



**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

January 17, 2019 at 7:30 p.m.

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

1. [Review and Possible Action Concerning Establishment of Prop 218 Limits for Solid Waste Disposal Fee Increase, January 1, 2019.](#)
2. [Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule to amend Solid Waste Disposal Fees.](#)

CONSENT AGENDA

1. [Approve Minutes for December 6, 2018.](#)
2. [Approve Financial Statements for November 2018.](#)
3. Approve Warrants for January 1, 2019.
4. [SAM Flow Report for November.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report for October 2018.](#)
8. [Rain Report.](#)
9. [Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for September 2018.](#)

OLD BUSINESS NEW BUSINESS

1. [Review and Possible Action Concerning Certification of the Results of the November 6, 2018 Statewide General Election.](#)
2. [Review and Possible Action Concerning the Administration of the Oath of Office to the Newly Elected Board Members.](#)
3. [Review and Possible Action Concerning Appointments of Board Officers and Committee Assignments for 2019.](#)
4. [Review and Response to Resident Questions about Fire Flow.](#)
5. [Review and Possible Action Concerning Adoption of Connection Charge Report.](#)
6. [Review of Half Moon Bay Terrace Groundwater Basin SGMA Prioritization.](#)
7. [Review and Possible Action Concerning Nomination of Representative for ACWA Region 5 Board.](#)

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

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY ADJOURNMENT

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

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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

The franchise agreement with Recology of the Coast requires the District to annually assess the solid waste disposal rates by January 1 in accordance with an agreed upon formula. Pursuant to the franchise agreement, Recology of the Coast provided calculations required for the rate increase effective January 1, 2019. In accordance to the agreement, the current increase is based on cost, the following two years cost assessment will be based on index.

The formula would result results in a 12.14% rate increase over the 2018 rates. However, cost increases are capped per contract at 6%. Labor costs (Salaries, benefits and pension costs) increased from \$625,572 to \$673,878 or 7.72%. Fuel costs – increased by 17.57%. In total, operational costs increased 24.54%. Main reason for the operational cost increase is the change from Recology receiving revenue for some recycling goods to Recology currently having to pay for all recycling.

Notices were mailed in November, 2018 to all 1736 property owners and customers in Montara and Moss Beach notifying them about the planned rate increase for January 1, 2019. At the preparation of this agenda item a total of three (3) written protests have been received. However, a full final count will be made at the public hearing since more may be received by that time.

The purpose of this meeting is to formally count the number of written protests received. If written protests are submitted against the proposed fees or against a particular fee by the owners of a majority of the parcels, the fees or fee will not become effective.

RECOMMENDATION:

Open the public hearing, allow relevant testimony, close the public hearing and count all allowable Prop 218 protests received. Determine whether or not the proposed rate limits should be approved in accordance with Prop 218. Adopt ORDINANCE NO.____, ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT ESTABLISHING MAXIMUM RATES FOR THE COLLECTION, REMOVAL AND DISPOSAL OF REFUSE AND FOR RECYCLING SERVICES EFFECTIVE JANUARY 1, 2019.

Attachments

ORDINANCE NO. _____

ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT ESTABLISHING MAXIMUM RATES FOR THE COLLECTION, REMOVAL AND DISPOSAL OF REFUSE AND FOR RECYCLING SERVICES EFFECTIVE JANUARY 1, 2019

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

Section 1. Findings. The Board of the Montara Water and Sanitary District hereby finds and declares that:

a. Pursuant to the provisions of Section 6 of Article XIII D of the California Constitution, this Board adopted Ordinance No. 178, which established maximum rates to be charged by Recology of the Coast (“Recology”), the District’s franchisee for the collection, removal and disposal of refuse and for recycling services (“Solid Waste Services”) for properties within the District commencing January 1, 2016.

b. The franchise provides for annual revisions to the schedule of fees and charges for the Solid Waste Services.

c. The schedule of maximum fees and charges hereinafter approved and adopted implement the intention of the parties to the franchise to provide compensation to Recology corresponding to costs of providing such Services.

d. The parcels upon which the proposed fees or charges for Solid Waste Services were identified and the amount of such fee or charge was calculated, and the District provided written notice by mail of the proposed fee or charge to the record owners of each identified parcel, the amount of the fee or charge, the basis upon which the amount of the fee or charge was calculated, the reason for the fee or charge, together with the date, time, and location of the public hearing on the proposed fees or charges in accordance with the provisions of Section 6 of Article XIII D of the California Constitution.

e. In addition to the aforesaid notice, notice of said public hearing was published not less than twice, with at least five (5) days intervening between the dates of the first and last publication, in a newspaper of general circulation regularly published once a week or more often within the County of San Mateo.

f. On January 17, 2019, not less than 45 days after mailing of the aforesaid notice, a public hearing on the proposed fees and charges set forth herein for the Solid Waste Services for all occupied premises (except agricultural premises) was held by this Board and all persons present at the hearing and interested in the matter were heard or given the opportunity to be heard on the question of enactment of said fees and charges.

g. This Board considered all protests against the proposed fees or charges for said Solid Waste Services and written protests against said fees or charges were not presented by a majority of owners of the identified parcels.

h. Revenues to be received from the fees and charges for the Solid Waste Services for all occupied premises (except agricultural premises) set forth herein do not exceed the funds required to provide such Services, nor do they exceed the proportional cost of the Services attributable to the aforesaid parcels, and the revenues from said fees and charges shall not be used for any other purpose than that for which the fees and charges are imposed.

i. The fees and charges enacted by this ordinance are maximums for each corresponding rate component listed herein.

Section 2. Refuse collection and recycling rates and charges.

a. The maximum monthly rates to be charged by the District's franchisee for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District commencing on January 1, 2019 and until thereafter revised are:

RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:

a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge	\$25.26
b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge	\$31.07
c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge	\$102.06

2. Special Services (charges added to above, basic changes):

a. Container placed at side or rear of dwelling - per container	\$7.76
b. Container not placed at specified collection point and return call required- per container	\$15.83
c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag	\$8.38
d. Special collections combined with regular service, including collections for	estimate

brush, yard clippings, boxes, etc.

- | | |
|--|-----------------|
| 3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only | incl. w/service |
| 4. Weekly commingled recyclable materials collection (64 gallon wheeled cart) | incl. w/service |
| 5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers | incl. w/service |
| 6. Bulky goods curbside collection service, limited to four (4) times a year
One item up to 200 lbs or 5-30 gallon bags | incl. w/service |
| 7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials | incl. w/service |
| 8. Christmas trees free of charge through January 31st of each year | incl. w/service |
| a. After January 31st charge is \$20 per tree for removal | \$20.00 |

MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

- | | |
|---|-------------------|
| 1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage-container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs | |
| a. Regular collections: | |
| 1-64 gallon collection once per week | \$122.56 |
| 1-96 gallon collection once per week | \$200.55 |
| b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups | Will vary by size |
| 2. Commercial Container Rental: | |
| a. 1 cubic yard box - per mo. | \$55.76 |
| b. 2 cubic yard box - per mo. | \$72.29 |
| 3. Commercial Container Collections: | |
| a. 1 cubic yard box - per collection | \$47.12 |
| b. 2 cubic yard box - per collection | \$93.75 |
| 4. Compacted Commercial Container Service: | |
| a. 1 cubic yard box - per collection | \$91.97 |
| b. 2 cubic yard box - per collection | \$185.78 |
| 5. Recyclable material collection up to five times a week | incl. w/service |

DEBRIS BOX SERVICE

7, 14, 20 and 30 yard containers

a. Container rental, delivery and pickup charge

\$370.39

b. \$67 per ton confirmed by disposal site weight slip

Tonnage based

SPECIAL PROVISIONS

1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) 15% reduction

\$25.56

b. The rates and charges hereby established are maximums for the listed rate components. Rates and charges equal to or less than said maximums may be enacted from time to time by separate ordinance including, without limitation, by ordinance amending, supplementing or restating the District's Master Fee Schedule; provided, that the last rate or charge or rates or charges so enacted shall remain in full force and effect until superseded by a subsequent enactment, likewise equal to, or less than, said maximums, such that said rates and charges shall in no event revert to the schedule of rates and charges in effect prior to enactment of the above rates and charges or to a lower rate than the last rate enacted pursuant hereto. Nothing herein contained shall be deemed a limitation upon the District to enact rates and charges superseding the maximum rates and charges hereby established; provided that such superseding rates and charges shall have been enacted in accordance with all legal requirements pertaining thereto.

Section 3. Effective, Operative Date. Upon adoption, this Ordinance shall be entered in the minutes of the Board and posted for one week in three (3) public places in the District, shall become effective immediately upon expiration of one week following said posting and shall be operative from and after January 1, 2019.

President

COUNTERSIGNED: _____
Secretary

I hereby certify that the foregoing Ordinance was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a regular meeting thereof held on the 17th Day of January 2019, by the following vote :

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary



Montara Water & Sanitary District

NOTICE OF PUBLIC HEARING ON PROPOSED INCREASES TO GARBAGE COLLECTION, RECYCLING AND DISPOSAL FEES AND CHARGES

This Notice provides information about proposed increases in garbage collection, recycling and disposal fees and charges for those services provided by Recology of the Coast to MWSD customers.

HEARING DATE: Thursday, January 17, 2019

HEARING TIME: 7:30 p.m.

LOCATION: Montara Water and Sanitary District
8888 Cabrillo Highway
Montara, CA 94037

(Adjacent to the Point Montara Lighthouse & Hostel)

Dear Property Owner or Customer,

Montara Water and Sanitary District (MWSD) is proposing to adopt a 6% increase in garbage collection, recycling and disposal fees and charges for those services furnished by Recology of the Coast (Recology) under a franchise agreement with the District. The rates are proposed to go into effect on January 1, 2019. Please review this document for more information about the proposed changes.

What Do the Solid Waste Fees and Charges Pay for?

- On-going operating expenses of Recology of the Coast to collect and dispose of all garbage and recyclable material and to account for and bill customers.
- On-going expenses for equipment and supplies needed to operate the company.
- Capital expenditures to repair, replace, and upgrade garbage collection trucks and other equipment.
- Domestic recycling costs associated with global shifts in the recycling market.
- Tipping fees (also called dump fees) at Ox Mountain Landfill in Half Moon Bay to dispose of all non-recycled waste.

How Can Customers Reduce Garbage Collection Fees and Charges?

By switching from a 32-gallon garbage collection receptacle to a 20-gallon receptacle, your new monthly collection fee charge would be \$25.26 instead of \$31.07.

To Help Fit Your Trash into a Smaller Bin, Take Advantage of Free Bulky Goods Collection. Four times a year, Recology will pick up one item up to 200 pounds or five 30-gallon bags for no additional charge. By accumulating and disposing of extra items four times a year, customers may be able to go down to a 20-gallon container and save money.

By Increasing Recycling and Reducing Garbage, MWSD Customers May Reduce Future Increases on Their Bills.

A majority of Pacifica residents have realized a savings in their collection charges by switching to the 20-gallon cans. Currently in the MWSD service area, only a small percentage of customers use 20-gallon cans.

PLEASE CONTACT US IF YOU HAVE QUESTIONS OR COMMENTS

Tel: (650) 728-3545 • Email: mwsd@coastside.net • Write: P.O. Box 370131 Montara, CA 94037-0131

Proposed Garbage Collection, Recycling and Disposal Fees

The District is proposing an increase to garbage collection, recycling and disposal fees to cover costs of service and equipment replacement by Recology of the Coast beginning Jan. 1, 2019, as described on these pages.

Note: Although the rates are proposed to cover a one-year period, they will remain in effect after that year unless and until new rates are approved.

RESIDENTIAL	2018	2019
1. Basic, weekly collection of a single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:		
One 20-gallon can collected once per week	\$23.83	\$25.26
One 32-gallon can collected once per week	\$29.31	\$31.07
One 64-gallon can collected once per week	\$96.28	\$102.06
2. Special Services (charges added to above, basic charges)		
Container placed at side or rear of dwelling - per container	\$7.32	\$7.76
Container not placed at specified collection point and return call required - per container	\$14.93	\$15.83
Extra 30 gallon bag with collection (excludes 20-gallon cart service) - per bag	\$7.91	\$8.38
Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc.	Estimate	Estimate
3. Bulky goods dropoff service four times a year within Montara District limits, including greenwaste and motor oil in Recology provided bottles only	Included w/service	Included w/service
4. Weekly commingled recyclable materials collection (64 gallon wheeled cart)	Included w/service	Included w/service
5. Every other week green waste (yard trimmings, etc.) collection, limited to four (4) 30-gallon containers - customers' own containers	Included w/service	Included w/service
6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or five, 30-gallon bags	Included w/service	Included w/service
7. Drop-off at Recycling Yard in Pacifica of motor oil, latex and oil paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials	Included w/service	Included w/service
8. Christmas trees free of charge thru January 31st	Included w/service	Included w/service
After January 31st charge is \$20 per tree for removal	\$20.00	\$20.00

To Estimate Your Monthly Bill Add Up the Services You Use.

Most residential customers only use Weekly collection for a 32-gallon can, which would be \$31.07 per month starting January 1, 2019.

Please Take Advantage of the Many Services Included with Your Garbage Fees

MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL SERVICE	2018	2019
1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage-container limits: volume - 30-gal. cans (1/4 cu. Yd.), weight - 75 lbs.		
One 64-gallon can collected once per week	\$115.62	\$122.56
One 96-gallon can collected once per week	\$189.20	\$200.55
Additional 64- or 96-gallon commercial carts picked up more than once a week will be original charge times the number of pickups	Will Vary	Will Vary
2. Commercial Container Rental		
1 cubic yard box per month	\$52.60	\$55.76
2 cubic yard box per month	\$68.20	\$72.29
3. Commercial Container Collections		
1 cubic yard box per collection	\$44.45	\$47.12
2 cubic yard box per collection	\$88.44	\$93.75
4. Compacted Commercial Container Service		
1 cubic yard box per collection	\$86.76	\$91.97
2 cubic yard box per collection	\$175.26	\$185.78
5. Recycled materials collection up to five times a week		
	Included w/service	Included w/service

DEBRIS BOX SERVICE	2018	2019
1. Containers of 7, 14, 20 and 30 yard sizes		
Container rental and delivery and pickup charge	\$349.42	\$370.39
\$80 per ton confirmed by disposal site weight slip	\$67.00	\$71.00

SPECIAL PROVISIONS	2018	2019
1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30-gallon can (PGE CARE PROGRAM) 15% reduction	\$24.96	\$25.56

How to Protest the Proposed Rate Increases

Property owners or customers may file written protests against the proposed rate increases. Pursuant to California law, protests must be submitted in writing and must a) identify the affected property or properties, such as by address, Assessor's Parcel Number, or customer account number; b) include the name and signature of the customer or property owner submitting the protest; and c) indicate opposition to the proposed garbage collection, recycling, and disposal fees and charges. Protests submitted by e-mail, facsimile, or other electronic means will not be accepted. The proposed rates will not be adopted if written protests are received from the owners or customers representing a majority of affected parcels. Only one protest accepted per parcel.

Written protests may be mailed to: District Clerk, Montara Water and Sanitary District, P.O. Box 370131, Montara, CA 94037-0131. Written protests may also be delivered to the District's headquarters at 8888 Cabrillo Highway. All written protests must be submitted prior to the close of the Public Hearing on January 17, 2019.



Montara Water and Sanitary District

P.O. Box 370131
Montara, CA 94037
Voice: 650-728-3545
Email: mwsd@coastside.net
Web: mwsd.montara.org

DIRECTORS

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

GENERAL MANAGER

Clemens Heldmaier

This was mailed using a legally mandated list. If you receive multiple copies, or do not receive service from Recology and received this in error, we apologize.

PRSR STD
U.S. POSTAGE
PAID
UNICORN GROUP

Montara Water & Sanitary District - NOTICE OF PUBLIC HEARING ON PROPOSED INCREASES IN GARBAGE COLLECTION, RECYCLING AND DISPOSAL FEES AND CHARGES

QUESTIONS OR COMMENTS?

If you have questions or comments, please:

Call: the District office at (650) 728-3545 from 8:30 AM to 5:00 PM

Email: mwsd@coastside.net

Write: PO Box 370131, Montara, CA 94037

Web: Check our website for additional details. www.mwsd.montara.org

Participate: In the Public Hearing on Thursday, January 17, 2019 at 7:30 PM at:

Montara Water and Sanitary District

8888 Cabrillo Highway, Montara, CA 94037 (Adjacent to the Point Montara Lighthouse & Hostel)

Charges Will Remain Below Average

Even with the proposed fees and charges, rates in the Montara service area will remain below average in San Mateo County.

This is despite the fact that this is a costly area to serve due to the distance between customers as well as the winding, steep roads and long driveways. These conditions make it impractical to use modern trucks with mechanized arms to pick up the containers. Instead, most cans must be hand lifted and dumped—requiring extra staff and collection time.

The District will audit costs to ensure they are appropriate and to keep long-term garbage service quality up and bills as low as reasonably possible for customers.

Reasons for the Rate Increases:

The rate revisions are based on a comprehensive Rate Adjustment Schedule included in Recology's franchise that takes into consideration documented labor costs, workers compensation insurance premiums, vehicle-related costs, fuel costs, yard-waste processing costs, lease costs associated with vehicles and equipment, dump fees (also called tipping fees) charged at the Ox Mountain Landfill in Half Moon Bay and all other costs of providing quality garbage 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**

**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.

Maye + Associates

September 28, 2018



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule to amend Solid Waste Disposal Fees.

The Board has scheduled the adoption of a new prop 218 limit for solid waste removal fees at this meeting. For the new rates to be set at the newly established maximum prop 218 limit, the Master Fee Schedule needs to be amended.

RECOMMENDATION:

Open the public hearing, consider relevant public testimony, close the public hearing, and ADOPT ORDINANCE NO._____. ORDINANCE OF THE MONTARA WATER AND SANITARY DISTRICT RESTATING AND AMENDING MASTER FEE SCHEDULE.

Attachment

ORDINANCE NO. ____

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

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

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

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

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

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

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

WHEREAS, the fees and charges pertaining to water and sewer services and facilities are hereby restated; and

WHEREAS, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of public hearing on January 17, 2019 to consider adoption of revised fees or charges effective January 1, 2019 for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services; and

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

ORDINANCE NO. ____

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

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

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

SEWER SERVICE CHARGE RATES

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

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

*Hundred cubic feet

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

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

ORDINANCE NO. ____

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

<u>Description of Fee*</u>	<u>Fee</u>
Sewer Connection Permit (MWSD Code §3-9.500)	\$25,434.00
Fixture Unit Charge (MWSD Code §3-9.500)	\$1,017.00
Fixture Unit Charge for additional Fixture Units within an existing building, structure, or portion thereof (MWSD Code §3-9.500)	\$508.50
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$16,158.00
Fixture Unit Charge – Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$646.00
Fixture Unit Charge for Accessory Dwelling Units (MWSD Code §3-10.200)	\$646.00
Connection Permit Administrative Fee (MWSD Code §3-9.600,)	Actual Cost (\$521.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600,)	Actual Cost (\$492.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$365.00 minimum)
Private Sewer System Permit (MWSD Code §3-4.200,)	Actual Cost (\$168.00 minimum)
Private Sewer System Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$2,878.00 minimum)
Connection Permit Administrative	Actual Cost

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

Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600)	(\$521.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$496.00 minimum)
Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$521.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$521.00 minimum)
Connection Fee to Connect to Interceptor (MWSD Code §3-9.500)	Prorata share of current value of interceptor
Miscellaneous Inspection Fee (MWSD Code §3-9.500)	Actual Cost (\$496.00 minimum)
Accessory Dwelling Unit contained within the existing space of a single-family residence or accessory structure – no connection fee	n.c.
Accessory Dwelling Unit not within the existing space of a single-family residence or accessory structure – Detached Studio Unit (10 fixture units) connection fee: (MWSD Code §3-10.200)	\$9,967.00
Accessory Dwelling Unit not within the existing space of a single-family residence or accessory structure – Detached One Bedroom Unit (11 fixture units): (MWSD Code §3-10.200)	\$10,965.00
Accessory Dwelling Unit Additional Fixture Units: (MWSD Code §3-10.200)	\$997.00

ORDINANCE NO. ____

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

Accessory Dwelling Unit Permit Application Fee (MWSD Code §3-10.400)	Actual Cost (\$521.00 minimum)
Developer Service Fee for processing application: (MWSD Code §§5-3.102, 5-3.210)	Actual Cost (\$2,825.00 minimum)
Administrative Charge for Processing Collection of Delinquent Refuse and Water Charges on Tax Roll (MWSD Code §1-5.200)	\$45.00 per account
Charge to Photocopy Documents	\$1.50 per page for first four pages; \$0.38 for each page over four.
Charge for Failure to Obtain Permit (MWSD Code §1-5.200)	Double amount of Permit Fee or actual collection cost, whichever is greater

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

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

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

<u>Rate Components</u>	<u>Rate**</u>
Tier 1 0 to 6 HCF*	\$8.36 per HCF
Tier 2 7 – 13 HCF	\$11.15 per HCF
Tier 3 14 – 27 HCF	\$13.95 per HCF

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Tier 4 over 27 HCF	\$19.53 per HCF
Meter Service Charge-5/8" (standard residential size)	\$28.80 per month
Meter Service Charge-3/4"	\$31.68 per month
Meter Service Charge-1"	\$40.32 per month
Meter Service Charge-1 1/2"	\$51.84 per month
Meter Service Charge-2"	\$83.52 per month
Meter Service Charge-3"	\$316.82 per month
Meter Service Charge-4"	\$403.22 per month

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

(b) FIRE PROTECTION WATER SYSTEM CHARGES

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

4-inch connection or smaller:	\$17.37
6-inch connection:	\$24.64
8-inch connection:	\$32.84
10-inch connection:	\$69.20
12-inch connection:	\$96.57

Private Fire Protection Administrative Fee: * \$521.00 minimum
(MWSD Code §5-3.208)

Installation of Private Fire Protection Service from Meter to District Main: * Cost invoiced to District by contractor; estimated cost to be deposited
(MWSD Code §5-5.204)

Private Fire Protection Connection Charge:

3/4" to 5/8" meter:	\$5,213.00
1" meter:	\$8,706.00
1 1/2 " meter:	\$17,357.00

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

2" meter:	\$27,784.00
3" meter:	\$52,125.00
4" meter:	\$86,898.00
6" meter:	\$144,850.00
8" meter:	\$241,468.00
10" meter :	\$402,525.00

(MWSD Code §5-3.208)

Private Fire Protection Inspection Fee* \$496.00
(MWSD Code §5-3.210)

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

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

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

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

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

(e) MISCELLANEOUS WATER SYSTEM SERVICE FEES:*

Check not honored by bank: (MWSD Code §§1-5.200, 5-5.122)	\$30.00
Poor credit history deposit: (MWSD Code §§1-5.200, 5-3.210)	Twice estimated first payment
Reconnection Charge due to Non-Payment: (MWSD Code §§5-3.210, 5-5.120)	\$72.00

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

Developer Service Fee against which all District costs to process application are charged (MWSD Code §§5-3.102, 5-3.210)	\$2,825.00 minimum deposit
Hydrant Meter Deposit against which water use is charged: (MWSD Code §5-4.227)	\$1,277.00 deposit
Hydrant Test Fee (MWSD Code §§5-3.208, 5-5.202)	\$570.00
Connection Administrative Fee (minimum deposit applied to actual hourly costs to process application) (MWSD Code §§5-3.202, 5-3.203)	\$521.00 minimum deposit
Connection Inspection Fee (MWSD Code §5-3.210)	\$496.00
Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203)	\$2,825.00 deposit
Service Charge for Posting Door Tag for Delinquent Account (MWSD Code §§1-5.200, 5-3.210)	\$33.00 per customer per incident
Credit for Customer paying bill using ACH: (MWSD Code §5-3.200)	\$3.31 per bill
Service Charge for Unauthorized Use of Fire Hydrant (Total charge includes Service Charge plus water usage plus damages). (MWSD Code §5-5.202)	\$151.00 per incident plus actual water usage & damages
Service Charge for Cross Connection Control Device Test: (MWSD Code §5-6.400)	\$114.00 per tested device

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

ORDINANCE NO. ____

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

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

The monthly rates to be charged by the District's Franchisee for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District commencing on January 1, 2019 and until thereafter revised are:
(MWSD Code §2-7.100)

RESIDENTIAL

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
 - a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$25.26
 - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$31.07
 - c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$102.06

2. Special Services (charges added to above, basic changes):
 - a. Container placed at side or rear of dwelling - per container \$7.76
 - b. Container not placed at specified collection point and return call required- per container \$15.83
 - c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag \$8.38
 - d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc. estimate

3. Bulky goods dropoff service four times a year within Montara District limits including greenwaste and motor oil in Recology-provided bottles only incl. w/service

4. Weekly commingled recyclable materials collection (64 gallon wheeled cart) incl. w/service

5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) thirty gallon containers - customers own containers incl. w/service

6. Bulky goods curbside collection service, limited to four (4) times a year One item up to 200 lbs or 5-30 gallon bags incl. w/service

7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials incl. w/service

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

- | | |
|---|-----------------|
| 8. Christmas trees free of charge through January 31st of each year | incl. w/service |
| a. After January 31st charge is \$20 per tree for removal | \$20.00 |

MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE

1. Service to restaurants, hotels, cafes, apartment houses, stores and similar places of business, factories, schools and institutions, wet and dry garbage-container limits: volume - 30 gal. cans (1/4 cu. Yd), weight - 75 lbs

 a. Regular collections:

- | | |
|--------------------------------------|----------|
| 1-64 gallon collection once per week | \$122.56 |
| 1-96 gallon collection once per week | \$200.55 |

b. Additional 64 or 96 gallon commercial carts picked up more than once a week will be original charge times the number of pickups	Will vary by size
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2. Commercial Container Rental:

- | | |
|-------------------------------|---------|
| a. 1 cubic yard box - per mo. | \$55.76 |
| b. 2 cubic yard box - per mo. | \$72.29 |

3. Commercial Container Collections:

- | | |
|--------------------------------------|---------|
| a. 1 cubic yard box - per collection | \$47.12 |
| b. 2 cubic yard box - per collection | \$93.75 |

4. Compacted Commercial Container Service:

- | | |
|--------------------------------------|----------|
| a. 1 cubic yard box - per collection | \$91.97 |
| b. 2 cubic yard box - per collection | \$185.78 |

5. Recyclable material collection up to five times a week	incl. w/service
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DEBRIS BOX SERVICE

7, 14, 20 and 30 yard containers

- | | |
|--|---------------|
| a. Container rental, delivery and pickup charge | \$370.39 |
| b. \$67 per ton confirmed by disposal site weight slip | Tonnage based |

SPECIAL PROVISIONS

- | | |
|---|---------|
| 1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM) 15% reduction | \$25.56 |
|---|---------|

ORDINANCE NO. ____

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

SECTION 5. All ordinances or portions thereof in conflict herewith shall be, and hereby are, repealed to the extent of such conflict.

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * *

I HEREBY CERTIFY that the foregoing Ordinance No.____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a Regular meeting thereof held on the 17th day of January 2019 by the following vote:

AYES, Directors

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District proposes to adopt an ordinance revising the Master Fee Schedule. This document contains most of the fees levied by the District including the Sewer and Water Service Charges and Sewer and Water Connection Permit fees. The District proposes to update Solid Waste Disposal fees. The Board shall consider adoption of this ordinance at a meeting of the Board as follows:

DATE: January 17, 2019

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

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



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS MEETING
December 6, 2018

MINUTES

REGULAR 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
District Accountant Peter Medina
District Financial Advisor, Alex Handlers
Communication Leasing Services, Aaron Levinson

PRESIDENT'S STATEMENT – I would like to take advantage of the President's Statement to do a couple of things tonight. The first thing is, I want to thank the community for allowing me the opportunity to be here for the last 5 years. Scott and I were talking about what we have learned over the last 5 years, and I would have to say when I began sitting on the Board the trust factor was at a reasonably low ebb. We have really role modeled on how to work effectively together, and be able to express differences in a way that we can be proud that we are able to listen to each other. I think this Board has really done well with that. The second thing I

want to say, is that I feel really good about the management of the Montara Water and Sewer District (MWSD)—Clemens, and the staff we have here, and the support that the Board has given to the employees has been admirable and I think it positions this group really well. My only other passing comment is the two new Board members, you get the opportunity for 4 more years--Jim, congratulations--just understand what it is like to be a small entity in the world of sharks. I manage a small agency in the non-profit health care world and one of the things that I always have to concern myself with is where the big players are playing, and not get yourself into a period of what I would call arrogance. So, this is a real jewel. I think that there are a lot of opportunities here, and there is a fair amount of threats. And as long as we are able to balance that in a way that Board works effectively with management, it will be a good future for the District.

ORAL COMMENTS -

Gregg Dieguez, Montara resident: I was told I am allowed to talk about two things. The first thing is to follow up on the fire preparedness. Clemens and I batted around some emails. You may recall at the last Board meeting, I asked a lot of questions and was told I was going to get a reply. I don't see it on the agenda—there's always the next meeting, which looks like it might be in January, but still... One of the things, Clemens, you said was about our insurance rates were tacit secondary evidence that we weren't in bad shape. If you have been following what has been going on in Next Door Montara, there is a very long thread of all these people who have lost their fire insurance and reported their rates have gone up. So, it is not clear if that statement holds water. But I look forward to a reply. This topic is not going away. Do we have enough water? In a drought year, in a dry month?

Director Wilson: In full disclosure, the reason this was postponed to January is because the engineer who wanted to be here to answer your questions could not be here. And to have this discussion to be fully useful for everyone, her expertise is required. So, therefore it will be agendized for the January meeting.

Gregg Dieguez, Montara resident: Thank you, next topic. The Brewery—I haven't seen a reliable estimate—3 million gallons a year....

Director Harvey: The Brewery?

Gregg Dieguez Montara resident: The Brewery that is going to be by the Big Wave project. There is a Brewery application pending. I just want to ask governance questions. Where is the analysis that shows what the impact on Montara Water and Sewer is? What happens if it is a drought year? Do we have to keep delivering water to the brewery? Do home owners have to cut back because of the brewery? Then there are the issues for SAM. I know we are only a quarter of the SAM institution. But as Directors, normally, breweries have to have pre-treatment plants, and they have to be monitored, and there has to be an automatic cut-off. There are

issues of the capital expenditures that SAM would have to make to handle the volume. Where is the analysis? I would like to see both from the Montara District and through our membership with SAM. What the analysis is, who is responsible for doing what, and who is responsible for enforcing it, and who is responsible for restitution if something goes wrong.

Director Harvey: Are you talking about Big Wave?

Gregg Dieguez, Montara resident: There is a filing requesting a permit to approve a brewery. Are you not aware of it?

Director Slater-Carter: Gregg, when they came to us, it was initially going to have offices. Now it is the brewery over from Princeton that is moving.

Gregg Dieguez: Maybe the Board members who are also on the Board at SAM can talk about this. I think we are all interested in seeing what the implications of that Brewery load on our water and sewer systems are.

Director Slater-Carter: I think for a future agenda item, it would be a good idea for the proponents of the Brewer to come in and speak to us.

General Manager Heldmaier: According to Big Wave, the Half Moon Brewery has pulled-out and has not made any attempt to move into any of the spaces.

Director Harvey: Also, the sewer for Big Wave is not our District. It will be handled by Granada Community Services District (GCSD), not Montara.

Gregg Dieguez: I did see the permit applications, but did not know they have withdrawn their filings. Thank you.

PUBLIC HEARING None

CONSENT AGENDA

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

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

OLD BUSINESS –

1. Review and Possible Action Concerning Consideration of In-House Sewer Collection Services.

General Manager Heldmaier: I see, looking around, that most of the people here attended the last meeting. So, let me just summarize briefly what we are talking about. The Sewer Authority Mid-Coastside has and has had a contract with each individual member agency for the past 40 years to maintain their Collection systems. Now, the City of Half Moon Bay engaged in a separate contract, significantly reducing their services, about 50%, and the other portion is being outsourced to a company called Mark Thomas. They have also announced that they will no longer be purchasing any more services from the Sewer Authority Mid-Coastside in the future. Now, the Joint Member Agencies cost-sharing approach is down from 3 to 2 member agencies. Since 2015, we have been considering transitioning Collections to in-house for a number of reasons, and we think this is an ideal time now, simply because the 3-member agency cost sharing approach does not provide the same efficiency as before. Also, the Coastside cleaning crew needs to have a minimum number of staff to provide emergency services etc. and if the two agencies were to remain with SAM, they would not be able to reduce costs or lay off staff. So, with that, it means dividing the cost from 3 to 2, meaning it will be more expensive for Montara. Additionally, we see potential water staff efficiencies; for example, underground service alerts—markings that are done for water and sewer. Currently there are two separate operators marking lines. And for emergencies or being on-call. We see the costs at Sewer Authority increasing significantly. We just implemented a 23% rate increase recently. We also got approval for a 20% increase to the sewer rates, and we know we are only half way, after two years of step increases. We will then have to re-consider our rates. However, the estimates show that we will have to do two more years of similar rate increases to bring the sewer rates to a level that can be sustained. This is due to capital needs at the Sewer Authority Mid-Coastside and the increased Operations & Maintenance budget that has increased significantly over the past 3 years. So, this was discussed at the last Board meeting, and we presented an analysis and recommendation from our District Sewer Engineer who laid out a transition plan to bring sewer staff in-house. For the existing staff at the Sewer Authority Mid-Coastside, we understand the potential impact this will have on them, and the value they have, and we don't want to lose any of their local knowledge. There was a request for further financial analysis and Bartel Associates has prepared that, specifically looking at the suggested contract from the Sewer Authority Mid-Coastside and comparing it to bringing the sewer staff in-house. I would like to introduce Alex Handlers who is presenting the analysis, and will be explaining this further.

District Financial Advisor Alex Handlers: Nice to see everybody. Clemens covered some of the things I was going to say, so I will start churning through this on the next slide, and give a quick background. As Clemens noted, the Sewer Authority Mid-Coastside (SAM) provides treatment for the whole region. There is an economy of scale, having the whole treatment plant. All the member agencies have their own Collection Systems and for economies of scales, it didn't make sense to have 3 separate Collection System providers. So, for the last 40 years, the Sewer Authority Mid-Coastside has been providing services, and everything has been working well over that time. However, we understand Half Moon Bay is not content with the way things are going, and are looking at transitioning away from SAM for their own local Collection System, which throws the regional economy of scale that you are getting with one provider for all 3 agencies a little out of whack, leaving the extra costs to be funded by Granada Community Services District, and Montara Water and Sanitary District (MWSD). On the next slide...as Clemens also mentioned, this is not new that you have been looking at potential in-house service for your own sewer Collections system. But, with Half Moon Bay pulling out, participating half this year, and fully pulling out by the next fiscal year, which is only 6 or 7 months away, there is a little more urgency to look at whether there are benefits to bringing this service in-house. You already have the capacity to do this, and are already providing the similarly service for the water system. And as Nute Engineering has also identified, there may be a number of operational benefits that can benefit both water and sewer if you were to bring these services in-house. On the next slide, that leads to where we come in. The thoughts were that there are positive benefits to bringing this in-house, but does it make financial sense? The numbers here are not a be all, or end all, there are many unknowns on all sides of the equation here, but we try to make a good faith effort based on the preliminary information that we had to compare what are the costs of bringing these services in-house versus continuing with SAM to provide Collection Services to this District. Our analysis is based on different assumptions. On one hand of the equation, we did not use SAM's new proposal to the District which was based on a cost-per-linear-foot, based on some conversations with them. The only reason they used the cost-per-linear foot is because that is the way it was requested in the RPF. It didn't make sense to do it that way, because there are a lot of fixed costs that they incur, and no matter how you slice and dice it, according to Beverli at SAM, the costs will remain the same. So, there is a lot that doesn't make sense-- cost-per-linear foot doesn't make sense the way we understand it. What we did compare is SAM had prepared a 3-year budget projection of what it would cost to provide the same level of service that they currently have, assuming that the phase out Half Moon Bay. So that is what we used on one hand of the equation understanding those are just estimates. On the other hand of the equation, there are some cost estimations that we developed, with some input from Nute Engineering, Pippin, also talking to Clemens who has done some research in the region as well—what it costs to provide these services. We tried to come up with a good faith estimate on both sides of the coin, and the third thing I want to mention about our analysis is that it is a small service area,

and it certainly doesn't make sense to have 3 separate individual service providers. So, what it comes down to is, does it make sense to have a sewer collection service overseen by SAM or Montara to service both Montara and Granada Community Services District? So, we assumed, in the case that Montara were to take over the collection services, that Granada would come along for the ride as well, and contract services with Montara instead of the current arrangement of contracting with SAM. So, it is the same level of services coming from one or the other agency. We did not assume a future third option which is, what I just learned today. If Montara were to take on these services, if Half Moon Bay would be open, again, to having Montara serve as a single regional provider, or maybe a JPA for all 3-member agencies. That is something we didn't analyze. My take is that the numbers are very preliminary at this stage, but the indication is that in addition to operating benefits out there, it looked like there could be some financial benefits to transitioning to in-house service. Obviously, up-front, there is a little bit higher level of costs for staffing, training, transitioning, SCADA—the electronic communication system, and the vehicles. I will point out that some of those costs can be amortized over time. When most agencies buy a Vactor truck, they don't pay cash, they typically lease it for 10 years, and that is what we did in our assumptions. But it looked like after that initial bump-up in costs, that there would be future cost savings in future years. And on top of that, we are not even factoring in potential ancillary benefits that could incur to your water system. For example, there could be a single emergency response crew from Montara water and sewer systems, as opposed to having two separate emergency response teams available from water and sewer. On the financial side, we tried to make a good faith, apple to apples, comparison based upon imperfect information on all sides. On the next slide, what it looked like, on the top section, for in-house Collection services, we assumed there would be 3 new full-time equivalent staff members--a field supervisor and two additional operators. There would be costs for vehicles and equipment, some of which would be amortized over 10 years if the District had to purchase a Vactor truck, and there be other expenses, such as professional services, utilities, etc. What we did not include as new operating costs for Montara. I assumed if SAM were to relinquish its Collection system services there may be some cost incurring for management or for shared staff and if they weren't doing Collections they would still be funding anyway, so it would roll-over to their wastewater treatment plant side, of which Montara would be responsible for 20%, but what I've been told so far, the preliminary analysis is that from SAM's perspective, there is no overlap in cost, so we excluded those. At the same token we assumed there would be some revenue off-sets, as I have mentioned, and it wouldn't make sense to have 3 separate ones. We assume that Granada would take on contracting with Montara for these services if Montara was to take on them services in-house at a rate that would be a little less than what they are contracted with SAM paying under SAM's projections. So, we are trying to be a little on the conservative side, and we assume that Half Moon Bay, who has been in discussions with Montara, that some emergency services they would like Montara to provide due to the locality of the staff in this area. We did not include any Intertie cleaning costs. SAM has an Intertie pipeline that also needs to be serviced, and we did not assume that if

Montara took on the collection services that they would also be providing those services for SAM. So, again there are some unknowns there. On the other side of the equation, what did we assume for continuing with SAM? We did not assume this new proposal that they came up with, which is again, in response to some peculiarities of the RFP that would not be normally put together like this, if you were really working with SAM in a new contract. But we took SAM's cost—their own projections that they've made. As the comparison, we assumed 4% future cost escalation and Montara is already funding a little bit of costs on the sewer side and we assumed those would still be part of the equation. So, at the bottom, what is the difference? It is in yellow. Yes, there is a little up-front cost, \$168,000 dollars—it is just kind of a guess at this stage. But in the future, we are showing there will be cost savings, and this doesn't include potential operating benefits that haven't been quantified or the potential benefits to the water side in terms of reduced costs for emergency response services, if that could be split with the sewer side. Let's move on to the next slide. So, our basic findings—it is really difficult to quantify with a lot of precision at this stage, what the cost and benefits would be from one side or to the other, but based on a preliminary good-faith effort, it looks like there could be some cost savings achieved if you did take this in-house. Additional benefits potentially to the water system and as I mentioned, even additional benefits on a regional basis for all the agencies if Montara took on these collection services, it would open the door for renegotiations on a region wide basis to have a single crew covering the entire region instead of two separate collection system crews which is the new reality on a temporary basis since Half Moon Bay is pulling away to a private operator. So, our take was, things look good from a preliminary analysis perspective. We didn't see any reason from a financial perspective why you wouldn't consider pursuing the option of taking sewer Collection systems in-house, with the understanding that there is an additional analysis to be done, and additional outreach, and discussions with the other JPA member agencies with SAM.

General Manager Heldmaier: Thank you, Alex. I want to go into what we are asking for. We would like to continue with the assessment of this and prepare a draft Collections budget that we would bring back hopefully to the January 17th meeting. With that process, we will look at the Nute memo one more time and prepare draft requests for proposals for the services that we would need during the transition time and with that, depending if the Sewer Authority Mid-Coastside submits a proposal for this, and at one point we will need to negotiate the remaining services with SAM as well.

Director Wilson: So, I want to understand what the request is. So, basically, what you are requesting is to continue to do due diligence?

General Manager Heldmaier: Yes, bringing a budget, a draft RFP that lays out the services we want outsourced for the transition plan.

Director Wilson: So, essentially you are asking for approval for a plan of action that you will bring back to the Board for approval?

General Manager Heldmaier: Yes.

Director Wilson: With that in mind, I have Tim Costello, who wishes to speak.

Tim Costello, Sewer Authority Mid-Coastside: I'm Tim Costello, the Operations Supervisor of the Sewer Authority Mid-Coastside. Beverli Marshall, our General Manager could not be here this evening as she is at a conference in Monterey. There are a few points of clarification that we want to bring up. One thing I want to point out is, historically, Half Moon Bay used to do their own in-house collection services, and Montara and Granada contracted out with a different agency. This goes back 35-37 years, I think, before the formation of the JPA, and they brought everything under one house. Just thought I would throw that out there. On page one of the staff report, no new agreement had been reached. So, the General Manager, Clemens, has not responded to discuss the new contract that was sent out in April 2018—so there hasn't been any movement on that. On page two of the staff report, the new contract does not provide a solution to the labor issues. Labor issues, I am assuming meaning that we don't have enough staffing. In the staff report that Bartle Wells put together and the Nute report, it says 3 people. Currently, we have 3 people in the Collections department, the staffing issue being the 4th person that we would have for Half Moon Bay, if Half Moon Bay did not decide to terminate. So, since we don't know what Half Moon Bay is going to do, we haven't filled that 4th position. We have three positions, which is the same number of positions you are looking to hire. We wanted to clarify that the number of human bodies we have and you need are the same. Page 2, reduce scope of services, SSO response. Again, the new contract has not been discussed with the SAM manager. The proposal bid by the SAM manager included no reduction in services unless requested by either MWSD or GCSD. Page 8 or page 6 of the Bartel Wells report, the additional cost estimate... I missed it when you did your Power Point. The \$25,000-\$30,000 dollars a year additional cost. I'm not sure why those costs wouldn't be the same for Montara, assuming they were just pass through costs. If SAM incurred those costs, we would just pass them through. If SAM wasn't there, Montara would incur those costs also. One concern we might have is cross-contamination. If you have a single response crew working on both sides--sewer and wastewater, obviously there has to be a firewall. You can't use the same tools; you really shouldn't have the same clothing. Everything has to be separated. The last thing you want as the water department is to send out a boiler in place. That would be a bad notice to have to send out for sure. So, if you factor in the vacant position that would not be filled this year, that would clearly impact the incremental cost savings listed on page 6 of the Bartel Wells report analysis. If you remove the additional cost estimates that were added to SAM, the \$26,000-\$30,000 added to SAM, also on page 6, it would reduce the number even further to a wash or less than that unless there are some underlying reasons... I think a good first step is for your MWSD General Manager to have a real conversation with the

SAM manager to address these concerns and have an open and transparent dialog about a service contract. Thank you.

Director Wilson: Thank you so much. Comments from the Board?

Director Slater-Carter: I have been asking for a new contract with SAM for several years. I think a 35-year-old contract, is an open-ended contract, and leaves too much to interpretation, and we should be talking about what we can do with a new contract. I noticed that a lot of items that were outlined or stated in the staff report could be put into a new contract. What I don't see here is an understatement of the risks to MWSD, and Tim Costello brought up one, and that is the issue of potential cross-contamination, or even concern about cross contamination. When people are concerned about something, perception can turn into a perceived reality and then you spend a lot of time trying to fight that fire. I am particularly concerned about this because of the lawsuit. We don't know what the cost of the lawsuit is going to be upon the resolution of the lawsuit, not to mention in the process of the lawsuit. It appears that our costs for SAM are going to up \$85,000 dollars over two years, and yet we are being asked to spend \$750,000 dollars over two years. There is a huge difference. How are we going to pay for this? I have more questions, but would like to hear comments from the rest of the Board. My concern is that we need to be looking at a new contract, maybe something that we can look at later. I was shocked to hear that we were talking about contracting with Half Moon Bay to perform services for them at the strategic plan workshop on Saturday, and I recommend that everyone watch it on TV. There were several things that came up. One is that the Half Moon Bay representatives on SAM both were quite firm in their statements that they wanted to see a single sewer agency on the Coast, wanted SAM dissolved, and have a single sewer agency. When Alex mentioned that, I think it puts us at risk and I am very concerned about that. The other thing in talking about costs is, that the City Manager mentioned as we were having a discussion about the Princeton pump station, it needs to be replaced and that's going to be a SAM operations cost. So, that is not going to be mitigated by MWSD taking over our own Collections System. He said that Half Moon Bay should be involved in any planning of the Princeton pump station improvements, but they weren't going to be paying for anything...and I am paraphrasing this. The intent of the statement was "You guys get to do that for SAM; it's on your side of the border." If that comes to be, we are going to have some huge costs. Princeton is a huge OSHA and operational nightmare right now, and we need to replace it. I see that these costs are only going to be going up and 4% a year given the lack of maintenance and repair and tight budget that SAM has been working under that has let a lot of things go, that needs to be brought up to date, and I think 4% a year is probably reasonable, since inflation is about 2%, and 4% a year isn't forever. I would like to hold off on doing anything about this until we have more knowledge about what is going on with the lawsuit.

Director Boyd: With Half Moon Bay's decision to pull-out, they have put SAM in a very bad spot, essentially destabilizing and putting at risk the entire cleaning

operation. The way that it structured with the 3 agencies, cut down to 2, it fundamentally alters that. Right now, is a good time to be considering what our options are. If we just wait, we narrow our options. Right now, is a good time to look and I'm glad we have some numbers and information. I haven't had time to read the engineer's report, and I think that is where I will be looking at the critical factors. On the cross contamination, I'm just going to push back a bit....

Tim, we have certified operators and they understand these risks. It is fine to mention it. However, just like SAM has certified operators who understand that side of the business, MWSD has water operators on the potable water side that likewise understand compliance. It is a fine risk but both teams are amply qualified to do their thing. If there is cross training it will only serve to possibly improve that. As far as Half Moon Bay, I was there on Saturday, and I heard the same comments, and let's just leave it at that. In terms of the numbers we saw tonight, it is a nominal contribution for providing emergency response services. It has been a long-standing policy for most of our agencies on the Coastside to offer some kind of mutual aid in response capability to other agencies generally without establishing some sort of financial arrangement ahead of time. For emergency call out stuff, that is a service for hire. If we've got it, and it is a reasonable service, and they want it, I am perfectly willing to look at what is a fair rate. If they want it as a purchaser of service, fine. I don't know what they would be up for, given how their position is. I would hope that a \$30,000-dollar amount wouldn't be material to make any kind of decision on at this point. If we have the service, and we can offer it to neighboring agencies, that's fine. I think the more interesting conversations can be with Granada, if we were to partner up with this. One of the things we need to look into and have a really clear view on is what happens with the IPS cleaning, because that doesn't go away, and SAM still has that responsibility and we wouldn't be picking that up. So, that does affect a different SAM budget but it uses a lot of the same people and equipment. We need to look at that and have a really clear understanding of how much net saving is there, understanding there are two sets of responsibilities. I'm glad we are looking at it, and I like taking these problems apart and seeing what we can do. I've talked to SAM crew members and Clemens and there is a lot of respect from Montara for the job SAM does for us and I've been vocal at the SAM meetings to express Montara's gratitude for the way the Collection team has been working to help us out. It has been on an upper track the past few years, and I have said it at SAM a number of times. In looking at this, we care a lot for the people who live and work on the Coastside, especially those that work closely with us. Anything we do has to take all of this into account, because at the end of the day we are serving both communities well.

Director Huber: In looking at this, it seems very obvious that Half Moon Bay does not trust SAM so they went their own way, and we are basically saying the same thing—we don't trust SAM, and we want to go our own way. And that is what we are talking about here. The other question I have is the need to recuse. We are talking about a Collection agreement, and going forth we are hampered in the ability to even vote on it. Jim can't vote on it, because his son is an employee at SAM in Collections, so he would have to recuse himself. And the other going

forward is how can a new Board member, who is the spouse of the General Manager at SAM be able to vote on anything related to the sewer because his spouse is the General Manager at SAM? There is an obvious conflict of interest there.

Director Harvey: I have been the alternate at SAM meetings and I have recused myself in talking about staff or compensation for SAM employees. I have sat here in closed session on this Board and open sessions talked about SAM in general, but I have recused myself on the SAM Board in reference to employees, benefits, compensation or anything else. So, that has been taken care of, on my part, as far as the Collections staff. I have recused myself from discussing their status.

Director Huber: So, you are saying in the future you would be able to vote on this because there would be no conflict of interest?

Director Wilson stated a call to order, in an effort to stay focused on the topic. He stated that there have been discussions offline about recusal, and he has confidence that both individuals know what that means. The discussion tonight is whether to allow the General Manager the authority to do due process to explore the options.

Director Slater-Carter suggested sending a letter to the Attorney General's office.

Director Wilson said they had talked about how to manage that and it is an offline discussion.

Director Harvey: Just having heard Bill's comments, can I discuss this with this Board?

Director Wilson: Yes, you can. But the subject at hand is the value to the District.

Director Harvey: I am not familiar with the options that Kathryn and Scott mentioned about working in a partnership with GCSD at this point. That hasn't been discussed on this Board as far as I know. I wasn't at the workshop Saturday. Kathryn, Half Moon Bay was talking about forming a new sewer agency to take care of all of SAM's responsibilities? Collections and treatment?

Director Slater-Carter: There wasn't much discussion, Jim. There were several comments made by the Half Moon Bay representatives. They wanted to see SAM dissolved and create a new special District for sewer for the whole Coastsides. They didn't talk about doing any services. But I am assuming, if SAM were dissolved and MWSD suddenly became Montara Water and not Montara Sanitary, then SAM would be picking up at the parts...or whatever the new agency would be called.

Director Harvey: If that new agency were to be formed, would they also be taking over the responsibility of the IPS?

Director Slater-Carter: It would have to—is my assumption. If SAM no longer existed, something would have to be take care of the IPS and the sewer plant, which is what SAM's primary mission is. There is a lot to be discussed. It would have to go through LAFCo, and there would have to be lots of reports. They were simply sentences, but no plan.

Director Harvey: So, it was just a comment then.

Director Slater-Carter: Made by both.

Director Harvey: At the last Board meeting, we all agreed that having our own Collections system is an option. But we didn't take any action, and it continues to be an option, and regardless of the lawsuit, or as a result of the lawsuit, we want to keep that option going. I think that is the direction that we are giving today, an option that we have to have.

Director Wilson: I see no harm in giving the General Managers the authority to proceed with this. This is not an approval for action, but an approval to do due diligence and I don't see a downside. I also don't see a downside in reviewing the contract with SAM either. And I would like to expand as part of due diligence that the process that we have done tonight, and have a discussion with SAM, and this information come back to the Board so when we come together as a new Board, we will have this information. I would like to recommend that we approve the recommendation that Clemens set forth, and in addition, to have at least a conversation with SAM as to what a contract can potentially offer. I am going to present that as a motion.

District Counsel David Schrick: Mr. Chair, with respect to the point made by Director Huber, I was not aware that Director Harvey's son is employed by SAM. Is that true?

Director Harvey: Yes.

District Counsel David Schrick: Does his work entail Collections services work?

Director Harvey: Yes, only Collections services.

District Counsel David Schrick: The test for whether or not there is a conflict is whether or not the decisions that would be made here would have a reasonable material effect on the source of income for Director Harvey or his immediate family.

Director Wilson: This action is only to explore. There is no action to essentially...

District Counsel David Schricker: The problem becomes a little more complex than that, particularly when it comes to participation in reaching a decision. Even though a decision may not be made, it may give rise to a conflict.

Director Wilson suggested that Jim recuse himself from the vote. He reiterated recommended to give the General Manager the authority to proceed and enter into some discussions with SAM.

Director Slater-Carter suggested that the General Manager also look into another option of an RFP to a third-party company. She indicated that they should explore all their options.

Director Wilson agreed and requested that it be expanded with an RFP to a third party.

Director Huber concurred and said that was a good idea to explore the private option.

Director Boyd: So, bringing on an RFP, especially since we don't do this on a regular basis, bears some cost. I do want to say one quick thought, that any of this investigation we do informs any discussion that we have with SAM about what we might want in a contract. The contract draft sent out earlier in the year, which was sent out without any real discussion up-front. Typically, this kind of thing you want to sit down, and if you want to propose a change in the contract, a good way to do that is sit at the table, hammer out a basic term sheet, and then draft the contract. Sending out a draft without the discussion, is very often... In all the contract negotiations I have done, it is usually a non-starter. People need to get on the same page about the general agreement down to the details. I saw that go out, and as a SAM Board member, I was surprised to see that go out, and it shouldn't have been a surprise to me. And that came after Montara already said this year we don't need a change in the contract, because we are operating well. We have a lot of trust in SAM to get the job done right. Let's save that for a time when we have less on our plate. This year with the lawsuit and other things, it has been a very full year. So, I'm very interested at getting people at the table and talking, and exploration of what would it take to do it ourselves forms what do we really want from SAM, so we can compare apples to apples. I think it is good to do both. I am concerned about putting out an RPF—staff cost and time to prepare and where does that fit into our work load right now?

General Manager Heldmaier: I want to understand what the direction is--following staff recommendation plus the addition of an RFP that considers a private vendor. With that, we are going to prepare those in a draft form, we are not going to send those out, and bring them to the next meeting. During the last meeting, we talked about why we didn't recommend this route. It was simply because we are convinced that a sewer crew needs to be located on this side of the hill, we need to retain local existing knowledge at SAM, and that is a path that wouldn't provide

that model. We definitely think for emergency response purposes, we need to have folks that live in the community.

Director Wilson: When you draft the RFP, you can put in stipulations as to what is required, correct?

General Manager Heldmaier: Yes, and what we are also going to try to do with that is the City is going through this process right now, and learning what it means to work with a private party. So, we will have a discussion with City staff, and see what we can learn from their experience and share that with the Board.

Director Wilson: I think what we are saying is approve the exploration as requested by staff, enter into a discussion with SAM about potential contract opportunities, and draft an RFP, which will be brought back to the next Board meeting.

Director Slater-Carter: And I would like to see the discussion with SAM move away from the artificial dollars per linear foot, which is what Half Moon Bay requested. It makes no sense. I would like to see everything clearly, itemized by cost, by task, so we can have clear spreadsheet comparisons.

Director Boyd: I agree whole-heartedly. Their required presentation of the data. We asked, but did not get a clear understanding of why it was asked for that way. It doesn't help us understand where the money is spent.

District Counsel David Schrick: Mr. Chair, before you proceed, I am seriously concerned that the Board may not be taking into consideration the seriousness of the legal consequences of proceeding with Director Harvey's participation. This is very serious for both Director Harvey and the District itself. There are two main areas where there may be potential legal consequences where there is a conflict. One is the Fair Political Practices Act and the other is Government code section 1090 which involves contract conflicts. With respect to the later, an action that is taken regarding contract whether there is a conflict, is simply illegal. It simply voids the contract. There is no action in contemplation of law. So, Director Harvey does have a conflict by virtue of his son's employment with SAM, particularly in the Collections system. It seems to me, that unless that you have facts to the contrary, that a decision by this District to terminate the contract with SAM, which is implied by the action before you, that the termination of the contract would be tainted by the conflict involving Director Harvey. It is not a fault situation, and I am not criticizing Director Harvey. I am concerned about the legal consequences, and the consequence is potential civil and criminal liability of Director Harvey and also voidance of the action taken with respect of the contract. So, my recommendation is that Director Harvey, if the facts are, if his son works for SAM, particularly in the SAM Collections it appears to me that the action taken may well affect his income which in turn in the contemplation of law affects the immediate family of Director Harvey and when that happens, in the context of conflict, that gives rise to conflict. It is not Director Harvey being involved with that contract or losing a job or the

potential income, but his son, in doing so, relates to his income, which under the law is attributed to Director Harvey whether he gets it or not, is considered part...

Director Wilson stated a call to order, and asked District Counsel David Schricker what his recommendation is.

District Counsel David Schricker recommended Director Harvey should recuse himself from this decision and leave the room.

Director Harvey exited the Board room and closed the door behind him.

Director Huber asked General Manager Heldmaier to confirm what they are specifically voting on.

General Manager Heldmaier said that they were voting on moving forward with the staff recommendation, a draft RFP that considers the services being provided by a third-party vendor, and to sit down and talk with SAM and have a discussion about a potential enhancement of the contract.

Director Slater Carter: I can't approve the staff recommendation, because it is quite clear that we are cutting services with SAM, in the wording with it, and this was supposed to be "investigation" not giving an announcement to SAM. Clemens said we are approving the recommendation made by staff.

Director Boyd: If the recitation is incorrect, let's just correct the recitation. The recitation was to proceed with the investigation, talk with SAM about the contract, and prepare a draft RFP. That is what I understand the motion to be. You made the motion (to Director Wilson), and you seconded it (to Director Huber). Did I state that correctly?

Director Huber: That is my understanding. There are three parts to it. One is a good faith negotiation with SAM, an RFP that is the same for SAM as it is for a private vendor. A Request for Proposal is going to be one document, right?

Director Wilson: Remember, it is going to be a draft RFP.

Director Huber: Then the other one is a more detailed analysis if we bring it in-house.

Director Slater-Carter: So, it is not the staff recommendation, it is a completely different motion.

Director Wilson: What has just been stated now is what we are approving.

Director Boyd: A staff investigation. We have laid the work for understanding these things, and you want to take it to the next level of getting more information.

General Manager Heldmaier: I want to take it to the next level by coming forward with a preparation of a draft budget. This would be the further analysis.

Director Boyd: We just have to be careful with our terms, but I think everyone is on the same page on this.

Director Harvey recused himself with respect to this agenda item and has absented himself from the room.

Director Wilson made the motion for the General Manager to proceed with the investigation, talk with SAM about the contract, and prepare a draft RFP for a third party. Director Huber seconded the motion. All Directors present were in favor and the motion passed unanimously 4 – 0.

Director Wilson then had Director Harvey return to the Board Room for the next item on the agenda.

NEW BUSINESS -

1. Review and Possible Action Concerning Approval of Cell Lease Negotiating Contract with Communication Leasing Services, Inc.

General Manager Heldmaier: We have two cell towers here that we receive some revenue from cell companies that have their equipment mounted here. We also have the garage that we are renting out, with an emergency generator as well. This is a very valuable site, and we have some additional sites that have potential. Some of the tanks already have equipment that allows the mounting of antennas. Cell companies usually don't negotiate this themselves. MWSD is bombarded with requests all the time. This is a complicated field, and there are also changes made to the existing equipment that under the current agreement we approve or don't approve depending on the circumstances. What we are lacking is knowledge in the industry, and it is rather exceptional to find someone who is representing the property owner interests in these negotiations. We believe that it is time to engage with a consultant that can help us negotiate future contracts. None of the existing contracts are up immediately. They are all running for a number of years still. We are being approached by cell companies, for example the School house site, has potential, and on top of that there are vendors that approach us here and there with similar equipment. We were approached by a marine communication system company that wanted to put some equipment out here. We are still in negotiation with that company—that was a smaller contract where we engaged Aaron Levinson with Communication Leasing Services. So, we have a little work history with Aaron. What we are doing there hasn't produced anything yet, and we are not sure if it is going to be the case on that small negotiation. We would like to ask the Board to approve a contract tonight which allows staff to work with Aaron of

Communication Leasing on all of these questions and allow Aaron to negotiate better rates. They would receive a percentage of the rates, but we believe that in comparison to similar sites on the Coast, we could benefit from someone with industry knowledge that could do this. We would like to recommend to the Board to authorize the General Manager to sign the agreement.

Director Wilson inquired as to how much the contract was for.

General Manager Heldmaier replied that it is a percentage of the revenue, 20%.

Director Harvey asked if we would still come out ahead.

General Manager Heldmaier confirmed that it would.

Director Harvey asked if there were antennas on the tanks yet.

General Manager Heldmaier said there weren't any right now.

Director Harvey commented that Montara has terrible cellular reception and requested that MWSD and Communications Leasing negotiate the addition of extra antennas on tanks so that the people in Montara get better reception.

General Manager Heldmaier replied that while the revenue for the District is the main negotiation factor, they would mention that there are other sites available, which would benefit the community as well.

Director Boyd commented that there was a round of negotiations a few years back, discussing putting panels on the old tank on the hill. It didn't go anywhere, but there had been interest, and that could shoot down into the area around Cedar.

General Manager Heldmaier indicated that Aaron Levinson was present to answer those questions.

Aaron Levinson, Communications Leasing: Here is the challenge. All of the carriers, AT&T are focused on where the population is based. The reason you don't get coverage, unfortunately, because there aren't a lot of people here and these carriers go where the people are, and smaller communities are not their focus. So, with that being said, I would try my best to take that into account and certainly if AT&T is interested in a site in one location, I would certainly try to get them to expand on that one location and place other equipment nearby. It's a challenge, simply because of the economics for them.

Director Boyd: The interest we had with the equipment currently mounted, the different carriers that we were dealing with, were all about providing continuity down Highway One. That to them was their primary focus, and getting to the neighborhoods, they didn't care.

Director Wilson asked when they could anticipate revenue generation in addition to what we have now.

Aaron Levinson replied that it is difficult to estimate. He said the fact that AT&T is interested in a site is good, but they are far from making a deal, and a lot goes into a contract that protects MWSD. However, with 5G coming, this presents some additional revenue and coverage opportunities.

District Sewer Engineer Pippin Cavagnaro: Are there ever a situation in which some of the equipment can be shared between the agency and the cell phone company? I'm thinking particularly in terms of emergency power. Has there ever been agreements where the emergency power can be sized to power their equipment plus perhaps a secondary transfer switch to additional equipment owned by the...

Aaron Levinson: Emergency power is one of the few areas where that is possible. In terms of the actual equipment, the antennas, generators, it is a possibility. It is something that would need to be negotiated.

District Sewer Engineer Cavagnaro: Potentially something that could benefit the District?

Aaron Levinson: Yes. Absolutely.

Director Slater-Carter: Has District Counsel Dave Schricker reviewed this?

General Manager Heldmaier: Yes.

Director Slater-Carter: I'm looking at the fees, and there are some fees we have to pay up-front?

Aaron Levinson: There shouldn't be.

Director Boyd: There is a lump sum if it is below a certain threshold.

Aaron Levinson: That would be based on revenue generated and it would be a lump sum fee.

Director Slater-Carter: What is the term of the contract?

Aaron Levinson: It is a one-year term, with a two-year option, and 30-day termination rights for both parties.

Director Boyd: In your practice, what kind of factors go into giving you the leverage to strike a better deal than an agency like this?

Aaron Levinson: I used to work for the Southern Pacific Railroad. That is when I first got involved in negotiating longitudinal easements with fiber companies. Some of the first cell sites were Bay Area Cellular, then Cell One, then became AT&T wireless. Then after that, I was hired on to AT&T Wireless, and was in charge of their site acquisition leasing for their first data network. In that position, my goal at that time was to acquire sites as cheaply as possible with the most advantageous terms for AT&T, and that went well at the time. At the end of that process, AT&T wanted me to move to Canada, as they were doing a joint venture with Clear Net at the time, and I was about to get married. My wife did not want to move, nor did she want me gone for 3-4 months at a time, so that was the end of that. Then I started interviewing with other companies, and I could have easily acquired another job, but I decided having experienced what I did at AT&T, dealing with sophisticated property owners who were doing terrible deals, I thought someone like me is needed by property owners. Property owners need me. So, in 1997, I started working for carriers. The main thing I bring to the table is having worked for AT&T and doing a lot of co-location agreements, and knowing how the cell companies operate, their economics, and what they are willing to pay is a huge advantage for any property owner.

Director Slater-Carter moved to adopt the Resolution of the Montara Water and Sanitary District approving and authorizing execution of consulting agreement for Leasing Services Inc. knowledge and expert advice. Director Boyd seconded the motion. All were in agreement and the motion passed anonymously 5 – 0.

2. Review of Fiscal Year End 2017-2018 Budget to Actual Review.

General Manager Heldmaier: Since we received the audit at the last meeting, we have some real numbers we can look at and see how we did last fiscal year. District Accountant Peter Medina to here to present the year end finance review. We are just going to focus on the main numbers, and if there are questions, we will answer them.

District Accountant Peter Medina: Now that we have the audit. At our last meeting a presentation by VTD of our clean audit for fiscal year 2017-2018 was made. I like to do the comparison. The Finance Committee works really hard on the budget during February, March, and April. It is interesting to look back to see how we did after all the audit adjustments and audit entries have been posted, because you see the financial information on a monthly basis, but that doesn't tell you the entire story as it operates. It is more on a cash basis for a number of accounts. So, we can look at it, but there is always a timing difference involved. With the audit, we make all those accruals to a place where we have a solid number. From there we would be able to apply and see how well we did, and this also aids us in considering the upcoming 2019-2020 budget process. You have the Excel piece in front of you as well as the Executive Summary. On the Sewer service charges, we

were over budget of over \$50,000 dollars due to a number of reasons. Typically, we hit this right on, but through additional connections, delinquencies we received more money than anticipated, and are looking to find out why. The other piece is property tax, and this is the ERAF piece. We have historically not budgeted for it, but for fiscal year 2018-2019, we have begun budgeting for a portion of what we anticipate for receiving for ERAF. Expenditure wise, on personnel, we were a bit over, because at the beginning of the fiscal year we had two District Clerks with the transition process. And once Judy left, there was a large pay-out. The big blip was for professional services, and you all know why—a lot of it is just due to legal. The SAM expense went up as not necessarily anticipated, and we had a mid-year revision and that is shown in the numbers as well. Outside of that, if you drop down to the bottom line, the connection fee is important, one more than anticipated—we were close to that one. So, bottom line. At the beginning of the fiscal year, we anticipated going into reserves 1.4 million and it was more like \$463,000 going into reserves, mainly because the Caltrans projects did not come off as we anticipated for last year. So, that is really the main reason why we did not go under budget or go into reserves as much as we had anticipated. Those projects for now are still on-going. The next page shows a two-year comparison...year to year actuals. What are the big differences? Pages 3-5 show details of the accounts. In the back, I have roll-ups and can answer questions. Going into Water on page 6, I like this view the most, that is why I am focusing on the cash flow, as the Finance Committee, Clemens and I—this is how we view, as it captures all items. So, going with this process, I was blown away by how close we got to water...under \$10,000 dollars. Property tax, the same variance, with ERAF. On the expenditure side, not too far off on a number of accounts. The big one being engineering, and that has to do with water quality engineering.

General Manager Heldmaier interjected that this was due to the Castion (sic) and increased needs from the State.

District Accountant Medina: Operationally, we are in the positive. Similar to the sewer side, we did not participate in as much capital expenditures as anticipated for various reasons. That budget was greatly under, and that leads to the bottom line. We anticipated \$4,000 dollars positive and it ended up being \$650,000 dollars. Connections again, one more than anticipated. The next page is the two-year comparison to look at, with differences—increases, decreases in expenditures. The next 3-4 pages are the details for all accounts we have in the District, and we conclude this with the look at the reserves. Next year, I will provide more context with this, because we don't really show how we've grown or decreased this on a monthly basis. You guys see this in an analysis provided to the Board as far as what our cash position looks like on a monthly basis. But to state it quickly, we not necessarily the best reserve position on the capital side for water. Sewer side is looking all right. Operationally, we are looking relatively good on both sides. Water operating reserves are increasing monthly, as far as its own dedicated account. So, all in all, overall, I am not concerned with the financial status of the Board.

Director Huber: on the first page 3, the water engineering total expense is \$187,000 dollars, which is \$100,000 dollars over budget. That one caught me off-guard. Clemens, can you please explain this again?

General Manager Heldmaier: The requirement to form the Groundwater Sustainability Agency that hit us in that fiscal year. We had to spend money initially. Right now, the bleeding has stopped, at least temporarily, and we will see how that continues. But that was some heavy lifting right up front. The state regulator has a new staffer in place every two years, young and ambitious engineers who tend to write long letters, with demands which are not achievable, and we have to bring them back to reality. This requires a lot of negotiation and involvement. The agency receives a visit every year. I've been told it is because we receive State revolving funds. However, other agencies that receive State Revolving funds aren't as closely managed as we are. There is a lot of work that the Board doesn't see that goes into managing this and with the newest staffer, it is twice the amount of work.

Director Wilson thanked District Accountant Peter Medina.

3. Review and Possible Action Concerning Adoption of Resolutions Commending Bill Huber and Dwight Wilson for their Outstanding Service as Board Members.

General Manager Heldmaier: We actually wanted to do this in January and swear the new Board members in at this meeting. However, we can't do that because we don't have the San Mateo County election results yet. I just received an email at 6:00pm tonight, that they are being released. We don't have them yet. I suppose in a couple of days we will see them come in.

Director Boyd: By state law, they have to be done by Monday, right?

District Counsel David Schrickler: The Board will adopt a resolution acknowledging a canvas of the returns, and we don't have the official transmittal that would be attached to that resolution. And that is what Clemens is referring to.

General Manager Heldmaier: So, the new board members will be seated tomorrow. If there is any action before the January meeting then we will do a fly by swear in.

Director Wilson: Legally, you were sworn in when you did your candidacy. So, you are covered.

Director Boyd: I believe they actually take office tomorrow at 12:00pm.

Director Harvey: Do they have to be here to swear in tomorrow?

General Manager Heldmaier: We can handle that during the next meeting. And with that, we are saying goodbye to Bill Huber and Dwight Wilson, and we would like to do that with Resolutions expressing our gratitude for their years of service. So, we prepared a Resolution for Bill and Dwight.

General Manager Heldmaier proceeded to read the Resolution for Director Bill Huber to the Board. He then said that the Resolution for Dwight was similar, highlighting his participation in various committees, and recommended adopting the resolutions to approve the Resolutions commending Director Huber and Director Wilson for their years of service.

Director Slater-Carter made a motion to approve the resolutions, and Director Boyd seconded the motion. All were in favor.

Director Boyd: If I could, I would like to say, congratulations on 5 years of dedication and hard work. You both have been faithful and diligent in this work. We have had our frictions but I've always had the deepest respect. You both brought passion, dedication, and you both have expressed a deep understanding of things in areas where you really know stuff, and this Board and this Community has really benefited from you bringing those things to the table. I took notes at various times on things you were saying, because those were things I didn't know. And I walked away knowing more because of your work. I'm very pleased that over the course of the 5 years, your work on this Board has made this Board better, and I just want to say thank you.

Director Slater-Carter concurred, and thanked Director Wilson and Director Huber.

Director Harvey: In the beginning it was a little rough, but we learned to work with each other, as you mentioned Dwight. We learned to work and respect each other, and became a very constructive group. And both of you had your own unique contribution to the District and the Board and how the Board operates. We appreciate that.

Director Huber: The one thing that was a very pleasant surprise to me was how many times we had a vote and it was 5 – 0. The vast majority was 5 – 0.

Director Boyd: And some of the different points of view that you brought, we really had to wrestle with some ideas and knock it back and forth and see where it would land. It's funny because I have heard people say "Montara has one mind" and no, it has never been that way. And you guys maintained the tradition. We got to tussle it out sometimes but yeah, you are absolutely right.

District Counsel David Schricker announced by acclamation, all members voted and were in agreement, and the resolution of the Montara Water and Sanitary

District expressing its gratitude and appreciation of Bill Huber and the Resolution of the Montara Water and Sanitary District expressing its gratitude and appreciation of J. Dwight Wilson passed anonymously 5 -0.

General Manager directed the District Clerk to present the Resolutions to Director Wilson and Director Huber.

Director Wilson and Huber thanked everyone.

4. Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meetings December 20, 2018 and January 3, 2019.

General Manager Heldmaier recommended canceling the next meeting, as there weren't any urgent items at this time and the meeting dates were too close to the holidays. He recommended moving all business to the January 17th meeting. If a need should arise, the Board and public would be notified.

Director Slater-Carter requested a meeting on December 20, 2018 to swear in the new Board members and select officers in the committees.

General Manager Heldmaier said he is not going to be in town on December 20th.

Director Boyd said he may also be out of town.

General Manager Heldmaier confirmed to the Board that the confirmation and swearing in will take place during the January meeting.

Lou Wall, Montara resident, commented that he served on the Board for 8 years, and had been attending most of the meetings for the last 31 years. He related his experience of being on the Board, and authorizing the acquisition of the water system much to the disapproval of the President of the Board who was not present at the staff meeting. He also asked about the Prop 218 flyer mailed out, with the meeting being on January 17, 2019, and the effective date of the rate increase being January 1, 2019.

Director Slater-Carter suggested that recordings be taken of Lou Wall's thorough and detailed memories of the history of the District and County for all these years.

All Directors were in agreement.

REPORTS

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

Director Boyd: We did a lot of ordinary business at SAM, mostly closed session, and extended the attorneys contract. We also adopted a resolution commending Leonard Warren for years of service on SAM.

Director Slater Carter: He was on SAM and GCSD for 21 years, and MCC for 8 years.

Director Boyd: On Saturday, there was a strategic plan gathering, and the new City Manager came from Half Moon Bay. We did start to pencil what we want to see in terms of a plan for the steps to get to the budget for the coming year to try to serve as the template of how we can take things with SAM advancing on how we get things done, and finding the points of interactions between the stake holders, managers, the agencies, the Board. We had it in various forms, but we have never really tried to lay out a template for that interaction. We decided there has been so much disagreement between all the parties, we wrote it down. If we can get an agreement on that, we can stop having surprises, and one of the things everyone agreed is if we know this is the point, we have an opportunity for my role—whatever role that may be—to weigh in and make comments or weigh in with approval. If I miss that opportunity, I miss that opportunity and I can't get it back. If we start the budget process in October, by the time we get to April, that thing should be locked and loaded ready for approval. We haven't seen or enjoyed that kind of clarity in the process. Maybe this time, if we get all of this written down. We are going to try to revisit that and get some more detail into that as a way to let everyone know here are the points of interaction, here are the points of approval, who has approval and who has advisory—just write it all down.

Director Slater-Carter interjected that everyone agreed that there was a need for a more defined structure.

Director Boyd said it doesn't sound like a lot, but when you add them all up-- points of friction and places where I didn't get my say. So, we are going to put it down on a calendar, we will all know, and we can operate according to that, and if we need to make adjustments, we know what we are adjusting. So, clarity in the process.

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

Director Slater-Carter: Lisa Ketchum, who has been on the Mid-Coast Council for the last 8 years was just appointed to the Planning Commission for San Mateo County. She is resigning from the Mid-Coast Community Council. So, if anyone is interested, there will be an appointed vacancy. The general process is to be interviewed by the Mid-Coast Council, and the appointing agency is the Board of Supervisors. Lisa Ketchum has done a phenomenal job in her research, documentation, and even-handedness on things. It is our loss, and the whole County's gain.

3. CSDA Report (Slater-Carter) – None

3. Attorney’s Report (Schricker) –

District Counsel David Schricker: The ACWA Legal Services committee remains active, and I have an 8:30am meeting next Monday via telephone, a request for legal support.

5. Directors’ Report – None

6. General Manager’s Report (Heldmaier) –

General Manager Heldmaier: We made a presentation some time ago about our diversion structure. Access to the diversion structure traditionally was very difficult—a rope climb through the creek up to the diversion box. We got the permit with the Feds to do the project. This was an in-house project that would have been very expensive to undertake if we hadn’t done it in-house. We spent about \$15,000 dollars in total on the purchase of a couple of bridges, and worked with folks that were building trails that made some recommendations in how to achieve this. We purchased these bridges, hauled them up, and put them there. And it is a relatively easy access now. There is still some climb. What was still missing was the actual diversion box. The original diversion box was estimated to be about 60 years old, made of redwood, and unusable, and the operators designed and built a new diversion box. They implemented a modern method using a screen on an incline, where the creek runs on an incline, and disappears through the screen, pushing out all the debris. It is a wonderful design made with NSF/61 drinking approved materials, done under the same permit. So, for a few thousand dollars of materials, a lot of thinking and hard work, we were able to replace this box. This would have cost hundreds of thousands of dollars had this been done by contractors. It saved us a tremendous amount and we are very proud of the work done and money saved.

Director Huber: Does it self-clean?

General Manager Heldmaier: Yes, it is self-cleaning. It has been in place for over a month, we have seen it in action, and it is working flawlessly.

Director Slater-Carter: We should get a video, so we can show it to the public.

General Manager Heldmaier: Yes, I will prepare something like this for the next meeting.

Director Wilson announced a short break, then the Board will move into closed session.

FUTURE AGENDAS

ADJOURNMENT

REGULAR MEETING ENDED at 9:40 P.M.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Government Code § 54956.9(d)(1))

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

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

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

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Government Code § 54956.9(d)(2))

Significant Exposure to Litigation

Number of cases: 2

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

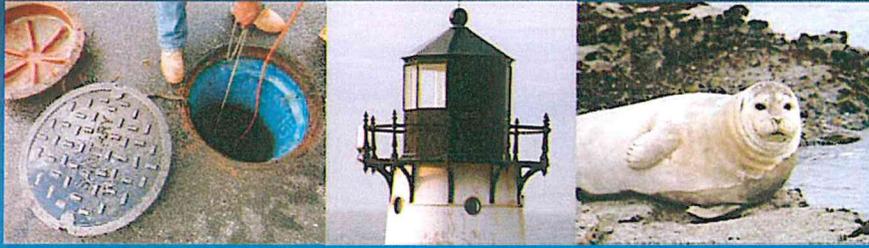
Respectfully Submitted,

Signed _____
Secretary

Approved on the 17th, January 2019

Signed _____
President

Montara Water & Sanitary District



Financial Analysis of In-House Sewer Collection System Operations

December 6, 2018



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

Background

■ Sewer Authority Mid-Coastside

- Formed in 1976 to provide wastewater conveyance, treatment, & effluent disposal services to Half Moon Bay, Granada CSD, & Montara WSD
- Member agencies each own their local sewer collection systems
- SAM has provided contract sewer collection services to all 3 member agencies pursuant to separate agreements with each agency since the 1980s
- Agreements can be terminated with 90 days advance notice



■ HMB fully transitioning to a private sewer collection operator starting 2019/20

- SAM's contract collection costs will subsequently be funded only by GCSD & MWSD only

SAM = Sewer Authority Mid-Coastside
HMB = Half Moon Bay

GCSD = Grenada Community Services District
MWSD = Montara Water & Sanitary District

In-House Sewer Collection Services

- MWSD began evaluating in-house sewer collection services in 2015
 - Urgency to continue evaluations has increased with HMB decision
- Goals include:
 - Improve Service
 - More closely manage liability and SSO risk
 - Increase accountability
 - Improve State reporting accuracy
- MWSD already provides similar services for its water system and has the capacity to provide similar services for its sewer collection system
- Memo by Nute Engineering identifies a number of operational benefits for in-house sewer collection operations and provides some preliminary cost estimates



3



Financial Analysis of In-House Service

- BWA developed a financial analysis to help evaluate in-house sewer collection
 - Estimated costs for in-house sewer collection services
 - Compared costs of in-house operations to continuing with SAM
- Analysis based on:
 - SAM budget projections for contract collections without HMB
 - Cost estimates for in-house services based on input from Nute Engineering & MWSD
 - Assumes that MWSD would provide contractual sewer collection services to GCSD as it would likely not make economic sense to have 3 separate collection system operators in the area
- Although financial analysis is preliminary at this stage, it indicates MWSD could achieve future cost savings by transitioning to in-house service
 - Higher level of funding needed up-front for vehicles & equipment, training, SCADA transition
 - Annual costs savings in future years
 - Additional benefits to water system (e.g. shared admin & single emergency response crew)



4



Comparison of In-House vs. Continued SAM Contract Collection Services

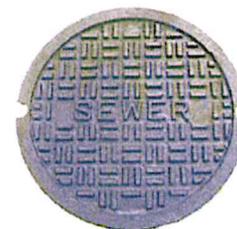
	2019/20	2020/21	2021/22	2022/23	2023/24
Cost Escalation	4.0%	4.0%	4.0%	4.0%	4.0%
MWSD In-House Collection Services					
Collection Service Expenses					
New Staffing (3 FTEs)	396,000	412,000	428,000	444,000	463,000
Vehicles & Equipment	214,000	75,000	76,000	77,000	78,000
Other Expenses	209,000	145,000	150,000	157,000	162,000
SAM Costs Re-Alloc to JPA (MWSD 20%)	Excluded	-	-	-	-
Total Expenses	819,000	632,000	654,000	678,000	703,000
Revenue Offsets					
Granada CSD Contract Service	260,000	270,000	281,000	292,000	304,000
Half Moon Bay Emergency Svcs	26,000	27,000	28,000	29,000	30,000
SAM Intertie Cleaning ?	Excluded	-	-	-	-
Total Revenue Offsets	286,000	297,000	309,000	321,000	334,000
Net MWSD Cost	533,000	335,000	345,000	357,000	369,000
Maintain Existing SAM Contract Collections					
	<u>SAM Projections</u>		<u>+ 4% Cost Escalation</u>		
SAM Budget Projections w/o HMB	340,000	351,000	365,000	380,000	395,000
Plus Est Additional MWSD Costs	25,000	26,000	27,000	28,000	29,000
Total Costs	365,000	377,000	392,000	408,000	424,000
MWSD In-House vs. SAM Contract Incremental Cost or Savings	168,000	(42,000)	(47,000)	(51,000)	(55,000)

5



Key Findings

- **Financial analysis indicates MWSD could achieve cost savings with in-house sewer collection services**
 - Extent of cost savings is difficult to quantify with precision at this stage
 - Additional financial benefits could be realized by MWSD's water system
- **In-house service offer potential for both operational and financial benefits**
- **BWA recommends that MWSD continue pursuing the potential for in-house sewer collection system operations**



6





MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 17, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

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

- 4400 Fees, \$40,309 above Budget – Major increase in the number of remodel fees purchased by customers.
- 4610 Property Tax Receipts, \$88,866 below Budget – Funds from the County are typically received in December.
- 4710 Sewer Service Charges, \$1,062,517 below Budget – Funds from the County are typically received in December.
- **Overall Total Operating Income for the period ending November 30, 2018 was \$1,107,041 below budget. Total revenue received to date is \$100,761.**
- 5200 Board of Directors \$3,672 below Budget – Elections expense has yet to be billed and paid.
- 5400 Legal, \$15,369 below Budget – Difference due to timing.
- 5510 Maintenance, Office \$2,545 below Budget – Budgeted projects have yet to occur.
- 5610 Accounting, \$2,050 below Budget – Difference due to the timing.
- 5630 Consulting, \$3,235 below Budget – Budgeted projects have yet to occur.
- 5640 Data Services, \$3,579 above Budget – Bill for the Parcel Management System for 2018-2019.
- 5720 Telephone & Internet, \$2,701.23 below Budget – expenditures are being held in check.
- 5800 Labor, \$10,699 above Budget – Employee benefits have been billed and paid a month ahead of time.
- 6170 Claims, Property Damage, \$8,056 above Budget – Payment made to the State Water Pollution Cleanup & Abatement.
- 6200 Engineering, \$16,865 below Budget – Majority of costs have been capital in nature.
- 6400 Pumping, \$3,630 below Budget – Large “catch-up” bill from PG&E expected later in the fiscal year.
- 6600 Collection/ Transmission \$4,167 below Budget – No activity in current year.
- 6910 SAM Collections, \$52,744 below Budget – Difference due to timing.
- 6920 SAM Operations, \$104,096 below Budget – Difference due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 17, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6940 SAM Maintenance, Collection Sys, \$16,667 below Budget – No activity to date.
- 6950 SAM Maintenance, Pumping, \$8,808 below Budget – One bill paid to date for capitalizable costs related to pumping expenses.
- **Overall Total Operating Expenses for the period ending November 30, 2018 were \$200,864 below Budget.**
- **Total overall Expenses for the period ending November 30, 2018 were \$215,722 below budget. For a net ordinary Loss of (\$891,319), budgeted vs. actual. Actual net ordinary Loss is (\$700,722).**
- 7100 Connection Fees, \$17,197 below Budget – No connection sold in November.
- 7200 Interest Income, LAIF, \$32,067 above budget – LAIF has been out-performing projections.
- 8000 CIP, \$986,269 below Budget – No activity in November.
- 9200 I-Bank Loan, \$10,698 below Budget – Difference due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 17, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- **Budget vs. Actual – Water July thru November 2018 Variances over \$2,000:**
- 4610 Property tax Receipts, \$88,866 below Budget – Funds from the County are typically received in December.
- 4740 Testing, Backflow, \$3,295 below Budget – Minimal activity in the current fiscal year.
- 4810 Water Sales, Domestic, \$62,300 above budget – Increase due to rate increase as well as increased usage.
- **Overall Total Operating Income for the period ending November 30, 2018 was \$27,247 below budget. Total revenue received to date is \$910,688.**
- 5240 CDPH Fees, \$6,458 below Budget – No activity in the current fiscal year.
- 5250 Conference Attendance, \$ 2,388 below Budget – Minimal activity in the current fiscal year.
- 5400 Legal, \$20,193 below Budget – Difference due to timing.
- 5530 Memberships, \$4,903 below Budget – Membership dues paid to the American Water Works Association & CSDA. Most paid at the beginning of the calendar year.
- 5610 Accounting, \$ 2,050 below Budget – Difference due to timing.
- 5630 Consulting, \$8,900 below Budget – Budgeted projects have yet to occur.
- 5800 Labor, \$57,746 below Budget – Major line items to decrease are staff wages due to the District not yet employing the services of a fourth operator.
- 6170 Claims, property Damage, \$4,144 below Budget – Minimal activity in this fiscal year.
- 6180 Communications, \$4,636 above Budget – SCADA system maintenance.
- 6200 Engineering, \$45,7230 above Budget – Water Quality engineering costs are higher than anticipated due to changes at the State Water Board.
- 6400 Pumping, \$16,545 below Budget – Large “catch-up” bill expected later in the fiscal year.
- 6500 Supply, \$11,063 below Budget – Less water purchases than anticipated.
- 6600 Collection/Transmission, \$19,625 below Budget – No activity in November.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: January 17, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6700 Treatment, \$12,572 below budget – Chemicals & Filtering budget and treatment analysis costs held below expectations.
- **Overall Total Operating Expenses for the period ending November 30, 2018 were \$17,174 below Budget.**
- **Total overall Expenses for the period ending November 30, 2018 were \$122,758 below budget. For a net ordinary income of \$95,510, budgeted vs. actual. Actual net ordinary income is \$339,082.**
- 7100 Connection Fees, \$37,410 below Budget – No new connections sold in November.
- 7600 Bond Revenues, G.O. \$459,408 below Budget – Funds from the County are typically received in December.
- 8000 CIP, \$148,082 below Budget – Minimal activity in November.
- 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 - Water
 July through November 2018

	Jul - Nov 18	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	15,231.05	14,791.65	439.40
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,563.00	2,291.65	-728.65
4420 · Administrative Fee (Remodel)	0.00	375.00	-375.00
4430 · Inspection Fee (New Constr)	1,480.00	2,083.35	-603.35
4440 · Inspection Fee (Remodel)	0.00	270.85	-270.85
4460 · Remodel Fees	1,534.72		
Total 4400 · Fees	4,577.72	5,020.85	-443.13
4510 · Grants	280.00		
4610 · Property Tax Receipts	25,717.39	114,583.35	-88,865.96
4740 · Testing, Backflow	3,372.00	6,666.65	-3,294.65
4810 · Water Sales, Domestic	860,423.75	798,123.35	62,300.40
4850 · Water Sales Refunds, Customer	-2,234.65	-1,250.00	-984.65
4990 · Other Revenue	3,321.31		
Total Income	910,688.57	937,935.85	-27,247.28
Gross Profit	910,688.57	937,935.85	-27,247.28
Expense			
5000 · Administrative			
5190 · Bank Fees	1,152.01	1,458.35	-306.34
5200 · Board of Directors			
5210 · Board Meetings	294.63	1,666.65	-1,372.02
5220 · Director Fees	825.00	1,375.00	-550.00
Total 5200 · Board of Directors	1,119.63	3,041.65	-1,922.02
5240 · CDPH Fees	0.00	6,458.35	-6,458.35
5250 · Conference Attendance	111.63	2,500.00	-2,388.37
5270 · Information Systems	1,079.50	1,250.00	-170.50
5300 · Insurance			
5310 · Fidelity Bond	437.50	208.35	229.15
5320 · Property & Liability Insurance	2,215.00	1,125.00	1,090.00
Total 5300 · Insurance	2,652.50	1,333.35	1,319.15
5350 · LAFCO Assessment	0.00	1,041.65	-1,041.65
5400 · Legal			
5420 · Meeting Attendance, Legal	13.50	3,541.65	-3,528.15
5430 · General Legal	1,550.00	25,000.00	-23,450.00
5440 · Litigation	6,785.00		
Total 5400 · Legal	8,348.50	28,541.65	-20,193.15

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

	Jul - Nov 18	Water Budget	\$ Over Budget
5510 · Maintenance, Office	1,359.59	3,333.35	-1,973.76
5530 · Memberships	3,639.00	8,541.65	-4,902.65
5540 · Office Supplies	2,975.09	2,916.65	58.44
5550 · Postage	4,793.41	2,916.65	1,876.76
5560 · Printing & Publishing	1,569.92	833.35	736.57
5600 · Professional Services			
5610 · Accounting	10,450.00	12,500.00	-2,050.00
5620 · Audit	5,000.00	5,416.65	-416.65
5630 · Consulting	5,683.81	14,583.35	-8,899.54
5650 · Labor & HR Support	814.00	1,041.65	-227.65
5660 · Payroll Services	363.17	416.65	-53.48
Total 5600 · Professional Services	22,310.98	33,958.30	-11,647.32
5710 · San Mateo Co. Tax Roll Charges	119.00		
5720 · Telephone & Internet	9,489.59	10,416.65	-927.06
5730 · Mileage Reimbursement	974.85	833.35	141.50
5740 · Reference Materials	0.00	333.35	-333.35
5790 · Other Administrative	176.00		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	14,691.73	17,928.75	-3,237.02
5820 · Employee Benefits	34,648.16	33,357.50	1,290.66
5830 · Disability Insurance	1,122.04	1,786.65	-664.61
5840 · Payroll Taxes	15,139.33	20,316.65	-5,177.32
5850 · PARS	12,581.45	14,889.15	-2,307.70
5900 · Wages			
5910 · Management	43,110.01	43,218.75	-108.74
5920 · Staff	148,824.28	177,835.00	-29,010.72
5930 · Staff Certification	3,500.00	4,750.00	-1,250.00
5940 · Staff Overtime	21,935.00	28,889.15	-6,954.15
5950 · Staff Standby	10,273.51	10,884.60	-611.09
Total 5900 · Wages	227,642.80	265,577.50	-37,934.70
5960 · Worker's Comp Insurance	0.00	9,715.40	-9,715.40
Total 5800 · Labor	305,825.51	363,571.60	-57,746.09
Total 5000 · Administrative	367,696.71	473,279.90	-105,583.19
6000 · Operations			
6160 · Backflow Prevention	0.00	416.65	-416.65
6170 · Claims, Property Damage	21.75	4,166.65	-4,144.90
6180 · Communications			
6185 · SCADA Maintenance	8,803.19	4,166.65	4,636.54
Total 6180 · Communications	8,803.19	4,166.65	4,636.54
6195 · Education & Training	2,387.22	3,750.00	-1,362.78

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

	Jul - Nov 18	Water Budget	\$ Over Budget
6200 - Engineering			
6210 - Meeting Attendance, Engineering	0.00	208.35	-208.35
6220 - General Engineering	7,968.05	18,750.00	-10,781.95
6230 - Water Quality Engineering	98,386.79	41,666.65	56,720.14
Total 6200 - Engineering	106,354.84	60,625.00	45,729.84
6320 - Equipment & Tools, Expensed	4,053.21	2,083.35	1,969.86
6330 - Facilities			
6335 - Alarm Services	306.54	333.35	-26.81
6337 - Landscaping	1,946.95	2,500.00	-553.05
Total 6330 - Facilities	2,253.49	2,833.35	-579.86
6370 - Lab Supplies & Equipment	954.00	833.35	120.65
6400 - Pumping			
6410 - Pumping Fuel & Electricity	26,467.10	37,500.00	-11,032.90
6420 - Pumping Maintenance, Generators	822.01	4,166.65	-3,344.64
6430 - Pumping Maintenance, General	207.57	2,083.35	-1,875.78
6440 - Pumping Equipment, Expensed	0.00	291.65	-291.65
Total 6400 - Pumping	27,496.68	44,041.65	-16,544.97
6500 - Supply			
6510 - Maintenance, Raw Water Mains	1,481.50	875.00	606.50
6520 - Maintenance, Wells	2,381.50	4,166.65	-1,785.15
6530 - Water Purchases	6,781.42	16,666.65	-9,885.23
Total 6500 - Supply	10,644.42	21,708.30	-11,063.88
6600 - Collection/Transmission			
6610 - Hydrants	-570.00	416.65	-986.65
6620 - Maintenance, Water Mains	12,688.49	20,833.35	-8,144.86
6630 - Maintenance, Water Svc Lines	0.00	8,333.35	-8,333.35
6640 - Maintenance, Tanks	0.00	416.65	-416.65
6650 - Maint., Distribution General	0.00	2,916.65	-2,916.65
6670 - Meters	2,214.89	1,041.65	1,173.24
Total 6600 - Collection/Transmission	14,333.38	33,958.30	-19,624.92
6700 - Treatment			
6710 - Chemicals & Filtering	1,056.94	12,500.00	-11,443.06
6720 - Maintenance, Treatment Equip.	10,400.45	1,666.65	8,733.80
6730 - Treatment Analysis	7,637.10	17,500.00	-9,862.90
Total 6700 - Treatment	19,094.49	31,666.65	-12,572.16
6770 - Uniforms	3,572.65	5,000.00	-1,427.35

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 Accrual Basis

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

	Jul - Nov 18	Water Budget	\$ Over Budget
6800 - Vehicles			
6810 - Fuel	2,389.92	3,333.35	-943.43
6820 - Truck Equipment, Expensed	108.64	416.65	-308.01
6830 - Truck Repairs	1,397.54	2,083.35	-685.81
Total 6800 - Vehicles	3,896.10	5,833.35	-1,937.25
6890 - Other Operations	43.48		
Total 6000 - Operations	203,908.90	221,083.25	-17,174.35
Total Expense	571,605.61	694,363.15	-122,757.54
Net Ordinary Income	339,082.96	243,572.70	95,510.26
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	36,660.00	72,091.65	-35,431.65
7130 - Conn. Fees, PFP (New Constr)	29,322.73	33,333.35	-4,010.62
7140 - Conn. Fees, PFP (Remodel)	2,032.40		
Total 7100 - Connection Fees	68,015.13	105,425.00	-37,409.87
7600 - Bond Revenues, G.O.	19,940.45	479,348.35	-459,407.90
Total 7000 - Capital Account Revenues	87,955.58	584,773.35	-496,817.77
Total Other Income	87,955.58	584,773.35	-496,817.77
Other Expense			
8000 - Capital Improvement Program			
8100 - Water	52,334.88	200,416.65	-148,081.77
Total 8000 - Capital Improvement Program	52,334.88	200,416.65	-148,081.77
9000 - Capital Account Expenses			
9075 - PFP Connection Expenses	6,135.00		
9100 - Interest Expense - GO Bonds	20,593.81	127,943.00	-107,349.19
9125 - PNC Equipment Lease Interest	7,197.85	7,197.86	-0.01
9210 - Conservation Program/Rebates	700.00	833.35	-133.35
Total 9000 - Capital Account Expenses	34,626.66	135,974.21	-101,347.55
Total Other Expense	86,961.54	336,390.86	-249,429.32
Net Other Income	994.04	248,382.49	-247,388.45
Net Income	340,077.00	491,955.19	-151,878.19

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

	Jul - Nov 18	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 - Cell Tower Lease	15,231.00	14,791.65	439.35
4400 - Fees			
4410 - Administrative Fee (New Constr)	2,084.00	1,458.35	625.65
4420 - Administrative Fee (Remodel)	0.00	833.35	-833.35
4430 - Inspection Fee (New Constr)	1,972.00	1,458.35	513.65
4440 - Inspection Fee (Remodel)	0.00	1,666.65	-1,666.65
4460 - Remodel Fees	43,336.00	1,666.65	41,669.35
Total 4400 - Fees	47,392.00	7,083.35	40,308.65
4610 - Property Tax Receipts	25,717.40	114,583.35	-88,865.95
4710 - Sewer Service Charges	909.70	1,063,427.10	-1,062,517.40
4720 - Sewer Service Refunds, Customer	0.00	-1,666.65	1,666.65
4760 - Waste Collection Revenues	8,759.75	9,583.35	-823.60
4990 - Other Revenue	2,751.30		
Total Income	100,761.15	1,207,802.15	-1,107,041.00
Gross Profit	100,761.15	1,207,802.15	-1,107,041.00
Expense			
5000 - Administrative			
5190 - Bank Fees	4,229.47	2,708.35	1,521.12
5200 - Board of Directors			
5210 - Board Meetings	294.65	1,041.65	-747.00
5220 - Director Fees	825.00	1,666.65	-841.65
5230 - Election Expenses	0.00	2,083.35	-2,083.35
Total 5200 - Board of Directors	1,119.65	4,791.65	-3,672.00
5250 - Conference Attendance	111.63	1,250.00	-1,138.37
5270 - Information Systems	1,079.50	1,666.65	-587.15
5300 - Insurance			
5310 - Fidelity Bond	437.50	208.35	229.15
5320 - Property & Liability Insurance	2,215.00	833.35	1,381.65
Total 5300 - Insurance	2,652.50	1,041.70	1,610.80
5350 - LAFCO Assessment	0.00	833.35	-833.35
5400 - Legal			
5420 - Meeting Attendance, Legal	13.50	3,958.35	-3,944.85
5430 - General Legal	16,195.00	62,500.00	-46,305.00
5440 - Litigation	34,880.00		
Total 5400 - Legal	51,088.50	66,458.35	-15,369.85

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Accrual Basis

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

	Jul - Nov 18	Sewer Budget	\$ Over Budget
5510 · Maintenance, Office	788.74	3,333.35	-2,544.61
5530 · Memberships	3,370.00		
5540 · Office Supplies	1,411.97	3,333.35	-1,921.38
5550 · Postage	1,420.42	1,041.65	378.77
5560 · Printing & Publishing	1,569.94	2,083.35	-513.41
5600 · Professional Services			
5610 · Accounting	10,450.00	12,500.00	-2,050.00
5620 · Audit	5,000.00	5,416.65	-416.65
5630 · Consulting	5,098.81	8,333.35	-3,234.54
5640 · Data Services	6,079.02	2,500.00	3,579.02
5650 · Labor & HR Support	814.00	1,041.65	-227.65
5660 · Payroll Services	363.17	416.65	-53.48
Total 5600 · Professional Services	27,805.00	30,208.30	-2,403.30
5710 · San Mateo Co. Tax Roll Charges	119.00	1,041.65	-922.65
5720 · Telephone & Internet	7,298.77	10,000.00	-2,701.23
5730 · Mileage Reimbursement	878.91	625.00	253.91
5740 · Reference Materials	0.00	83.35	-83.35
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	6,530.36	6,630.00	-99.64
5820 · Employee Benefits	25,213.36	14,847.90	10,365.46
5830 · Disability Insurance	453.44	639.15	-185.71
5840 · Payroll Taxes	5,253.27	7,245.85	-1,992.58
5850 · PARS	6,357.09	6,423.35	-66.26
5900 · Wages			
5910 · Management	43,110.09	43,218.75	-108.66
5920 · Staff	53,593.42	49,602.90	3,990.52
5930 · Staff Certification	750.00	750.00	0.00
5940 · Staff Overtime	958.68	1,143.35	-184.67
Total 5900 · Wages	98,412.19	94,715.00	3,697.19
5960 · Worker's Comp Insurance	0.00	1,019.60	-1,019.60
Total 5800 · Labor	142,219.71	131,520.85	10,698.86
Total 5000 · Administrative	247,163.71	262,020.90	-14,857.19
6000 · Operations			
6170 · Claims, Property Damage	16,389.30	8,333.35	8,055.95
6195 · Education & Training	0.00	416.65	-416.65
6200 · Engineering			
6210 · Meeting Attendance, Engineering	0.00	833.35	-833.35
6220 · General Engineering	8,968.70	25,000.00	-16,031.30
Total 6200 · Engineering	8,968.70	25,833.35	-16,864.65
6320 · Equipment & Tools, Expensed	0.00	416.65	-416.65

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Accrual Basis

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

	Jul - Nov 18	Sewer Budget	\$ Over Budget
6330 - Facilities			
6335 - Alarm Services	1,873.74	2,375.00	-501.26
6337 - Landscaping	844.00	1,000.00	-156.00
Total 6330 - Facilities	2,717.74	3,375.00	-657.26
6400 - Pumping			
6410 - Pumping Fuel & Electricity	13,453.59	17,083.35	-3,629.76
Total 6400 - Pumping	13,453.59	17,083.35	-3,629.76
6600 - Collection/Transmission			
6660 - Maintenance, Collection System	0.00	4,166.65	-4,166.65
Total 6600 - Collection/Transmission	0.00	4,166.65	-4,166.65
6800 - Vehicles			
6810 - Fuel	206.69	416.65	-209.96
6820 - Truck Equipment, Expensed	0.00	66.65	-66.65
6830 - Truck Repairs	239.06	416.65	-177.59
Total 6800 - Vehicles	445.75	899.95	-454.20
6900 - Sewer Authority Midcoastside			
6910 - SAM Collections	83,937.57	136,681.65	-52,744.08
6920 - SAM Operations	416,382.32	520,477.90	-104,095.58
6940 - SAM Maintenance, Collection Sys	0.00	16,666.65	-16,666.65
6950 - SAM Maintenance, Pumping	12,025.16	20,833.35	-8,808.19
Total 6900 - Sewer Authority Midcoastside	512,345.05	694,659.55	-182,314.50
Total 6000 - Operations	554,320.13	755,184.50	-200,864.37
Total Expense	801,483.84	1,017,205.40	-215,721.56
Net Ordinary Income	-700,722.69	190,596.75	-891,319.44
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	54,911.00	60,250.00	-5,339.00
7120 - Connection Fees (Remodel)	6,979.00	20,833.35	-13,854.35
7130 - Conn. Fees, PFP (New Constr)	1,996.40		
Total 7100 - Connection Fees	63,886.40	81,083.35	-17,196.95
7200 - Interest Income - LAIF	44,567.46	12,500.00	32,067.46
Total 7000 - Capital Account Revenues	108,453.86	93,583.35	14,870.51
Total Other Income	108,453.86	93,583.35	14,870.51

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Accrual Basis

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

	Jul - Nov 18	Sewer Budget	\$ Over Budget
Other Expense			
8000 - Capital Improvement Program			
8075 - Sewer	629,355.52	1,615,625.00	-986,269.48
Total 8000 - Capital Improvement Program	629,355.52	1,615,625.00	-986,269.48
9000 - Capital Account Expenses			
9125 - PNC Equipment Lease Interest	7,197.84	7,197.86	-0.02
9200 - I-Bank Loan	1,263.57	11,961.96	-10,698.39
Total 9000 - Capital Account Expenses	8,461.41	19,159.82	-10,698.41
Total Other Expense	637,816.93	1,634,784.82	-996,967.89
Net Other Income	-529,363.07	-1,541,201.47	1,011,838.40
Net Income	-1,230,085.76	-1,350,604.72	120,518.96

Montara Water & Sanitary District
Restricted and Non Restricted Cash Assets
July 2018 through June 2019

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	2,196,490.71	1,364,083.77	1,531,356.14										
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	3,786,797.70	3,786,797.70	3,786,797.70	3,810,640.78	3,810,640.78								2,589,500.00	1,197,297.70	146%
Connection Fees Reserve	194,600.00	194,600.00	194,600.00	194,600.00	194,600.00								194,600.00	-	100%
Operating Reserve	406,882.00	406,882.00	406,882.00	406,882.00	406,882.00								406,882.00	-	100%
Sub-total	4,388,279.70	4,388,279.70	4,388,279.70	4,412,122.78	4,412,122.78	-	-	-	-	-	-	-			
Water - Operations															
Wells Fargo Operating - Water	886,304.60	900,197.83	915,718.26	930,168.60	945,981.14										
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00	398,249.00	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	253,020.00	253,020.00								253,020.00	-	100%
SRF Reserve	48,222.00	48,222.00	48,222.00	48,222.00	48,222.00								48,222.00	-	100%
Operating Reserve	46,009.00	46,009.00	46,009.00	46,009.00	46,009.00								277,745.00	(231,736.00)	17%
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	-	-	-	-	-	-	-			
Water - Restricted accounts															
First Republic Bank - Water															
Acquisition & Improvement Fund	376.13	346.13	316.13	286.13	346.13										
Cost of issuance	62.94	32.94	2.94	-	-										
GO Bonds Fund	1,514,515.09	939,297.05	940,709.77	940,709.77	940,709.77										
Sub-total	1,514,954.16	939,676.12	941,028.84	940,995.90	941,055.90	-	-	-	-	-	-	-			
Total Cash and equivalents	10,062,440.16	9,246,170.23	9,187,017.51	8,392,871.05	8,576,015.96	-									

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			
Ordinary Income/Expense																			
Income																			
4220 - Cell Tower Lease	3,046.20	3,046.20	3,046.20	3,046.20	3,046.20								15,231.00	17,750.02	-2,519.02	85.81%			
4400 - Fees																			
4410 - Administrative Fee (New Constr)		1,563.00			521.00								2,084.00	1,749.98	334.02	119.09%			
4420 - Administrative Fee (Remodel)														999.98	-999.98				
4430 - Inspection Fee (New Constr)		1,480.00			492.00								1,972.00	1,749.98	222.02	112.69%			
4440 - Inspection Fee (Remodel)														2,000.02	-2,000.02				
4460 - Remodel Fees	20,010.50	612.50	22,485.00	114.00	114.00								43,336.00	2,000.02	41,335.98	2,166.78%			
Total 4400 - Fees	20,010.50	3,655.50	22,485.00	114.00	1,127.00								47,392.00	8,499.98	38,892.02	557.55%			
4610 - Property Tax Receipts			635.07	227.05	24,855.28								25,717.40	137,499.98	-111,782.58	18.7%			
4710 - Sewer Service Charges		909.70											909.70	1,276,112.48	-1,275,202.78	0.07%			
4720 - Sewer Service Refunds, Customer														-2,000.02	2,000.02				
4760 - Waste Collection Revenues	1,054.27	3,013.27	1,067.16	2,616.64	1,008.41								8,759.75	11,499.98	-2,740.23	76.17%			
4990 - Other Revenue		512.29	1,100.00	1,000.00	139.01								2,751.30						
Total Income	24,110.97	11,136.96	28,333.43	7,003.89	30,175.90								100,761.15	1,449,362.42	-1,348,601.27	6.95%			
Gross Profit	24,110.97	11,136.96	28,333.43	7,003.89	30,175.90								100,761.15	1,449,362.42	-1,348,601.27	6.95%			
Expense																			
5000 - Administrative																			
5190 - Bank Fees	2,741.45	348.18	388.21	368.24	383.39								4,229.47	3,249.98	979.49	130.14%			
5200 - Board of Directors																			
5210 - Board Meetings	20.92	125.00		148.73									294.65	1,250.02	-955.37	23.57%			
5220 - Director Fees		187.50	262.50	375.00									825.00	2,000.02	-1,175.02	41.25%			
5230 - Election Expenses														2,499.98	-2,499.98				
Total 5200 - Board of Directors	20.92	312.50	262.50	523.73									1,119.65	5,750.02	-4,630.37	19.47%			
5250 - Conference Attendance	111.63												111.63	1,500.00	-1,388.37	7.44%			
5270 - Information Systems	1,079.50												1,079.50	2,000.02	-920.52	53.97%			
5300 - Insurance																			
5310 - Fidelity Bond		437.50											437.50	249.98	187.52	175.01%			
5320 - Property & Liability Insurance			2,215.00										2,215.00	999.98	1,215.02	221.5%			
Total 5300 - Insurance		437.50	2,215.00										2,652.50	1,249.96	1,402.54	212.21%			
5350 - LAFCO Assessment														999.98	-999.98				
5400 - Legal																			
5420 - Meeting Attendance, Legal				13.50									13.50	4,749.98	-4,736.48	0.28%			

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
5430 - General Legal				16,195.00									16,195.00	75,000.00	-58,805.00	21.59%
5440 - Litigation	2,450.00		24,430.00	8,000.00									34,880.00			
Total 5400 - Legal	2,450.00		24,430.00	24,208.50									51,088.50	79,749.98	-28,661.48	64.06%
5510 - Maintenance, Office		528.74	100.00	160.00									788.74	3,999.98	-3,211.24	19.72%
5530 - Memberships				3,370.00									3,370.00			
5540 - Office Supplies	234.38	354.80	170.75	652.04									1,411.97	3,999.98	-2,588.01	35.3%
5550 - Postage	77.67	100.50	94.81	741.00	406.44								1,420.42	1,250.02	170.40	113.63%
5560 - Printing & Publishing	86.83	45.44	549.38	53.77	834.52								1,569.94	2,499.98	-930.04	62.8%
5600 - Professional Services																
5610 - Accounting		2,050.00		8,400.00									10,450.00	15,000.00	-4,550.00	69.67%
5620 - Audit				5,000.00									5,000.00	6,500.02	-1,500.02	76.92%
5630 - Consulting	1,338.25	375.00		3,385.56									5,098.81	9,999.98	-4,901.17	50.99%
5640 - Data Services		6,079.02											6,079.02	3,000.00	3,079.02	202.63%
5650 - Labor & HR Support	203.50	203.50	203.50	203.50									814.00	1,250.02	-436.02	65.12%
5660 - Payroll Services	71.08	73.30	73.30	73.30	72.19								363.17	500.02	-136.85	72.63%
Total 5600 - Professional Services	1,612.83	8,780.82	276.80	17,062.36	72.19								27,805.00	36,250.04	-8,445.04	76.7%
5710 - San Mateo Co. Tax Roll Charges				119.00									119.00	1,250.02	-1,131.02	9.52%
5720 - Telephone & Internet	1,440.07	1,496.77	154.48	3,974.09	233.36								7,298.77	12,000.00	-4,701.23	60.82%
5730 - Mileage Reimbursement				878.91									878.91	750.00	128.91	117.19%
5740 - Reference Materials														99.98	-99.98	
5790 - Other Administrative																
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	1,293.41	1,337.49	1,235.40	1,348.41	1,315.65								6,530.36	7,956.00	-1,425.64	82.08%
5820 - Employee Benefits	7,618.22	3,809.11	6,167.81	3,809.11	3,809.11								25,213.36	17,817.52	7,395.84	141.51%
5830 - Disability Insurance	113.36	113.36	113.36	113.36									453.44	767.02	-313.58	59.12%
5840 - Payroll Taxes	1,352.50	981.57	877.41	1,011.95	1,029.84								5,253.27	8,694.98	-3,441.71	60.42%
5850 - PARS	1,265.24	1,301.24	1,210.88	1,305.65	1,274.08								6,357.09	7,707.98	-1,350.89	82.47%
5900 - Wages																
5910 - Management	9,584.73	8,381.34	8,381.34	8,381.34	8,381.34								43,110.09	51,862.50	-8,752.41	83.12%
5920 - Staff	10,472.97	11,003.05	9,730.60	11,244.04	11,142.76								53,593.42	59,523.52	-5,930.10	90.04%
5930 - Staff Certification	150.00	150.00	150.00	150.00	150.00								750.00	900.00	-150.00	83.33%
5940 - Staff Overtime	43.56	89.28		245.52	580.32								958.68	1,371.98	-413.30	69.88%
Total 5900 - Wages	20,251.26	19,623.67	18,261.94	20,020.90	20,254.42								98,412.19	113,658.00	-15,245.81	86.59%
5960 - Worker's Comp Insurance														1,223.48	-1,223.48	
Total 5800 - Labor	31,893.99	27,166.44	27,866.80	27,609.38	27,683.10								142,219.71	157,824.98	-15,605.27	90.11%

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 5000 - Administrative	41,749.27	39,571.69	56,508.73	79,721.02	29,613.00								247,163.71	314,424.92	-67,261.21	78.61%
6000 - Operations																
6170 - Claims, Property Damage	339.30				16,050.00								16,389.30	9,999.98	6,389.32	163.89%
6195 - Education & Training														500.02	-500.02	
6200 - Engineering																
6210 - Meeting Attendance, Engineering														999.98	-999.98	
6220 - General Engineering		2,184.00		6,784.70									8,968.70	30,000.00	-21,031.30	29.9%
Total 6200 - Engineering		2,184.00		6,784.70									8,968.70	30,999.98	-22,031.28	28.93%
6320 - Equipment & Tools, Expensed														500.02	-500.02	
6330 - Facilities																
6335 - Alarm Services	518.82	391.80	444.30	518.82									1,873.74	2,850.00	-976.26	65.75%
6337 - Landscaping		190.00	218.00	218.00	218.00								844.00	1,200.00	-356.00	70.33%
Total 6330 - Facilities	518.82	581.80	662.30	736.82	218.00								2,717.74	4,050.00	-1,332.26	67.11%
6400 - Pumping																
6410 - Pumping Fuel & Electricity	3,313.73	3,759.06	5.26	6,043.52	332.02								13,453.59	20,499.98	-7,046.39	65.63%
Total 6400 - Pumping	3,313.73	3,759.06	5.26	6,043.52	332.02								13,453.59	20,499.98	-7,046.39	65.63%
6600 - Collection/Transmission																
6660 - Maintenance, Collection System														5,000.02	-5,000.02	
Total 6600 - Collection/Transmission														5,000.02	-5,000.02	
6800 - Vehicles																
6810 - Fuel	117.48		89.21										206.69	500.02	-293.33	41.34%
6820 - Truck Equipment, Expensed														80.02	-80.02	
6830 - Truck Repairs	31.45		207.61										239.06	500.02	-260.96	47.81%
Total 6800 - Vehicles	148.93		296.82										445.75	1,080.06	-634.31	41.27%
6900 - Sewer Authority Midcoastside																
6910 - SAM Collections				83,937.57									83,937.57	164,018.02	-80,080.45	51.18%
6920 - SAM Operations	104,095.58	104,095.58	104,095.58	104,095.58									416,382.32	624,573.52	-208,191.20	66.67%
6940 - SAM Maintenance, Collection Sys														20,000.02	-20,000.02	
6950 - SAM Maintenance, Pumping				12,025.16									12,025.16	24,999.98	-12,974.82	48.1%
Total 6900 - Sewer Authority Midcoastside	104,095.58	104,095.58	104,095.58	200,058.31									512,345.05	833,591.54	-321,246.49	61.46%
Total 6000 - Operations	108,416.36	110,620.44	105,059.96	213,623.35	16,600.02								554,320.13	906,221.60	-351,901.47	61.17%

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 Expense	150,165.63	150,192.13	161,568.69	293,344.37	46,213.02								801,483.84	1,220,646.52	-419,162.68	65.66%
Net Ordinary Income	-126,054.66	-139,055.17	-133,235.26	-286,340.48	-16,037.12								-700,722.69	228,715.90	-929,438.59	-306.37%
Other Income/Expense																
Other Income																
7000 - Capital Account Revenues																
7100 - Connection Fees																
7110 - Connection Fees (New Constr)	24,913.00	24,913.00		5,085.00									54,911.00	72,300.00	-17,389.00	75.95%
7120 - Connection Fees (Remodel)			6,979.00										6,979.00	24,999.98	-18,020.98	27.92%
7130 - Conn. Fees, PFP (New Constr)	1,996.40												1,996.40			
Total 7100 - Connection Fees	26,909.40	24,913.00	6,979.00	5,085.00									63,886.40	97,299.98	-33,413.58	65.66%
7200 - Interest Income - LAIF	20,724.38			23,843.08									44,567.46	12,500.00	32,067.46	356.54%
Total 7000 - Capital Account Revenues	47,633.78	24,913.00	6,979.00	28,928.08									108,453.86	109,799.98	-1,346.12	98.77%
Total Other Income	47,633.78	24,913.00	6,979.00	28,928.08									108,453.86	109,799.98	-1,346.12	98.77%
Other Expense																
8000 - Capital Improvement Program																
8075 - Sewer		164,486.00		464,869.52									629,355.52	1,938,750.00	-1,309,394.48	32.46%
Total 8000 - Capital Improvement Program		164,486.00		464,869.52									629,355.52	1,938,750.00	-1,309,394.48	32.46%
9000 - Capital Account Expenses																
9125 - PNC Equipment Lease Interest	1,460.18	2,890.09		2,847.57									7,197.84	8,540.57	-1,342.73	84.28%
9200 - I-Bank Loan	1,263.57												1,263.57	11,961.96	-10,698.39	10.56%
Total 9000 - Capital Account Expenses	2,723.75	2,890.09		2,847.57									8,461.41	20,502.53	-12,041.12	41.27%
Total Other Expense	2,723.75	167,376.09		467,717.09									637,816.93	1,959,252.53	-1,321,435.60	32.55%
Net Other Income	44,910.03	-142,463.09	6,979.00	-438,789.01									-529,363.07	-1,849,452.55	1,320,089.48	28.62%
Net Income	-81,144.63	-281,518.26	-126,256.26	-725,129.49	-16,037.12								-1,230,085.76	-1,620,736.65	390,650.89	75.9%

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			
Ordinary Income/Expense																			
Income																			
4220 - Cell Tower Lease	3,046.21	3,046.21	3,046.21	3,046.21	3,046.21								15,231.05	17,750.02	-2,518.97	85.81%			
4400 - Fees																			
4410 - Administrative Fee (New Constr)		521.00		521.00	521.00								1,563.00	2,750.02	-1,187.02	56.84%			
4420 - Administrative Fee (Remodel)														450.00	-450.00				
4430 - Inspection Fee (New Constr)		496.00		492.00	492.00								1,480.00	2,499.98	-1,019.98	59.2%			
4440 - Inspection Fee (Remodel)														324.98	-324.98				
4460 - Remodel Fees	354.00				1,180.72								1,534.72						
Total 4400 - Fees	354.00	1,017.00		1,013.00	2,193.72								4,577.72	6,024.98	-1,447.26	75.98%			
4510 - Grants		280.00											280.00						
4610 - Property Tax Receipts			635.08	227.05	24,855.26								25,717.39	137,499.98	-111,782.59	18.7%			
4740 - Testing, Backflow					3,372.00								3,372.00	8,000.02	-4,628.02	42.15%			
4810 - Water Sales, Domestic	139,171.95	220,638.79	181,536.41	154,670.09	164,406.51								860,423.75	957,747.98	-97,324.23	89.84%			
4850 - Water Sales Refunds, Customer		-818.04	-1,416.61										-2,234.65	-1,500.00	-734.65	148.98%			
4990 - Other Revenue		512.30	1,100.00	1,570.00	139.01								3,321.31						
Total Income	142,572.16	224,676.26	184,901.09	160,526.35	198,012.71								910,688.57	1,125,522.98	-214,834.41	80.91%			
Gross Profit	142,572.16	224,676.26	184,901.09	160,526.35	198,012.71								910,688.57	1,125,522.98	-214,834.41	80.91%			
Expense																			
5000 - Administrative																			
5190 - Bank Fees	1,057.50	60.00	61.57	32.94	-60.00								1,152.01	1,749.98	-597.97	65.83%			
5200 - Board of Directors																			
5210 - Board Meetings	20.92	125.00		148.71									294.63	2,000.02	-1,705.39	14.73%			
5220 - Director Fees		187.50	262.50	375.00									825.00	1,650.00	-825.00	50.0%			
Total 5200 - Board of Directors	20.92	312.50	262.50	523.71									1,119.63	3,650.02	-2,530.39	30.68%			
5240 - CDPH Fees														7,749.98	-7,749.98				
5250 - Conference Attendance	111.63												111.63	3,000.00	-2,888.37	3.72%			
5270 - Information Systems	1,079.50												1,079.50	1,500.00	-420.50	71.97%			
5300 - Insurance																			
5310 - Fidelity Bond		437.50											437.50	249.98	187.52	175.01%			
5320 - Property & Liability Insurance			2,215.00										2,215.00	1,350.00	865.00	164.07%			
Total 5300 - Insurance		437.50	2,215.00										2,652.50	1,599.98	1,052.52	165.78%			
5350 - LAFCO Assessment														1,250.02	-1,250.02				
5400 - Legal																			

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
5420 - Meeting Attendance, Legal				13.50									13.50	4,250.02	-4,236.52	0.32%
5430 - General Legal				1,550.00									1,550.00	30,000.00	-28,450.00	5.17%
5440 - Litigation				6,785.00									6,785.00			
Total 5400 - Legal				8,348.50									8,348.50	34,250.02	-25,901.52	24.38%
5510 - Maintenance, Office		880.60	220.85	201.51	56.63								1,359.59	3,999.98	-2,640.39	33.99%
5530 - Memberships		269.00		3,370.00									3,639.00	10,250.02	-6,611.02	35.5%
5540 - Office Supplies	234.37	979.73	170.75	1,590.24									2,975.09	3,500.02	-524.93	85.0%
5550 - Postage	698.47	1,650.66	94.80	1,943.05	406.43								4,793.41	3,500.02	1,293.39	136.95%
5560 - Printing & Publishing	86.82	45.43	549.37	53.78	834.52								1,569.92	999.98	569.94	157.0%
5600 - Professional Services																
5610 - Accounting		2,050.00		8,400.00									10,450.00	15,000.00	-4,550.00	69.67%
5620 - Audit				5,000.00									5,000.00	6,500.02	-1,500.02	76.92%
5630 - Consulting	1,923.25	375.00		3,385.56									5,683.81	17,499.98	-11,816.17	32.48%
5650 - Labor & HR Support	203.50	203.50	203.50	203.50									814.00	1,250.02	-436.02	65.12%
5660 - Payroll Services	71.08	73.30	73.30	73.30	72.19								363.17	500.02	-136.85	72.63%
Total 5600 - Professional Services	2,197.83	2,701.80	276.80	17,062.36	72.19								22,310.98	40,750.04	-18,439.06	54.75%
5710 - San Mateo Co. Tax Roll Charges				119.00									119.00			
5720 - Telephone & Internet	2,085.07	2,637.72	154.49	4,378.96	233.35								9,489.59	12,500.02	-3,010.43	75.92%
5730 - Mileage Reimbursement				974.85									974.85	999.98	-25.13	97.49%
5740 - Reference Materials														399.98	-399.98	
5790 - Other Administrative				176.00									176.00			
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	2,994.72	2,955.32	2,708.19	2,981.44	3,052.06								14,691.73	21,514.50	-6,822.77	68.29%
5820 - Employee Benefits	12,335.62	6,167.81	3,809.11	6,167.81	6,167.81								34,648.16	40,029.00	-5,380.84	86.56%
5830 - Disability Insurance	280.51	280.51	280.51	280.51									1,122.04	2,144.02	-1,021.98	52.33%
5840 - Payroll Taxes	3,386.07	2,947.62	2,695.50	3,001.50	3,108.64								15,139.33	24,380.02	-9,240.69	62.1%
5850 - PARS	2,499.83	2,591.96	2,333.24	2,596.38	2,560.04								12,581.45	17,867.02	-5,285.57	70.42%
5900 - Wages																
5910 - Management	9,584.72	8,381.32	8,381.32	8,381.32	8,381.33								43,110.01	51,862.50	-8,752.49	83.12%
5920 - Staff	29,431.49	31,019.87	27,262.39	31,063.11	30,047.42								148,824.28	213,402.00	-64,577.72	69.74%
5930 - Staff Certification	600.00	650.00	650.00	650.00	950.00								3,500.00	5,700.00	-2,200.00	61.4%
5940 - Staff Overtime	5,183.35	3,200.36	3,770.54	3,853.31	5,927.44								21,935.00	34,667.02	-12,732.02	63.27%
5950 - Staff Standby	2,034.26	2,072.54	1,964.04	2,080.21	2,122.46								10,273.51	13,061.48	-2,787.97	78.66%
Total 5900 - Wages	46,833.82	45,324.09	42,028.29	46,027.95	47,428.65								227,642.80	318,693.00	-91,050.20	71.43%
5960 - Worker's Comp Insurance														11,658.52	-11,658.52	

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
Total 5800 · Labor	68,330.57	60,267.31	53,854.84	61,055.59	62,317.20								305,825.51	436,286.08	-130,460.57	70.1%
Total 5000 · Administrative	75,902.68	70,242.25	57,860.97	99,830.49	63,860.32								367,696.71	567,936.12	-200,239.41	64.74%
6000 · Operations																
6160 · Backflow Prevention														500.02	-500.02	
6170 · Claims, Property Damage		21.75											21.75	5,000.02	-4,978.27	0.44%
6180 · Communications																
6185 · SCADA Maintenance		6,300.00		2,503.19									8,803.19	5,000.02	3,803.17	176.06%
Total 6180 · Communications		6,300.00		2,503.19									8,803.19	5,000.02	3,803.17	176.06%
6195 · Education & Training	1,498.58	200.00	166.09	522.55									2,387.22	4,500.00	-2,112.78	53.05%
6200 · Engineering																
6210 · Meeting Attendance, Engineering														249.98	-249.98	
6220 · General Engineering		1,785.00	2,033.75	4,149.30									7,968.05	22,500.00	-14,531.95	35.41%
6230 · Water Quality Engineering		38,201.29	21,065.50	39,120.00									98,386.79	50,000.02	48,386.77	196.77%
Total 6200 · Engineering		39,986.29	23,099.25	43,269.30									106,354.84	72,750.00	33,604.84	146.19%
6320 · Equipment & Tools, Expensed	1,525.40	1,001.58	305.35	1,013.20	207.68								4,053.21	2,499.98	1,553.23	162.13%
6330 · Facilities																
6335 · Alarm Services	127.02		52.50	127.02									306.54	399.98	-93.44	76.64%
6337 · Landscaping		497.95	483.00	483.00	483.00								1,946.95	3,000.00	-1,053.05	64.9%
6330 · Facilities - Other																
Total 6330 · Facilities	127.02	497.95	535.50	610.02	483.00								2,253.49	3,399.98	-1,146.49	66.28%
6370 · Lab Supplies & Equipment		460.08		493.92									954.00	999.98	-45.98	95.4%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	6,089.22	6,538.30	1,571.22	10,330.63	1,937.73								26,467.10	45,000.00	-18,532.90	58.82%
6420 · Pumping Maintenance, Generators		393.39	428.62										822.01	5,000.02	-4,178.01	16.44%
6430 · Pumping Maintenance, General		207.57											207.57	2,499.98	-2,292.41	8.3%
6440 · Pumping Equipment, Expensed														350.02	-350.02	
Total 6400 · Pumping	6,089.22	7,139.26	1,999.84	10,330.63	1,937.73								27,496.68	52,850.02	-25,353.34	52.03%
6500 · Supply																
6510 · Maintenance, Raw Water Mains				1,445.65	35.85								1,481.50	1,050.00	431.50	141.1%
6520 · Maintenance, Wells		2,189.25		192.25									2,381.50	5,000.02	-2,618.52	47.63%
6530 · Water Purchases				6,781.42									6,781.42	20,000.02	-13,218.60	33.91%
Total 6500 · Supply		2,189.25		8,419.32	35.85								10,644.42	26,050.04	-15,405.62	40.86%

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	
6600 · Collection/Transmission																	
6610 · Hydrants		-570.00											-570.00	500.02	-1,070.02	-114.0%	
6620 · Maintenance, Water Mains		6,313.73	6,374.76										12,688.49	24,999.98	-12,311.49	50.75%	
6630 · Maintenance, Water Svc Lines														9,999.98	-9,999.98		
6640 · Maintenance, Tanks														500.02	-500.02		
6650 · Maint., Distribution General														3,500.02	-3,500.02		
6670 · Meters			2,214.89										2,214.89	1,250.02	964.87	177.19%	
6600 · Collection/Transmission - Other																	
Total 6600 · Collection/Transmission		5,743.73	8,589.65										14,333.38	40,750.04	-26,416.66	35.17%	
6700 · Treatment																	
6710 · Chemicals & Filtering		193.52	292.50	570.92									1,056.94	15,000.00	-13,943.06	7.05%	
6720 · Maintenance, Treatment Equip.	7.16	10.09	9,686.80	696.40									10,400.45	2,000.02	8,400.43	520.02%	
6730 · Treatment Analysis	61.80	374.60	6,598.10	602.60									7,637.10	21,000.00	-13,362.90	36.37%	
6700 · Treatment - Other																	
Total 6700 · Treatment	68.96	578.21	16,577.40	1,869.92									19,094.49	38,000.02	-18,905.53	50.25%	
6770 · Uniforms	1,024.15	814.00	905.15	829.35									3,572.65	6,000.00	-2,427.35	59.54%	
6800 · Vehicles																	
6810 · Fuel	665.72	594.74	-89.21	1,218.67									2,389.92	3,999.98	-1,610.06	59.75%	
6820 · Truck Equipment, Expensed				108.64									108.64	500.02	-391.38	21.73%	
6830 · Truck Repairs	178.20	595.30	581.16	42.88									1,397.54	2,499.98	-1,102.44	55.9%	
Total 6800 · Vehicles	843.92	1,190.04	491.95	1,370.19									3,896.10	6,999.98	-3,103.88	55.66%	
6890 · Other Operations				43.48									43.48				
Total 6000 · Operations	11,177.25	66,122.14	52,670.18	71,275.07	2,664.26								203,908.90	265,300.10	-61,391.20	76.86%	
Total Expense	87,079.93	136,364.39	110,531.15	171,105.56	66,524.58								571,605.61	833,236.22	-261,630.61	68.6%	
Net Ordinary Income	55,492.23	88,311.87	74,369.94	-10,579.21	131,488.13								339,082.96	292,286.76	46,796.20	116.01%	
Other Income/Expense																	
Other Income																	
7000 · Capital Account Revenues																	
7100 · Connection Fees																	
7110 · Connection Fees (New Constr)		17,457.00		19,203.00									36,660.00	86,510.02	-49,850.02	42.38%	
7130 · Conn. Fees, PFP (New Constr)		8,706.00	11,910.73	8,706.00									29,322.73	39,999.98	-10,677.25	73.31%	
7140 · Conn. Fees, PFP (Remodel)		2,032.40											2,032.40				

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
Total 7100 - Connection Fees		28,195.40	11,910.73	27,909.00									68,015.13	126,510.00	-58,494.87	53.76%
7600 - Bond Revenues, G.O.			1,412.72	1,349.22	17,178.51								19,940.45	575,217.98	-555,277.53	3.47%
Total 7000 - Capital Account Revenues		28,195.40	13,323.45	29,258.22	17,178.51								87,955.58	701,727.98	-613,772.40	12.53%
Total Other Income		28,195.40	13,323.45	29,258.22	17,178.51								87,955.58	701,727.98	-613,772.40	12.53%
Other Expense																
8000 - Capital Improvement Program																
8100 - Water		5,337.50	11,684.01	34,053.37	1,260.00								52,334.88	240,500.02	-188,165.14	21.76%
Total 8000 - Capital Improvement Program		5,337.50	11,684.01	34,053.37	1,260.00								52,334.88	240,500.02	-188,165.14	21.76%
9000 - Capital Account Expenses																
9075 - PFP Connection Expenses				6,135.00									6,135.00			
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	2,890.10		2,847.56									7,197.85	8,540.57	-1,342.72	84.28%
9150 - SRF Loan														38,537.56	-38,537.56	
9210 - Conservation Program/Rebates		300.00		400.00									700.00	999.98	-299.98	70.0%
Total 9000 - Capital Account Expenses	1,460.19	23,783.91		9,382.56									34,626.66	176,021.11	-141,394.45	19.67%
Total Other Expense	1,460.19	29,121.41	11,684.01	43,435.93	1,260.00								86,961.54	416,521.13	-329,559.59	20.88%
Net Other Income	-1,460.19	-926.01	1,639.44	-14,177.71	15,918.51								994.04	285,206.85	-284,212.81	0.35%
Net Income	54,032.04	87,385.86	76,009.38	-24,756.92	147,406.64								340,077.00	577,493.61	-237,416.61	58.89%

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

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	1,531,356.14	0.00	1,531,356.14
LAIF Investment Fund			
Capital Reserve	3,810,640.78	0.00	3,810,640.78
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	<u>4,412,122.78</u>	<u>0.00</u>	<u>4,412,122.78</u>
Total Sewer - Bank Accounts	5,943,478.92	0.00	5,943,478.92
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	945,981.14	945,981.14
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
GO Bonds Fund	0.00	940,709.77	940,709.77
Total Restricted Cash	<u>0.00</u>	<u>1,194,075.90</u>	<u>1,194,075.90</u>
Total Water - Bank Accounts	0.00	2,632,537.04	2,632,537.04
Total Checking/Savings	5,943,478.92	2,632,537.04	8,576,015.96
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-3,236.74	0.00	-3,236.74
Sewer - Accounts Receivable - Ot...	2,559.74	0.00	2,559.74
Total Sewer - Accounts Receivable	<u>-677.00</u>	<u>0.00</u>	<u>-677.00</u>
Water - Accounts Receivable			
Accounts Receivable	0.00	-4,270.74	-4,270.74
Accounts Rec. - Backflow	0.00	14,081.11	14,081.11
Accounts Rec. - Water Residents	0.00	201,315.10	201,315.10
Unbilled Water Receivables	0.00	259,634.72	259,634.72
Total Water - Accounts Receivable	<u>0.00</u>	<u>470,760.19</u>	<u>470,760.19</u>
Total Accounts Receivable	-677.00	470,760.19	470,083.19
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	<u>17,200.98</u>	<u>43,038.63</u>	<u>60,239.61</u>
Total Current Assets	5,960,002.90	3,146,335.86	9,106,338.76
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.	<u>3,250,409.57</u>	<u>0.00</u>	<u>3,250,409.57</u>

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

Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	5,340,307.33	0.00	5,340,307.33
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-8,463,505.00	0.00	-8,463,505.00
Total Sewer - Fixed Assets	5,062,409.24	0.00	5,062,409.24
Water - Fixed Assets			
General Plant	0.00	26,866,754.62	26,866,754.62
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-10,818,472.00	-10,818,472.00
Total Water - Fixed Assets	0.00	18,189,939.40	18,189,939.40
Total Fixed Assets	5,062,409.24	18,189,939.40	23,252,348.64
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	101,367.00	0.00	101,367.00
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	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	2,338,564.13	0.00	2,338,564.13
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	190,536.00	190,536.00
Bond Acquisition Cost OID	0.00	47,864.40	47,864.40
Bond Issue Cost	0.00	51,409.55	51,409.55
Total Water - Other Assets	0.00	289,809.95	289,809.95
Total Other Assets	2,338,564.13	289,809.95	2,628,374.08
TOTAL ASSETS	13,360,976.27	21,626,085.21	34,987,061.48
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	-163,586.09	0.00	-163,586.09
Accounts Payable - Water	0.00	281,171.49	281,171.49
Total Accounts Payable	-163,586.09	281,171.49	117,585.40
Other Current Liabilities			
Water - Net Pension Liability	0.00	-52,155.00	-52,155.00
Sewer - Net Pension Liability	-27,826.00	0.00	-27,826.00
Sewer - Current Liabilities			
Accrued Vacations	5,532.92	0.00	5,532.92
Deposits Payable	25,348.73	0.00	25,348.73
PNC Equip. Loan - S/T	30,726.50	0.00	30,726.50
Total Sewer - Current Liabilities	61,608.15	0.00	61,608.15

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

Water - Current Liabilities			
Accrued Vacations	0.00	14,310.99	14,310.99
Deposits Payable	0.00	46,507.23	46,507.23
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	30,726.48	30,726.48
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	797,390.36	797,390.36
Payroll Liabilities			
Employee Benefits Payable	12,550.33	0.00	12,550.33
Total Payroll Liabilities	12,550.33	0.00	12,550.33
Total Other Current Liabilities	46,332.48	745,235.36	791,567.84
Total Current Liabilities	-117,253.61	1,026,406.85	909,153.24
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
Deferred Inflows (Pensions)			
Sewer	21,452.00	0.00	21,452.00
Water	0.00	40,208.00	40,208.00
Total Deferred Inflows (Pensions)	21,452.00	40,208.00	61,660.00
Total Long Term Liabilities	1,327,487.21	12,916,761.82	14,244,249.03
Total Liabilities	1,210,233.60	13,943,168.67	15,153,402.27
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	168,446.42	0.00	168,446.42
Total Sewer - Equity Accounts	12,222,991.49	0.00	12,222,991.49
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	-168,446.42	-168,446.42
Total Water - Equity Accounts	0.00	2,522,608.59	2,522,608.59
Equity Adjustment Account	1,157,836.94	4,820,230.95	5,978,067.89
Net Income	-1,230,085.76	340,077.00	-890,008.76
Total Equity	12,150,742.67	7,682,916.54	19,833,659.21
TOTAL LIABILITIES & EQUITY	<u>13,360,976.27</u>	<u>21,626,085.21</u>	<u>34,987,061.48</u>



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

The Average Daily Flow for Montara was 0.243 MGD in November 2018. There was no reportable overflow in November in the Montara System. SAM indicates there were 4.08 inches of rain in November 2018.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, November 2018

Attachment C

November 2018

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

12 Month Moving Total

Total	12 month rolling Number			
	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0
Grease	0	0	0	0
Mechanical	1	0	0	0
Wet Weather	0	0	0	0
Other	0	0	0	0
Total	1	0	0	0
	100%	0%	0%	0%

Reportable SSOs

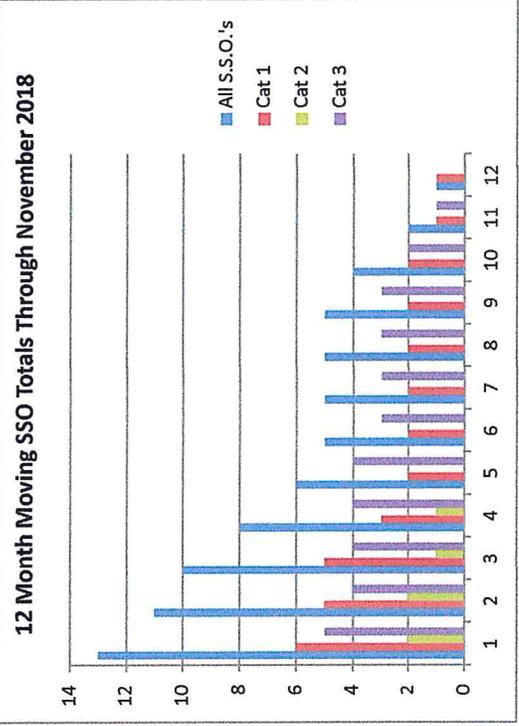
Total	Reportable Number of S.S.O.'s			
	HMB	GCSD	MWSD	SAM
November 2018	0	0	0	0
12 Month Moving Total	1	0	0	0

SSOs / Year / 100 Miles

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

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
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
Sep - 18	15,448	16,407	11,416	43,271	8.2
Oct - 18	21,189	10,969	14,786	46,944	8.9
Nov - 18	19,571	27,546	10,338	57,455	10.9
Annual ft	235,445	182,427	136,677	554,549	
Annual Mi.	44.6	34.6	25.9		105.0



Attachment A

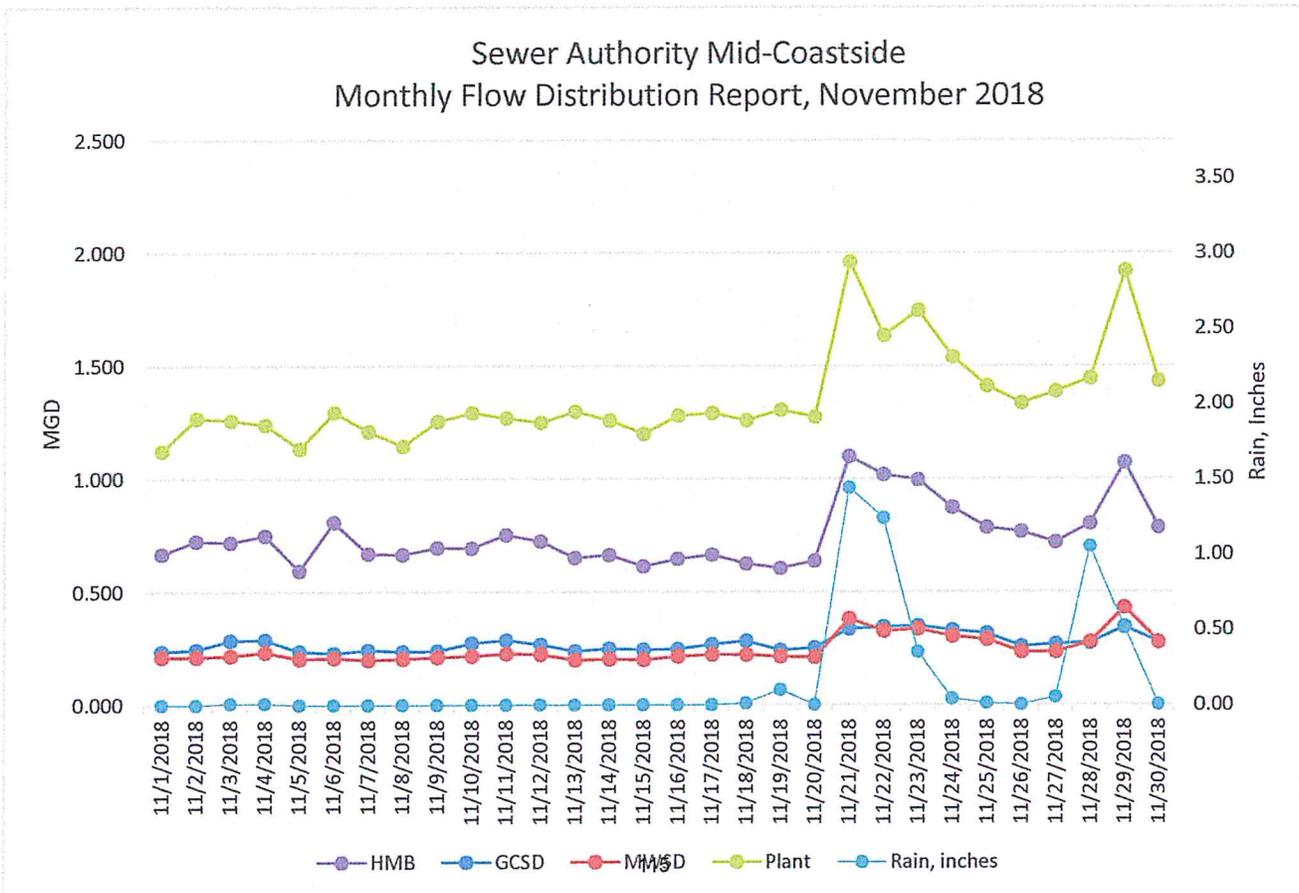
Flow Distribution Report Summary for November 2018

The daily flow report figures for the month of November 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	0.749	59.3%
Granada Community Services District	0.272	21.5%
Montara Water and Sanitary District	<u>0.243</u>	<u>19.2%</u>
Total	1.264	100.0%



Sewer Authority Mid-Coastside

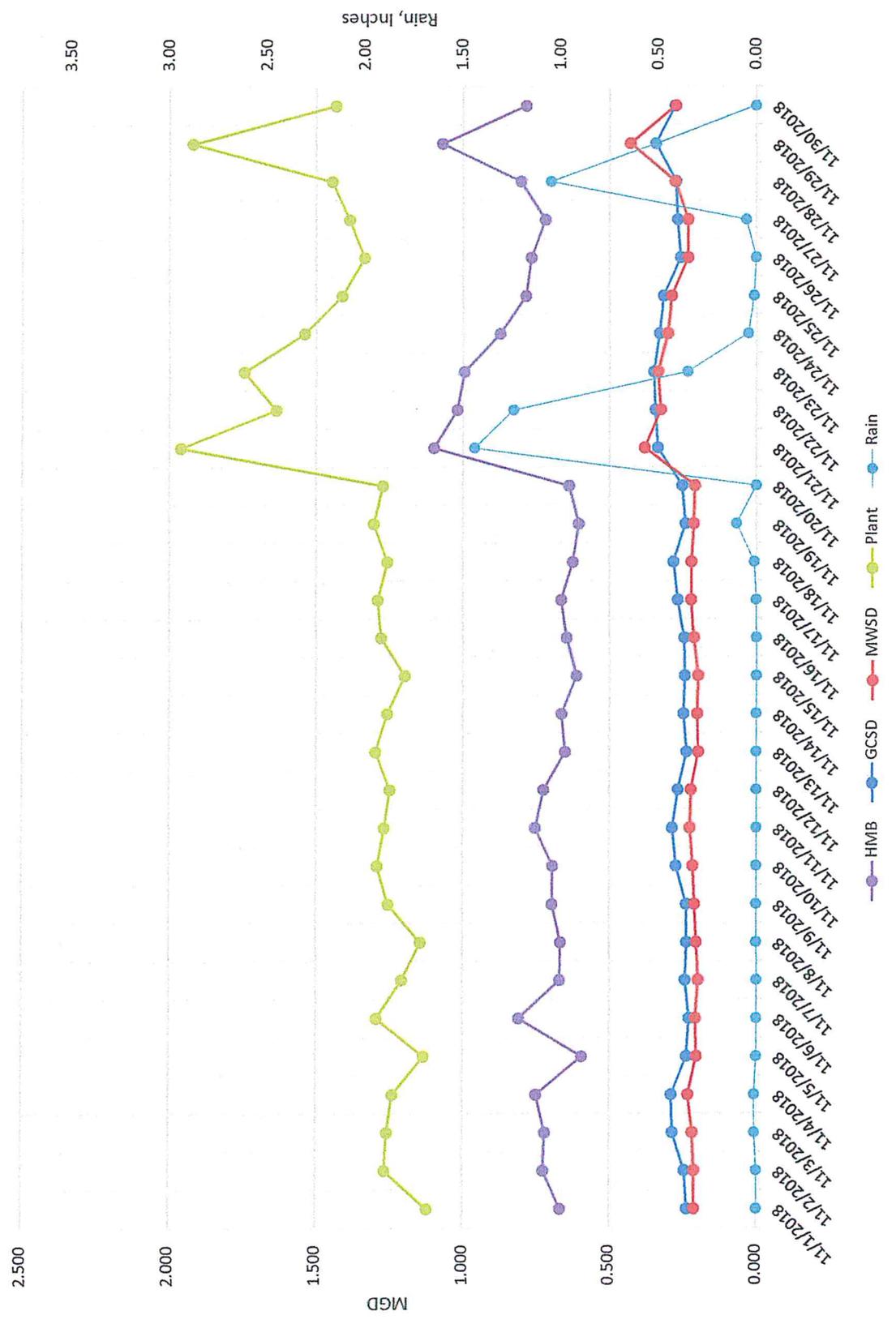
Monthly Flow Distribution Report for November 2018

<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>
11/1/2018	0.667	0.236	0.211	1.122	0.00	0.00	0.00
11/2/2018	0.724	0.244	0.211	1.267	0.00	0.00	0.00
11/3/2018	0.719	0.285	0.217	1.258	0.01	0.00	0.00
11/4/2018	0.749	0.288	0.232	1.239	0.01	0.00	0.00
11/5/2018	0.594	0.236	0.203	1.133	0.00	0.00	0.00
11/6/2018	0.808	0.228	0.207	1.294	0.00	0.00	0.00
11/7/2018	0.669	0.242	0.198	1.209	0.00	0.00	0.00
11/8/2018	0.665	0.235	0.203	1.144	0.00	0.00	0.00
11/9/2018	0.695	0.238	0.210	1.254	0.00	0.00	0.00
11/10/2018	0.693	0.272	0.215	1.291	0.00	0.00	0.00
11/11/2018	0.752	0.285	0.225	1.268	0.00	0.00	0.00
11/12/2018	0.724	0.266	0.222	1.248	0.00	0.00	0.00
11/13/2018	0.650	0.237	0.197	1.297	0.00	0.00	0.00
11/14/2018	0.663	0.247	0.201	1.257	0.00	0.00	0.00
11/15/2018	0.613	0.243	0.198	1.198	0.00	0.00	0.00
11/16/2018	0.645	0.246	0.213	1.279	0.00	0.00	0.00
11/17/2018	0.664	0.267	0.221	1.290	0.00	0.00	0.00
11/18/2018	0.624	0.281	0.220	1.257	0.01	0.00	0.00
11/19/2018	0.604	0.240	0.212	1.304	0.10	0.00	0.00
11/20/2018	0.637	0.252	0.209	1.273	0.00	0.00	0.00
11/21/2018	1.098	0.335	0.379	1.960	1.44	1.41	1.86
11/22/2018	1.018	0.343	0.325	1.635	1.24	0.48	0.59
11/23/2018	0.995	0.348	0.334	1.744	0.35	0.19	0.23
11/24/2018	0.873	0.329	0.302	1.539	0.04	0.02	0.04
11/25/2018	0.784	0.315	0.287	1.410	0.01	0.00	0.00
11/26/2018	0.766	0.257	0.232	1.334	0.00	0.00	0.00
11/27/2018	0.719	0.268	0.232	1.386	0.05	0.09	0.16
11/28/2018	0.801	0.273	0.276	1.444	1.05	0.68	0.98
11/29/2018	1.069	0.342	0.428	1.919	0.51	0.12	0.22
11/30/2018	0.783	0.275	0.274	1.432	0.00	0.00	0.00
Totals	22.467	8.154	7.294	40.685	4.82	2.99	4.08

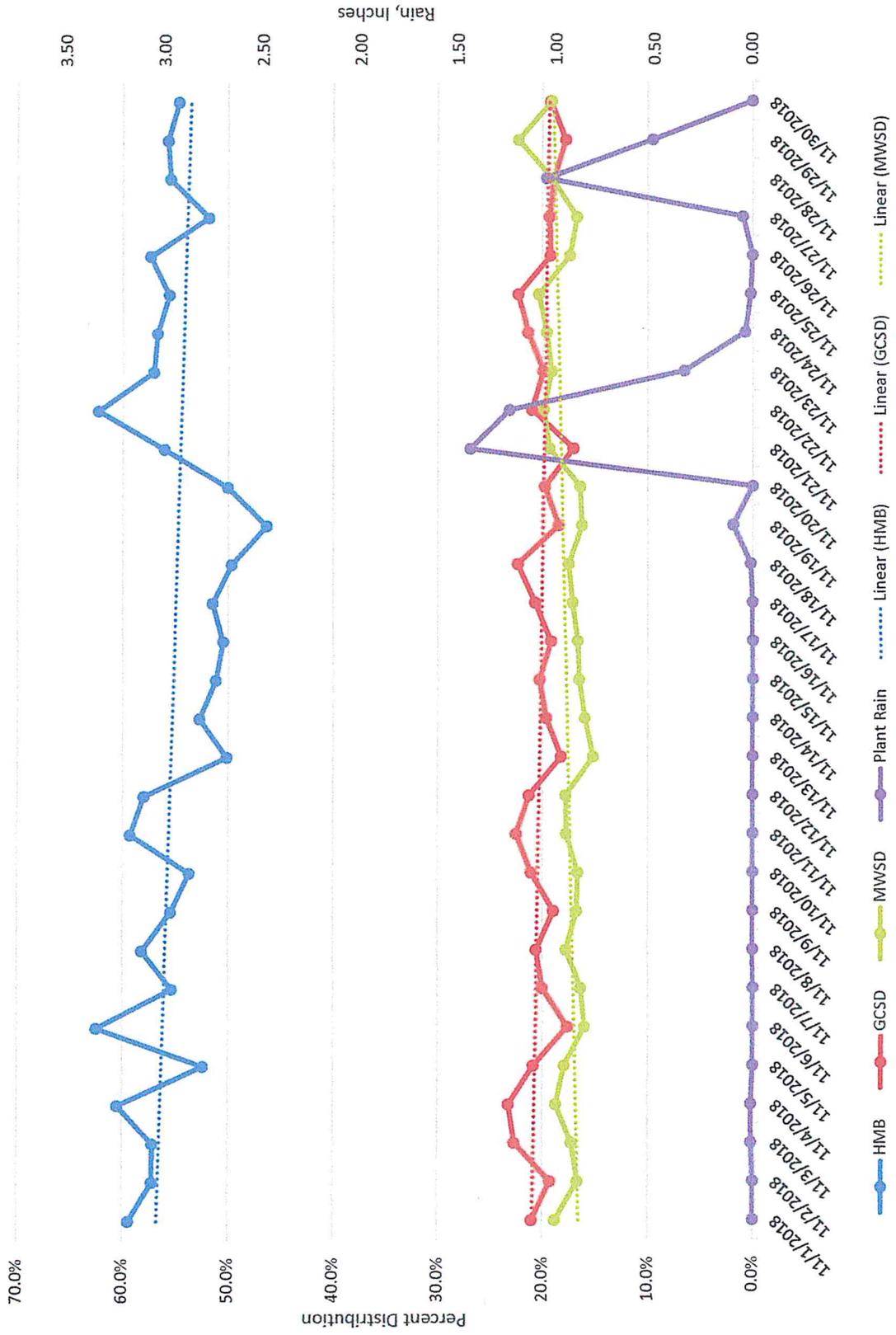
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.594	0.228	0.197	1.122
Average	0.749	0.272	0.243	1.264
Maximum	1.098	0.348	0.428	1.960
Distribution	59.3%	21.5%	19.2%	100.0%

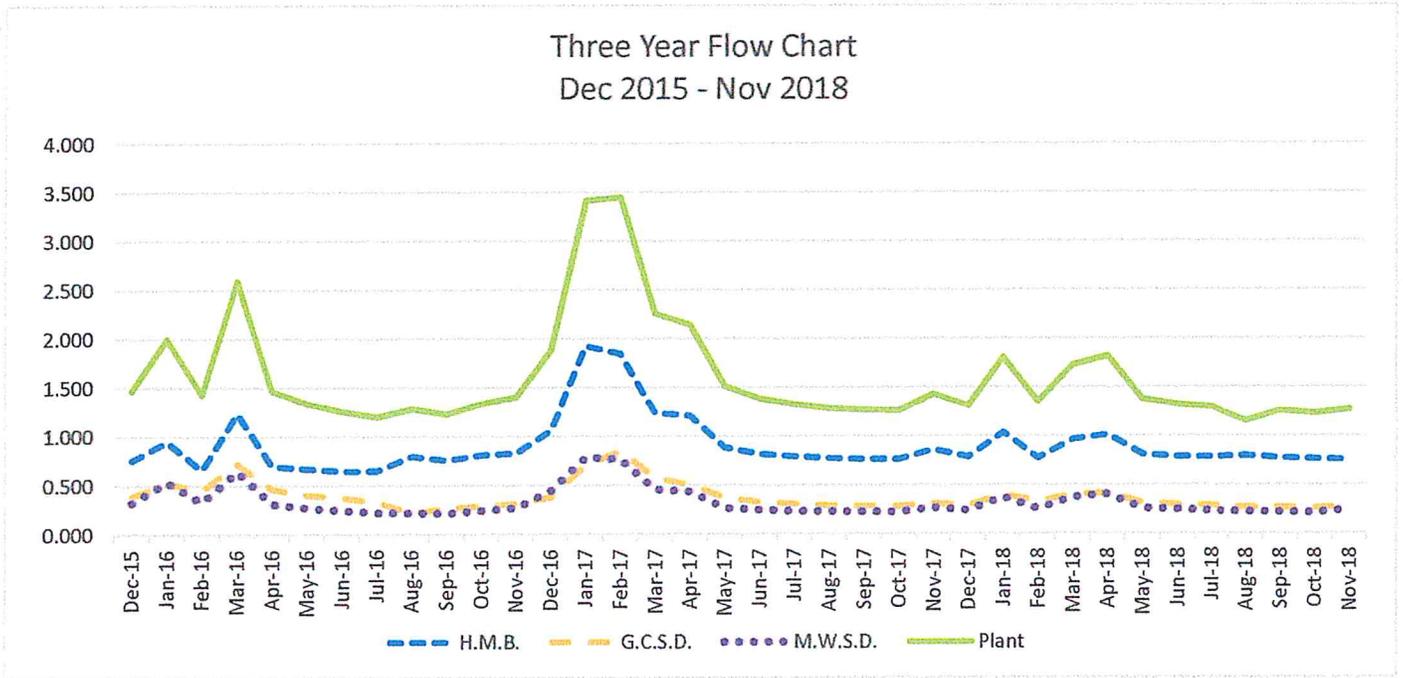
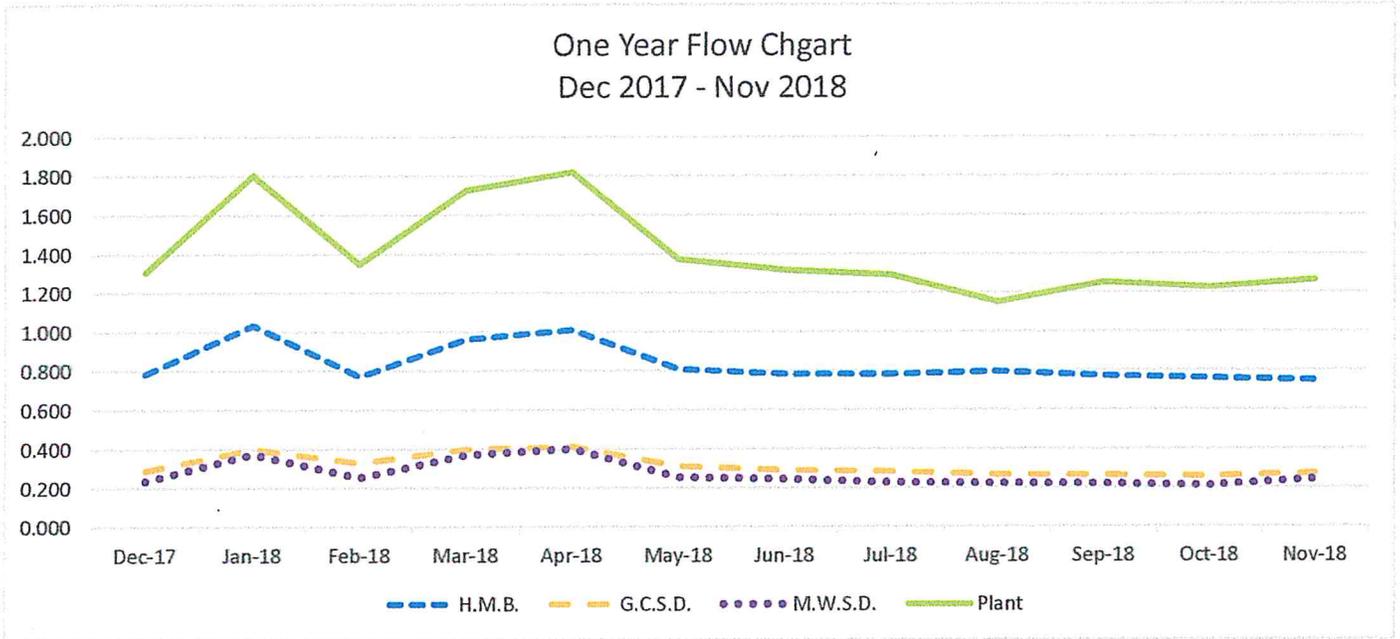
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, November 2018



Percent Distribution November 2018

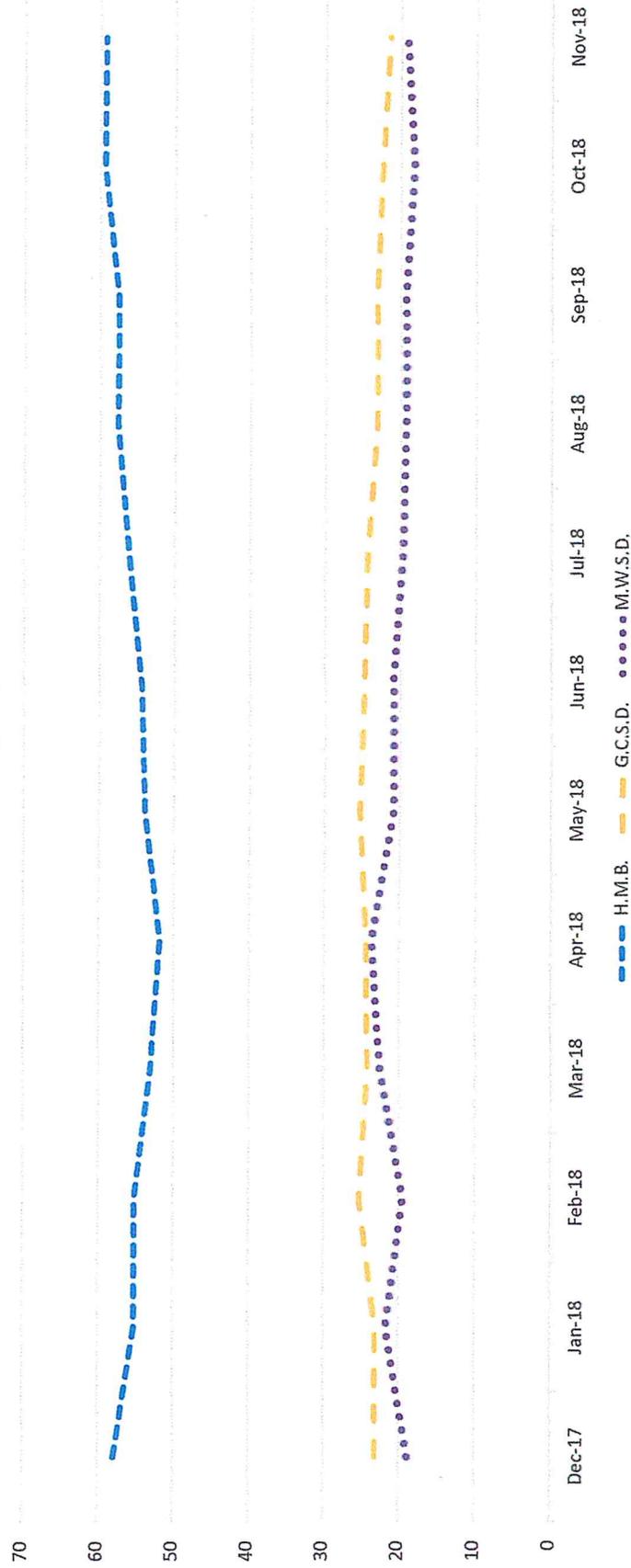


Most recent flow calibration April 2018 PS, April 2018 Plant



Flow based percent distribution based for past year

1 year Distribution by %
Dec 2017 - Nov 2018





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 17, 2019

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 December 2018 the rate was 2.291.
- 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: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

As of January 17, 2019 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
01-04-19	Katy Jaeger	848 Kelmores, Moss Beach	SFD

As of January 17, 2019 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
01-04-19	Katy Jaeger	848 Kelmores, Moss Beach	SFD

As of January 17, 2019 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
01-04-19	Katy Jaeger	848 Kelmores, Moss Beach	SFD	Domestic

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 17th, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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.

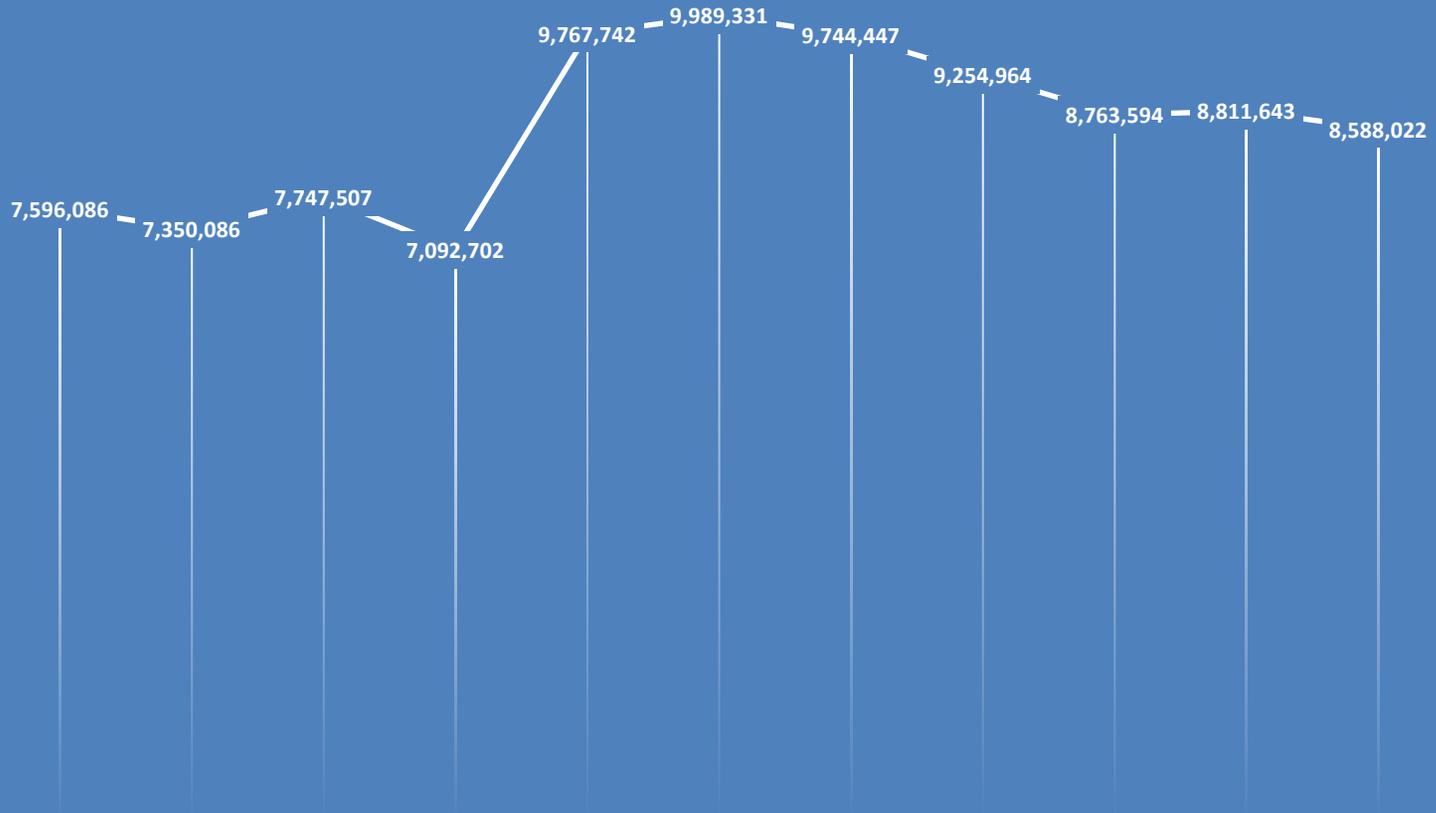
RECOMMENDATION:

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	8,763,594	8,811,643	8,588,022	

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: January 17th, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Rain Report

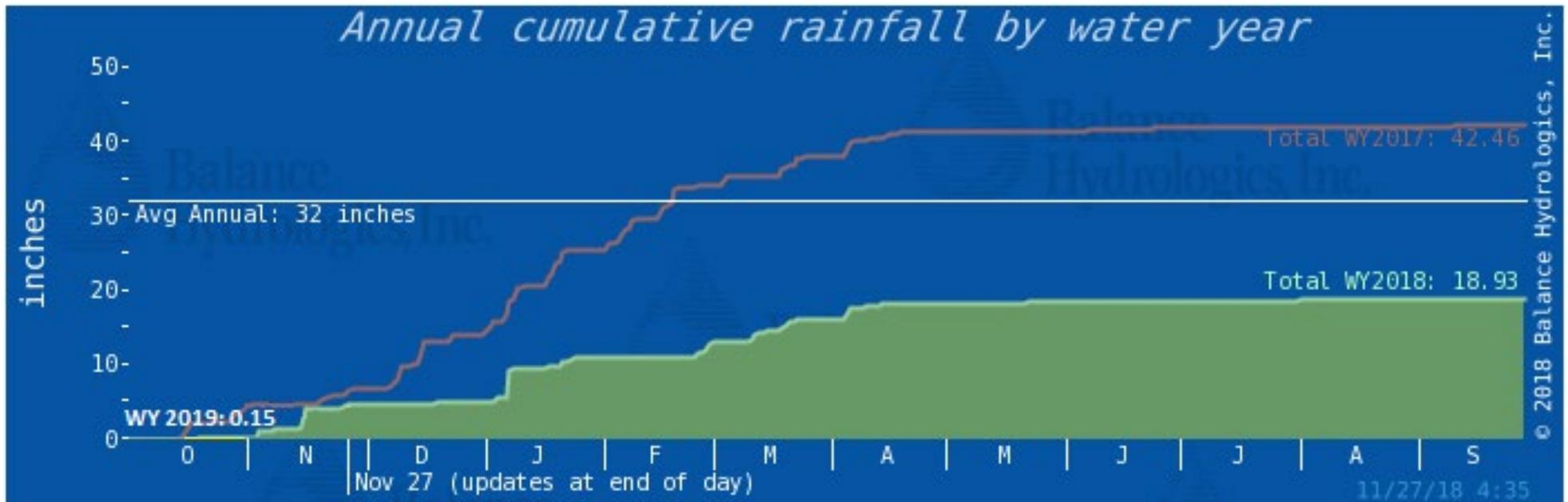
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

RECOMMENDATION:

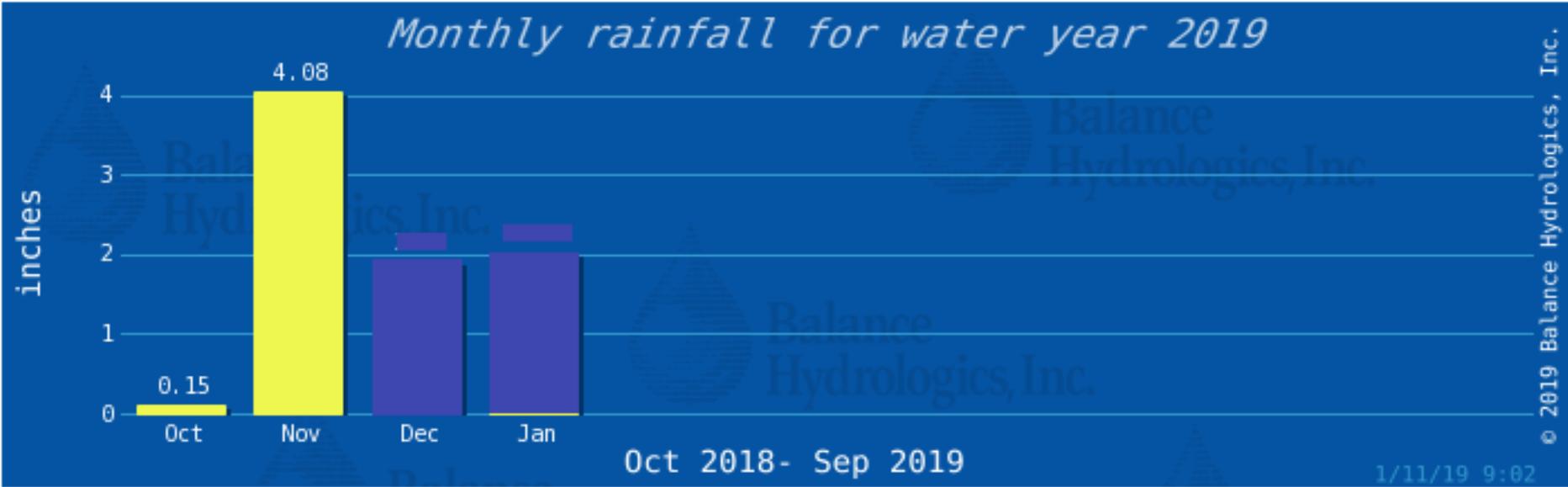
No action is required. These reports are provided for the Board's information only.

Attachments: 2

Annual Cumulative Rainfall



Monthly Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 17th, 2019

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Monthly Solar Energy Report

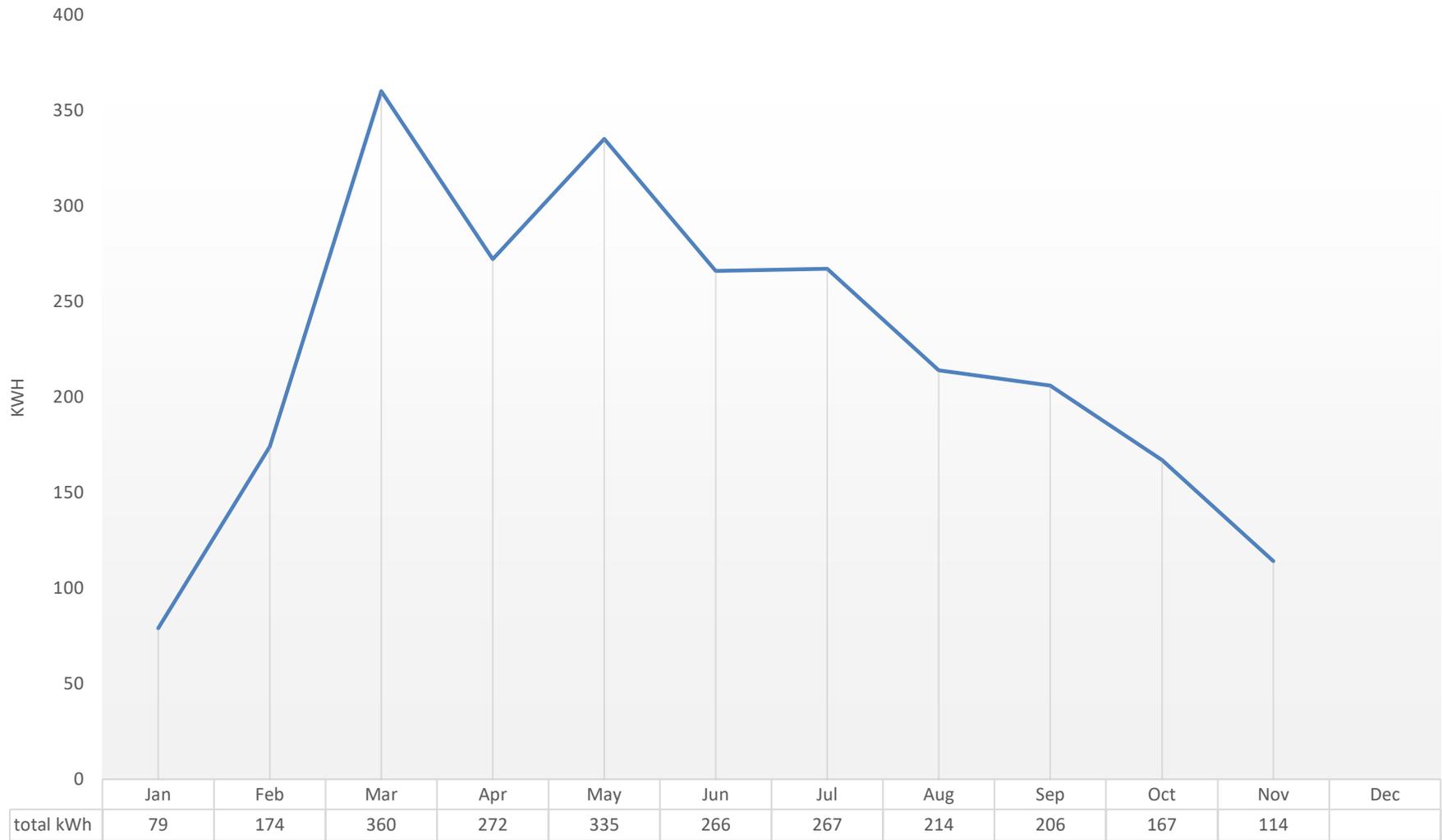
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 42165 kWh and saved 71680 lbs of CO₂.

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: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

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

The District has received the monthly PARS report for October 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
10/1/2018 to 10/31/2018**

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 10/1/2018	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 10/31/2018
Contributions	\$680,720.49	\$6,216.22	(\$39,710.79)	\$320.22	\$1,063.36	\$0.00	\$645,842.34
TOTAL	\$680,720.49	\$6,216.22	(\$39,710.79)	\$320.22	\$1,063.36	\$0.00	\$645,842.34

Investment Selection

PARS Capital Appreciation INDEX PLUS

Investment Objective

The primary goal of the Capital Appreciation objective is growth of principal. The major portion of the assets are invested in equity securities and market fluctuations are expected.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
General	0%	1.3%	7.39%	-	-	-	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.

September 2018 PARS Statement Detail Information

PARS Beginning Balance as of October 1, 2018 \$ 680,720.49

Contributions:

September 15, 2018 Calculation

Wages	\$	25,608.03	
Employer - 6.92%	\$	1,772.08	
Employee - 7.75%	\$	1,336.04	
Contributions Subtotal			\$ 3,108.11

Fund Impact - PARS Wages			
Sewer	Water	Total	
\$ 8,749.22	\$ 16,858.82	\$ 25,608.03	
\$ 605.45	\$ 1,166.63	\$ 1,772.08	

September 30, 2018 Calculation

Wages	\$	25,608.03	
Employer - 6.92%	\$	1,772.08	
Employee - 7.75%	\$	1,336.04	
Contributions Subtotal			\$ 3,108.11

Rounding

Total Contributions thru September	\$	6,216.23	
Rounding	\$	-	
			\$ 6,216.23

Earnings (\$39,710.79)

Expenses \$ (320.22)

Distributions \$ (1,063.36)

PARS Ending Balance as of October 31 \$ 645,842.34



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Certification of the Results of the November 6,
2018 Statewide General Election**

The Certificate of the Chief Elections Officer of San Mateo County for the November 2018 elections has been received and is attached. It certifies that the following candidates have been elected to the Office of Director of the Montara Water and Sanitary District for four-year terms:

- Jim Harvey
- Ric Lohman
- Eric Marshall

RECOMMENDATION:

Adopt RESOLUTION NO. _____, RESOLUTION DECLARING
RESULTS OF DISTRICT ELECTION HELD ON NOVEMBER 6, 2018.

Attachments



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
CHIEF ELECTIONS OFFICER &
ASSESSOR-COUNTY CLERK-RECORDER

December 6, 2018



Clemens Heldmaier
General Manager
Montara Water & Sanitary District
8888 Cabrillo Hwy
Montara, CA 94037

Subject: Certificate of the Chief Elections Officer for the Statewide General Election held on Tuesday, November 6, 2018

Dear General Manager Heldmaier,

This is to advise you that we have completed the Official Canvass of the vote and I have certified the election results.

Attached hereto is the official Chief Elections Officer's Certification of the November 6, 2018 Statewide General Election.

It has been a pleasure to work with you in conducting this election and I look forward to serving you again in future elections.

Sincerely,

Mark Church

Enclosures

CERTIFICATE OF THE CHIEF ELECTIONS OFFICER

In the matter of the CANVASS OF VOTES CAST)
at the STATEWIDE GENERAL ELECTION)
held on November 6, 2018)

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

THAT an election was held within the boundaries of the MONTARA
WATER & SANITARY DISTRICT on Tuesday, November 6, 2018, for the
purpose of electing three (3) Members of the Board of Directors for four (4) year
terms; and I caused to have processed and recorded the votes from the canvass
of all ballots cast at said election within the boundaries of the MONTARA
WATER & SANITARY DISTRICT.

I HEREBY FURTHER CERTIFY that the record of votes cast at said
election is set forth in Exhibit "A" attached hereto and incorporated herein by
reference as though fully set forth at length.

IN WITNESS WHEREOF, I hereunto affix my hand and seal this 6th day of
December, 2018, and file this date with the General Manager of the MONTARA
WATER & SANITARY DISTRICT.



A handwritten signature in blue ink that reads "Mark Church". The signature is fluid and cursive.

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

EXHIBIT A

42	MONTARA WATER AND SANITARY DISTRICT MEMBERS, BOARD OF DIRECTORS													
	Registration	Ballots Cast	Turnout (%)		MONTARA WATER AND Vote for 3 RIC LOHMAN	ERIN DEINZER	JIM HARVEY	ERIC MARSHALL						
3301	902	662	73.4		344	197	337	288						
3303	733	590	80.5		256	146	272	237						
3304	1,429	1,177	82.4		618	359	648	518						
3306	854	733	85.8		423	185	415	377						
3307	17	15	88.2		9	5	5	6						
3314	4	1	25.0		0	0	0	0						
3382	0	0	0.0		0	0	0	0						
3542	0	0	0.0		0	0	0	0						
Early Voting Totals	3,939	429	10.9		206	140	185	193						
Absentee Totals	3,939	2,749	69.8		1444	752	1492	1233						
Election Day Totals	3,939	0	0.0		0	0	0	0						
Grand Totals	3,939	3,178	80.7		1650	892	1677	1426						

Early Voting Totals 42	MONTARA WATER AND SANITARY DISTRICT MEMBERS, BOARD OF DIRECTORS														
	Registration	Ballots Cast	Turnout (%)		MONTARA WATER AND Vote for 3 RIC LOHMAN	ERIN DEINZER	JIM HARVEY	ERIC MARSHALL							
14TH CONGRESSIONAL DISTRICT	3,939	429	10.9		206	140	185	193							
22ND ASSEMBLY DISTRICT	3,939	429	10.9		206	140	185	193							
3RD SUPERVISORIAL DISTRICT	3,939	429	10.9		206	140	185	193							
13TH SENATORIAL DISTRICT	3,939	429	10.9		206	140	185	193							
BOARD OF EQUALIZATION DIST 2	3,939	429	10.9		206	140	185	193							
CABRILLO UNIFIED SCHOOL DISTRICT	3,939	429	10.9		206	140	185	193							
GRANADA COMMUNITY SERVICES	0	0	0.0		0	0	0	0							
MONTARA WATER & SANITARY	3,939	429	10.9		206	140	185	193							
SMC BOARD OF ED TRUSTEE AREA 1	3,939	429	10.9		206	140	185	193							
SAN MATEO COUNTY HARBOR	3,939	429	10.9		206	140	185	193							
UNINCORPORATED AREA	3,939	429	10.9		206	140	185	193							
Early Voting Totals	3,939	429	10.9		206	140	185	193							

Absentee Totals 42	MONTARA WATER AND SANITARY DISTRICT MEMBERS, BOARD OF DIRECTORS														
	Registration	Ballots Cast	Turnout (%)		MONTARA WATER AND Vote for 3 RIC LOHMAN	ERIN DEINZER	JIM HARVEY	ERIC MARSHALL							
14TH CONGRESSIONAL DISTRICT	3,939	2,749	69.8		1444	752	1492	1233							
22ND ASSEMBLY DISTRICT	3,939	2,749	69.8		1444	752	1492	1233							
3RD SUPERVISORIAL DISTRICT	3,939	2,749	69.8		1444	752	1492	1233							
13TH SENATORIAL DISTRICT	3,939	2,749	69.8		1444	752	1492	1233							
BOARD OF EQUALIZATION DIST 2	3,939	2,749	69.8		1444	752	1492	1233							
CABRILLO UNIFIED SCHOOL DISTRICT	3,939	2,749	69.8		1444	752	1492	1233							
GRANADA COMMUNITY SERVICES	0	0	0.0		0	0	0	0							
MONTARA WATER & SANITARY	3,939	2,749	69.8		1444	752	1492	1233							
SMC BOARD OF ED TRUSTEE AREA 1	3,939	2,749	69.8		1444	752	1492	1233							
SAN MATEO COUNTY HARBOR	3,939	2,749	69.8		1444	752	1492	1233							
UNINCORPORATED AREA	3,939	2,749	69.8		1444	752	1492	1233							
Absentee Totals	3,939	2,749	69.8		1444	752	1492	1233							

Grand Totals 42	MONTARA WATER AND SANITARY DISTRICT MEMBERS, BOARD OF DIRECTORS													
	Registration	Ballots Cast	Turnout (%)		MONTARA WATER AND Vote for 3 RIC LOHMAN	ERIN DEINZER	JIM HARVEY	ERIC MARSHALL						
14TH CONGRESSIONAL DISTRICT	3,939	3,178	80.7		1650	892	1677	1426						
22ND ASSEMBLY DISTRICT	3,939	3,178	80.7		1650	892	1677	1426						
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13TH SENATORIAL DISTRICT	3,939	3,178	80.7		1650	892	1677	1426						
BOARD OF EQUALIZATION DIST 2	3,939	3,178	80.7		1650	892	1677	1426						
CABRILLO UNIFIED SCHOOL DISTRICT	3,939	3,178	80.7		1650	892	1677	1426						
GRANADA COMMUNITY SERVICES	0	0	0.0		0	0	0	0						
MONTARA WATER & SANITARY	3,939	3,178	80.7		1650	892	1677	1426						
SMC BOARD OF ED TRUSTEE AREA 1	3,939	3,178	80.7		1650	892	1677	1426						
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Early Voting Totals	3,939	429	10.9		206	140	185	193						
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Election Day Totals	3,939	0	0.0		0	0	0	0						
Grand Totals	3,939	3,178	80.7		1650	892	1677	1426						



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

The oath of office will be administered to the newly elected board members Jim Harvey, Ric Lohman, and Eric Marshall for four-year terms.

RECOMMENDATION:

Authorize the President Pro-Tem to administer the oath of office to the above-named elected officials for four-year terms.

Attachment

OATH of OFFICE

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

Office: Board Member, Montara Water and Sanitary District

Subscribed and sworn to before me this _____
day of _____, 20__.

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Appointment of Board Officers and Committee
Assignments for 2019**

The attached chart indicates the current positions and committee assignments for each Board member. There is a space to select the person or persons for each such position for this calendar year. The assignments will become effective January 2019.

RECOMMENDATION:

Appoint District Officers and Committee assignments for 2019.

Attachment

MONTARA WATER AND SANITARY DISTRICT
BOARD OFFICERS, AGENCY REPRESENTATIVES
AND COMMITTEE ASSIGNMENTS

BOARD OF DIRECTORS

POSITION	APPOINTMENTS FOR 2018	CURRENT APPOINTMENTS 2019
President	Dwight Wilson	
President Pro Tem	Scott Boyd	
Secretary	Kathryn Slater-Carter	
Secretary Pro Tem	Alternates: Scott Boyd Bill Huber Jim Harvey	
Treasurer	Bill Huber	

AGENCY REPRESENTATIVES

AGENCY	APPOINTMENTS FOR 2018	CURRENT APPOINTMENTS 2019
SAM Representatives	Scott Boyd Kathryn Slater-Carter Alternates: Bill Huber Jim Harvey	
CSDA Member	Kathryn Slater-Carter Scott Boyd (Alternate) Jim Harvey (Alternate) Bill Huber (Alternate) Dwight Wilson (Alternate)	
ACWA Member	Dwight Wilson	

MONTARA WATER AND SANITARY DISTRICT

STANDING COMMITTEES

COMMITTEE	APPOINTMENTS FOR 2018	CURRENT APPOINTMENTS 2019
Budget and Finance	Bill Huber Kathryn Slater-Carter	
Personnel	Scott Boyd Dwight Wilson	

AD HOC COMMITTEES

COMMITTEE	APPOINTMENTS FOR 2018	CURRENT APPOINTMENTS 2019
Recycling/Solid Waste	Kathryn Slater-Carter Bill Huber	
WEB	Scott Boyd Bill Huber	
Outreach/ Newsletter	Kathryn Slater-Carter Bill Huber	
Legislative	Scott Boyd Kathryn Slater-Carter	
CCWD Committee	Jim Harvey Bill Huber	
Recycled Water	Bill Huber	
Wireless Lease	Scott Boyd Kathryn Slater-Carter	
Planning Committee (PWP)	Scott Boyd Kathryn Slater-Carter	

MONTARA WATER AND SANITARY DISTRICT

AD HOC COMMITTEES

COMMITTEE	APPOINTMENTS FOR 2018	CURRENT APPOINTMENTS 2019
Big Wave	Kathryn Slater-Carter Dwight Wilson	
Rate Study	Jim Harvey Kathryn Slater-Carter	
Connection Fee Committee	Scott Boyd Kathryn Slater-Carter Clemens Heldmaier	
Strategic Plan Progress	Kathryn Slater-Carter Dwight Wilson	

Note: Terms for all positions begin January 1, 2019 and end December 31, 2019 unless otherwise indicated by the Board of Directors.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Response to Resident Questions
about Fire Flow.**

Gregg Dieguez, a Montara resident, submitted several questions about fire flow to the District. In consulting with the District Engineer, the following responses are recommended:

1. *With the projected connection growth, how is pressure maintained throughout the system to fight fires?*

Distribution system pressures to provide regular water service and fight fires are maintained by the MWSD existing storage tanks' elevations. These are fixed elevations and are not dependent on the water consumption.

2. *Is a 2-hour design(er) fire a reasonable depiction of the risks we face? What other scenarios would it be prudent to plan for?*

MWSD Board of Directors had selected this very conservative (high) design fire scenario for sizing the District's storage tanks: 2,000 gallons per minute (gpm) for 2 hours. For comparison, the Fire Code prescribes that the District must design their storage facilities for a fire that will use 750 gpm for 1.5 hours. Therefore, while the Fire Code allows the District to design storage facilities based on a significantly lower fire demand, the Board opted to design their storage facilities based on a fire that will require 2,000 gpm for 2 hours.

3. *Why isn't the "fire reserve" reserved and deducted from planned capacity in projections of how many connections MWSD could support?*

The "fire reserve" is not a capacity number, it is a storage reserve dedicated to fire fighting. It is unrelated to the number of connections existing or future. It is related to the design fire as discussed above.

4. *How does the "real peak fire reserve" compare to mid-year and end of year storage at each tank? How would the water be directed to the likely fire areas?*

The District relies on Montara Creek and groundwater wells for its water supply and has no storage reservoirs or lakes. The tanks are replenished daily, not seasonally, except for the fire storage that is never used unless there is a fire.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

The distribution system is designed to deliver water from fire storage to any point in the system; the ability of the distribution system to deliver adequate flow and pressure is tested through hydraulic modeling and hydrant tests. Improvements are made annually to improve the capacity of the system to deliver increased fire flows.

5. Would a fire in Rancho Corral de Tierra affect our access to and use of water pumped and store there or other locations? How is any fire-related outage factored into our available capacity or reliable water supply?

Rancho Corral de Tierra relies on its own water supply and is not a District customer. Specific “fire-related” outages are not factored in the water supply analyses as they do not really exist. The planning analyses take into consideration the largest source out of service to estimate the reliable water supply.

6. What actions are being taken to remedy the 2017 Master Plan note that “39-percent of the nodes in the distribution system were unable to provide adequate fire flow”?

The District plans projects and improvements every year and those are outlined in the MWSD Water System Capital Improvements Program (CIP), which is a 10-year projection of system improvements that informs the District’s annual budget.

The District Water Engineer will be present. CalFire was invited to attend the meeting and provide additional comments.

RECOMMENDATION:

Respond to Gregg Dieguez as noted above.

Gregg,

Please see my answers below:

I want to know how much water is actually available each month at a given point in time. I do have the master plan. Are you saying that even in a dry month late in the year the tanks are ALWAYS FULL?

Yes. The tanks are always (almost) full all year around. Tank levels fluctuate only slightly with daily demand that is constantly offset by wells that turn on according to demand.

Fine on the agenda delay. I have also brought it up with the MCC and CalFire. I'll forward more issues/questions soon.

You aware of residents' reports that a recent fire in Moss Beach (which was well-responded to by 10 engines (!?!)) found the nearest hydrant inadequate in pressure and had to be served from another hydrant further away?

According to the responding Battalion Chief, the change from one hydrant to the other was due to engine access not performance. Both hydrants flow significantly above requirements.

Do you have consumption statistics for the recent fires in Moss Beach?

Vue De Mar Fire 47,000 gallons, 96 Terrace Fire 65,000 gallons. Both numbers are fire flow and demand added together. According to CalFire estimate the actual water used for the fires was significantly less.

Thanks,

Clemens

Clemens Heldmaier

General Manager

Montara Water & Sanitary District

8888 Cabrillo Hwy

Montara, CA 94037

PHONE: 650-728-3545

FAX: 650-728-8556

mwsd@coastside.net

PRIVILEGED COMMUNICATION:

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On Nov 26, 2018, at 12:49 PM, Gregg Dieguez <gadieguez@live.com> wrote:

I want to know how much water is actually available each month at a given point in time. I do have the master plan. Are you saying that even in a dry month late in the year the tanks are ALWAYS FULL?

Fine on the agenda delay. I have also brought it up with the MCC and CalFire. I'll forward more issues/questions soon.

You aware of residents' reports that a recent fire in Moss Beach (which was well-responded to by 10 engines (!?!)) found the nearest hydrant inadequate in pressure and had to be served from another hydrant further away?

Do you have consumption statistics for the recent fires in Moss Beach?

Thanks,

Gregg Dieguez
P.O. Box 370404
Montara, CA 94037
[\(650\) 544-0714](tel:6505440714) Cell

From: Clemens <mwsd@coastside.net>
Sent: Monday, November 26, 2018 9:05 AM
To: Gregg Dieguez
Subject: Re: MWSD Water Storage?

Gregg,

It would be helpful to understand what the purpose of your question is. Operationally it doesn't make sense. I assume you aren't asking for the max. storage levels in tanks, since you can find it easily in the Master Plan, correct?

Water tanks buffer the difference between demand and production in a water system. In other words, the tanks are always at their max. level, i.e. full, unless temporary demand exceeds well production. Small variations in levels are calculated into production numbers.

If this doesn't help, please be more specific with the nature of your question.

On a different note, we were hoping to use your questions about the communities fire preparedness for a full agenda item at the December 6 meeting. Due to some complications with scheduling, it looks like we need to move the item to January. Again I hope this will be a more comprehensive look at the new normal in California, hopefully with input from CalFire.

Thanks,

Clemens

Clemens Heldmaier

General Manager

Montara Water & Sanitary District

8888 Cabrillo Hwy

Montara, CA 94037

PHONE: [650-728-3545](tel:650-728-3545)

FAX: [650-728-8556](tel:650-728-8556)

mwsd@coastside.net

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On Nov 25, 2018, at 9:00 PM, Gregg Dieguez <gadieguez@live.com> wrote:

Clemens,

I've reviewed a few meeting packets but I can't find the water storage levels by tank, expecting monthly reports. I can find sewer flows, and water PRODUCTION, but not the levels RETAINED. Can you point me to the source?

Gregg Dieguez
P.O. Box 370404
Montara, CA 94037
[\(650\) 544-0714](tel:6505440714) Cell



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2018**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Adoption of Connection Charge Report**

Senate Bill 1760 revised a section of the Government Code concerning development fees and charges in 1999. It requires local governments to make available to the public information about capacity charges, what they are used for and whether or not any are available for refund. It provides that any water or sewer connection charges shall not exceed the estimated reasonable cost of providing the service for which the charge is imposed. The attached Annual Connection Charge Report provides a summary of the connection charge revenue received for previous fiscal years through FY 2017-18, and indicates how that money is allocated.

RECOMMENDATION:

Authorize the filing of the Annual Connection Report with the District Clerk.

Attachment

ANNUAL WATER CONNECTION CHARGE REPORT
Montara Water and Sanitary District
June 30, 2018

The District, in compliance with Section 66013 of the Government Code in reviewing the water and sewer connection charges and fees, finds as follows:

Year Ending	Connection Fees Collected	Connection Fees Spent on Capital Projects	Remaining Balance
6/30/2018	\$ 284,556.00	\$ 284,556.00	\$0.00
6/30/2017	\$ 208,785.00	\$ 208,785.00	\$0.00
6/30/2016	\$ 139,419.00	\$ 139,419.00	\$0.00
6/30/2015	\$ 172,492.12	\$ 172,492.12	\$0.00
6/30/2014	\$ 107,520.30	\$ 107,520.30	\$0.00
6/30/2013	\$ 74,314.87	\$ 74,314.87	\$0.00
6/30/2012	\$ 131,890.00	\$ 131,890.00	\$0.00
6/30/2011	\$ 18,382.00	\$ 18,382.00	\$0.00
6/30/2010	\$ 21,971.00	\$ 21,971.00	\$0.00
6/30/2009	\$ 50,848.00	\$ 50,848.00	\$0.00
6/30/2008	\$ 120,108.59	\$ 120,108.59	\$0.00
6/30/2007	\$ 65,900.00	\$ 65,900.00	\$0.00

ANNUAL SEWER CONNECTION CHARGE REPORT
Montara Water and Sanitary District
June 30, 2018

The District, in compliance with Section 66013 of the Government Code in reviewing the water and sewer connection charges and fees, finds as follows:

<u>Year Ending</u>	<u>Connection Fees Collected</u>	<u>Connection Fees Spent on Capital Projects</u>	<u>Remaining Balance</u>
6/30/2018	\$ 229,263.00	\$ 229,263.00	\$0.00
6/30/2017	\$ 175,830.00	\$ 175,830.00	\$0.00
6/30/2016	\$ 100,597.00	\$ 100,597.00	\$0.00
6/30/2015	\$ 166,355.00	\$ 166,355.00	\$0.00
6/30/2014	\$ 66,970.00	\$ 66,970.00	\$0.00
6/30/2013	\$ 36,325.00	\$ 36,325.00	\$0.00
6/30/2012	\$ 43,468.00	\$ 43,468.00	\$0.00
6/30/2011	\$ 6,519.28	\$ 6,519.28	\$0.00
6/30/2010	\$ 49,516.00	\$ 49,516.00	\$0.00
6/30/2009	\$ 102,628.00	\$ 102,628.00	\$0.00
6/30/2008	\$ 153,929.00	\$ 153,929.00	\$0.00
6/30/2007	\$ 295,901.00	\$ 295,901.00	\$0.00



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of Half Moon Bay Terrace Groundwater
Basin SGMA Prioritization**

In the spring of 2018, the Department of Water Resources (DWR) released their statewide draft updated groundwater basin priorities list for public review and comment. These priorities feed into meeting the Sustainable Groundwater Management Act (SGMA) requirements through the formation of Sustainable Groundwater Agencies (SGAs) for high-priority ranked basins. MWSD's wells and service area are partially within the DWR-defined Half Moon Bay Terrace (HMBT) basin. HMBT basin had been assigned a "very low" priority in 2014 when DWR first developed the implementation plan for SGMA.

In 2018, DWR proposed changing the priority of the HMBT basin from "very low" to "very high." This would have triggered a requirement that all groundwater users in the basin, including MWSD, to form an SGA and prepare a sustainable groundwater management plan by 2022. This process would require extensive resources from all users; likely in the range of hundreds of thousands of dollars to over a million from MWSD alone.

MWSD staff, including the District's Water Engineer participated in several meetings with the County, DWR, and other stakeholders to gather information about the draft prioritization and discuss approaches to commenting. District Engineer researched the sources of information that DWR used to calculate the prioritization score for HMBT and discovered inaccurate data in their records. The main reason that the HMBT basin priority was changed from "very low" to "very high" was that the total groundwater usage was newly estimated to be above 2,000 acre-feet per year. Below that threshold, a basin is automatically assigned "very low" priority.

After identifying that inaccurate production data was used by DWR, staff wrote the comment letter, providing the accurate data and the justification for changing the annual production estimate for the HMBT basin. District Engineer maintains historic production data records for all of MWSD's sources. District submitted the letter on August 20, 2018. On January 2, 2019 DWR announced that the priority of the HMBT basin had been revised to "very low" in the final determination by the state. The reason for the re-prioritization was that the total estimated groundwater use in the basin was adjusted downward, to below 2,000 acre-feet per year, resulting in an automatic "very low" priority ranking.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A copy of the MWSD's letter to DWR is attached for your reference.

RECOMMENDATION:

This is for Board information only



**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

August 20, 2018

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

And

California Department of Water Resources
Attn: Trevor Joseph
PO Box 942836
Sacramento, California 94236

Via email: sgmps@water.ca.gov and taryn.ravazinni@water.ca.gov

RE: Comments on Half Moon Bay Terrace Basin Prioritization

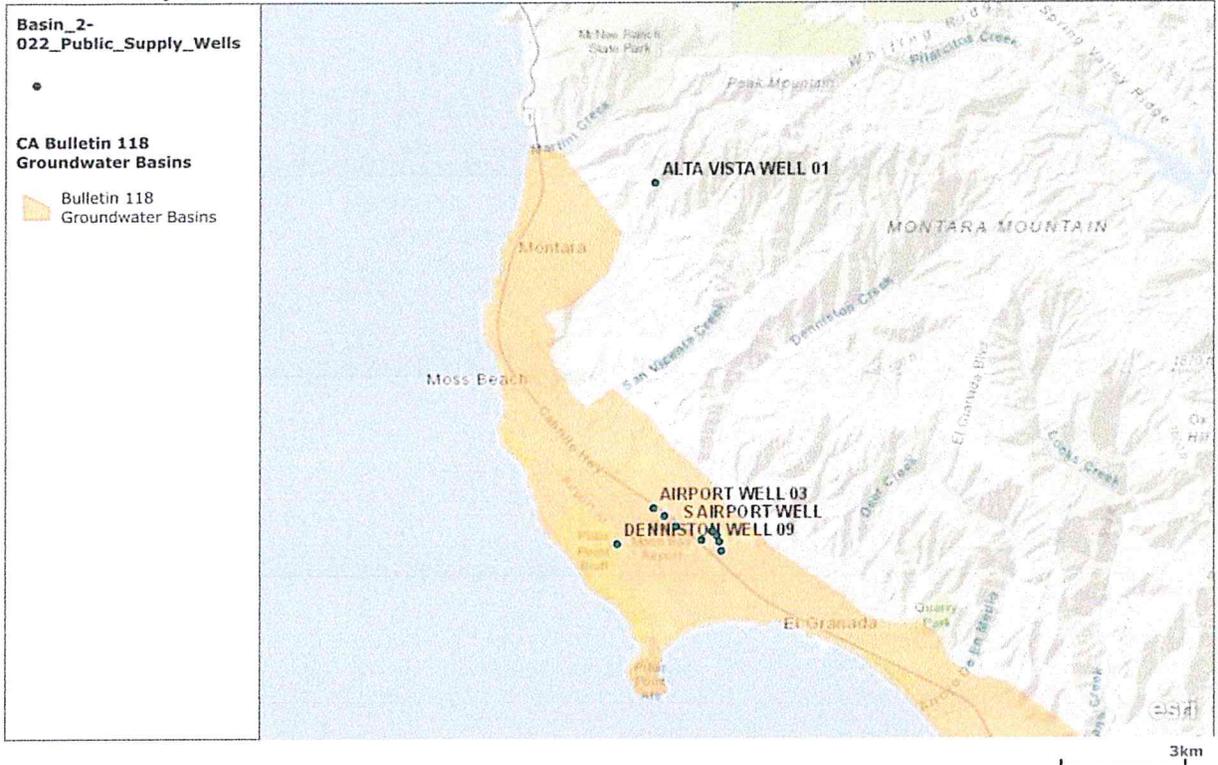
Dear Deputy Director Ravazzini and Mr. Joseph:

Thank you for providing the opportunity to comment on the 2018 draft basin prioritization. Montara Water and Sanitary District (MWSD or District) has reviewed the available data and basin prioritization procedure documentation. MWSD supports the Department of Water Resources' (DWR) efforts to protect the state's groundwater resources for beneficial use through focused planning and sustainable management of groundwater basins.

MWSD has submitted comments through the online portal and the purpose of this letter is to provide accurate well location and production data for the District's public supply wells in the Half Moon Terrace Basin.

In data sets provided by the state for public review, the coordinates for MWSD's Alta Vista well were listed as 37.51463, -122.495439. As noted in the data set, these are the coordinates for Airport Well 2, which is a different well and not in the vicinity of the Alta Vista well. The Alta Vista well is located at 37.550158, -122.496745 and is outside the boundary of the Half Moon Bay Terrace Basin (Figure 1).

Half Moon Bay Terrace Basin



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

Figure 1: Correct Locations of MWSD Supply Wells within Half Moon Bay Terrace Basin

Additionally, the data sets provided by the state for public review indicated that a total of 620 acre-feet of water was extracted for urban water supply in 2014 (the reference year for prioritization) from the Half Moon Terrace Basin. The state did not provide a detailed breakdown of this total, however, MWSD believes that it should be adjusted downward based on actual production records for wells that are within the Half Moon Terrace Basin.

Table 1 provides the 2014 total MWSD production volumes for wells inside and outside the Half Moon Terrace Basin. MWSD submits the service area total production annually to the state, which includes wells outside the Basin. MWSD suspects the state used that total when calculating Component 6 Urban Groundwater Volume. Only wells inside the basin should be used to calculate the total groundwater volume used for urban water supply in the SGMA prioritization procedure. Three supply wells located outside the Basin provide the majority of MWSD groundwater supply, and should not be counted as urban water use in the Half Moon Terrace Basin prioritization. As shown in Table 1, MWSD extracted just 14.7 acre-feet of water for urban supply from wells within the Basin in 2014. MWSD requests that the state revises the Component 6 Urban Groundwater Volume data point downward, as appropriate, to reflect this more accurate accounting of withdrawals. MWSD recognizes that the only other public water supplier in the Basin, Coastside County Water District, also extracted water for urban supply in 2014, but suspects it is much less than the difference between the 620 acre-feet total presented by the state in the prioritization data sets and the documented 14.7 acre-feet total used by MWSD.

Please see the 2014 production data for each MWSD well, and whether it is located inside or outside the Basin, in Table 2.

Table 1: Summary MWSD Production Volumes for 2014 (SGMA basin prioritization reference year)

Source	2014 Production Volume (acre-feet)
Total Production	292.3
Total Groundwater Production	271.0
Groundwater from wells within Half Moon Terrace Basin	14.6
Groundwater from wells outside Half Moon Terrace Basin	256.4

Table 2: 2014 Water Supply Data for MWSD

Source	Half Moon Bay Terrace Basin Status	2014 Volume (acre-feet)
Alta Vista Well	out	179.8
North Airport Well	in	14.7
South Airport Well	in	0.0
Airport Well #3	in	0.0
Drake Well	out	30.1
Portola Well #1	out	5.4
Portola Well #3	out	7.6
Portola Well #4	out	3.2
Wagner Well #3	out	30.2
Montara Surface Diversion	surface water	21.3
Total Production		292.3

In closing, MWSD would like to acknowledge the comment letters put forth by the Coastside County Water District, San Mateo County, and the City of Half Moon Bay.

Thank you in advance for considering our comments and our request for re-evaluation of the Half Moon Bay Terrace Basin prioritization.

Sincerely,



Clemens Heldmaier
General Manager
Montara Water & Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2019**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: Review and Possible Action Concerning Nomination of Representative for ACWA Region 5 Board.

The Region 5 Nominating Committee is looking for members who are interested in leading the direction of ACWA Region 5 for the remainder of the 2018-2019 term. The Nominating Committee is currently seeking candidates for the Region 5 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions.

The leadership of ACWA's ten geographical Regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 5 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 5. Members of the Region 5 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals.

Director Ric Lohman has served for more than a decade in public functions related to Special Districts and wishes to serve on the ACWA Region 5 Board. A resolution is required by ACWA from the governing board nominating one of its board members. Nominations must be received by February 15, 2019. The Region 5 Nominating Committee will announce their appointment shortly thereafter.

RECOMMENDATION:

Adopt R E S O L U T I O N N O. _____, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT PLACING IN NOMINATION RIC LOHMAN AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 5 BOARD MEMBER.

Attachment

RESOLUTION NO. _____

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT
PLACING IN NOMINATION RIC LOHMAN AS A MEMBER OF THE
ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION 5 BOARD MEMBER**

WHEREAS, the Board of Directors of the Montara Water and Sanitary District does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA);

WHEREAS, Ric Lohman has indicated a desire to serve as a Board Member of ACWA Region 5;

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. Does place its full and unreserved support in the nomination of Ric Lohman for the position of Board Member of ACWA Region 5.
2. Does hereby determine that the expenses attendant with the service of Ric Lohman in ACWA Region 5 shall be borne by the Montara Water and Sanitary District.

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 on the 17th day of January, 2019 by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

MEMORANDUM

Date: December 12, 2018

To: ACWA Region 5 Member Agency Presidents and General Managers
(sent via e-mail)

From: ACWA Region 5 Board

The Region 5 Board is looking for ACWA members who are interested in leading the direction of ACWA Region 5 for the remainder of the 2018-2019 term. The Board is seeking candidates to fill one Board Member vacancy.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 5 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 5. The members of the Region 5 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 5 Board Member, please familiarize yourself with the Role of the Regions and Responsibilities; and the Region 5 Rules and Regulations (attached) and complete the following steps:

- **Complete the attached Nomination Form**
- **Obtain a Resolution of support from your agency's Board of Directors**
- **Submit the requested information to ACWA by February 15, 2019**

The Region 5 Board will make their appointment shortly thereafter and will inform the region of the results.

If you have any questions, please contact ACWA Regional Affairs Representative Brian Sanders at brians@acwa.com, or Regional and Member Services Specialist II Ana Javaid at anaj@acwa.com, or call (916) 441-4545.

THE ROLE OF THE REGIONS

Mission:

ACWA Regions will provide the grassroots support to advance ACWA's legislative and regulatory agenda.

Background:

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

The primary charge of regions:

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.
 - *Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Is a member of ACWA's Outreach Program, and encourages region involvement.

- Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- In the absence of the chair and in partnership with the chair, exercises the powers and performs duties of the region chair.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

Region Board Member:

- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.
- Will participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.

ACWA Region 5 Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

Region officers must be a local agency board member.

The chair shall appoint a secretary to the Board if one is deemed necessary.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Vacancy

The vice chair position shall automatically ascend to the chair position in the event that a vacancy occurs in the chair position during the regular term cycle.

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

In an effort to preserve objectivity during the nominating committee process, candidates other than nominating committee members shall be nominated for election.

The nominating committee should pursue qualified members within the region to run for the region board, and should consider geographic diversity, agency size and focus in selecting a slate.

See the current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances

See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors. The Region 5 Rules & Regulations can be amended by a majority vote of those present at any Region 5 meeting as long as a quorum is present.



REGION BOARD CANDIDATE NOMINATION FORM

Name of Candidate: _____

Agency: _____ Title: _____

Agency Phone: _____ Direct Phone: _____

E-mail: _____ ACWA Region: _____ County: _____

Address: _____

Agency Function(s): (check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Wholesale | <input type="checkbox"/> Sewage Treatment | <input type="checkbox"/> Flood Control |
| <input type="checkbox"/> Urban Water Supply | <input type="checkbox"/> Retailer | <input type="checkbox"/> Groundwater Management / Replenishment |
| <input type="checkbox"/> Ag Water Supply | <input type="checkbox"/> Wastewater Reclamation | <input type="checkbox"/> Other: _____ |

Describe your ACWA-related activities that help qualify you for this office:

In the space provided, please write or attach a brief, half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating on region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

*I hereby submit my name for consideration by the Nominating Committee.
(Please attach a copy of your agency's resolution of support/sponsorship for your candidacy.)*

Signature Title Date

Submit completed form to Ana Javaid at anaj@acwa.com.

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
(DISTRICT NAME)
PLACING IN NOMINATION (NOMINEE NAME)
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION ____ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region ____

and/or

(iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region ____.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

(i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region ____.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region ____ shall be borne by the (District Name).

Adopted and approved this ____ day of ____ (month) 2018.

(SEAL)

(Nominee Name), (Title)
(District Name)

ATTEST:

(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the ____ day of ____ (month) 2018, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

(Secretary Name), Secretary to the
Board of Directors of
(District Name)