to published results from coastal and inland waters.** Water with a higher deuterium content is generally found near the coast, at low elevations, in warm rains, and in water which has undergone partial evaporation. The variation of oxygen-18 content generally follows those of deuterium. Groundwater samples collected from MWSD's wells plot within the range of coastal waters. Differences between coastal and inland waters are shown on inset.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 4, 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 Bid  
Award for AW3 Rehabilitation Project.**

---

---

The California State Water Resources Control Board – Division of Drinking Water requires that Airport Well No. 3 be rehabilitated and an ion exchange system installed at the well site for nitrate treatment. The rehabilitation project includes the following:

- Rehabilitate the exist well
- Replace all deteriorated above ground piping, valves, and fittings
- Install a larger concrete pad to accommodate larger ion exchange units
- Install a local nitrate analyzing and monitoring system

The project was advertised with the Boards approval on July 8, a pre-bid meeting as held at the site on July 20, 2018, one bid was received on August 1, 2018 from Pump Repair Services Company, Inc. of San Francisco in the amount of \$170,060.

## RECOMMENDATION:

Award construction contract to Pump Repair Services Company, Inc. in the amount of \$170,060 for the Airport Well No. 3 Rehabilitation Project.

The Board of Directors decided to hold this Special Meeting in lieu of the next Regular Scheduled meeting on September 6.

## RECOMMENDATION:

This is for Board and Public Information only.

## RESOLUTION NO.

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR THE AW3 REHABILITATION PROJECT, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK.

WHEREAS, in response to written requests for sealed bids, bids were received for the construction of the AW3 Rehabilitation Project; and

WHEREAS, the bid of Pump Repair Service Co., Inc. constitutes the lowest responsible bid submitted;

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. The bid of Pump Repair Service Co., Inc. received on August 1, 2018 in the amount of One Hundred Seventy Thousand and Sixty Dollars (\$170,060.00) is hereby accepted and said bidder is hereby declared to be the lowest responsible bidder for said work.
2. Any and all informalities in the aforementioned bid of Pump Repair Service Co., Inc. are hereby waived.
3. The President and Secretary of the Board, Montara Water and Sanitary District, are hereby authorized and directed to execute, and to countersign, respectively, that certain agreement for said work by and between Pump Repair Service Co., Inc. and the Montara Water and Sanitary District, a copy of which agreement is on file in the Administrative Office of the District, to which copy reference is hereby made for the full particulars thereof.
4. The District Secretary is hereby authorized and directed to return the bid security submitted by of Pacific Infrastructure, Inc. to said bidder upon execution of the agreement described in paragraph 3 hereof by said bidder.

---

President, Montara Water and Sanitary District

COUNTERSIGNED:

---

Secretary, Montara Water and Sanitary District

## RESOLUTION NO.

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR THE AW3 REHABILITATION PROJECT, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK.

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 4<sup>th</sup> day of September 2018, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

---

Secretary, Montara Water and Sanitary District



Water Resources Engineers

90 New Montgomery St. #905  
San Francisco, CA 94105  
415 776 5800 tel  
415 776 5200 fax  
www.SRTconsultants.com

Clemens Heldmaier  
General Manager  
888 Cabrillo Highway  
Montara, CA 94037

Dear Mr. Heldmaier,

The Airport Well No. 3 Rehabilitation and Treatment Project was advertised with the Boards approval on July 8, a pre-bid meeting was held at the site on July 20, 2018, one bid was received on August 1, 2018 from Pump Repair Services Company, Inc. of San Francisco in the amount of \$170,060. The Scope of the project is as follows:

- Rehabilitate the exist well
- Replace all deteriorated above ground piping, valves, and fittings
- Install a larger concrete pad to accommodate larger ion exchange units
- Install a local nitrate analyzing and monitoring system

SRT has reviewed the contract documents prepared by the Pump Repair Services and recommends Montara Water and Sanitary District award this contract.

Sincerely,

A handwritten signature in cursive script that reads "Tanya Yurovsky".

Tanya Yurovsky, P.E.

Principal, SRT Consultants

**00 52 00 AGREEMENT FORM**

**MONTARA WATER AND SANITARY DISTRICT  
AW3 REHABILITATION PROJECT  
CONTRACT NO. \_\_\_\_\_**

The MONTARA WATER AND SANITARY DISTRICT, a public agency in the county of San Mateo, California, hereinafter referred to as "District", and Pump Repair Service Co. Inc. of San Francisco hereinafter referred to as "Contractor", for the consideration hereinafter stated, hereby agree as follows:

**ARTICLE 1 – WORK**

- A. Contractor shall perform everything required to be performed, shall provide and furnish all of the labor, equipment, materials, and tools to perform the following work: "AW3 REHABILITATION PROJECT" as specified or indicated in the Contract Documents.

**ARTICLE 2 – ENGINEER**

- A. The Project has been designed by SRT Consultants (Engineer), which is to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work.

**ARTICLE 3 – CONTRACT TIMES; LIQUIDATED DAMAGES**

- A. Time limit for Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.
- B. The Work will be substantially completed within 90 consecutive calendar days after the Notice To Proceed, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 120 consecutive calendar days after the Notice To Proceed.
- C. Liquidated Damages
  - 1. The parties hereby agree that in case all work called for under the agreement is not finished or completed on or before the time set forth in this agreement, damage will be sustained by District, and that it is and will be impracticable and extremely difficult to ascertain and determine the actual damage which District will sustain in the event of, and by reason of such delay; it is therefore agreed:
    - a. Contractor will pay to District \$500 for each calendar day that expires after the time specified in Paragraph B for Substantial Completion until the Work is substantially complete.
    - b. After Substantial Completion, Contractor will pay to District \$500 for each calendar day that expires after the time specified in Paragraph B above for

completion and readiness for final payment until the Work is completed and ready for final payment.

2. In case liquidated damages are not paid, Contractor agrees that District may deduct the amount thereof from any monies due or that may become due under this agreement.
3. It is further agreed that in case the work called for under this agreement is not completed in all its parts and requirements within the number of calendar days specified, District shall have the right to increase the number of calendar days or not, as may seem best to serve the interest of District; and if it is decided to increase the said number of calendar days, District shall further have the right to charge to the Contractor, and deduct from the final payment for the work, all or any part, as District may deem proper, of the actual cost of engineering, inspection, superintendence, and other overhead expenses of District which are directly chargeable to this agreement, except that the cost of final surveys and the preparation of final estimates shall not be included in such charges to be paid by Contractor.

**ARTICLE 4 – CONTRACT PRICE**

A. District shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraphs A.1, A.2, and A.3 below:

1. For all Work other than Unit Price Work, a lump sum of: \$ 170,060.00

All specific cash allowances are included in the above price in accordance with Paragraph 11.02 of the General Conditions.

2. For all Unit Price Work, an amount equal to the sum of the established unit price for each separately identified item of Unit Price Work times the actual quantity of that item:

| Item No. | Description         | Reference    | Estimated Quantity |    | Unit Price | Total      |
|----------|---------------------|--------------|--------------------|----|------------|------------|
| 1        | Mobilization        | 01 50 00     | 1                  | LS | 7900.00    | 7900.00    |
| 2        | Demolition Work     | 02 41 00 C02 | 1                  | LS | 15,300.00  | 15,300.00  |
| 3        | Well Rehab Work     | 02 85 00     | 1                  | LS | 18,260.00  | 18,260.00  |
| 4        | Install Owner Equip | C03-C06      | 1                  | LS | 122,100.00 | 122,100.00 |
| 5        | Demobilization      | 01 70 00     | 1                  | LS | 6500.00    | 6500.00    |

The Bid prices for Unit Price Work set forth as of the Effective Date of the Agreement are based on estimated quantities. As provided in Paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 9.06 of the General Conditions.

3. For all Work, at the prices stated in Contractor’s Bid, incorporated herein by reference thereto as if herein fully set forth.

**ARTICLE 5 – PAYMENT PROCEDURES; RETAINAGE**

- A. Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Engineer will process Applications for Payment as provided in the General Conditions.
- B. District will make monthly progress payments on the basis of Contractor's Applications for Payment during performance of the Work. All such payments will be measured by the Schedule of Values established as provided in Paragraph 3 of the General Conditions (and in the case of Unit Price Work based on the number of units completed).

Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or District may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.

- 1. 95 percent of Work completed (with the balance being retainage); and
  - 2. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- C. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07.

**ARTICLE 6 – BONDS AND INSURANCE**

A. Performance Bond

Contractor shall provide a good and sufficient corporate surety bond in the penal sum of one hundred percent (100%) of amount bid, which bond shall be conditioned upon the faithful performance of all work required to be performed by Contractor under this agreement. Said bond shall be liable for any and all penalties and obligations which may be incurred by Contractor under this Agreement.

B. Payment Bond

In addition to the bond required under Paragraph A hereof, Contractor shall furnish a good and sufficient corporate surety bond in the penal sum of one hundred Percent (100%) of amount of bid, which bond shall conform strictly with the provisions of the Civil Code of the State of California.

C. Insurance

- 1. Contractor, at its sole cost and expense, shall acquire and maintain in full force and effect throughout the term of this agreement (i) Workers' Compensation, (ii) employer's liability, (iii) comprehensive general liability, and (iv) owned, non-owned and hired automobile liability insurance coverage relating to Contractor's work to be performed hereunder covering District's risks in form subject to the approval of District.
- 2. The minimum amounts of coverage corresponding to the aforesaid categories of

insurance per insurable event shall be as follows:

| <u>Insurance Category</u>       | <u>Minimum Limits</u>                                                                                                                                                  |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Workers' Compensation           | Statutory minimum, with limits not less than \$1,000,000                                                                                                               |
| Employer's Liability            | \$1,000,000 per accident for bodily injury or disease                                                                                                                  |
| Comprehensive General Liability | \$1,000,000 per occurrence and \$2,000,000 in aggregate for bodily injury and property damage                                                                          |
| Automobile Liability            | \$1,000,000 per accident for bodily injury and property damage (coverage required to the extent applicable to Contractor's vehicle usage in performing work hereunder) |

3. The Contractor shall not allow any subcontractor to commence work on its subcontract until all similar insurance required of the Contractor has been obtained.
4. Any deductibles or self-insured retention must be declared to, and approved by, the District. In the event the District does not approve a deductible amount, at the option of the District, either the Contractor's insurer shall reduce or eliminate the deductibles or self-insured retention with respect to the District, its Board, officers, employees, agents and consultants, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
5. Concurrently with the execution of this Agreement, the Contractor shall furnish the District with certificates and copies of information or declaration pages of the insurance required hereunder and, with respect to evidence of comprehensive general liability and automobile liability insurance coverage, original endorsements:
  - a. Precluding cancellation or reduction in coverage before the expiration of thirty (30) days after District shall have received written notification of cancellation or reduction in coverage by certified mail, return receipt requested;
  - b. Providing that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross liability endorsement);
  - c. Naming District, its Board, officers, employees, agents and consultants as additional insureds; and
  - d. Providing that Contractor's insurance shall be primary insurance relating to Contractor's work hereunder with respect to District, its Board, officers, employees, agents and consultants and further providing that any insurance or self-insurance maintained by District for itself, its Board, officers, employees,

agents and consultants shall not be excess of Contractor's insurance and shall not be contributory with it.

**ARTICLE 7 – CONTRACTOR’S GUARANTEE**

- A. Contractor guarantees for one (1) full year from the date of final completion of the Work to repair or replace any part of the work performed hereunder which constitutes a defect resulting from the use of inferior or defective materials, equipment or workmanship.
- B. If, within said period, any repairs or replacements in connection with the work are, in the opinion of the Engineer, rendered necessary as the result of the use of inferior or defective materials, equipment or workmanship, Contractor agrees, upon receipt of notice from District, and without expense to District, to promptly repair or replace such material or workmanship and/or correct any and all defects therein.
- C. If Contractor, after such notice, fails to proceed promptly to comply with the terms of this guarantee, District may perform the work necessary to effectuate such correction and recover the cost thereof from Contractor or his sureties.
- D. Any and all other special guarantees which may be applicable to definite parts of the Work shall be considered as an additional guarantee and shall not reduce or limit the guarantee as provided by Contractor pursuant to this Article 7.

**ARTICLE 8 – CONTRACTOR’S REPRESENTATIONS**

- A. In order to induce District to enter into this Agreement, Contractor makes the following representations:
  - 1. Contractor has examined and carefully studied the Contract Documents.
  - 2. Contractor has visited the site and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the Work.
  - 3. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
  - 4. Contractor has carefully studied the report of explorations and tests of subsurface conditions at or contiguous to the Site.
  - 5. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor’s safety precautions and programs.
  - 6. Based on the information and observations referred to in Paragraph A.5 above,

Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.

7. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
8. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

**ARTICLE 9 – NO DAMAGE FOR DELAY**

- A. The Contractor agrees to make no monetary claim for delays, interferences or hindrances of any kind in the performance of this Contract occasioned by the following conditions and agrees that any such claim shall be fully compensated for by an extension of Contract Time to complete performance of the work:
  1. Changed biological conditions at the construction site as revealed by the preconstruction biological survey; and
  2. Operational constraints associated with the existing water system.

**ARTICLE 10 – CONTRACT DOCUMENTS**

- A. The Contract Documents consist of the following:
  1. This Agreement;
  2. Performance bond;
  3. Payment bond;
  4. Specifications, including the Contracting Requirements;
  5. Drawings consisting of 9 sheets;
  6. Addenda Y to Z;
  7. Contractor's Bid;
  8. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
    - a. Notice to Proceed;
    - b. Work Change Directives; and
    - c. Change Orders.
- B. The documents listed in previous Paragraph are attached to this Agreement.
- C. There are no Contract Documents other than those listed above in this Article.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 4.02 of the General Conditions.

**ARTICLE 11 – MISCELLANEOUS**

A. California Labor Code Provisions

1. Contractor shall comply with all applicable provisions of Sections 1810 to 1815, inclusive, of the California Labor Code, relating to working hours. Contractor shall, as a penalty to District, forfeit Twenty-Five Dollars (\$25.00) for each worker employed in the execution of the contract by Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week, unless such worker receives compensation for all hours worked in excess of 8 hours at not less than 1½ times the basic rate of pay.
2. Pursuant to the provision of California Labor Code, Sections 1770 et seq., Contractor and any subcontractor under him shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Pursuant to the provisions of California Labor Code Section 1773.2, Contractor is hereby advised that copies of the prevailing rate of per diem wages and a general prevailing rate for holidays, Saturdays and Sundays and overtime work in the locality in which the work is to be performed for each craft, classification, or type of worker required to execute the contract, are on file in the administrative offices of District, which copies shall be made available to any interested party on request. Contractor shall post a copy of said prevailing rate of per diem wages at the job site.
3. As required by Section, 1773.8 of the California Labor Code, Contractor shall pay travel and subsistence payments to each worker needed to execute the work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with this Section.
4. To establish, such travel and subsistence payments, the representative of any craft, classification, or type of workman needed to execute the contracts shall file with the Department of Industrial Relations fully executed copies of collective bargaining agreements for the particular craft, classification or type of work involved. Such agreements shall be filed within 10 days after their execution and thereafter shall establish such travel and subsistence payments whenever filed 30 days prior to the call for bids.
5. Contractor shall comply with the provisions of Section 1775 of the California Labor Code and shall, as a penalty to District, forfeit Twenty-Five Dollars (\$25.00) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the contract.
6. As required under the provisions of Section 1776 of the California Labor Code, Contractor and each subcontractor shall keep an accurate payroll record, showing the name address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Said payroll shall be certified and shall be available for inspection at all reasonable hours at the principal office of Contractor on the

following basis:

- a. A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.
- b. A certified copy of all payroll records enumerated herein shall be made available for inspection or furnished upon request to District, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations.
- c. A certified copy of all payroll records enumerated herein shall be made available upon request by the public for inspection or copies thereof made; provided, however, that a request by the public shall be made through either District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to subparagraph A.6.a herein, the requesting party shall, prior to being provided the records, reimburse the costs of preparation by Contractor, subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal offices of Contractor.

Contractor and each subcontractor shall file a certified copy of the records, enumerated herein with the entity that requested the records within 10 days after receipt of a written request. Any copy of records made available for inspection and copies furnished upon request to the public or District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of Contractor awarded the contract or performing the contract shall not be marked or obliterated. Contractor shall inform District of the location of the records enumerated herein, including the street address, city and county, and shall, within 5 working days, provide a notice of change of location and address. In the event of noncompliance with the herein requirements, Contractor shall have 10 days in which to comply subsequent to receipt of written notice specifying in what respects Contractor must comply with said paragraph. Should noncompliance still be evident after the 10-day, period, Contractor shall, as a penalty to the state or District, forfeit Twenty-Five Dollars (\$25.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. Responsibility for compliance with previous paragraph lies with Contractor.

7. Contractor and any subcontractors shall, when they employ any person in any apprenticeable craft or trade, apply to the joint apprenticeship committee administering the apprenticeship standards of the craft or trade in the area of the construction site for a certificate approving Contractor or subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected; and shall comply with all other requirements of Section 1777.5 of the California Labor Code. The responsibility of compliance with California Labor

Code Section 1777.5 during the performance of this contract rests with Contractor. Pursuant to California Labor Code Section 1777.7, in the event Contractor willfully fails to comply with the provisions of California Labor Code Section 1717.5, Contractor shall be denied the right to bid on any public works contract for one year from the date noncompliance is determined and be assessed civil penalties.

8. In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860), and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the California Labor Code, Contractor is required to secure the payment of compensation to his employees and for that purpose obtain and keep in effect adequate Worker's Compensation insurance. If Contractor, in the sole discretion of District satisfies District of the responsibility and capacity under the applicable Workers' Compensation laws, if any, to act as self-insurer, he may so act, and in such case, the insurance required by this paragraph need not be provided.
9. Contractor is advised of the provisions of Section 3100 of the California Labor Code, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and shall comply with such provisions before commencing the performance of the work of this contract.
10. Before the agreement between District and Contractor is entered into, Contractor shall submit written evidence that it and any subcontractors have obtained for the period of the contract full Workers' Compensation insurance coverage for all persons whom they employ or may employ in carrying out the work under this contract. This insurance shall be in accordance with the requirements of the most current and applicable state Workers' Compensation insurance laws. In accordance with the provisions of Section 1861 of the California Labor Code, the Contractor in signing this agreement certifies to District as true the following statement:
  - a. "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract."
11. In accordance with the provisions of Section 1727 of the California Labor Code, District, before making payment to Contractor of money due under a contract for public works, shall withhold and retain therefrom all amounts which have been forfeited pursuant to any stipulation in the contract, and the terms of Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with Section 1720). But no sum shall be withheld, retained or forfeited, except from the final payment, without a full investigation by either the Division of Labor Law Enforcement or by District.
12. Pursuant to California Public Contract Code Section 7100, the acceptance by Contractor of an undisputed payment made under the terms of the contract shall operate as, and shall he, a release to District, and it's duly authorized agents, from all claim of and/or liability to Contractor arising by virtue of the contract related to those amounts. Contractor may specifically exclude disputed contract claims in stated amounts from the operation of the release.

13. Contractor may substitute securities for the amounts retained by District to ensure performance of the contract in accordance with the provisions of Section 4590 of the Government Code.

The representations made herein, including Contractor's licensing information furnished with Contractor's bid (and incorporated herein) are made under penalty of perjury. The undersigned understands that any bid not containing said licensing information, or containing any information, which is subsequently proven false, shall be considered nonresponsive, and shall be rejected by District.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this 31st  
day of August, 2018.

MONTARA WATER AND SANITARY DISTRICT, A public entity of the State of California

BY:

\_\_\_\_\_

President, Board of Directors

ATTEST:

\_\_\_\_\_

Secretary, Board of Directors

CONTRACTOR:

BY:

\_\_\_\_\_

Signature

Wayne Archer, President

\_\_\_\_\_

Name, Title

**END OF DOCUMENT**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/31/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                                           |                                                             |  |                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--|--------------------------------------|
| <b>PRODUCER</b><br>Willis Insurance Services of California, Inc.<br>c/o 26 Century Blvd<br>P.O. Box 305191<br>Nashville, TN 372305191 USA | <b>CONTACT NAME:</b><br>PHONE (A/C No. Ext): 1-877-945-7378 |  | <b>FAX (A/C, No):</b> 1-888-467-2378 |
|                                                                                                                                           | <b>E-MAIL ADDRESS:</b> certificates@willis.com              |  |                                      |
| <b>INSURED</b><br>Pump Repair Service Co.<br>P.O. Box 34327<br>San Francisco, CA 94134                                                    | <b>INSURER(S) AFFORDING COVERAGE</b>                        |  | <b>NAIC #</b>                        |
|                                                                                                                                           | <b>INSURER A:</b> Valley Forge Insurance Company            |  | 20508                                |
|                                                                                                                                           | <b>INSURER B:</b> Cypress Insurance Company                 |  | 10855                                |
|                                                                                                                                           | <b>INSURER C:</b>                                           |  |                                      |
|                                                                                                                                           | <b>INSURER D:</b>                                           |  |                                      |
|                                                                                                                                           | <b>INSURER E:</b>                                           |  |                                      |

**COVERAGES**

CERTIFICATE NUMBER: W7360096

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                                                                                               | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                    |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> PD Ded. \$1,000<br><input checked="" type="checkbox"/> Per Occ.<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           | Y        | 2053779521    | 08/21/2018              | 08/21/2019              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 15,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                                                                                                                                              |           |          | 2053779535    | 08/21/2018              | 08/21/2019              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                 |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                                                                                                                                                                                              |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                                                                                        |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                                                                      |           | N/A      | PWUC915673    | 04/01/2018              | 04/01/2019              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: AW3 REHABILITATION AND TREATMENT PROJECT

MONTARA WATER AND SANITARY DISTRICT, its Board, officers, employees, agents and consultants are included as Additional Insureds as respects to General Liability.

General Liability policy shall be Primary and Non-Contributory with any other insurance in force for or which may be purchased by the Additional Insureds.

**CERTIFICATE HOLDER****CANCELLATION**

|                                     |                                                                                                                                                                |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MONTARA WATER AND SANITARY DISTRICT | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|                                     | AUTHORIZED REPRESENTATIVE<br>                                              |

© 1988-2016 ACORD CORPORATION. All rights reserved.

**00 51 00 NOTICE OF AWARD FORM**

TO: Pump Repair Service Co.  
405 Allan Street  
San Francisco, CA 94134

DATE: August 31, 2018

**MONTARA WATER AND SANITARY DISTRICT  
AW3 REHABILITATION PROJECT  
CONTRACT NO. \_\_\_\_\_**

MONTARA WATER AND SANITARY DISTRICT (The District) has considered the Bid submitted by you for the above-described work. It appears that it is to the best interest of the District to accept your Bid in the amount of ONE HUNDRED SEVENTY THOUSAND AND SIXTY \_\_\_\_\_ DOLLARS (\$ 170,060 ). You are hereby notified that your Bid has been accepted.

You are required to execute the Contract with the District and to furnish the required bonds and insurance certificates within twenty (20) calendar days from the mailing date of this Notice to you.

Dated this 4th day of September, 2018

MONTARA WATER AND SANITARY DISTRICT

By Clemens Heldmaier  
Title General Manager

**ACCEPTANCE OF NOTICE OF AWARD**

Receipt of the above Notice of Award is hereby acknowledged  
this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

By \_\_\_\_\_  
Title \_\_\_\_\_

**END OF DOCUMENT**



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning  
Adoption of Appropriations Limit for FY 2018-  
2019**

---

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

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

The appropriation limit for the prior fiscal year was \$2,200,208. Factoring in San Mateo County's unincorporated area's change in population (0.58%), and the change in the California per capita personal income (3.67%) provides the appropriation limit for the new fiscal year. This information is found in the State Department of Finance report received in May 2018. Based on these adjustments the appropriation limit for Fiscal Year 2018-2019 is \$2,294,185. This is the maximum amount of tax proceeds the District is able to spend in fiscal year 2018-2019. As the attached worksheet shows, the District is \$1,817,704 below its Gann Limit.

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

## RECOMMENDATION:

Adopt Resolution No. \_\_\_\_\_, Resolution of the Montara Water and Sanitary District Determining the 2018-2019 Appropriation Limit.

Attachment

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

**RESOLUTION OF THE MONTARA WATER AND  
SANITARY DISTRICT DETERMINING THE 2018-2019  
APPROPRIATION LIMIT**

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

1. The District, on the basis of appropriations limit calculations, which have been on file and available for public review in the office of the Secretary of the District, has calculated the maximum limit applicable to the appropriations of tax proceeds for the Fiscal Year 2018-2019 to be the sum of Two Million Two Hundred Ninety-Four Thousand and One Hundred and Eighty-Five Dollars (\$2,294,185).
2. The basis for said calculations are available and on file in the office of the Secretary of said District.
3. The Secretary shall post this Resolution at the official places of posting.

COUNTERSIGNED:

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

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

\* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof on the 4<sup>th</sup> day of September 2018, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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

# MONTARA WATER AND SANITARY DISTRICT

## Appropriation Limit FY 2018/2019

| USER FEES                                                    | SUB-TOTAL       | TOTAL                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------|-----------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SEWER</b>                                                 |                 |                        | <b>ASSUMPTIONS:</b><br><br>FY 17/18 Appropriations Limit: \$2,200,208<br><br>May 2018 State Department of Finance Report:<br><br>Per Capita Personal Income Increase: 3.67%<br><br>San Mateo County Population Change = 0.50%<br><br>Unincorporated Population change = 0.58%<br><br><u><b>Calculations:</b></u><br><br>1.0367 X<br>1.0058=1.04271286<br><br>1.04271286 X<br>\$2,200,208 = 2,294,185<br><br><b>\$2,294,185</b><br><b>APPROPRIATIONS LIMIT FOR FY 18/19</b><br><br>\$2,294,185<br>-\$476,481<br>→ <b>\$1,817,704</b><br><b>BELOW GANN LIMIT</b> |
| Sewer Service Charges                                        | \$ 2,552,225.00 |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sewer Connection Fees                                        | \$ 194,600.00   |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Application and Inspection Fees                              | \$ 17,000.00    |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>WATER</b>                                                 |                 |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Water Sales and Charges                                      | \$ 1,915,496.00 |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Water Connection Fees                                        | \$ 253,020.00   |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Water Application Fees                                       | \$ 12,050.00    |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>TOTAL</b>                                                 |                 | <b>\$ 4,944,391.00</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>LESS:</b>                                                 |                 |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Total Operating Expenses-Sewer                               | \$ 2,441,292.00 |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Total Operating Expenses-Water                               | \$ 1,666,472.00 |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Debt Instruments:</b>                                     |                 |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Water Loan Costs                                             | \$ 397,445.00   |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sewer Loan Costs                                             | \$ 121,399.00   |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>TOTAL</b>                                                 |                 | <b>\$ 4,626,608.00</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>USER FEES IN EXCESS OF COSTS:</b>                         |                 | <b>\$ 317,783.00</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>ADD:</b>                                                  |                 |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| User Fees in Excess of Costs:                                | \$ 317,783.00   |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Taxes                                                        | \$ 550,000.00   |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Franchise Fee                                                | \$ 23,000.00    |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Interest Income                                              | \$ 25,000.00    |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Operating Income or loss (From Audit)                        | \$ (439,302.00) |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>TOTAL</b>                                                 |                 | <b>\$ 476,481.00</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>TOTAL APPROPRIATIONS SUBJECT TO LIMIT FOR FY 2018/19:</b> |                 | <b>\$ 476,481.00</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



May 2018

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2018, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2018-19. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2018-19 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2018.**

**Please Note:** The prior year's city population estimates may be revised.

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

MICHAEL COHEN  
Director  
By:

AMY M. COSTA  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2018-19 appropriation limit is:

Per Capita Personal Income

| Fiscal Year (FY) | Percentage change over prior year |
|------------------|-----------------------------------|
| 2018-19          | 3.67                              |

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2018-19 appropriation limit.

**2018-19:**

Per Capita Cost of Living Change = 3.67 percent  
Population Change = 0.78 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.67 + 100}{100} = 1.0367$

Population converted to a ratio:  $\frac{0.78 + 100}{100} = 1.0078$

Calculation of factor for FY 2018-19:  $1.0367 \times 1.0078 = 1.0448$

Fiscal Year 2018-19

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2017 to January 1, 2018 and Total Population, January 1, 2018**

| <b>County<br/>City</b> | <b><u>Percent Change</u></b> | <b><u>--- Population Minus Exclusions ---</u></b> |                | <b><u>Total</u></b> |
|------------------------|------------------------------|---------------------------------------------------|----------------|---------------------|
|                        | <b>2017-2018</b>             | <b>1-1-17</b>                                     | <b>1-1-18</b>  | <b>1-1-2018</b>     |
| San Mateo              |                              |                                                   |                |                     |
| Atherton               | 0.49                         | 7,100                                             | 7,135          | 7,135               |
| Belmont                | 0.16                         | 27,343                                            | 27,388         | 27,388              |
| Brisbane               | 0.77                         | 4,656                                             | 4,692          | 4,692               |
| Burlingame             | 0.29                         | 30,207                                            | 30,294         | 30,294              |
| Colma                  | -0.99                        | 1,516                                             | 1,501          | 1,501               |
| Daly City              | 0.12                         | 107,733                                           | 107,864        | 107,864             |
| East Palo Alto         | 0.65                         | 30,718                                            | 30,917         | 30,917              |
| Foster City            | 0.61                         | 33,287                                            | 33,490         | 33,490              |
| Half Moon Bay          | 1.47                         | 12,456                                            | 12,639         | 12,639              |
| Hillsborough           | 1.35                         | 11,389                                            | 11,543         | 11,543              |
| Menlo Park             | 1.32                         | 34,649                                            | 35,107         | 35,268              |
| Millbrae               | 0.25                         | 22,796                                            | 22,854         | 22,854              |
| Pacifica               | 0.20                         | 38,342                                            | 38,418         | 38,418              |
| Portola Valley         | 0.42                         | 4,747                                             | 4,767          | 4,767               |
| Redwood City           | 0.13                         | 86,271                                            | 86,380         | 86,380              |
| San Bruno              | 0.26                         | 45,965                                            | 46,085         | 46,085              |
| San Carlos             | 0.73                         | 29,681                                            | 29,897         | 29,897              |
| San Mateo              | 0.99                         | 103,465                                           | 104,490        | 104,490             |
| South San Francisco    | 0.49                         | 66,752                                            | 67,082         | 67,082              |
| Woodside               | 0.54                         | 5,593                                             | 5,623          | 5,623               |
| Unincorporated         | 0.58                         | 65,450                                            | 65,828         | 65,828              |
| <b>County Total</b>    | <b>0.50</b>                  | <b>770,116</b>                                    | <b>773,994</b> | <b>774,155</b>      |

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning  
Employee Wellness Program.**

---

---

Last Year the District has developed a Wellness Program for its full-time employees whereby the District will contribute twenty-five dollars (\$25.00) monthly towards a health or fitness facility of their choice, upon proper documentation by the employee of the expenditure.

The District was once more awarded a Wellness Grant over \$280 in July from the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA). Voluntary Wellness programs of formal and informal activities are designed to improve the health and well-being employees and reduce or eliminate personal problems affecting employee health and work productivity. Wellness programs have the potential to decrease absenteeism, improve productivity, improve employee retention, leads to a more energetic, positive and productive workplace, lower overall health care costs, and reduce on-the-job accidents and injuries.

In the past year the District spent \$675 on the program. If all employees participate and ask for the full monthly reimbursement the annual cost would amount to a total of \$1,820.

Recommendation:

Authorize up to \$1,820 of District funds for contributions to MWSD full time employee's participation in wellness activities of \$25 per month per employee after proof of payment by the employee.

Attachment



July 27, 2018

Clemens Heldmaier - mwsd@coastside.net  
Julian Martinez - julian@coastside.net  
Montara Water & Sanitary District

RE: ACWA JPIA 2018 Wellness Grant

Dear Clemens and Julian,

Congratulations! The 2018 Wellness Grant Application for Montara Water & Sanitary District has been approved in the amount of \$280. Thank you for helping your employees and their families lead healthier, happier, and more productive lives. ACWA JPIA is excited to partner with your district in this endeavor.

We will send a check directly to Montara Water & Sanitary District for the amount of the grant within the next 30 days. Please save your receipts for your purchases and submit them to the JPIA at [jrech@acwajpia.com](mailto:jrech@acwajpia.com) once you have used all of the funds. All funds must be used by 6/1/2019. We are providing the funds in advance for your convenience, but it is important that we obtain this documentation for our records.

If your wellness program includes having a speaker arranged through Anthem Blue Cross, the amount for the speaker will be withheld from the check issued to your agency. Anthem must pay for these speakers directly.

Please use your grant money for wellness purposes only. Teambuilding events, while worthwhile, should not be paid for with wellness grant funds unless there is a fitness, nutrition or similar health component. If you use your wellness funds for food or restaurant-related gift cards to award program participants, please make sure they are from a healthy eating establishment.

If you have any questions regarding your grant please contact me at (916) 474-1773.

Thank you for your participation.

A handwritten signature in black ink, appearing to read "Jackie Rech".

Jackie Rech  
Employee Benefits Account Manager

ASSOCIATION OF CALIFORNIA WATER AGENCIES  
JOINT POWERS INSURANCE AUTHORITY

P.O. Box 619082  
Roseville, CA, 95661-3700

SACRAMENTO MAIN OFFICE  
CALIFORNIA BANK AND TRUST  
1331 BROADWAY  
SACRAMENTO, CA, 95818

CHECK NO. 55490

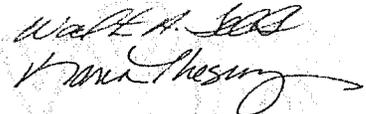
11-204  
1210

DATE  
8/9/2018

AMOUNT  
\*\*\*\*\*\$280.00

PAY Two Hundred Eighty Dollars only

TO THE ORDER OF MONTARA WATER AND SANITARY DISTRICT  
P.O. BOX 370131  
MONTARA, CA 94037



AUTHORIZED SIGNATURES  
Void after Six Months

DO NOT CASH IF "ORIGINAL DOCUMENT" DOES NOT APPEAR ON BACK

⑈ 55490 ⑈ ⑆ 121002042 ⑆ 1030011961 ⑈

ASSOCIATION OF CALIFORNIA WATER AGENCIES  
JOINT POWERS INSURANCE AUTHORITY

CHECK NO. 55490

MONTARA WATER AND SANITARY DISTRICT

| INVOICE NUMBER   | INVOICE DATE | INVOICE DESCRIPTION                                | GL NUMBER     | INVOICE AMOUNT |
|------------------|--------------|----------------------------------------------------|---------------|----------------|
|                  | 08/09/2018   | MONTARA WATER AND SANITARY DISTRICT-WELLNESS GRANT | 25001-80-0000 | \$280.00       |
|                  | 2018         |                                                    |               |                |
| NET CHECK AMOUNT |              |                                                    |               | \$280.00       |

Security Features Included. Details on back.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 4, 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 1/3<sup>rd</sup> 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 prepared the attached draft Ordinance.

## 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.

# ORDINANCE NO. \_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT AMENDING SECTIONS 4-2.100 AND 4-2.200 OF THE MONTARA WATER AND SANITARY DISTRICT CODE RELATING TO SEWER SERVICE CHARGES

**Section 1. Amendments.** Sections 4-2.100 and 4-2.200 of the Montara Water and Sanitary District Code are hereby amended to read as follows:

### **“4-2.100. Sewer Service Charges**

**(a) Premises to Which Applicable.** Sewer service charges are hereby established pursuant to Subdivision (e) for all Premises connected to the District’s Sewage Works and for those Premises which are able to be connected to said Works but which are served by a Private Sewer as said term is defined in Chapter III of this Code. Determination of whether Premises are able to be connected to the Sewage Works shall be governed by the provisions of Section 3-3.500 of this Code. Premises which are unable to be connected to the Sewage Works shall be exempt from the Sewer service charges; provided, that it shall be the sole responsibility of the owner thereof to notify the District of such inability and to request an exemption.

**(b) Multi-purpose Premises.** If Premises are used for more than one purpose, there shall be an annual charge for each classification of use based on the portions of the Premises used for each such purpose, and the annual Sewer service charge for said Premises shall be the aggregate of all such charges.

**(c) Basis for Charge.** Sewer service charges shall be based upon the costs to treat both the volume and strength of Sewage discharged from Premises to the District’s Sewage Works and to transport and dispose of the Sewage for each user under categories specified in the District’s Master Fee Schedule, adopted by ordinance after noticed public hearing and thereafter collected on the tax roll for the ensuing fiscal year (July 1 - June 30).

**(d) Rate Per Weighted Water Use.** Weighted Water Use for each user shall be determined from water consumption data supplied by the District. If no water consumption data is available for residential Premises connected to the District’s Sewage Works, the average Weighted Water Use of all residential users shall be used to calculate the charge. If no water consumption data is available for non-residential Premises, the District Manager shall determine the appropriate Weighted Water Use for computing the Sewer service charge for such Premises.

**(e) Rates Established.** The calculation for annual Sewer service charges corresponding to specified user categories for Premises connected to the District’s Sewage Works and for those Premises which are able to connect to said Works but which are served by a Private Sewer shall be set forth in the District’s Master Fee Schedule.

**(f) Minimum Charge.** A minimum annual Sewer service charge set forth in the Master Fee Schedule shall be imposed for all Premises for which the water consumption attributable thereto is less than 1,600 cubic feet per annum, and for residential Premises located within the Urban Area (hereinafter defined) not connected to the District’s Sewage Works but for which Sewage treatment is provided by a Private Sewer pursuant to this Code. "Urban Area" means that area

# ORDINANCE NO. \_\_\_\_\_

## ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT AMENDING SECTIONS 4-2.100 AND 4-2.200 OF THE MONTARA WATER AND SANITARY DISTRICT CODE RELATING TO SEWER SERVICE CHARGES

so delineated by the Urban/Rural Boundary on Land Use Plan Maps adopted by the Board of Supervisors of the County of San Mateo and approved by the California Coastal Commission as part of the San Mateo County Local Coastal Program pursuant to the California Coastal Act of 1976.

**4-2.200. Relief from Unjust Rates.** The owners or occupants of any Premises who by reason of special circumstances believe that Sewer service charges are unjust or inequitable as applied to their Premises, may apply in writing to the Board, stating the circumstances and requesting a different basis or charge for Sewer services to their Premises. If such application is approved, the Board may by resolution fix and establish fair and equitable rates for such Premises to be effective as of the date of the application and continuing during the period of such special circumstances. The Board may, on its own motion, find that by reason of special circumstances said charges are unjust and inequitable as applied to particular Premises and may by resolution fix and establish fair and equitable Sewer service charges for such Premises during the period of such special circumstances, or any part thereof.”

**Section 2.** Upon adoption, this Ordinance shall be entered in the minutes of the Board and posted for one week in three (3) public places in the District and shall become effective immediately upon expiration of one week following said posting.

---

President

COUNTERSIGNED:

---

Secretary

\* \* \*

I hereby certify that the foregoing Ordinance was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 4<sup>th</sup> day of September 2018, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

---

Secretary



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **September 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning  
Cancellation of Next Regular Scheduled Meeting  
September 6, 2018.**

---

The Board of Directors decided to hold this Special Meeting in lieu of the next Regular Scheduled meeting on September 6.

RECOMMENDATION:

This is for Board and Public Information only.