



**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.

AGENDA

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

October 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 September 04, 2018.](#)
2. [Approve Financial Statements for August 2018.](#)
3. Approve Warrants for October 1, 2018.
4. [SAM Flow Report for August.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report for August 2018.](#)

8. [Rain Report.](#)
9. [Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for June 2018.](#)

OLD BUSINESS NEW BUSINESS

1. [Review and Acceptance of the June 30, 2017 GASB 68 Actuarial Valuation.](#)
2. [Review and Possible Action Concerning Review of Recology Audits for 2019 Solid Waste Rate Increase.](#)
3. [Update for the Progress of the Cabrillo Highway Sewer Improvements Phase 1A Project.](#)
4. [Update on Montara Water and Sanitary District 60 Year Anniversary Event.](#)

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, 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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. C. §54957)

Title: General Manager

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 Slater-Carter - 431 Lakeview Street, Crystal, MI 89450

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) subject to staff's ability to post the documents before the meeting.



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS MEETING
September 4, 2018

MINUTES

SPECIAL SESSION BEGAN AT 7:33 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 Sewer Engineer, Pippin Cavagnaro

PRESIDENT'S STATEMENT – Director Wilson welcomed everyone.

ORAL COMMENTS - None

PUBLIC HEARING None

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

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

OLD BUSINESS - None

NEW BUSINESS -

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

General Manager Heldmaier stated that the San Francisco State University Geography Department has had fog collectors on the Montara Water and Sanitary District (MWSD) property for some years to research the qualitative aspects of fog water along the Coast. MWSD has also been exploring how much fog is precipitating on Montara Mountain and ending up in the potable tanks. This District is unique with its own water cycle, and a lot of humidity. MWSD has also done some isotope sampling in the Montara aquifers. So, when Emeritus Professor Dr. Sergio Aragon (San Francisco State University) proposed a collaboration of his fog research project with MWSD, it was an opportunity for the District to discover new information with minimal cost. General Manager Heldmaier recommended the Board to authorize the General Manager to spend no more than \$3,000 dollars in the next three fiscal years on samples and equipment for this research project. He introduced Emeritus Professor Dr. Sergio Aragon to the Board.

Dr. Aragon said that although he retired several years ago from San Francisco State University, his curiosity about the fog and local conditions led him to initiate this fog research project on Montara Mountain. He requested permission from the National Park Service (GGA) in May to install some fog collecting equipment on Montara Mountain. They gave him permission, and he proceeded to build and install fog collecting equipment on two sites along the Alta Vista Trail. He formed a team of colleagues from the San Francisco State University Geography Department and various other Agencies and Universities to work together on this research, and to utilize and share data on fog and water conditions in the area, lichen, macronutrients, etc. Thus, there is a broad section of different things that will be studied. But the information pertinent to the District will provide the amount and seasonality of the fog, as well as data from rain water during the winter

months. The isotopic compositions of fog and rain water are distinguishable, and will also be analyzed. He said there is data that has been collected at Point Reyes, but emphasized that he wanted to get data that was local because many variables depend on the temperature. He further explained that samples would be collected only a couple times a year, frozen, and sent to an isotope lab at the University of New Mexico that can analyze both isotopes simultaneously in the same sample (a cost saving measure). The electro-conductivity and PH of the samples will be measured, which may provide information about the salt from the ocean, and possibly smoke from the fires. Dr. Aragon said his permit runs through the year 2020.

General Manager Heldmaier reiterated that this benefits the District, and will be a minor change to the existing sampling schedule in accordance with Dr. Aragon's needs.

Director Slater-Carter said that she strongly supported this, and the more information we have about our own water the better. This will create a stronger data base, which is valuable, with very little cost. She stated that MWSD is one of the more interesting water districts, because they are self-reliant. She reminded the Board that MWSD may be required to participate in a very expensive ground water project that is not necessary, and the experts involved are being objected to the change in ground water status, and this information may help to show them that MWSD is independent of other influences.

Director Huber asked if two years was enough time to collect data, and draw conclusions.

Dr. Aragon replied that he will have data on three separate years. Many published studies conducted north and south of us were only one or two years. He commented that he is a Chemical Physicist, and fog is new to him. However, the basics necessary to understand this are all physics, and he feels this can be done.

Director Boyd commented that all the research he has seen has larger scale aspects to it, and noted that this was very interesting.

Director Slater-Carter made a motion to authorize the General Manager to spend no more than \$3,000 dollars in the next three fiscal years on samples and equipment for this research project. Director Huber seconded the motion, and all Directors were in favor and the motion passed unanimously 5 – 0.

2. Review and Possible Action Concerning Bid Award for AW3 Rehabilitation Project.

General Manager Heldmaier announced that there has been much discussion about the Airport Well 3 rehab project--taking care of the well, the above ground structures, and adding an ion exchange unit similar to what is at Airport Well #2.

MWSD went out to bid for the major portion of this project, and one bid was received by the Pump Repair Services Company of San Francisco, in the amount of \$170,060 dollars. It is close enough to our District Engineer's estimation of cost. Thus, he recommended the Board to award construction contract to the Pump Repair Services Company in the amount of \$170,060 dollars for the Airport Well #3 Rehabilitation project.

Director Wilson inquired if this was for information only or to adopt a resolution.

General Manager Heldmaier replied that the Agenda has an administration error on it, and the Board should adopt the revised resolutions from District Counsel Dave Schricker.

District Counsel Dave Schricker stated that the Board should consider the adoption of two resolutions. The first resolution being the resolution of the Montara Water and Sanitary District approving contract documents for AW3(Airport Well #3) rehabilitation project, declaring lowest responsible bidder for said project, accepting bid of said bidder, rejecting all other bids, approving and authorizing execution of agreement for the project and directing return of security deposits upon execution of the project contract by the lowest responsible bidder. The next resolution is the resolution of the Montara Water and Sanitary District acknowledging and authorizing the filing of Notice of Exemption under the California Environmental Quality Act for the AW3 (Airport Well #3) Rehabilitation project. The Board can adopt both of these resolution with the same motion.

Director Wilson asked for comments from the Board and heard none.

Director Slater-Carter moved to adoption the resolution of the Montara Water and Sanitary District approving contract documents for AW3(Airport Well #3) rehabilitation project, declaring lowest responsible bidder for said project, accepting bid of said bidder, rejecting all other bids, approving and authorizing execution of agreement for the project and directing return of security deposits upon execution of the project contract by the lowest responsible bidder, and the resolution of the Montara Water and Sanitary District acknowledging and authorizing the filing of Notice of Exemption under the California Environmental Quality Act for the AW3 (Airport Well #3) Rehabilitation project. Director Boyd seconded the motion. All Directors were in favor and the motions passed unanimously 5 – 0.

3. Review and Possible Action Concerning Adoption of Appropriations Limit for FY 2018-2019

General Manager Heldmaier announced that this is an annual item, required by the California State Constitution, also referred to as the Gann Appropriations limit. It

places a limit on the amount of proceeds of taxes State and local agencies can appropriate and spend each year.

Last year the appropriations limit was \$2.2 million dollars, and based on different factors and adjustments, the new appropriations limit for this fiscal year is \$2.294 million dollars. MWSD is well below the Gann limit, by 1.8 million dollars. His recommendation is to adopt the resolution of the Montara Water and Sanitary District determining the 2018-2019 Appropriations Limit.

Director Boyd motioned to adopt the resolution of the Montara Water and Sanitary District determining the 2018-2019 Appropriations Limit, and Director Slater-Carter seconded the motion. All Directors were in favor and the motion passed unanimously 5 – 0.

4. Review and Possible Action Concerning Employee Wellness Program.

General Manager Heldmaier said this Wellness Program for full-time employees was introduced to the Board last year. This year, MWSD received another Wellness Grant of \$280 from ACWA/JPIA (Association of California Water Agencies Joint Powers Insurance Authority), and would like to continue the Wellness Program. The District contributes \$25 per month towards a fitness or health facility of the employee's choice, upon proper documentation for expenditure. Last year, the District spent \$675 towards reimbursement to the employees. If all employees were to utilize this program, the annual cost would be \$1,820 dollars. He recommended that the Board authorize up to \$1,820 dollars of District funds for contributions to MWSD full-time employees participation in the Wellness activities of \$25 per month per employee after proof of payment by the employee.

None of the Directors made any comments.

Director Huber made a motion to authorize up to \$1,820 dollars of District funds for contributions to MWSD full time employees participation in the Wellness activities of \$25 per month per employee after proof of payment by the employee. Director Slater-Carter seconded the motion. All Directors were in favor and the motion passed unanimously 5 – 0.

5. Review and Possible Action Concerning Adoption of Ordinance Relating to Sewer Service Charges.

General Manager Heldmaier stated that MWSD recently adopted new sewer service charge rates, and they have recently been changed to reflect a more comprehensive, industry standard format. Previously, the rates were specific to the wet weather months, increased the consumption by a factor of 3 to assume that it is spread over the entire year. Now, MWSD is dividing that sum by 3, in layman's terms, and assessing an annual sewer service charge and not a wet weather

month sewer service charge. However, MWSD still considers the wet weather months as the basis for sewer service charges. Nothing is really changing. However, it does require MWSD to amend the District Code, and District Counsel David Schricker prepared a draft 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. He recommended the Board approve this Ordinance.

Director Slater Carter thanked General Manger Heldmaier for making the changes so that the rates are in industry standard, comprehensive format, making it more transparent. She made a motion to adopt the 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. Director Boyd seconded the motion. All Directors were in favor and the motion passed unanimously 5 – 0.

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

General Manager Heldmaier said that the September 6th meeting had already been cancelled, but it is for public notification.

Director Slater-Carter commented that the meeting date was changed due to a mediation meeting scheduled for September 6th.

All the Directors were in agreement.

REPORTS

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

Director Boyd said the audit was presented at the meeting, and there was some concern expressed in the audit—there were some issues that SAM had last year, but they were identified and cleaned up. There was much concern about the depleted SAM reserves—which has been discussed at MWSD in past meetings. He was pleased to report this discussion proved to be constructive as everyone discussed the importance of getting the reserves back on track. He was glad the auditor called it out. This was a tough audit. Some of it was no surprise--there were big financial hits on the spills, fines, and repairs. It is a situation that we need to get better a handle on. It will be a useful tool to gain some consensus around the table that we have to pay for keeping the agency running. The rest of the meeting was in Closed Session.

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

3. CSDA Report (Slater-Carter) – none

3. Attorney's Report (Schricker) –

District Counsel Schricker reported that he is on the ACWA legal committee and they have a committee meeting from time to time when they get requests for support. He will be attending by phone tomorrow morning for a few hours to review a couple of cases on the agenda. One case involves a water system in Maui and other in Stockton or the Central Valley. They are not cases that ACWA is a party to, but the request is to get ACWA institutional support for the position of the water agencies involved.

5. Directors Report – None

6. General Manager’s Report (Heldmaier) – None

Director Harvey was present via teleconference.

FUTURE AGENDAS

ADJOURNMENT

SPECIAL MEETING ENDED at 8:30 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

**Director Harvey participated by teleconference in all or a portion of the meeting of the Board, including Closed Session, from the following location:
11940 Rhineland Avenue, Truckee, California 96161**

Respectfully Submitted,

Signed _____
Secretary

Approved on the 4th, October 2018

Signed _____
President

RESOLUTION NO.

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING CONTRACT DOCUMENTS FOR AW3 (AIRPORT WELL #3) REHABILITATION PROJECT, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID PROJECT, ACCEPTING BID OF SAID BIDDER, REJECTING ALL OTHER BIDS, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR THE PROJECT AND DIRECTING RETURN OF SECURITY DEPOSITS UPON EXECUTION OF THE PROJECT CONTRACT BY THE LOWEST RESPONSIBLE BIDDER

WHEREAS, in response to advertisement for sealed bids, bids were received for the construction of the AW3 (Airport Well #3) Rehabilitation Project ("Project"); and

WHEREAS, the bid of Pump Repair Service Co. of San Francisco, California, is 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. Those certain contract documents entitled, "Montara Water and Sanitary District AW3 Rehabilitation Project," a copy of which is on file in the Administrative Offices of the District, are hereby approved, including the design, plans and specifications therefor.

2. 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 the Project.

3. Any and all informalities in the aforementioned bid of Pump Repair Service Co. are hereby waived.

4. 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 construction of the Project 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 Offices of the District, to which copy reference is hereby made for the full particulars thereof.

5. The District Secretary is hereby authorized and directed to return to all unsuccessful bidders the bid security furnished by them, and to return such

RESOLUTION NO.

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING CONTRACT DOCUMENTS FOR AW3 (AIRPORT WELL #3) REHABILITATION PROJECT, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID PROJECT, ACCEPTING BID OF SAID BIDDER, REJECTING ALL OTHER BIDS, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR THE PROJECT AND DIRECTING RETURN OF SECURITY DEPOSITS UPON EXECUTION OF THE PROJECT CONTRACT BY THE LOWEST RESPONSIBLE BIDDER

security submitted by Pump Repair Service Co., Inc. to said bidder upon execution of the agreement hereinabove referenced.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

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

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND
SANITARY DISTRICT ACKNOWLEDGING AND
AUTHORIZING THE FILING OF NOTICE OF
EXEMPTION UNDER THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT FOR THE AW3
(AIRPORT WELL #3) REHABILITATION PROJECT**

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

This Board hereby finds and declares that the AW3 (Airport Well #3) Rehabilitation Project is categorically exempt from the requirement for preparation of environmental documents under the California Environmental Quality Act (Public Resources Code Section 21000 et seq.) ("CEQA") and Section 15302 of the "State CEQA Guidelines" (14 CCR §15000 et seq.); and the District Secretary is hereby authorized and directed to cause a Notice of Exemption to be filed for said project in the office of the County Recorder, San Mateo County, California.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 4th 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 AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

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

- 4400 Fees, \$20,833 above Budget – Remodel fee activity has been substantially more than expected.
- 4610 Property Tax Receipts, \$45,578 below Budget – Funds from the County are typically not received until November or December.
- 4710 Sewer Service Charges, \$424,461 below Budget – Funds from the County are typically not received until November or December.
- **Overall Total Operating Income for the period ending August 31, 2018 was \$447,760 below budget. Total revenue received to date is \$35,360.**
- 5190 Bank Fees, \$2,006 above Budget – US Bank annual fee was paid in July.
- 5400 Legal, \$24,133 below Budget – Difference due to timing in the billing.
- 5610 Accounting, \$2,950 below Budget – Difference due to timing in the billing.
- 5620 Audit, \$2,167 below Budget – Annual audit has not yet been completed.
- 5640 Data Services, \$5,079 above Budget – Bill for the Parcel Management System for 2018-2019.
- 5800 Labor, \$6,450 above Budget – Employee benefits have been billed and paid a month ahead of time.
- 6170 Claims, Property Damage, \$2,994 below Budget – Minimal activity in the current year.
- 6200 Engineering, \$8,149 below Budget – Minimal activity in the current year.
- 6910 SAM Collections, \$54,673 below Budget – No activity in the current year.
- 6940 SAM Maintenance, Collection Sys, \$6,666 below Budget – No activity in the current year.
- 6950 SAM Maintenance, Pumping, \$8,333 below Budget – No activity to date.
- **Overall Total Operating Expenses for the period ending August 31, 2018 were \$83,037 below Budget.**



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Total overall Expenses for the period ending August 31, 2018 were \$106,524 below budget. For a net ordinary Loss of (\$341,236), budgeted vs. actual. Actual net ordinary Loss is (\$264,997).**
- 7100 Connection Fees, \$19,389 above Budget – One new connection sold in August.
- 7200 Interest Income, LAIF, \$14,474 above budget – LAIF has been out-performing projections.
- 8000 CIP, \$481,764 below Budget – three bills paid in the month of August.
- 9200 I-Bank Loan, \$10,698 below Budget – Difference due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Budget vs. Actual – Water August 2018 Variances over \$2,000:**
- 4610 Property tax Receipts, \$45,578 below Budget – Funds from the County are typically not received until November or December.
- 4740 Testing, Backflow, \$2,667 below Budget – No activity in the current fiscal year.
- 4810 Water Sales, Domestic, \$40,561 above budget – Increase due to rate increase.
- **Overall Total Operating Income for the period ending August 31, 2018 was \$7,670 below budget. Total revenue received to date is \$367,503.**
- 5240 CDPH Fees, \$2,583 below Budget – No activity in the current fiscal year.
- 5400 Legal, \$11,417 below Budget – Difference due to timing in the billing.
- 5530 Memberships, \$3,148 below Budget – Membership dues paid to the American Water Works Association.
- 5610 Accounting, \$2,950 below Budget - Difference due to timing in the billing.
- 5620 Audit, \$2,167 below Budget – Annual audit has not yet been completed.
- 5630 Consulting, \$3,535 below Budget – Minimal activity in this fiscal year.
- 5800 Labor, \$16,831 below Budget – Major line items to decrease are staff wages due to a decrease in overtime.
- 6200 Engineering, \$15,736 below Budget – Water Quality engineering costs are higher than anticipated.
- 6400 Pumping, \$4,388 below Budget – Large “catch-up” bill expected later in the fiscal year.
- 6500 Supply, \$6,494 below Budget – No water purchases in current fiscal year.
- 6600 Collection/Transmission, \$7,839 below Budget – Minimal activity in August.
- 6700 Treatment, \$12,019 below Budget – Minimal activity in August.
- **Overall Total Operating Expenses for the period ending August 31, 2018 were \$11,134 below Budget.**
- **Total overall Expenses for the period ending August 31, 2018 were \$54,300 below budget. For a net ordinary income of \$46,630, budgeted vs. actual. Actual net ordinary income is \$144,059.**
- 7100 Connection Fees, \$13,975 below Budget – One new construction connection issued in August.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: October 4, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 7600 Bond Revenues, G.O. \$189,567 below Budget – Funds from the County are typically not received until November or December.
- 8000 CIP, \$74,829 below Budget – Minimal activity in the current fiscal year.
- 9100 Interest Expense – GO Bonds \$107,349 below Budget – Difference due to timing.

RECOMMENDATION:

This is for Board information only

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

	Jul - Aug 18	Sewer Budget		\$ Over Budget
Ordinary Income/Expense				
Income				
4220 - Cell Tower Lease	6,092.40	5,916.66		175.74
4400 - Fees				
4410 - Administrative Fee (New Constr)	1,563.00	583.34		979.66
4420 - Administrative Fee (Remodel)	0.00	333.34		-333.34
4430 - Inspection Fee (New Constr)	1,480.00	583.34		896.66
4440 - Inspection Fee (Remodel)	0.00	666.66		-666.66
4460 - Remodel Fees	20,623.00	666.66		19,956.34
Total 4400 - Fees	23,666.00	2,833.34		20,832.66
4610 - Property Tax Receipts	255.06	45,833.34		-45,578.28
4710 - Sewer Service Charges	909.70	425,370.84		-424,461.14
4720 - Sewer Service Refunds, Customer	0.00	-666.66		666.66
4760 - Waste Collection Revenues	4,067.54	3,833.34		234.20
4990 - Other Revenue	369.79			
Total Income	35,360.49	483,120.86		-447,760.37
Gross Profit	35,360.49	483,120.86		-447,760.37
Expense				
5000 - Administrative				
5190 - Bank Fees	3,089.62	1,083.34		2,006.28
5200 - Board of Directors				
5210 - Board Meetings	145.92	416.66		-270.74
5220 - Director Fees	187.50	666.66		-479.16
5230 - Election Expenses	0.00	833.34		-833.34
Total 5200 - Board of Directors	333.42	1,916.66		-1,583.24
5250 - Conference Attendance	111.63	500.00		-388.37
5270 - Information Systems	1,079.50	666.66		412.84
5300 - Insurance				
5310 - Fidelity Bond	437.50	83.34		354.16
5320 - Property & Liability Insurance	0.00	333.34		-333.34
Total 5300 - Insurance	437.50	416.68		20.82
5350 - LAFCO Assessment	0.00	333.34		-333.34
5400 - Legal				
5420 - Meeting Attendance, Legal	0.00	1,583.34		-1,583.34
5430 - General Legal	0.00	25,000.00		-25,000.00
5440 - Litigation	2,450.00			
Total 5400 - Legal	2,450.00	26,583.34		-24,133.34
5510 - Maintenance, Office	528.74	1,333.34		-804.60
5540 - Office Supplies	589.18	1,333.34		-744.16
5550 - Postage	178.17	416.66		-238.49
5560 - Printing & Publishing	132.27	833.34		-701.07

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

	Jul - Aug 18	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	2,050.00	5,000.00	-2,950.00
5620 · Audit	0.00	2,166.66	-2,166.66
5630 · Consulting	1,713.25	3,333.34	-1,620.09
5640 · Data Services	6,079.02	1,000.00	5,079.02
5650 · Labor & HR Support	407.00	416.66	-9.66
5660 · Payroll Services	144.38	166.66	-22.28
Total 5600 · Professional Services	10,393.65	12,083.32	-1,689.67
5710 · San Mateo Co. Tax Roll Charges	0.00	416.66	-416.66
5720 · Telephone & Internet	2,936.84	4,000.00	-1,063.16
5730 · Mileage Reimbursement	0.00	250.00	-250.00
5740 · Reference Materials	0.00	33.34	-33.34
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	2,630.90	2,652.00	-21.10
5820 · Employee Benefits	11,427.33	5,939.16	5,488.17
5830 · Disability Insurance	226.72	255.66	-28.94
5840 · Payroll Taxes	2,334.07	2,898.34	-564.27
5850 · PARS	2,566.48	2,569.34	-2.86
5900 · Wages			
5910 · Management	17,966.07	17,287.50	678.57
5920 · Staff	21,476.02	19,841.16	1,634.86
5930 · Staff Certification	300.00	300.00	0.00
5940 · Staff Overtime	132.84	457.34	-324.50
Total 5900 · Wages	39,874.93	37,886.00	1,988.93
5960 · Worker's Comp Insurance	0.00	407.84	-407.84
Total 5800 · Labor	59,060.43	52,608.34	6,452.09
Total 5000 · Administrative	81,320.95	104,808.36	-23,487.41
6000 · Operations			
6170 · Claims, Property Damage	339.30	3,333.34	-2,994.04
6195 · Education & Training	0.00	166.66	-166.66
6200 · Engineering			
6210 · Meeting Attendance, Engineering	0.00	333.34	-333.34
6220 · General Engineering	2,184.00	10,000.00	-7,816.00
Total 6200 · Engineering	2,184.00	10,333.34	-8,149.34
6320 · Equipment & Tools, Expensed	0.00	166.66	-166.66
6330 · Facilities			
6335 · Alarm Services	910.62	950.00	-39.38
6337 · Landscaping	190.00	400.00	-210.00
Total 6330 · Facilities	1,100.62	1,350.00	-249.38

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

	Jul - Aug 18	Sewer Budget	\$ Over Budget
6400 · Pumping			
6410 · Pumping Fuel & Electricity	7,072.79	6,833.34	239.45
Total 6400 · Pumping	7,072.79	6,833.34	239.45
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	1,666.66	-1,666.66
Total 6600 · Collection/Transmission	0.00	1,666.66	-1,666.66
6800 · Vehicles			
6810 · Fuel	117.48	166.66	-49.18
6820 · Truck Equipment, Expensed	0.00	26.66	-26.66
6830 · Truck Repairs	31.45	166.66	-135.21
Total 6800 · Vehicles	148.93	359.98	-211.05
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	0.00	54,672.66	-54,672.66
6920 · SAM Operations	208,191.16	208,191.16	0.00
6940 · SAM Maintenance, Collection Sys	0.00	6,666.66	-6,666.66
6950 · SAM Maintenance, Pumping	0.00	8,333.34	-8,333.34
Total 6900 · Sewer Authority Midcoastside	208,191.16	277,863.82	-69,672.66
Total 6000 · Operations	219,036.80	302,073.80	-83,037.00
Total Expense	300,357.75	406,882.16	-106,524.41
Net Ordinary Income	-264,997.26	76,238.70	-341,235.96
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	49,826.00	24,100.00	25,726.00
7120 · Connection Fees (Remodel)	0.00	8,333.34	-8,333.34
7130 · Conn. Fees, PFP (New Constr)	1,996.40		
Total 7100 · Connection Fees	51,822.40	32,433.34	19,389.06
7200 · Interest Income - LAIF	20,724.38	6,250.00	14,474.38
Total 7000 · Capital Account Revenues	72,546.78	38,683.34	33,863.44
Total Other Income	72,546.78	38,683.34	33,863.44
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	164,486.00	646,250.00	-481,764.00
Total 8000 · Capital Improvement Program	164,486.00	646,250.00	-481,764.00

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Accrual Basis

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

	Jul - Aug 18	Sewer Budget	\$ Over Budget
9000 - Capital Account Expenses			
9125 - PNC Equipment Lease Interest	2,910.53	2,910.54	-0.01
9200 - I-Bank Loan	1,263.57	11,961.96	-10,698.39
Total 9000 - Capital Account Expenses	4,174.10	14,872.50	-10,698.40
Total Other Expense	168,660.10	661,122.50	-492,462.40
Net Other Income	-96,113.32	-622,439.16	526,325.84
Net Income	-361,110.58	-546,200.46	185,089.88

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

	Jul - Aug 18	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	6,092.42	5,916.66	175.76
4400 · Fees			
4410 · Administrative Fee (New Constr)	521.00	916.66	-395.66
4420 · Administrative Fee (Remodel)	0.00	150.00	-150.00
4430 · Inspection Fee (New Constr)	496.00	833.34	-337.34
4440 · Inspection Fee (Remodel)	0.00	108.34	-108.34
4460 · Remodel Fees	354.00		
Total 4400 · Fees	1,371.00	2,008.34	-637.34
4510 · Grants	280.00		
4610 · Property Tax Receipts	255.06	45,833.34	-45,578.28
4740 · Testing, Backflow	0.00	2,666.66	-2,666.66
4810 · Water Sales, Domestic	359,810.74	319,249.34	40,561.40
4850 · Water Sales Refunds, Customer	-818.04	-500.00	-318.04
4990 · Other Revenue	512.30		
Total Income	367,503.48	375,174.34	-7,670.86
Gross Profit	367,503.48	375,174.34	-7,670.86
Expense			
5000 · Administrative			
5190 · Bank Fees	1,117.50	583.34	534.16
5200 · Board of Directors			
5210 · Board Meetings	145.92	666.66	-520.74
5220 · Director Fees	187.50	550.00	-362.50
Total 5200 · Board of Directors	333.42	1,216.66	-883.24
5240 · CDPH Fees	0.00	2,583.34	-2,583.34
5250 · Conference Attendance	111.63	1,000.00	-888.37
5270 · Information Systems	1,079.50	500.00	579.50
5300 · Insurance			
5310 · Fidelity Bond	437.50	83.34	354.16
5320 · Property & Liability Insurance	0.00	450.00	-450.00
Total 5300 · Insurance	437.50	533.34	-95.84
5350 · LAFCO Assessment	0.00	416.66	-416.66
5400 · Legal			
5420 · Meeting Attendance, Legal	0.00	1,416.66	-1,416.66
5430 · General Legal	0.00	10,000.00	-10,000.00
Total 5400 · Legal	0.00	11,416.66	-11,416.66

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

	Jul - Aug 18	Water Budget	\$ Over Budget
5510 · Maintenance, Office	880.60	1,333.34	-452.74
5530 · Memberships	269.00	3,416.66	-3,147.66
5540 · Office Supplies	1,214.10	1,166.66	47.44
5550 · Postage	2,349.13	1,166.66	1,182.47
5560 · Printing & Publishing	132.25	333.34	-201.09
5600 · Professional Services			
5610 · Accounting	2,050.00	5,000.00	-2,950.00
5620 · Audit	0.00	2,166.66	-2,166.66
5630 · Consulting	2,298.25	5,833.34	-3,535.09
5650 · Labor & HR Support	407.00	416.66	-9.66
5660 · Payroll Services	144.38	166.66	-22.28
Total 5600 · Professional Services	4,899.63	13,583.32	-8,683.69
5720 · Telephone & Internet	4,722.79	4,166.66	556.13
5730 · Mileage Reimbursement	0.00	333.34	-333.34
5740 · Reference Materials	0.00	133.34	-133.34
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	5,950.04	7,171.50	-1,221.46
5820 · Employee Benefits	18,503.43	13,343.00	5,160.43
5830 · Disability Insurance	561.02	714.66	-153.64
5840 · Payroll Taxes	6,333.69	8,126.66	-1,792.97
5850 · PARS	5,091.79	5,955.66	-863.87
5900 · Wages			
5910 · Management	17,966.04	17,287.50	678.54
5920 · Staff	60,451.36	71,134.00	-10,682.64
5930 · Staff Certification	1,250.00	1,900.00	-650.00
5940 · Staff Overtime	8,383.71	11,555.66	-3,171.95
5950 · Staff Standby	4,106.80	4,353.84	-247.04
Total 5900 · Wages	92,157.91	106,231.00	-14,073.09
5960 · Worker's Comp Insurance	0.00	3,886.16	-3,886.16
Total 5800 · Labor	128,597.88	145,428.64	-16,830.76
Total 5000 · Administrative	146,144.93	189,311.96	-43,167.03
6000 · Operations			
6160 · Backflow Prevention	0.00	166.66	-166.66
6170 · Claims, Property Damage	21.75	1,666.66	-1,644.91
6180 · Communications			
6185 · SCADA Maintenance	0.00	1,666.66	-1,666.66
6180 · Communications - Other	6,300.00		
Total 6180 · Communications	6,300.00	1,666.66	4,633.34
6195 · Education & Training	1,698.58	1,500.00	198.58

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

	Jul - Aug 18	Water Budget	\$ Over Budget
6200 - Engineering			
6210 - Meeting Attendance, Engineering	0.00	83.34	-83.34
6220 - General Engineering	1,785.00	7,500.00	-5,715.00
6230 - Water Quality Engineering	38,201.29	16,666.66	21,534.63
Total 6200 - Engineering	39,986.29	24,250.00	15,736.29
6320 - Equipment & Tools, Expensed	2,526.98	833.34	1,693.64
6330 - Facilities			
6335 - Alarm Services	127.02	133.34	-6.32
6337 - Landscaping	497.95	1,000.00	-502.05
Total 6330 - Facilities	624.97	1,133.34	-508.37
6370 - Lab Supplies & Equipment	460.08	333.34	126.74
6400 - Pumping			
6410 - Pumping Fuel & Electricity	12,627.52	15,000.00	-2,372.48
6420 - Pumping Maintenance, Generators	393.39	1,666.66	-1,273.27
6430 - Pumping Maintenance, General	207.57	833.34	-625.77
6440 - Pumping Equipment, Expensed	0.00	116.66	-116.66
Total 6400 - Pumping	13,228.48	17,616.66	-4,388.18
6500 - Supply			
6510 - Maintenance, Raw Water Mains	0.00	350.00	-350.00
6520 - Maintenance, Wells	2,189.25	1,666.66	522.59
6530 - Water Purchases	0.00	6,666.66	-6,666.66
Total 6500 - Supply	2,189.25	8,683.32	-6,494.07
6600 - Collection/Transmission			
6610 - Hydrants	-570.00	166.66	-736.66
6620 - Maintenance, Water Mains	6,313.73	8,333.34	-2,019.61
6630 - Maintenance, Water Svc Lines	0.00	3,333.34	-3,333.34
6640 - Maintenance, Tanks	0.00	166.66	-166.66
6650 - Maint., Distribution General	0.00	1,166.66	-1,166.66
6670 - Meters	0.00	416.66	-416.66
Total 6600 - Collection/Transmission	5,743.73	13,583.32	-7,839.59
6700 - Treatment			
6710 - Chemicals & Filtering	193.52	5,000.00	-4,806.48
6720 - Maintenance, Treatment Equip.	17.25	666.66	-649.41
6730 - Treatment Analysis	436.40	7,000.00	-6,563.60
Total 6700 - Treatment	647.17	12,666.66	-12,019.49
6770 - Uniforms	1,838.15	2,000.00	-161.85

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

	Jul - Aug 18	Water Budget	\$ Over Budget
6800 - Vehicles			
6810 - Fuel	1,260.46	1,333.34	-72.88
6820 - Truck Equipment, Expensed	0.00	166.66	-166.66
6830 - Truck Repairs	773.50	833.34	-59.84
Total 6800 - Vehicles	2,033.96	2,333.34	-299.38
Total 6000 - Operations	77,299.39	88,433.30	-11,133.91
Total Expense	223,444.32	277,745.26	-54,300.94
Net Ordinary Income	144,059.16	97,429.08	46,630.08
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	17,457.00	28,836.66	-11,379.66
7130 - Conn. Fees, PFP (New Constr)	8,706.00	13,333.34	-4,627.34
7140 - Conn. Fees, PFP (Remodel)	2,032.40		
Total 7100 - Connection Fees	28,195.40	42,170.00	-13,974.60
7600 - Bond Revenues, G.O.	2,172.75	191,739.34	-189,566.59
Total 7000 - Capital Account Revenues	30,368.15	233,909.34	-203,541.19
Total Other Income	30,368.15	233,909.34	-203,541.19
Other Expense			
8000 - Capital Improvement Program			
8100 - Water	5,337.50	80,166.66	-74,829.16
Total 8000 - Capital Improvement Program	5,337.50	80,166.66	-74,829.16
9000 - Capital Account Expenses			
9100 - Interest Expense - GO Bonds	20,593.81	127,943.00	-107,349.19
9125 - PNC Equipment Lease Interest	2,910.54	2,910.54	0.00
9210 - Conservation Program/Rebates	300.00	333.34	-33.34
Total 9000 - Capital Account Expenses	23,804.35	131,186.88	-107,382.53
Total Other Expense	29,141.85	211,353.54	-182,211.69
Net Other Income	1,226.30	22,555.80	-21,329.50
Net Income	145,285.46	119,984.88	25,300.58

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

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	2,272,516.58	0.00	2,272,516.58
LAIF Investment Fund			
Capital Reserve	3,786,797.70	0.00	3,786,797.70
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
Total LAIF Investment Fund	4,388,279.70	0.00	4,388,279.70
Total Sewer - Bank Accounts	6,660,796.28	0.00	6,660,796.28
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	900,197.83	900,197.83
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	46,009.00	46,009.00
SRF Reserve	0.00	48,222.00	48,222.00
Restricted Cash			
Acq & Improv Fund	0.00	346.13	346.13
Connection Fees Reserve	0.00	253,020.00	253,020.00
Cost of Issuance	0.00	32.94	32.94
GO Bonds Fund	0.00	939,297.05	939,297.05
Total Restricted Cash	0.00	1,192,696.12	1,192,696.12
Total Water - Bank Accounts	0.00	2,585,373.95	2,585,373.95
Total Checking/Savings	6,660,796.28	2,585,373.95	9,246,170.23
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-3,236.74	0.00	-3,236.74
Sewer - Accounts Receivable - Ot...	16,012.58	0.00	16,012.58
Total Sewer - Accounts Receivable	12,775.84	0.00	12,775.84
Water - Accounts Receivable			
Accounts Receivable	0.00	-4,270.74	-4,270.74
Accounts Rec. - Backflow	0.00	12,839.11	12,839.11
Accounts Rec. - Water Residents	0.00	209,334.78	209,334.78
Unbilled Water Receivables	0.00	259,634.72	259,634.72
Total Water - Accounts Receivable	0.00	477,537.87	477,537.87
Total Accounts Receivable	12,775.84	477,537.87	490,313.71
Other Current Assets			
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Prepaid Refuse Charges	16,968.67	0.00	16,968.67
Total Other Current Assets	17,200.98	43,038.63	60,239.61
Total Current Assets	6,690,773.10	3,105,950.45	9,796,723.55
Fixed Assets			
Sewer - Fixed Assets			
General Plant	3,690,152.50	0.00	3,690,152.50
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57

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

Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	<u>5,340,307.33</u>	<u>0.00</u>	<u>5,340,307.33</u>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	<u>-8,463,505.00</u>	<u>0.00</u>	<u>-8,463,505.00</u>
Total Sewer - Fixed Assets	5,062,409.24	0.00	5,062,409.24
Water - Fixed Assets			
General Plant	0.00	26,859,860.02	26,859,860.02
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	<u>0.00</u>	<u>-10,818,472.00</u>	<u>-10,818,472.00</u>
Total Water - Fixed Assets	<u>0.00</u>	<u>18,183,044.80</u>	<u>18,183,044.80</u>
Total Fixed Assets	5,062,409.24	18,183,044.80	23,245,454.04
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	108,836.00	0.00	108,836.00
Due from Water Fund	-450,349.95	0.00	-450,349.95
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	<u>1,705,955.08</u>	<u>0.00</u>	<u>1,705,955.08</u>
Total Joint Power Authority	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
Total Sewer - Other Assets	2,346,033.13	0.00	2,346,033.13
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	204,534.00	204,534.00
Bond Acquisition Cost OID	0.00	47,864.40	47,864.40
Bond Issue Cost	<u>0.00</u>	<u>51,409.55</u>	<u>51,409.55</u>
Total Water - Other Assets	<u>0.00</u>	<u>303,807.95</u>	<u>303,807.95</u>
Total Other Assets	<u>2,346,033.13</u>	<u>303,807.95</u>	<u>2,649,841.08</u>
TOTAL ASSETS	<u><u>14,099,215.47</u></u>	<u><u>21,592,803.20</u></u>	<u><u>35,692,018.67</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	-163,586.09	0.00	-163,586.09
Accounts Payable - Water	<u>0.00</u>	<u>281,171.49</u>	<u>281,171.49</u>
Total Accounts Payable	-163,586.09	281,171.49	117,585.40
Other Current Liabilities			
Water - Net Pension Liability	0.00	266.00	266.00
Sewer - Net Pension Liability	142.00	0.00	142.00
Sewer - Current Liabilities			
Accrued Vacations	5,532.92	0.00	5,532.92
Deposits Payable	27,966.88	0.00	27,966.88
I-Bank Loan - Current	-0.01	0.00	-0.01
PNC Equip. Loan - S/T	<u>37,969.19</u>	<u>0.00</u>	<u>37,969.19</u>
Total Sewer - Current Liabilities	<u>71,468.98</u>	<u>0.00</u>	<u>71,468.98</u>

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

Water - Current Liabilities			
Accrued Vacations	0.00	14,310.99	14,310.99
Deposits Payable	0.00	43,972.93	43,972.93
GO Bonds - S/T	0.00	450,640.59	450,640.59
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	37,969.17	37,969.17
SRF Loan Payable X102 - Current	0.00	84,472.84	84,472.84
SRF Loan Payable X109 - Current	0.00	166,429.73	166,429.73
Total Water - Current Liabilities	0.00	802,098.75	802,098.75
Payroll Liabilities			
Employee Benefits Payable	7,287.66	0.00	7,287.66
Total Payroll Liabilities	7,287.66	0.00	7,287.66
Total Other Current Liabilities	78,898.64	802,364.75	881,263.39
Total Current Liabilities	-84,687.45	1,083,536.24	998,848.79
Long Term Liabilities			
Sewer - Long Term Liabilities			
Accrued Vacations	8,801.76	0.00	8,801.76
I-Bank Loan	755,347.13	0.00	755,347.13
PNC Equip. Loan - L/T	541,886.32	0.00	541,886.32
Total Sewer - Long Term Liabilities	1,306,035.21	0.00	1,306,035.21
Water - Long Term Liabilities			
Accrued Vacations	0.00	10,041.80	10,041.80
Deferred on Refunding	0.00	-187,712.00	-187,712.00
Due to Sewer Fund	0.00	-450,349.95	-450,349.95
GO Bonds - L/T	0.00	9,705,129.52	9,705,129.52
PNC Equip. Loan - L/T	0.00	541,886.37	541,886.37
SRF Loan Payable - X102	0.00	42,900.63	42,900.63
SRF Loan Payable - X109	0.00	3,214,657.45	3,214,657.45
Total Water - Long Term Liabilities	0.00	12,876,553.82	12,876,553.82
Total Long Term Liabilities	1,306,035.21	12,876,553.82	14,182,589.03
Total Liabilities	1,221,347.76	13,960,090.06	15,181,437.82
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	25,643.28	0.00	25,643.28
Total Sewer - Equity Accounts	12,080,188.35	0.00	12,080,188.35
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-25,643.28	-25,643.28
Total Water - Equity Accounts	0.00	2,665,411.73	2,665,411.73
Equity Adjustment Account	1,158,789.94	4,822,015.95	5,980,805.89
Net Income	-361,110.58	145,285.46	-215,825.12
Total Equity	12,877,867.71	7,632,713.14	20,510,580.85
TOTAL LIABILITIES & EQUITY	14,099,215.47	21,592,803.20	35,692,018.67

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

Assets and Reserves Information

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/(Under) Targets	% Over/Under Targets
Sewer - Operations															
Wells Fargo Operating - Sewer	2,527,401.70	2,272,516.58													
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	3,786,797.70	3,786,797.70											2,589,500.00	1,197,297.70	146%
Connection Fees Reserve	194,600.00	194,600.00											194,600.00	-	100%
Operating Reserve	406,882.00	406,882.00											406,882.00	-	100%
Sub-total	4,388,279.70	4,388,279.70	-	-	-	-	-	-	-	-	-	-			
Water - Operations															
Wells Fargo Operating - Water	886,304.60	900,197.83													
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00											945,817.00	(547,568.00)	42%
Connection Fees Reserve	253,020.00	253,020.00											253,020.00	-	100%
SRF Reserve	48,222.00	48,222.00											48,222.00	(48,222.00)	100%
Operating Reserve	46,009.00	46,009.00											277,745.00	(277,745.00)	17%
Sub-total	745,500.00	745,500.00	-	-	-	-	-	-	-	-	-	-			
Water - Restricted accounts															
First Republic Bank - Water															
Acquisition & Improvement Fund	376.13	346.13													
Cost of issuance	62.94	32.94													
GO Bonds Fund	1,514,515.09	939,297.05													
Sub-total	1,514,954.16	939,676.12	-	-	-	-	-	-	-	-	-	-			
Total Cash and equivalents	10,062,440.16	9,246,170.23	-	-	-	-	-	-	-	-	-	-			

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

													TOTAL			
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	3,046.20	3,046.20											6,092.40	8,875.03	-2,782.63	68.65%
4400 · Fees																
4410 · Administrative Fee (New Constr)		1,563.00											1,563.00	874.97	688.03	178.64%
4420 · Administrative Fee (Remodel)														499.97	-499.97	
4430 · Inspection Fee (New Constr)		1,480.00											1,480.00	874.97	605.03	169.15%
4440 · Inspection Fee (Remodel)														1,000.03	-1,000.03	
4460 · Remodel Fees	20,010.50	612.50											20,623.00	1,000.03	19,622.97	2,062.24%
Total 4400 · Fees	20,010.50	3,655.50											23,666.00	4,249.97	19,416.03	556.85%
4610 · Property Tax Receipts		255.06											255.06	68,749.97	-68,494.91	0.37%
4710 · Sewer Service Charges		909.70											909.70	638,056.22	-637,146.52	0.14%
4720 · Sewer Service Refunds, Customer														-1,000.03	1,000.03	
4760 · Waste Collection Revenues	1,054.27	3,013.27											4,067.54	5,749.97	-1,682.43	70.74%
4990 · Other Revenue		369.79											369.79			
Total Income	24,110.97	11,249.52											35,360.49	724,681.13	-689,320.64	4.88%
Gross Profit	24,110.97	11,249.52											35,360.49	724,681.13	-689,320.64	4.88%
Expense																
5000 · Administrative																
5190 · Bank Fees	2,741.44	348.18											3,089.62	1,624.97	1,464.65	190.13%
5200 · Board of Directors																
5210 · Board Meetings	20.92	125.00											145.92	625.03	-479.11	23.35%
5220 · Director Fees		187.50											187.50	1,000.03	-812.53	18.75%
5230 · Election Expenses														1,249.97	-1,249.97	
Total 5200 · Board of Directors	20.92	312.50											333.42	2,875.03	-2,541.61	11.6%
5250 · Conference Attendance	111.63												111.63	750.00	-638.37	14.88%
5270 · Information Systems	1,079.50												1,079.50	1,000.03	79.47	107.95%
5300 · Insurance																
5310 · Fidelity Bond		437.50											437.50	124.97	312.53	350.08%
5320 · Property & Liability Insurance														499.97	-499.97	
Total 5300 · Insurance		437.50											437.50	624.94	-187.44	70.01%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL			
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
5350 - LAFCO Assessment														499.97	-499.97	
5400 - Legal																
5420 - Meeting Attendance, Legal														2,374.97	-2,374.97	
5430 - General Legal														37,500.00	-37,500.00	
5440 - Litigation	2,450.00												2,450.00			
Total 5400 - Legal	2,450.00												2,450.00	39,874.97	-37,424.97	6.14%
5510 - Maintenance, Office		528.74											528.74	1,999.97	-1,471.23	26.44%
5540 - Office Supplies	234.38	354.80											589.18	1,999.97	-1,410.79	29.46%
5550 - Postage	77.67	100.50											178.17	625.03	-446.86	28.51%
5560 - Printing & Publishing	86.83	45.44											132.27	1,249.97	-1,117.70	10.58%
5600 - Professional Services																
5610 - Accounting		2,050.00											2,050.00	7,500.00	-5,450.00	27.33%
5620 - Audit														3,250.03	-3,250.03	
5630 - Consulting	1,338.25	375.00											1,713.25	4,999.97	-3,286.72	34.27%
5640 - Data Services		6,079.02											6,079.02	1,500.00	4,579.02	405.27%
5650 - Labor & HR Support	203.50	203.50											407.00	625.03	-218.03	65.12%
5660 - Payroll Services	71.08	73.30											144.38	250.03	-105.65	57.75%
Total 5600 - Professional Services	1,612.83	8,780.82											10,393.65	18,125.06	-7,731.41	57.34%
5710 - San Mateo Co. Tax Roll Charges														625.03	-625.03	
5720 - Telephone & Internet	1,440.07	1,496.77											2,936.84	6,000.00	-3,063.16	48.95%
5730 - Mileage Reimbursement														375.00	-375.00	
5740 - Reference Materials														49.97	-49.97	
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	1,293.41	1,337.49											2,630.90	3,978.00	-1,347.10	66.14%
5820 - Employee Benefits	7,618.22	3,809.11											11,427.33	8,908.78	2,518.55	128.27%
5830 - Disability Insurance	113.36	113.36											226.72	383.53	-156.81	59.11%
5840 - Payroll Taxes	1,352.50	981.57											2,334.07	4,347.47	-2,013.40	53.69%
5850 - PARS	1,265.24	1,301.24											2,566.48	3,853.97	-1,287.49	66.59%
5900 - Wages																
5910 - Management	9,584.73	8,381.34											17,966.07	25,931.25	-7,965.18	69.28%
5920 - Staff	10,472.97	11,003.05											21,476.02	29,761.78	-8,285.76	72.16%
5930 - Staff Certification	150.00	150.00											300.00	450.00	-150.00	66.67%
5940 - Staff Overtime	43.56	89.28											132.84	685.97	-553.13	19.37%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL			
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Total 5900 - Wages	20,251.26	19,623.67											39,874.93	56,829.00	-16,954.07	70.17%
5960 - Worker's Comp Insurance														611.72	-611.72	
Total 5800 - Labor	31,893.99	27,166.44											59,060.43	78,912.47	-19,852.04	74.84%
Total 5000 - Administrative	41,749.26	39,571.69											81,320.95	157,212.38	-75,891.43	51.73%
6000 - Operations																
6170 - Claims, Property Damage	339.30												339.30	4,999.97	-4,660.67	6.79%
6195 - Education & Training														250.03	-250.03	
6200 - Engineering																
6210 - Meeting Attendance, Engineering														499.97	-499.97	
6220 - General Engineering		2,184.00											2,184.00	15,000.00	-12,816.00	14.56%
Total 6200 - Engineering		2,184.00											2,184.00	15,499.97	-13,315.97	14.09%
6320 - Equipment & Tools, Expensed														250.03	-250.03	
6330 - Facilities																
6335 - Alarm Services	518.82	391.80											910.62	1,425.00	-514.38	63.9%
6337 - Landscaping		190.00											190.00	600.00	-410.00	31.67%
6330 - Facilities - Other																
Total 6330 - Facilities	518.82	581.80											1,100.62	2,025.00	-924.38	54.35%
6400 - Pumping																
6410 - Pumping Fuel & Electricity	3,313.73	3,759.06											7,072.79	10,249.97	-3,177.18	69.0%
Total 6400 - Pumping	3,313.73	3,759.06											7,072.79	10,249.97	-3,177.18	69.0%
6600 - Collection/Transmission																
6660 - Maintenance, Collection System														2,500.03	-2,500.03	
Total 6600 - Collection/Transmission														2,500.03	-2,500.03	
6800 - Vehicles																
6810 - Fuel	117.48												117.48	250.03	-132.55	46.99%
6820 - Truck Equipment, Expensed														40.03	-40.03	
6830 - Truck Repairs	31.45												31.45	250.03	-218.58	12.58%
Total 6800 - Vehicles	148.93												148.93	540.09	-391.16	27.58%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL				
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	
6900 - Sewer Authority Midcoastside																	
6910 - SAM Collections															82,009.03	-82,009.03	
6920 - SAM Operations	104,095.58	104,095.58												208,191.16	312,286.78	-104,095.62	66.67%
6940 - SAM Maintenance, Collection Sys															10,000.03	-10,000.03	
6950 - SAM Maintenance, Pumping															12,499.97	-12,499.97	
Total 6900 - Sewer Authority Midcoastside	104,095.58	104,095.58												208,191.16	416,795.81	-208,604.65	49.95%
Total 6000 - Operations	108,416.36	110,620.44												219,036.80	453,110.90	-234,074.10	48.34%
Total Expense	150,165.62	150,192.13												300,357.75	610,323.28	-309,965.53	49.21%
Net Ordinary Income	-126,054.65	-138,942.61												-264,997.26	114,357.85	-379,355.11	-231.73%
Other Income/Expense																	
Other Income																	
7000 - Capital Account Revenues																	
7100 - Connection Fees																	
7110 - Connection Fees (New Constr)	24,913.00	24,913.00												49,826.00	36,150.00	13,676.00	137.83%
7120 - Connection Fees (Remodel)															12,499.97	-12,499.97	
7130 - Conn. Fees, PFP (New Constr)	1,996.40													1,996.40			
Total 7100 - Connection Fees	26,909.40	24,913.00												51,822.40	48,649.97	3,172.43	106.52%
7200 - Interest Income - LAIF	20,724.38													20,724.38	6,250.00	14,474.38	331.59%
Total 7000 - Capital Account Revenues	47,633.78	24,913.00												72,546.78	54,899.97	17,646.81	132.14%
Total Other Income	47,633.78	24,913.00												72,546.78	54,899.97	17,646.81	132.14%
Other Expense																	
8000 - Capital Improvement Program																	
8075 - Sewer		164,486.00												164,486.00	969,375.00	-804,889.00	16.97%
Total 8000 - Capital Improvement Program		164,486.00												164,486.00	969,375.00	-804,889.00	16.97%
9000 - Capital Account Expenses																	
9125 - PNC Equipment Lease Interest	1,460.18	1,450.35												2,910.53	4,253.25	-1,342.72	68.43%
9200 - I-Bank Loan	1,263.57													1,263.57	11,961.96	-10,698.39	10.56%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL			
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Total 9000 - Capital Account Expenses	2,723.75	1,450.35											4,174.10	16,215.21	-12,041.11	25.74%
Total Other Expense	2,723.75	165,936.35											168,660.10	985,590.21	-816,930.11	17.11%
Net Other Income	44,910.03	-141,023.35											-96,113.32	-930,690.24	834,576.92	10.33%
Net Income	-81,144.62	-279,965.96											-361,110.58	-816,332.39	455,221.81	44.24%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2018 through June 2019

												TOTAL				
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 - Cell Tower Lease	3,046.21	3,046.21											6,092.42	8,875.03	-2,782.61	68.65%
4400 - Fees																
4410 - Administrative Fee (New Constr)		521.00											521.00	1,375.03	-854.03	37.89%
4420 - Administrative Fee (Remodel)														225.00	-225.00	
4430 - Inspection Fee (New Constr)		496.00											496.00	1,249.97	-753.97	39.68%
4440 - Inspection Fee (Remodel)														162.47	-162.47	
4460 - Remodel Fees	354.00												354.00			
Total 4400 - Fees	354.00	1,017.00											1,371.00	3,012.47	-1,641.47	45.51%
4510 - Grants		280.00											280.00			
4610 - Property Tax Receipts		255.06											255.06	68,749.97	-68,494.91	0.37%
4740 - Testing, Backflow														4,000.03	-4,000.03	
4760 - Waste Collection Revenues																
4810 - Water Sales, Domestic	139,171.95	220,638.79											359,810.74	478,873.97	-119,063.23	75.14%
4850 - Water Sales Refunds, Customer		-818.04											-818.04	-750.00	-68.04	109.07%
4990 - Other Revenue		512.30											512.30			
Total Income	142,572.16	224,931.32											367,503.48	562,761.47	-195,257.99	65.3%
Gross Profit	142,572.16	224,931.32											367,503.48	562,761.47	-195,257.99	65.3%
Expense																
5000 - Administrative																
5190 - Bank Fees	1,057.50	60.00											1,117.50	874.97	242.53	127.72%
5200 - Board of Directors																
5210 - Board Meetings	20.92	125.00											145.92	1,000.03	-854.11	14.59%
5220 - Director Fees		187.50											187.50	825.00	-637.50	22.73%
Total 5200 - Board of Directors	20.92	312.50											333.42	1,825.03	-1,491.61	18.27%
5240 - CDPH Fees														3,874.97	-3,874.97	
5250 - Conference Attendance	111.63												111.63	1,500.00	-1,388.37	7.44%
5270 - Information Systems	1,079.50												1,079.50	750.00	329.50	143.93%
5300 - Insurance																
5310 - Fidelity Bond		437.50											437.50	124.97	312.53	350.08%
5320 - Property & Liability Insurance														675.00	-675.00	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2018 through June 2019

												TOTAL				
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Total 5300 - Insurance		437.50											437.50	799.97	-362.47	54.69%
5350 - LAFCO Assessment														625.03	-625.03	
5400 - Legal																
5420 - Meeting Attendance, Legal														2,125.03	-2,125.03	
5430 - General Legal														15,000.00	-15,000.00	
Total 5400 - Legal														17,125.03	-17,125.03	
5510 - Maintenance, Office		880.60											880.60	1,999.97	-1,119.37	44.03%
5530 - Memberships			269.00										269.00	5,125.03	-4,856.03	5.25%
5540 - Office Supplies	234.37	979.73											1,214.10	1,750.03	-535.93	69.38%
5550 - Postage	698.47	1,650.66											2,349.13	1,750.03	599.10	134.23%
5560 - Printing & Publishing	86.82	45.43											132.25	499.97	-367.72	26.45%
5600 - Professional Services																
5610 - Accounting		2,050.00											2,050.00	7,500.00	-5,450.00	27.33%
5620 - Audit														3,250.03	-3,250.03	
5630 - Consulting	1,923.25	375.00											2,298.25	8,749.97	-6,451.72	26.27%
5650 - Labor & HR Support	203.50	203.50											407.00	625.03	-218.03	65.12%
5660 - Payroll Services	71.08	73.30											144.38	250.03	-105.65	57.75%
Total 5600 - Professional Services	2,197.83	2,701.80											4,899.63	20,375.06	-15,475.43	24.05%
5720 - Telephone & Internet	2,085.07	2,637.72											4,722.79	6,250.03	-1,527.24	75.56%
5730 - Mileage Reimbursement														499.97	-499.97	
5740 - Reference Materials														199.97	-199.97	
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	2,994.72	2,955.32											5,950.04	10,757.25	-4,807.21	55.31%
5820 - Employee Benefits	12,335.62	6,167.81											18,503.43	20,014.50	-1,511.07	92.45%
5830 - Disability Insurance	280.51	280.51											561.02	1,072.03	-511.01	52.33%
5840 - Payroll Taxes	3,386.07	2,947.62											6,333.69	12,190.03	-5,856.34	51.96%
5850 - PARS	2,499.83	2,591.96											5,091.79	8,933.53	-3,841.74	57.0%
5900 - Wages																
5910 - Management	9,584.72	8,381.32											17,966.04	25,931.25	-7,965.21	69.28%
5920 - Staff	29,431.49	31,019.87											60,451.36	106,701.00	-46,249.64	56.66%
5930 - Staff Certification	600.00	650.00											1,250.00	2,850.00	-1,600.00	43.86%
5940 - Staff Overtime	5,183.35	3,200.36											8,383.71	17,333.53	-8,949.82	48.37%
5950 - Staff Standby	2,034.26	2,072.54											4,106.80	6,530.72	-2,423.92	62.88%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2018 through June 2019

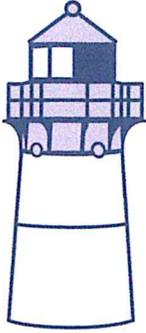
													TOTAL			
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Total 5900 - Wages	46,833.82	45,324.09											92,157.91	159,346.50	-67,188.59	57.84%
5960 - Worker's Comp Insurance														5,829.28	-5,829.28	
Total 5800 - Labor	68,330.57	60,267.31											128,597.88	218,143.12	-89,545.24	58.95%
Total 5000 - Administrative	75,902.68	70,242.25											146,144.93	283,968.18	-137,823.25	51.47%
6000 - Operations																
6160 - Backflow Prevention														250.03	-250.03	
6170 - Claims, Property Damage		21.75											21.75	2,500.03	-2,478.28	0.87%
6180 - Communications																
6185 - SCADA Maintenance														2,500.03	-2,500.03	
6180 - Communications - Other		6,300.00											6,300.00			
Total 6180 - Communications		6,300.00											6,300.00	2,500.03	3,799.97	252.0%
6195 - Education & Training	1,498.58	200.00											1,698.58	2,250.00	-551.42	75.49%
6200 - Engineering																
6210 - Meeting Attendance, Engineering														124.97	-124.97	
6220 - General Engineering		1,785.00											1,785.00	11,250.00	-9,465.00	15.87%
6230 - Water Quality Engineering		38,201.29											38,201.29	25,000.03	13,201.26	152.81%
Total 6200 - Engineering		39,986.29											39,986.29	36,375.00	3,611.29	109.93%
6320 - Equipment & Tools, Expensed	1,525.40	1,001.58											2,526.98	1,249.97	1,277.01	202.16%
6330 - Facilities																
6335 - Alarm Services	127.02												127.02	199.97	-72.95	63.52%
6337 - Landscaping		497.95											497.95	1,500.00	-1,002.05	33.2%
6330 - Facilities - Other																
Total 6330 - Facilities	127.02	497.95											624.97	1,699.97	-1,075.00	36.76%
6370 - Lab Supplies & Equipment		460.08											460.08	499.97	-39.89	92.02%
6400 - Pumping																
6410 - Pumping Fuel & Electricity	6,089.22	6,538.30											12,627.52	22,500.00	-9,872.48	56.12%
6420 - Pumping Maintenance, Generators		393.39											393.39	2,500.03	-2,106.64	15.74%
6430 - Pumping Maintenance, General		207.57											207.57	1,249.97	-1,042.40	16.61%
6440 - Pumping Equipment, Expensed														175.03	-175.03	
Total 6400 - Pumping	6,089.22	7,139.26											13,228.48	26,425.03	-13,196.55	50.06%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL			
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
6500 - Supply																
6510 - Maintenance, Raw Water Mains														525.00	-525.00	
6520 - Maintenance, Wells		2,189.25											2,189.25	2,500.03	-310.78	87.57%
6530 - Water Purchases														10,000.03	-10,000.03	
Total 6500 - Supply		2,189.25											2,189.25	13,025.06	-10,835.81	16.81%
6600 - Collection/Transmission																
6610 - Hydrants		-570.00											-570.00	250.03	-820.03	-227.97%
6620 - Maintenance, Water Mains		6,313.73											6,313.73	12,499.97	-6,186.24	50.51%
6630 - Maintenance, Water Svc Lines														4,999.97	-4,999.97	
6640 - Maintenance, Tanks														250.03	-250.03	
6650 - Maint., Distribution General														1,750.03	-1,750.03	
6670 - Meters														625.03	-625.03	
Total 6600 - Collection/Transmission		5,743.73											5,743.73	20,375.06	-14,631.33	28.19%
6700 - Treatment																
6710 - Chemicals & Filtering		193.52											193.52	7,500.00	-7,306.48	2.58%
6720 - Maintenance, Treatment Equip.	7.16	10.09											17.25	1,000.03	-982.78	1.73%
6730 - Treatment Analysis	61.80	374.60											436.40	10,500.00	-10,063.60	4.16%
Total 6700 - Treatment	68.96	578.21											647.17	19,000.03	-18,352.86	3.41%
6770 - Uniforms	1,024.15	814.00											1,838.15	3,000.00	-1,161.85	61.27%
6800 - Vehicles																
6810 - Fuel	665.72	594.74											1,260.46	1,999.97	-739.51	63.02%
6820 - Truck Equipment, Expensed														250.03	-250.03	
6830 - Truck Repairs	178.20	595.30											773.50	1,249.97	-476.47	61.88%
Total 6800 - Vehicles	843.92	1,190.04											2,033.96	3,499.97	-1,466.01	58.11%
Total 6000 - Operations	11,177.25	66,122.14											77,299.39	132,650.15	-55,350.76	58.27%
Total Expense	87,079.93	136,364.39											223,444.32	416,618.33	-193,174.01	53.63%
Net Ordinary Income	55,492.23	88,566.93											144,059.16	146,143.14	-2,083.98	98.57%
Other Income/Expense																

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL			
													Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Other Income																
7000 - Capital Account Revenues																
7100 - Connection Fees																
7110 - Connection Fees (New Constr)		17,457.00											17,457.00	43,255.03	-25,798.03	40.36%
7130 - Conn. Fees, PFP (New Constr)		8,706.00											8,706.00	19,999.97	-11,293.97	43.53%
7140 - Conn. Fees, PFP (Remodel)		2,032.40											2,032.40			
Total 7100 - Connection Fees		28,195.40											28,195.40	63,255.00	-35,059.60	44.57%
7600 - Bond Revenues, G.O.		2,172.75											2,172.75	287,608.97	-285,436.22	0.76%
Total 7000 - Capital Account Revenues		30,368.15											30,368.15	350,863.97	-320,495.82	8.66%
Total Other Income		30,368.15											30,368.15	350,863.97	-320,495.82	8.66%
Other Expense																
8000 - Capital Improvement Program																
8100 - Water		5,337.50											5,337.50	120,250.03	-114,912.53	4.44%
8000 - Capital Improvement Program - Other																
Total 8000 - Capital Improvement Program		5,337.50											5,337.50	120,250.03	-114,912.53	4.44%
9000 - Capital Account Expenses																
9100 - Interest Expense - GO Bonds		20,593.81											20,593.81	127,943.00	-107,349.19	16.1%
9125 - PNC Equipment Lease Interest	1,460.19	1,450.35											2,910.54	4,253.25	-1,342.71	68.43%
9150 - SRF Loan														38,537.56	-38,537.56	
9210 - Conservation Program/Rebates		300.00											300.00	499.97	-199.97	60.0%
Total 9000 - Capital Account Expenses	1,460.19	22,344.16											23,804.35	171,233.78	-147,429.43	13.9%
Total Other Expense	1,460.19	27,681.66											29,141.85	291,483.81	-262,341.96	10.0%
Net Other Income	-1,460.19	2,686.49											1,226.30	59,380.16	-58,153.86	2.07%
Net Income	54,032.04	91,253.42											145,285.46	205,523.30	-60,237.84	70.69%



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: SAM Flow Report for August 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 August 2018.
- Collection System Monthly Overflow Report – August 2018.

The Average Daily Flow for Montara was 0.222 MGD in August 2018. There was no reportable overflow in August in the Montara System. SAM indicates there were 0.13 inches of rain in August 2018.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, August 2018

Attachment C

August 2018

Total	HMB	Number of S.S.O.'s		
		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
Total	0	0	0	0

12 Month Moving Total

Total	HMB	12 month rolling Number		
		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	3	1	1	1
Total	5	1	1	0
	60%	20%	20%	0%

Reportable SSOs

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

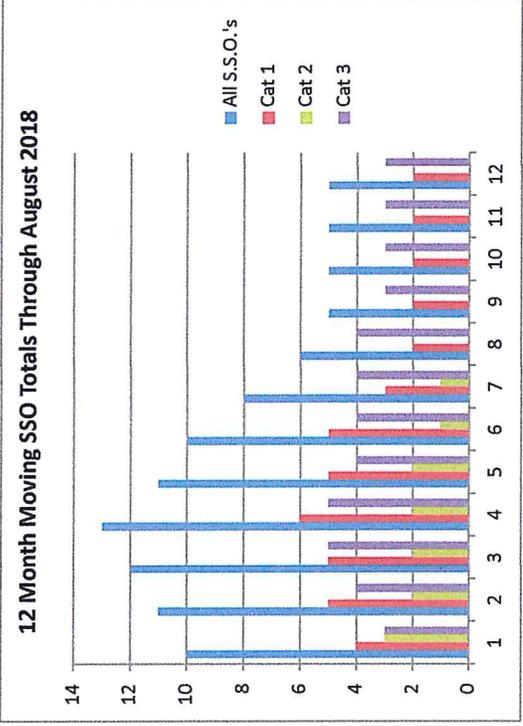
SSOs / Year / 100 Miles

Total	HMB	Number of S.S.O.'s / Year/100 Miles		
		GCSD	MWSD	SAM
August 2018	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	3.0	3.7	0.0
Category 1	1.9	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0
Category 3	2.9	3.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	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
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
Aug - 18	22,610	22,232	16,155	60,997	11.6
Annual ft	235,137	179,836	136,158	551,131	

Annual Mi.	44.5	34.1	25.8	104.4
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Attachment A

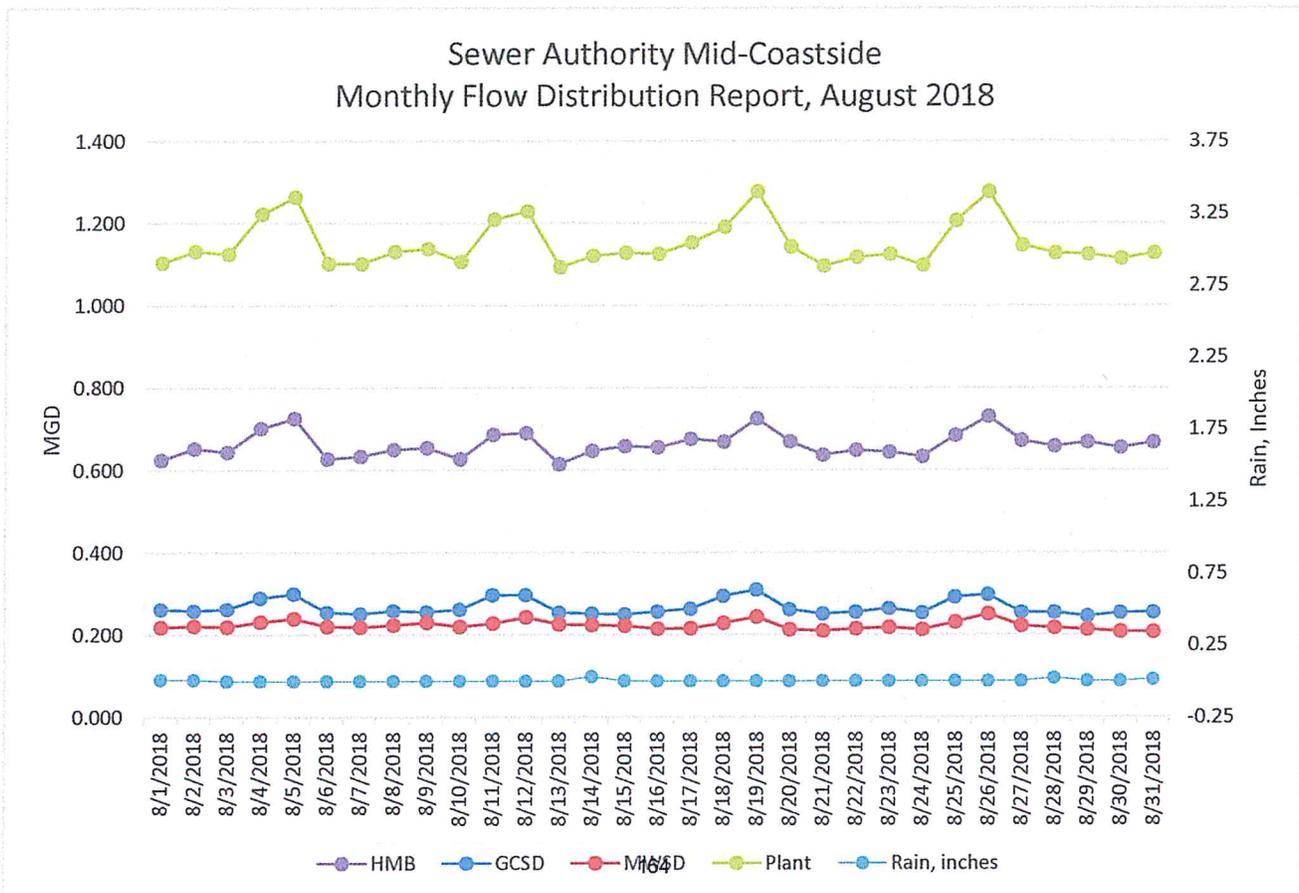
Flow Distribution Report Summary for August 2018

The daily flow report figures for the month of August 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	0.662	57.6%
Granada Community Services District	0.266	23.1%
Montara Water and Sanitary District	<u>0.222</u>	<u>19.3%</u>
Total	1.150	100.0%



Sewer Authority Mid-Coastside

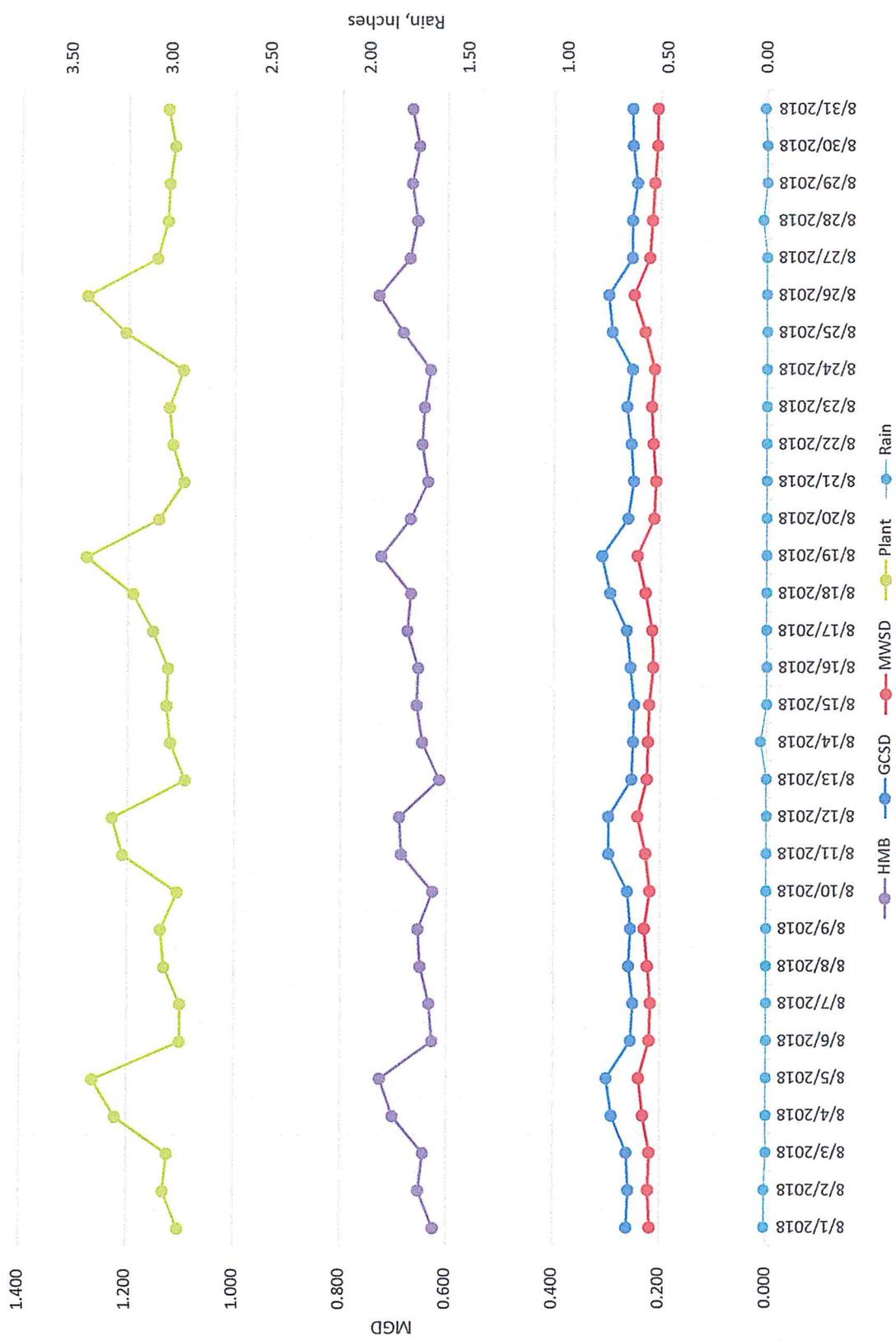
Monthly Flow Distribution Report for August 2018

<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>
8/1/2018	0.624	0.261	0.218	1.104	0.01	0.01	0.01
8/2/2018	0.652	0.258	0.221	1.131	0.01	0.01	0.03
8/3/2018	0.643	0.262	0.219	1.124	0.00	0.00	0.00
8/4/2018	0.701	0.290	0.231	1.222	0.00	0.00	0.00
8/5/2018	0.725	0.300	0.239	1.264	0.00	0.00	0.00
8/6/2018	0.627	0.254	0.220	1.101	0.00	0.00	0.00
8/7/2018	0.633	0.250	0.218	1.101	0.00	0.00	0.00
8/8/2018	0.650	0.258	0.223	1.130	0.00	0.00	0.01
8/9/2018	0.653	0.255	0.229	1.137	0.00	0.00	0.00
8/10/2018	0.626	0.261	0.219	1.106	0.00	0.00	0.00
8/11/2018	0.686	0.296	0.227	1.209	0.00	0.00	0.00
8/12/2018	0.690	0.297	0.242	1.228	0.00	0.00	0.00
8/13/2018	0.614	0.254	0.225	1.093	0.00	0.00	0.00
8/14/2018	0.647	0.251	0.223	1.120	0.03	0.02	0.05
8/15/2018	0.658	0.249	0.221	1.128	0.00	0.00	0.00
8/16/2018	0.655	0.256	0.214	1.125	0.00	0.00	0.00
8/17/2018	0.675	0.263	0.215	1.153	0.00	0.00	0.00
8/18/2018	0.668	0.294	0.228	1.191	0.00	0.00	0.00
8/19/2018	0.725	0.309	0.243	1.277	0.00	0.00	0.00
8/20/2018	0.669	0.261	0.212	1.142	0.00	0.00	0.00
8/21/2018	0.636	0.251	0.209	1.096	0.00	0.00	0.00
8/22/2018	0.648	0.255	0.214	1.117	0.00	0.00	0.00
8/23/2018	0.643	0.263	0.217	1.124	0.00	0.00	0.00
8/24/2018	0.633	0.253	0.212	1.098	0.00	0.00	0.00
8/25/2018	0.684	0.292	0.230	1.206	0.00	0.00	0.00
8/26/2018	0.730	0.297	0.250	1.277	0.00	0.00	0.00
8/27/2018	0.671	0.254	0.221	1.146	0.00	0.00	0.00
8/28/2018	0.657	0.254	0.216	1.127	0.02	0.02	0.03
8/29/2018	0.668	0.244	0.212	1.124	0.00	0.00	0.00
8/30/2018	0.654	0.253	0.207	1.114	0.00	0.00	0.00
8/31/2018	0.667	0.254	0.206	1.127	0.01	0.00	0.00
Totals	20.513	8.247	6.881	35.642	0.08	0.06	0.13

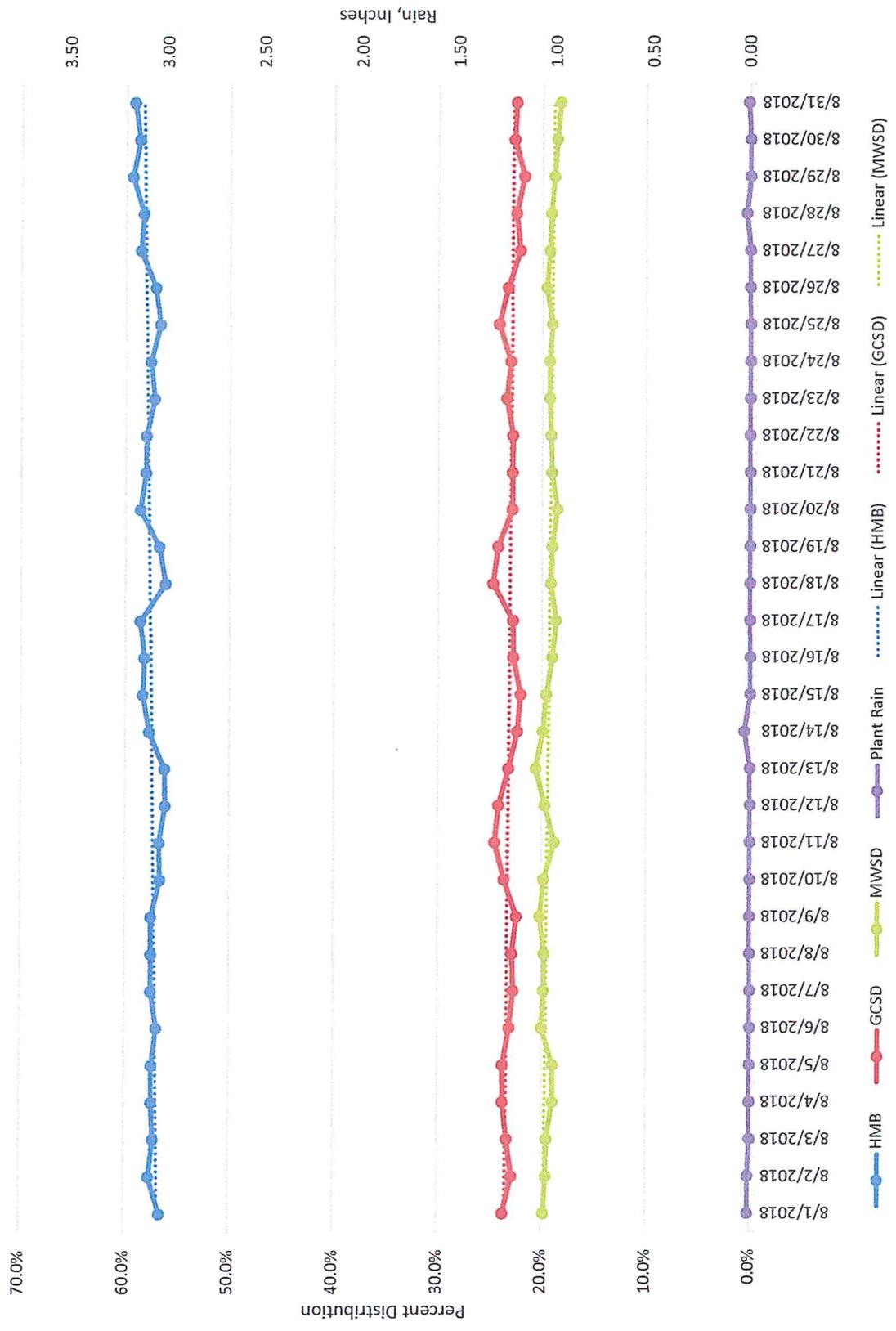
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.614	0.244	0.206	1.093
Average	0.662	0.266	0.222	1.150
Maximum	0.730	0.309	0.250	1.277
Distribution	57.6%	23.1%	19.3%	100.0%

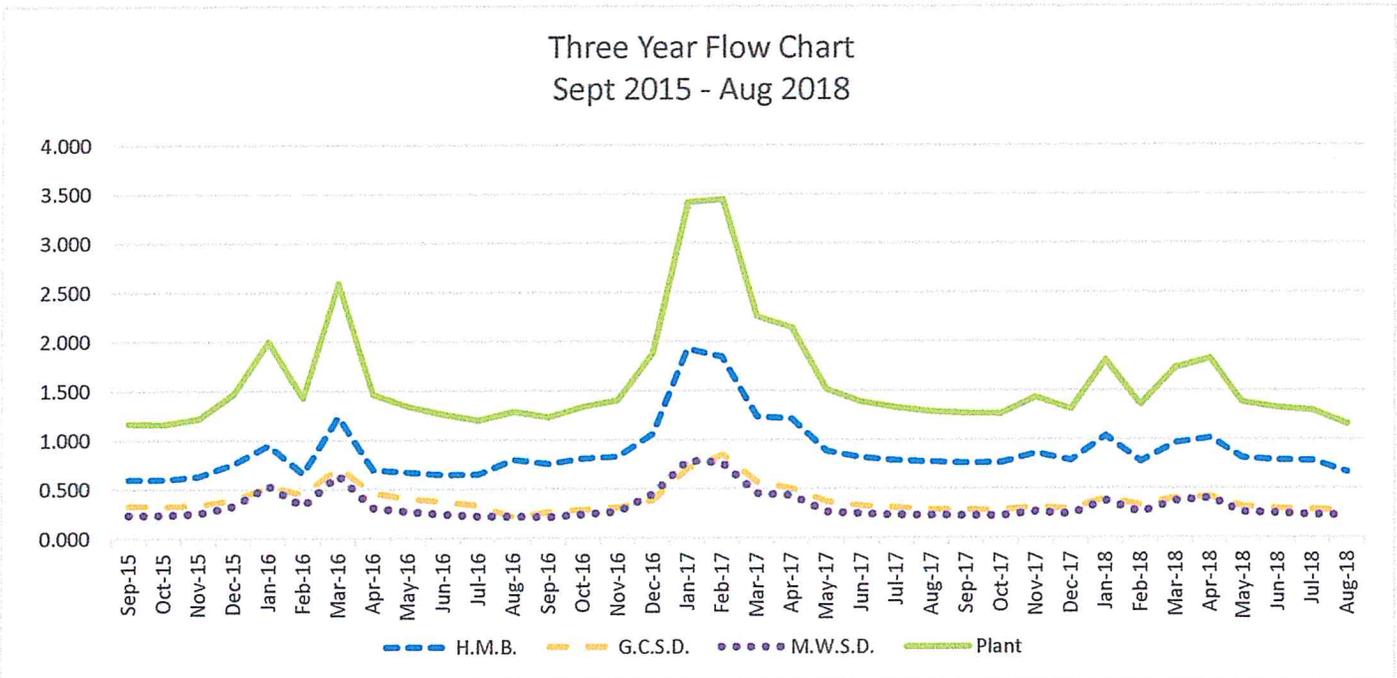
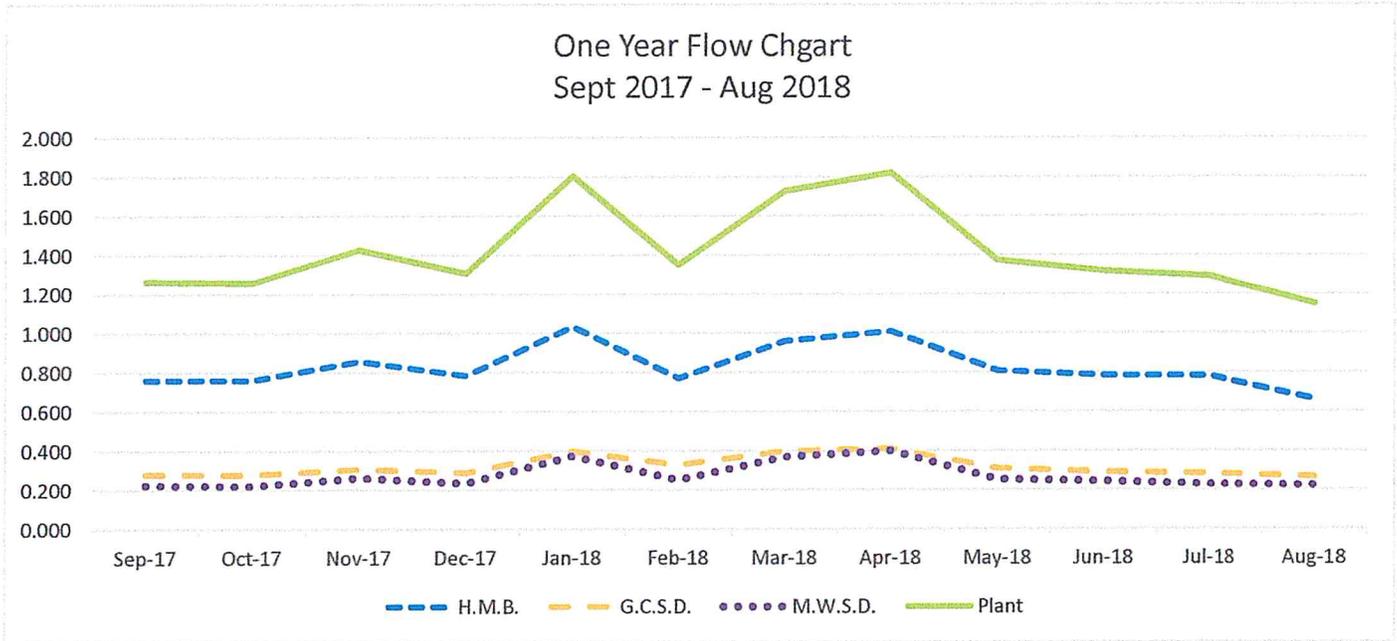
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, August 2018



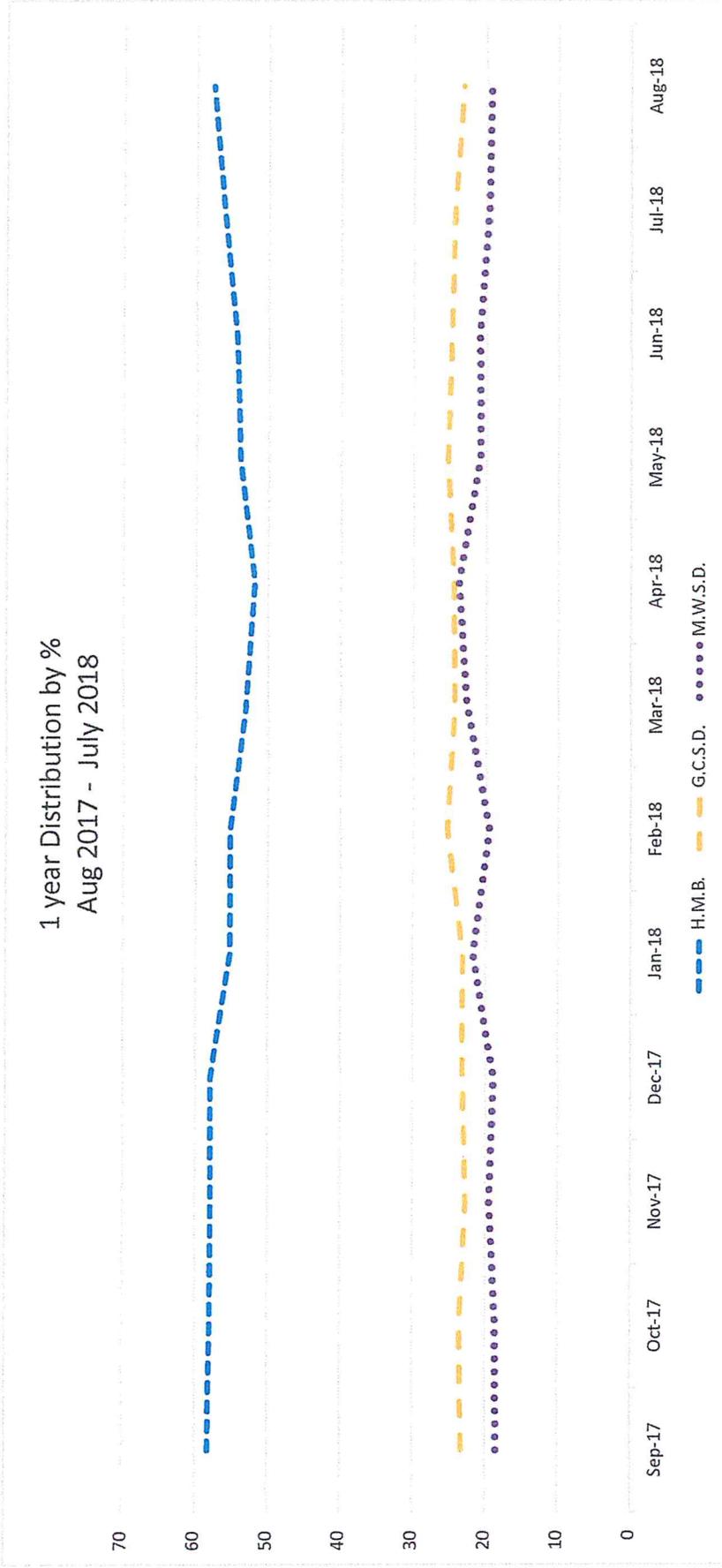
Percent Distribution August 2018



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: October 4, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for August 2018 the rate was 1.998.
- 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: **October 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

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

Date of Application	Property Owner	Site Address	Home Size
08-31-18	Daniel Joo	1240 Main Street	MFD

As of October 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
08-31-18	Daniel Joo	1240 Main Street	MFD

As of October 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
08-31-18	Daniel Joo	1240 Main Street	MFD	Domestic

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: October 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.

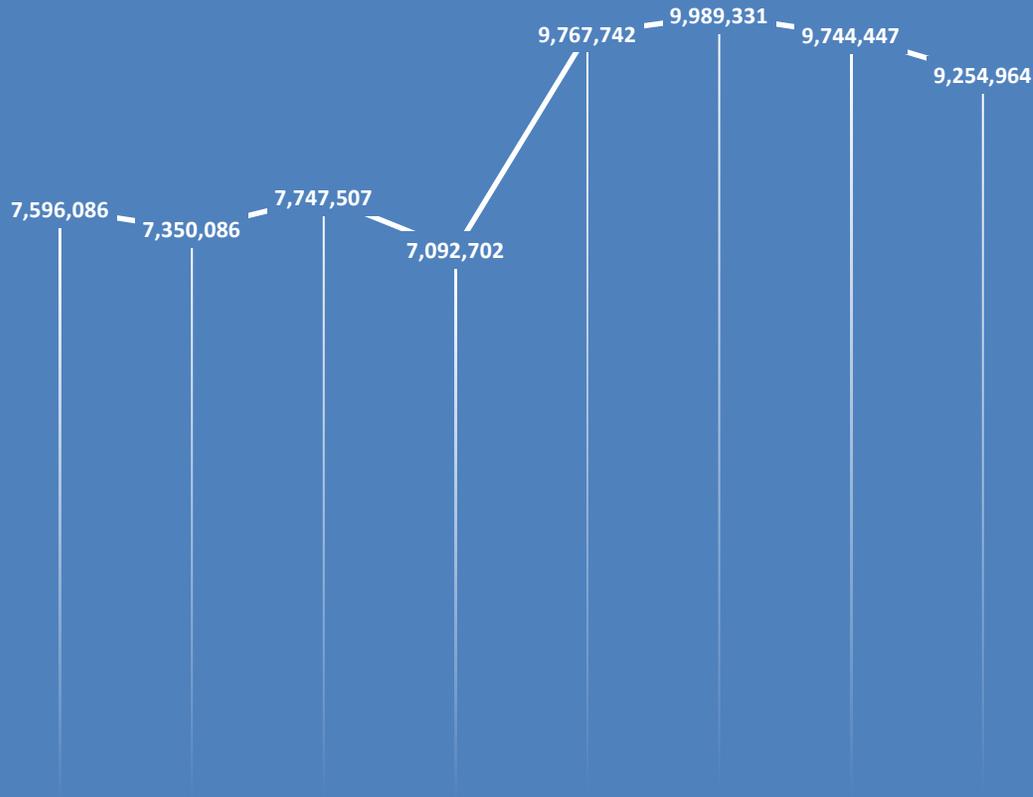
RECOMMENDATION:

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	9,254,964				

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: October 4th, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Rain Report

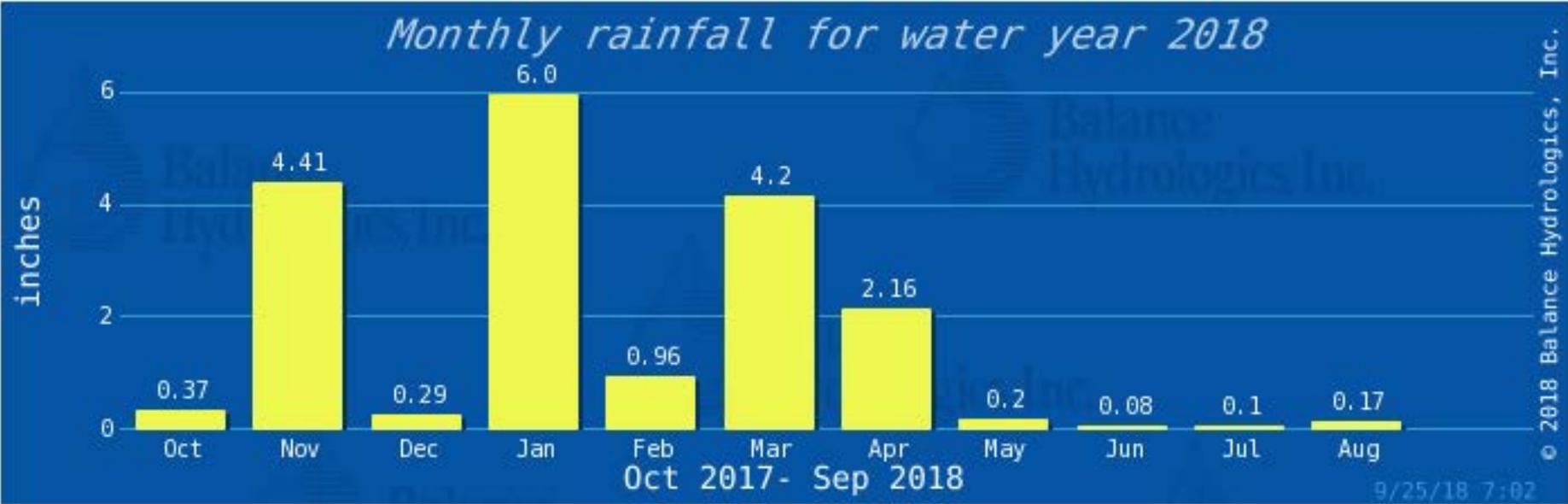
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

RECOMMENDATION:

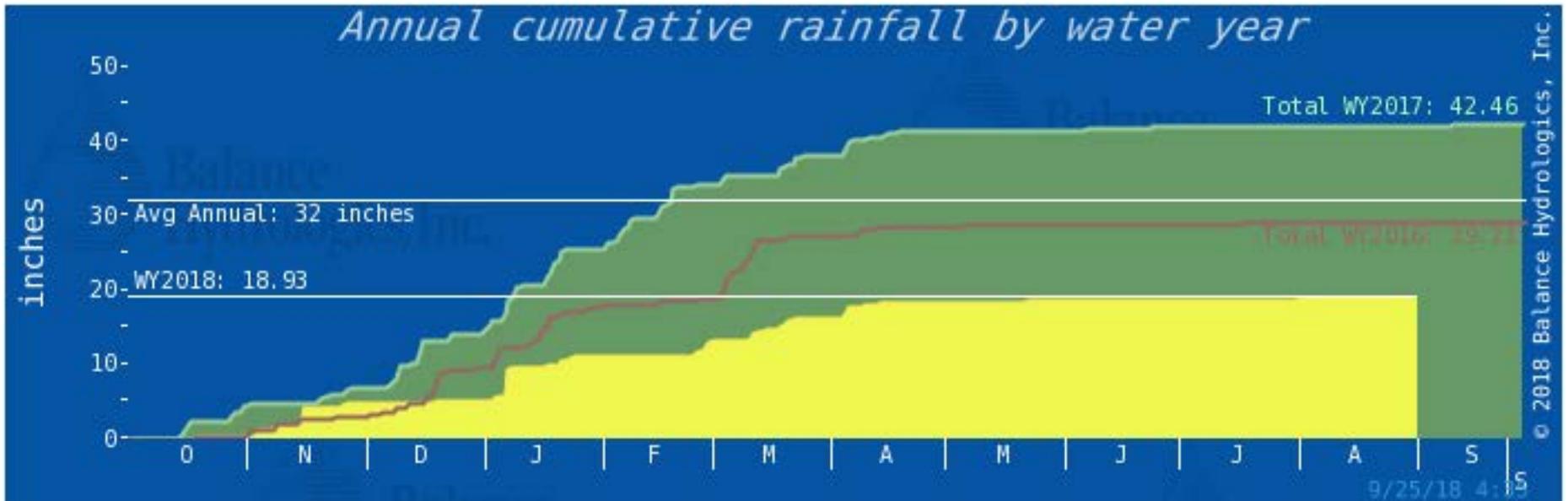
No action is required. These reports are provided for the Board's information only.

Attachments: 2

Monthly Cumulative Rainfall



Annual Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: October 4th, 2018

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Solar Energy Report

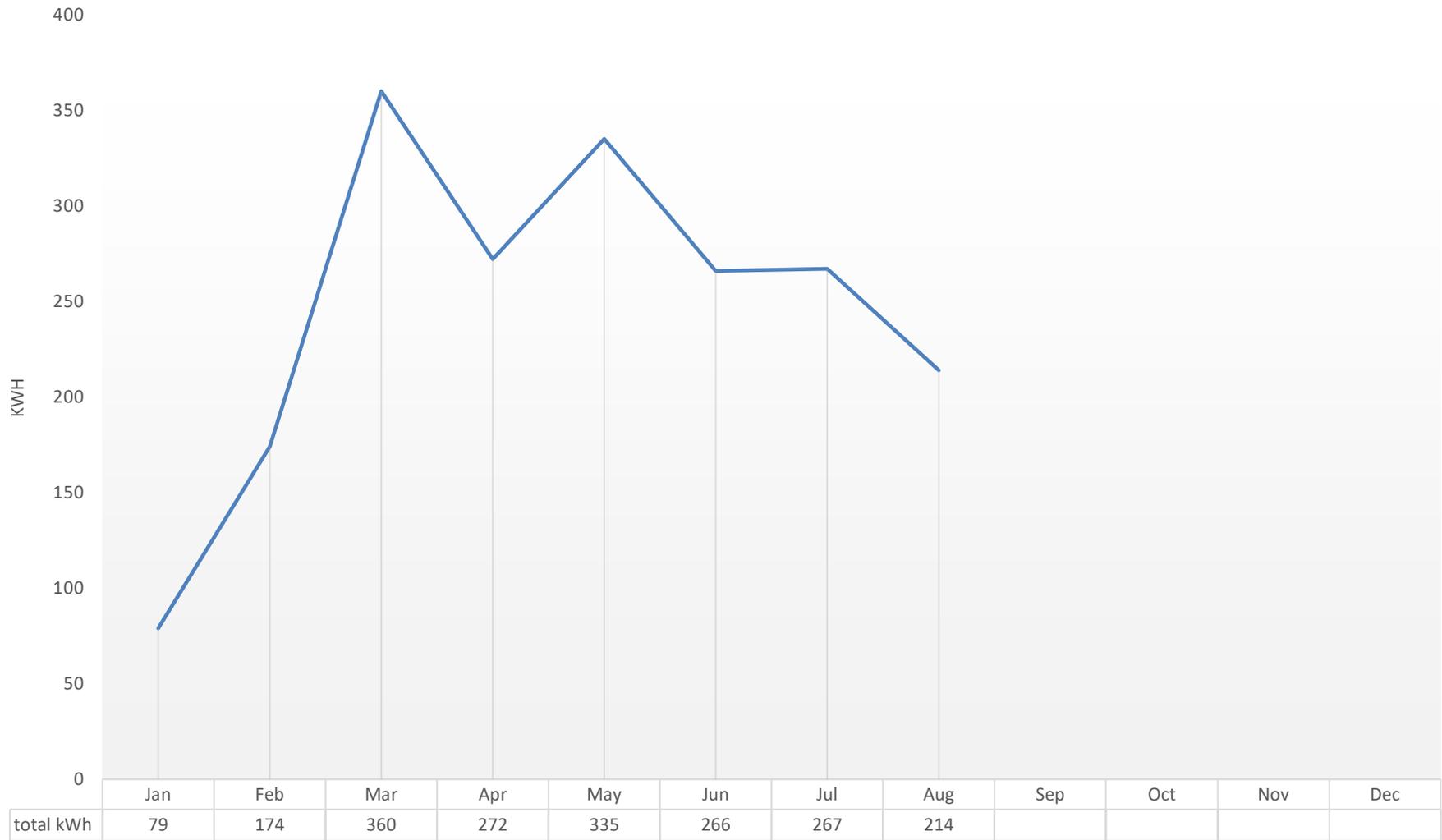
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 41767 kWh and saved 71004 lbs of CO₂.

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: **October 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

The District has received the monthly PARS report for June 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



**Montara Water and San
Alternate Retirement System Plan**

Monthly Account Report for the Period
7/1/2018 to 7/31/2018

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

Plan ID: P7-REP15A

Account Summary

Source	Beginning Balance as of 7/1/2018	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 7/31/2018
Contributions	\$638,229.77	\$8,757.77	\$15,091.42	\$305.55	\$1,052.69	\$0.00	\$660,720.72
TOTAL	\$638,229.77	\$8,757.77	\$15,091.42	\$305.55	\$1,052.69	\$0.00	\$660,720.72

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	2.36%	3.92%	9.67%	-	-	-	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: **October 4, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Acceptance of the June 30, 2017
GASB 68 Actuarial Valuation**

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

The District's Defined Benefit plan was adopted in Fiscal year 2015-2016 and the attached GASB 68 actuarial is the second performed by Bartel & Associates. The report is used to disclose the related pension asset or liability given an agreed upon measurement date, in this case June 30, 2017.

For the fiscal year ended June 30, 2018, Bartel & Associates has determined that funding by the District and eligible employees has resulted in a net pension asset of \$79,981 which is an improvement from the previous fiscal year in which it was determined MWSD had a Net Pension Liability of \$408. For reference, during this period the District had a contribution rate of 6.5% and the employee contribution rate was \$8.25% of regular wages.

Mary Beth Redding with Bartel Associates will be presenting the results of the actuarial study.

RECOMMENDATION:

This is for Board information only.

Attachments.



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

June 30, 2018 GASBS 68 Accounting Information
As of Measurement Date June 30, 2017
Based on the June 30, 2017 Actuarial Valuation

Mary Elizabeth Redding, Vice President
Katherine Moore, Associate Actuary
Tina Liu, Associate Actuary

Bartel Associates, LLC

September 28, 2018

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Applicable Dates

Applicable Dates and Periods

	2017/18 Employer Fiscal Year
■ Measurement Date*	June 30, 2017
■ Measurement Period	July 1, 2016 to June 30, 2017
■ Actuarial valuation date**	June 30, 2017

* No earlier than employer's prior fiscal year end.

** Within 30 months of the employer's fiscal year end for GASBS 68.

Note Disclosures

Plan Information

Fiscal Year End	June 30, 2018
■ Plan Type	Agent Multiple Employer
■ Trust	Yes

Note Disclosures

Long-Term Expected Rate of Return and Discount Rate

	Target Allocation	Expected Real Rate of Return
■ Asset Class Component		
● Equity	75%	4.82%
● Fixed Income	20%	1.47%
● Cash	5%	0.06%
■ Long-Term Expected Rate of Return	7.01%	
■ Long-Term Investment Expenses	<u>0.8% - 0.3%</u>	
■ Long-Term Expected Net Rate of Return	6.21% - 6.71%	
■ Discount Rate	6.50%	

Discount Rate: The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions will be made based on the current contribution policy. Based on these assumptions, the fiduciary net position was projected to be available to make all projected future benefit payments. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments.



Note Disclosures

Employees Covered by Benefit Terms

At June 30, 2017, the measurement date, the following numbers of participants were covered by the benefit terms:

	Number of Covered Participants
■ Inactives currently receiving benefits	1
■ Inactives entitled to benefit payments	-
■ Active employees	8
■ Total	9



Note Disclosures

Net Pension Liability/(Asset)

	Fiscal Year Ending	
	6/30/18	6/30/17
■ Measurement date	6/30/17	6/30/16
■ Total pension liability (TPL)	\$ 455,898	\$ 388,080
■ Fiduciary net position (FNP)	(535,879)	(387,672)
■ Net pension liability (NPL)	\$ (79,981)	\$ 408
■ Funded status (FNP/TPL)	117.5%	99.9%



Note Disclosures

Changes in Net Pension Liability/(Assets)

	Total Pension Liability	Fiduciary Net Position	Net Pension Liability
■ Balance at 6/30/16 (FYE 6/30/17)	\$ 388,080	\$387,672	\$ 408
■ Changes for the year			
● Service cost	83,063	-	83,063
● Interest	30,574	-	30,574
● Difference between expected and actual experience	(37,021)	-	(37,021)
● Changes of assumptions	(7,271)	-	(7,271)
● Changes of benefit terms	-	-	-
● Contributions - employer	-	44,093	(44,093)
● Contributions - employee	-	50,429	(50,429)
● Net investment income	-	55,329	(55,329)
● Benefit payments including refunds	(1,527)	(1,527)	-
● Administrative expense	-	(117)	117
■ Net changes	67,818	148,207	(80,389)
■ Balance at 6/30/17 (FYE 6/30/18)	\$455,898	\$535,879	\$ (79,981)



Sensitivity of Net Pension Liability to Changes in the Discount Rate

	Discount Rate		
	1% Decrease (5.50%)	Current Rate (6.50%)	1% Increase (7.50%)
■ Net pension liability	\$ 22,863	\$ (79,981)	\$ (159,739)



Pension Expense for Fiscal Year*

	Fiscal Year 2017/18 Meas. Period 2016/17
■ Pension expense	\$ 51,952

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



Deferred Outflows/Inflows Balances

	FYE: June 30, 2018	
	Deferred Outflows of Resources	Deferred Inflows of Resources
■ Differences between expected and actual experience	\$ 246,042	\$ (33,926)
■ Changes of assumptions	-	(6,663)
■ Net difference between projected and actual earnings on plan investments	-	(21,071)
■ Employer contributions made subsequent to the measurement date	45,862	-
■ Total	\$ 291,904	\$ (61,660)



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

FYE June 30	Deferred Outflows/(Inflows) of Resources
■ 2019	\$ 16,844
■ 2020	16,844
■ 2021	16,845
■ 2022	16,636
■ 2023	22,060
■ Thereafter	95,153



Note Disclosures

**Significant Actuarial Assumptions
Used in Calculating the TPL**

Actuarial Assumption	June 30, 2017 Measurement Date
■ Actuarial Valuation Date	■ June 30, 2017
■ Contribution Policy	■ District contributes full ADC
■ Discount Rate	■ Discount rate based on long-term rate expected rate of return on investments for all periods
	■ 6.50% at June 30, 2017
	■ 6.50% at June 30, 2016
■ Long-Term Expected Rate of Return on Investments	■ Same as discount rate. Sufficient plan assets to pay all benefits from trust.
	■ 6.50% at June 30, 2017
	■ 6.50% at June 30, 2016
■ High-Quality Municipal Bond Rate*	■ N/A
■ General Inflation	■ 2.75% per annum

* Applicable if the plan assets invested to achieve the long-term expected rate of return on investments is not sufficient to pay projected benefits.



Note Disclosures

**Significant Actuarial Assumptions
Used in Calculating the TPL**

Actuarial Assumption	June 30, 2017 Measurement Date
■ Salary Increases	■ Aggregate - 3%
	■ Merit - CalPERS 1997-2011 Experience Study
■ Mortality	■ CalPERS 1997-2011 Experience Study
■ Mortality Improvement	■ Mortality projected fully generational with Scale MP-2016
■ Retirement	■ CalPERS 1997-2011 Experience Study for Miscellaneous 2% at 62



Changes Since June 30, 2016**
Used in Calculating the TPL

Changes	June 30, 2017 Measurement Date
<ul style="list-style-type: none"> ■ Changes of assumptions* 	<ul style="list-style-type: none"> ■ The aggregate payroll increase was updated from 3.25% to 3% ■ Mortality improvement scale was updated from MP-2014 modified to converge to ultimate improvement rates in 2022, to Scale MP-2016
<ul style="list-style-type: none"> ■ Changes of benefit terms 	<ul style="list-style-type: none"> ■ None

* See slide 6, changes of assumptions, for the impact on the TPL

** No changes between the measurement date and the reporting date are expected to have a significant effect on the NPL.

Required Supplementary Information

Schedule of Changes in Net Pension Liability and Related Ratios

	Fiscal Year 2017/18 Meas. Period 2016/17
<ul style="list-style-type: none"> ■ Changes in total pension liability <ul style="list-style-type: none"> ● Service cost ● Interest ● Difference between expected and actual experience ● Changes of assumptions ● Changes of benefit terms ● Benefit payments including refunds ■ Net changes ■ Total pension liability (beginning of year) ■ Total pension liability (end of year) 	<ul style="list-style-type: none"> \$ 83,063 30,574 (37,021) (7,271) - <u>(1,527)</u> 67,818 <u>388,080</u> \$ 455,898

Required Supplementary Information

Schedule of Changes in Net Pension Liability and Related Ratios

	Fiscal Year 2017/18 Meas. Period 2016/17
■ Changes in plan fiduciary net position	
● Contributions - employer	\$ 44,093
● Contributions - employee	50,429
● Net investment income	55,329
● Benefit payments including refunds	(1,527)
● Administrative expense	(117)
● Other changes	-
● Net change	<u>148,207</u>
■ Plan fiduciary net position (beginning of year)	<u>387,672</u>
■ Plan fiduciary net position (end of year)	\$ <u>535,879</u>



Required Supplementary Information

Schedule of Changes in Net Pension Liability and Related Ratios

	Fiscal Year 2017/18 Meas. Period 2016/17
■ Net pension liability/(asset) (end of year)	\$ (79,981)
■ Fiduciary net position as a percentage of the total pension liability	117.5%
■ Covered payroll*	626,786
■ Net pension liability as a percentage of covered payroll	-12.8%

* Determined for the 12 month period ending on June 30, 2017 (neasurement date).



Required Supplementary Information

Schedule of Employer Contributions

	Fiscal Year 2017/18
■ Actuarially determined contribution (ADC)	\$ 45,862
■ Contributions in relation to the actuarially determined contribution	\$ 45,862
■ Contribution deficiency/(excess)	\$ -
■ Covered payroll*	797,012
■ Contributions as a percentage of covered payroll	5.8%

* Determined for the 12 month period ending on June 30, 2018 (fiscal year end).



Required Supplementary Information

Notes to Schedule of Employer Contribution

**Methods and Assumptions for
Actuarially Determined Contribution for the 2017/18 Fiscal Year**

■ Valuation Date	■ June 30, 2017
■ Actuarial Cost Method	■ Entry Age Normal, Level Percentage of Payroll
■ Amortization Method	■ Not applicable, since there is no unfunded actuarial accrued liability. PEPPA requires continued contribution of normal cost.
■ Remaining Amortization Period	■ N/A
■ Asset Valuation Method	■ Market value of assets
■ Discount Rate	■ 6.50%



Actuarial Certification

This report presents the Montara Water and Sanitary District PARS Retirement Plan 2018 disclosure under Governmental Accounting Standards Board Statement No. 68 (GASBS 68).

The report provides information intended for reporting under GASBS 68, but may not be appropriate for other purposes. Information provided in this report may be useful to the District for the Plan's financial management. Future valuations may differ significantly if the Plan's experience differs from our assumptions or if there are changes in Plan design, actuarial methods, or actuarial assumptions. The project scope did not include an analysis of this potential variation.

The valuation is based on Plan provisions, participant data, and asset information provided by the District as summarized in this report, which we relied on and did not audit. We reviewed the participant data for reasonableness. As permitted under GASBS 68, the total pension liability has been calculated from the June 30, 2017 actuarial valuation. Additional information on participants included in the valuation, actuarial assumptions, and asset information can be found in the June 30, 2017 funding actuarial valuation report.

To the best of our knowledge, this report is complete and accurate and has been conducted using generally accepted actuarial principles and practices. Additionally, in our opinion, actuarial methods and assumptions comply with GASBS 68. As members of the American Academy of Actuaries meeting the Academy Qualification Standards, we certify the actuarial results and opinions herein.

Respectfully submitted,





Mary Elizabeth Redding, FSA, EA, MAAA
Vice President
Bartel Associates, LLC
September 28, 2018

Katherine Moore, ASA, MAAA
Associate Actuary
Bartel Associates, LLC
September 28, 2018

Tina Liu, EA, MAAA
Associate Actuary
Bartel Associates, LLC
September 28, 2018



September 28, 2018

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Montara Water and Sanitary District

Supporting Calculations

Recognition of Deferred Outflows/Inflows at June 30, 2018 Differences between Expected and Actual Experience

Meas. Period	Fiscal Year	Initial Amt	Initial Recog Period	Amount Recognized in Pension Expense for FY					Balances of Deferred June 30, 2018	
				17/18	18/19	19/20	20/21	21/22+	Outflows	Inflows
15/16	16/15	\$ 297,568	11.55	\$ 25,763	\$ 25,763	\$25,763	\$ 25,763	\$168,753	\$ 246,042	\$ -
16/17	17/18	(37,021)	11.96	(3,095)	(3,095)	(3,095)	(3,095)	(24,641)	-	(33,926)
Total				\$ 22,668	\$ 22,668	\$22,668	\$ 22,668	\$144,112	\$ 246,042	\$(33,926)



September 28, 2018

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Montara Water and Sanitary District

Supporting Calculations

Recognition of Deferred Outflows/Inflows at June 30, 2018 Changes of Assumptions

Meas. Period	Fiscal Year	Initial Amt	Initial Recog Period	Amount Recognized in Pension Expense for FY					Balances of Deferred June 30, 2018	
				17/18	18/19	19/20	20/21	21/22+	Outflows	Inflows
15/16	16/17	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16/17	17/18	(7,271)	11.96	(608)	(608)	(608)	(608)	(4,839)	-	(6,663)
Total				\$ (608)	\$ (608)	\$ (608)	\$ (608)	\$(4,839)	\$ -	\$(6,663)



Supporting Calculations

Recognition of Deferred Outflows/Inflows at June 30, 2018 Projected Versus Actual Earnings on Investments

Meas. Period	Fiscal Year	Initial Amt*	Initial Recog Period	Amount Recognized in Pension Expense for FY					Balances of Deferred June 30, 2018**	
				17/18	18/19	19/20	20/21	21/22+	Outflows	Inflows
15/16	16/17	\$ 1,031	5	\$ 206	\$ 206	\$ 206	\$ 207	\$ -	\$ 619	\$ -
16/17	17/18	(27,112)	5	(5,422)	(5,422)	(5,422)	(5,422)	(5,424)	-	(21,690)
Total				\$(5,216)	\$(5,216)	\$(5,216)	\$(5,215)	\$(5,424)	\$ -	\$ (21,071)

* Calculation of initial amount for 2016/17 measurement period:
 Projected earnings on investments of \$28,217 (slide 26), less
 Actual earnings on investments of \$55,329 (net investment income, slide 15)

** The deferred inflows and outflows for investment earnings are combined for footnote disclosure.



Supporting Calculations

Recognition of Deferred Outflows/Inflows at June 30, 2018

Grand Total

Mea. Per.	Fiscal Year	Initial Amt	Initial Recog Period	Amount Recognized in Pension Expense for FY					Balances of Deferred June 30, 2018	
				17/18	18/19	19/20	20/21	21/22+	Outflows	Inflows
15/16	16/17	\$ 298,599	n/a	\$ 25,969	\$25,969	\$25,969	\$ 25,970	\$ 168,753	\$ 246,661	\$ -
16/17	17/18	(71,404)	n/a	(9,125)	(9,125)	(9,125)	(9,125)	(34,904)	-	(62,279)
Total				\$ 16,844	\$16,844	\$16,844	\$ 16,845	\$ 133,849	\$ 246,042	\$ (61,660)



Supporting Calculations

Calculation of Average Expected Remaining Service Lifetime

	June 30, 2016*
■ Number of expected future years of service	83.74
■ Number of active and retired employees:	
● Active employees	7
● Inactive participants not yet receiving benefits	-
● Retired employees and surviving spouses	-
● Total	<u>7</u>
■ Average expected remaining service lifetime	11.96

* AERSL calculated at the beginning of measurement period.



Supporting Calculations

Components of GASBS 68 Pension Expense

	Fiscal Year 2017/18 Meas. Period 2016/17
■ Service cost	\$ 83,063
■ Interest on total pension liability	30,574
■ Projected earning on investments	(28,217)
■ Employee contributions	(50,429)
■ Administrative expense	117
■ Change in benefits terms	-
■ Recognition of deferred outflows/inflows	
● Expected and actual experience	22,668
● Changes of assumptions	(608)
● Projected vs actual earnings on investments	(5,216)
■ Pension expense	\$ 51,952



Supporting Calculations

Components of GASBS 68 Pension Expense

Calculation of Projected Earnings on Investments

Fiscal Year 2017/18 with Measurement Period 2016/17

	Dollar Amount	Expected Return	Portion of Year	Projected Earnings
■ Fiduciary net position (beginning of year)	\$ 387,672	6.50%	100%	\$ 25,199
■ Employer contributions	44,093	6.50%	50%	1,433
■ Employee contributions	50,429	6.50%	50%	1,639
■ Benefit payments	(1,527)	6.50%	50%	(50)
■ Administrative expense	(117)	6.50%	50%	(4)
■ Projected earnings				\$ 28,217



Supporting Calculations

Components of GASBS 68 Pension Expense
Calculation of Interest on Total Pension Liability
Fiscal Year 2017/18 with Measurement Period 2016/17

	Dollar Amount	Expected Return	Portion of Year	Interest
■ Total pension liability (beginning of year)	\$ 388,080	6.50%	100%	\$ 25,225
■ Experience difference*	(37,021)	6.50%	0%	-
■ Changes of assumptions*	(7,271)	6.50%	0%	-
■ Service cost	83,063	6.50%	100%	5,399
■ Benefit payments	(1,527)	6.50%	50%	(50)
■ Total interest				<u>\$ 30,574</u>

* Effective as of the end of measurement period



Supporting Calculations

GASBS 68 Balance Equation

	Fiscal Year Ending	
	6/30/17	6/30/18
■ Measurement date	6/30/16	6/30/17
■ Total pension liability	\$ 388,080	\$ 455,898
■ Fiduciary net position	<u>387,672</u>	<u>535,879</u>
■ Net pension liability	408	(79,981)
■ Deferred inflows of resources	-	61,660
■ Deferred outflows of resources*	<u>(272,630)</u>	<u>(246,042)</u>
■ Net impact on balance sheet	\$ (272,222)	\$ (264,363)

Check:

■ Net impact on balance sheet 6/30/16	\$ (272,222)
● Pension expense	51,952
● Employer contributions in meas. period	(44,093)
■ Net impact on balance sheet 6/30/17	<u>\$ (264,363)</u>

* Before employer contributions made subsequent to the measurement date





MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Review of Recology Audits for 2019 Solid Waste Rate Increase.

In accordance with the existing franchise agreement, Recology requested a 6% 2018 rate increase and provided the required financial information to the District. Rate increases are capped at 6% per Franchise Agreement to avoid steep rate increases affecting our customers.

The District's accountant Maze & Associates was asked to apply procedures to identify any mistakes associated with documents and calculations used by Recology to determine the 2019 Rate year adjustment factor.

The calculation for a thirty-two gallon cart customer, which is the majority base of the rate payers in the District, is currently \$29.31 and would increase to \$31.07 in 2019.

Staff is currently preparing a Prop 218 notice to be sent to all property owners in the District. A Public Hearing to consider adoption of the rate increase is scheduled for the January 17, 2019 meeting.

RECOMMENDATION:

Receive Maze & Associates presentation on the review of the suggested rate increase and associated information and authorize the initiation of the required Prop 218 process.

Attachments.

**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED UPON PROCEDURES FOR
MONTARA WATER AND SANITARY DISTRICT
FRANCHISE AGREEMENT
WITH
RECOLOGY OF THE COAST
FOR
SOLID WASTE AND RECYCLING SERVICES**

**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED UPON PROCEDURES FOR
MONTARA WATER AND SANITARY DISTRICT
FRANCHISE AGREEMENT
WITH
RECOLOGY OF THE COAST
FOR SOLID WASTE AND RECYCLING SERVICES**

Honorable Members
of the Board of Directors
Montara, California

We have performed the procedures described below, which were agreed to by the Montara Water and Sanitary District (District) solely to assist you with respect to verifying the accuracy of the calculation of the new rates for providing solid waste and recycling services. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the District. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures, results, findings, and recommendations are as follows:

1. We obtained the *Franchise Agreement between The Montara Water and Sanitary District (Montara) and Recology of the Coast for Solid Waste and Recycling Services, effective October 1, 2013* (Agreement), in order to gain an understanding of the terms, fees, services and reporting requirements outlined.

Result: We reviewed the Franchise Agreement between the District and Recology of the Coast (Recology) and noted that service rates are to change annually. We also noted that commencing January 1, 2019, service rates are to be determined by using "cost-based method" calculation, versus the previous "index-based method" calculation.

2. We obtained the outline for the calculation utilized to determine the Total Cost of Operation in the prior year.

Results: We noted that the specified calculations and formulas were in alignment with the Franchise Agreement; a variance of \$49,802 was noted in total expenditures as compared to Recology's fiscal year end September 30, 2017 audited financial statements. The difference did not impact the agreed upon 6% rate increase for 2019.

3. We independently obtained and confirmed necessary indices used by Recology to determine the rate for the year 2019. The indices appear to have been downloaded from the US Bureau of Labor and Statistics and US Energy Information Administration.

Result: We re-calculated all 2019 indices used in the determination of the 2019 rate; no variances were found.

Conclusion: By applying the procedures identified above, we detected no deviations between the calculations prepared by Recology and the terms of the Franchise Agreement.

Recommendations: Factors which represent a critical component of the rate calculations were not audited, and are based on good faith disclosures by Recology. The District may consider having the following data subjected to more thorough testing:

1. CBA Labor Costs, Health & Welfare as well as Pension figures were provided by Recology Staff. However, the supporting documentation for all of these factors was not provided.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the calculation of the new rates for providing solid waste and recycling services. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and District Board and is not intended to be and should not be used by anyone other than those specified parties.



September 28, 2018



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Update for the Progress of the Cabrillo Highway Sewer Improvements Phase 1A Project.

In accordance with the revised 7 year Capital Improvement Plan, the CABRILLO HIGHWAY SEWER IMPROVEMENTS PHASE 1A, first of four phases was initiated in April 2018. The approved low Bid price was \$1,261,675.00 by JMB Construction, Inc., of South San Francisco, and budget for the work \$1.82M with contingencies and incidentals.

The work includes the first phase of the express sewer pipe replacement and rehabilitation between the Montara District property north to 7th Street in Montara, to a manhole where the Kanoff Pump Station discharges. This Phase 1A of work is for the construction of a new sewer crossing and a new higher pressure water crossing under Cabrillo Highway 1 at 16th Street, and an open cut of a new sewer installation to connect the existing sewer feeding SAM's Montara Pump Station, and to prepare a connection for a future sewer project Phase 1B to be built up to 14th street.

JMB Construction has billed approximately 50% of the project cost so far as of September 15th, 2018. By the end of this month the project construction will be about 80% complete. The contractor has not requested any change orders, and the District has requested about \$30,000 in extra work to complete the water tie and possibly hydrant repairs as described below, and added \$20,000 for additional footage of sewer main based on field conditions. These changes are expected to be less than 4 % of the project cost.

So far the sewer crossing, at a depth of 27 feet deep, has been successfully installed on a 0.5% slope in a 30 inch diameter steel protective casing ~195 feet long crossing under Cabrillo Hwy at 16th Street. The second 30 inch casing for the new high pressure water crossing should be completely installed by the end of this week and is about 15 feet deep.

With the help of SRT Consultants, the design and supervision of the new 8" water crossing is planned to be installed next week through the second casing. After pressure testing the pipe will be connected to the existing 10" water main. In addition two new isolation valves will be installed to both isolate the norther and southern water pressure zones, and will also allow feeding of the new crossing from either pressure zone.

This improvement to the water system will improve water distribution and fire flow in the future on the west side of Cabrillo Hwy. Finally, the fire hydrant at 16th street feed pipe and valve will be examined for its condition, and if it's found to be aged and corroded, it will also be replaced after the new sewer pipe is installed.



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

The contractor has worked well to maintain access for SAM staff to the SAM operated pump station at Montara. They plan to work on site restoration starting in about two to three weeks, with project close out near the end of October, 2018.

Pippin Cavagnaro, P.E. from Nute Engineering, will be available to present the Project and answer any questions the Board might have.

RECOMMENDATION:

This is for Board information only.

Attachment (to be distributed at the board meeting.)



MONTARA WATER AND SANITARY DISTRICT AGENDA

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

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Update on Montara Water and Sanitary District 60
Year Anniversary Event.**

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

Staff is planning a Public Event Celebration on November 4, 2018 at the Montara Lighthouse. A Newsletter and invitation to the event with focus on the District history will be released in advance.

RECOMMENDATION:

This is for Board information only.