



**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

September 3, 2020 at 7:30 p.m.

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED REMOTELY PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 TEMPORARILY SUSPENDING AND MODIFYING CERTAIN TELECONFERENCE REQUIREMENTS UNDER THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Directors, staff and the public may participate remotely via the application ZOOM:

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/82702989581?pwd=Vi9LUTZVT1BIL0JyY3VWQ2hiNkRqUT09>

MEETING ID: 827 0298 9581

Password: 140287

CALL IN PHONE NUMBER: +1 669 900 9128

INSTRUCTIONS for remote access are available at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. You also may view video during the meeting via live stream or after the meeting at <https://videoplayer.telvue.com/player/wuZKb9gwEY7sMACIlsr7VSJglB35kNZA/stream/159?fullscreen=true&showtabssearch=false&autostart=false> . If you experience technical difficulties or have technical questions prior to or during the meeting, please contact MWSD's IT support at (650) 728-7843.

Note: Public participation is not permitted during closed session discussion items.

Public Comment

In accordance with the Government Code, members of the public may address the Board on specific agenda items when the matter is announced by the Board President. Any other item of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. A "raise hand" button available for every Zoom user can be used to alert the President of the intent to comment.

Public comment also may be submitted in writing (in accordance with the three-minute per speaker limit) via email to info@mwsd.net up to one-hour prior to the scheduled meeting time. Please indicate in your email the agenda item to which your comment applies. The District Clerk will read all comments into the record. Comments and materials related to an item on this Agenda submitted after distribution of the Agenda Packet are available in the District Clerk's office during normal business hours and 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.

Upon request, this Agenda and written agenda materials will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or accommodation in order to participate in the public meeting should be emailed to info@mwsd.net or submitted by phone at 650-728-3545 at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, and local orders, the format of this meeting may be altered, or the meeting may be canceled. You may check on the status of the meeting by visiting the District's website at: <http://mwsd.montara.org> .

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

CONSENT AGENDA

1. [Approve Minutes for Regular Scheduled Board Meeting August 20, 2020.](#)
2. [Approve Financial Statements for July 2020.](#)
3. [Approve Warrants for September 1, 2020.](#)
4. [SAM Flow Report for July 2020.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report.](#)
8. [Rain Report.](#)
9. [Monthly Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for June 2020.](#)

OLD BUSINESS (none)

NEW BUSINESS

1. [Water Leak Repair of 8" Water Main under Highway 1 between Carlos Street to Vallemar Street.](#)
2. [Review and Possible Action Concerning Water Mainline Extension Agreement for New Service Connection at 655 Vue De Mar Ave, Moss Beach, APN 037-155-080.](#)
3. [Review and Possible Action Concerning Draft Board of Directors Letter to the Editor on Local Leadership and Community Representation.](#)

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Slater-Carter).
2. MidCoast Community Council Meeting (Slater-Carter).
3. CSDA Report (Lohman).
4. LAFCo Report (Lohman).
5. Attorney's Report (Fitzgerald).
6. Directors' Reports.
7. [General Manager's Report \(Heldmaier\).](#)

FUTURE AGENDAS

1. MWSD Defined Benefit Plan Actuarial Evaluation.
2. Strategic Community Planning Workshop.
3. MWSD Excess Property Evaluation.

CONVENE IN CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Government Code §54956.9(d)(4))

Initiation of Litigation

Number of cases: 1

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Government Code §54956.9(d)(1))

Case Name: *City of Half Moon Bay v. Granada Community Services District, et al.*

(Santa Clara County Super. Ct. No. 17CV316927)

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

The District has a curfew of 10:30 p.m. for all meetings. The meeting may be extended for one hour by vote of the Board.



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS MEETING
August 20, 2020

MINUTES

Due to COVID-19, this meeting was conducted remotely pursuant to the provisions of the Governor's Executive orders N-25-20 and N-29-20 temporarily suspending and modifying certain teleconference requirements under the Ralph M. Brown Act. Directors, staff, and the public participated remotely via the application ZOOM.

REGULAR SESSION BEGAN AT 7:30 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Dekker, Harvey, Lohman, and Slater-Carter

Directors Absent: None

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

Others Present: District Counsel, Christine Fitzgerald
District Sewer Engineer, Pippin Cavagnaro
Kastama Consulting, Alison Kastama

PRESIDENT'S STATEMENT –

Director Slater-Carter suggested that the Montara Water and Sanitary District (MWSD) add a link to their website for the transportation survey on the San Mateo County Connect the Coast website. This is for the transportation needs of the community, and it is important so the County has a complete representation of community concerns. Please fill out the County questionnaire as soon as possible.

ORAL COMMENTS -

Gregg Dieguez, Montara resident wanted to bring up several issues and recommended “sharpening their pencils” when it comes to the connection fees for Big Wave, and something they should be ready for. He couldn’t recall when the water connection fees were updated and what they were based on. He was unable to finish his comment due to internet connection problems.

Harald Herrmann, Montara resident stated he had two questions: Is there enough water reserves, and are there plans to expand the water reserves with the two big proposed developments in Moss Beach, and who is paying for that? And, how is the Water System Reliability charge calculated for new developments and how is that working for Pillar Ridge?

Director Lohman suggested that Mr. Herrmann contact General Manager Heldmaier directly if he needs more information on the Water Reliability charge, as this was discussed extensively in past meetings.

Harald Herrmann, Montara resident replied that other residents have similar concerns about the water reserves and how the Water Reliability charge applies to large scale development.

General Manager Heldmaier stated that MWSD has over one million gallons in water reserves for firefighting. Fire storage is calculated for house fires. Public water systems are not designed to fight wildfires—that is what CA Fire is for. The connection charge is taking care of what would be called a “buy in” for new development. A connection charge report was done in 2017. The Water Reliability Charge is a flat charge, based on the size of the meter, and the size of the meter is affected by the number of units. So, a multi-family home would have a larger meter, and their charge would be higher than a single-family home. All the information is on the MWSD website, and he encouraged Mr. Herrmann to call him directly for more information.

Harald Herrmann replied that he understood that MWSD only has 240,000 gallons in water reserves for fighting fires and that didn’t seem like very much. He reiterated his question about expanding the volume of water reserves with the new developments coming in.

General Manager Heldmaier reiterated that MWSD has over one million gallons available for firefighting and the number Mr. Herrmann referred to is the number

subtracted from any demand in excess. MWSD has over a million gallons in storage.

Director Boyd pointed out that is for domestic fires, and not wildfires. It is two different categories of firefighting.

Director Slater-Carter added that the water system, acquired in 2003, and largely rebuilt, has been done according to standard water industry practices. It is a balancing act, and when they have their engineering done it is always done with best practices at the time. She encouraged Mr. Herrmann to call General Manager Heldmaier for more clarification.

PUBLIC HEARING – none

CONSENT AGENDA

- 1. Approve Minutes for Regular Scheduled Board Meetings July 2, and July 16, 2020.**
- 2. Approve Financial Statements for June 2020**
- 3. Approve Warrants for August 1, 2020**
- 4. SAM Flow Report for June 2020**
- 5. Monthly Review of Current Investment Portfolio**
- 6. Connection Permit Applications Received**
- 7. Monthly Water Production Report**
- 8. Rain Report**
- 9. Monthly Solar Energy Report**
- 10. Monthly Public Agency Retirement Service Report for May 2020**

Director Lohman made a motion to approve the Consent Agenda and Director Dekker seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

OLD BUSINESS - none

NEW BUSINESS

- 1. Review and Possible Action Concerning Appropriations Limit.**

General Manager Heldmaier stated this is an item agendized annually, and limits the amount of property tax proceeds that the District can spend. Last year, the Appropriations limit was approximately 2.4 million dollars and this year it is 2.478 million dollars. This is 1.51 million dollars below the GANN limit. MWSD receives approximately \$400,000-\$600,000 in property tax proceeds. The recommendation is to approve the Resolution of the Montara Water and Sanitary District Determining the Appropriations 2020-2021 Limit.

Director Boyd made a motion to approve the Resolution of the Montara Water and Sanitary District determining the 2020-2021 Appropriations limit, and Director Harvey seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

2. Review and Possible Action Concerning the Employee Wellness Program.

General Manager Heldmaier stated that for the last 3-4 years the District has received a grant from the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) for employee wellness activities. This year the District received \$272 dollars and has a Wellness Program in place in which \$25.00 per month is applied to an employee's account for eligible expenditures upon proof of payment. This year will be challenging due to the pandemic and its resulting closures. However, the way this grant is written and the way MWSD has structured the program, there is enough flexibility to encourage employees to find alternate ways towards wellness and take part in this program. The maximum expense would be \$2,120 dollars for total participation for the year. Last year, MWSD spent around \$600 dollars for this program. The recommendation is to authorize up to \$2,120 dollars of District funds for contributions to Montara Water and Sanitary District full-time employees for participation in wellness activities of \$25 dollars per month per employee after proof of payment by the employee.

Director Dekker commented that he was surprised the purchase of masks is included as well.

General Manager Heldmaier replied that the District provides masks to their employees.

Director Harvey made a motion to authorize up to \$2,120 dollars of District funds for contributions to Montara Water and Sanitary District full-time employees for participation in wellness activities of \$25 dollars per month per employee after proof of payment from the employee, and Director Dekker seconded the motion. A roll-call vote was taken, and the motion passed unanimously 5-0.

3. Uncontested Montara Water and Sanitary District Election for November 3, 2020.

General Manager Heldmaier stated that this year the upcoming election included the election of Board members for the Montara Water and Sanitary District Board. This year it is uncontested, meaning that Director Boyd and Director Slater-Carter is expected to serve a four-year term (until Dec 2024) and Director Dekker, who was appointed to a vacant seat, is expected to serve the remainder of the term (until Dec 2022). Congratulations, everyone.

Director Boyd said it was an honor to have the opportunity to serve the community as they confront some really challenging things. He is very glad to be a part of the team.

Director Slater-Carter and Director Dekker concurred.

Director Slater Carter added that she appreciates people that attend the meetings and ask thoughtful questions, rather than relying on posts and rumors from others, which may or may not be true. She encouraged everyone to contact them.

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Slater-Carter)

Director Slater-Carter stated there was a Finance Meeting today and they discussed an agreement with Ameresco, which will be agendaized for the next meeting on Monday as an information item. The Finance Committee did not make any recommendations.

Director Lohman commented that at the next meeting there will be a final vote on the wet weather project.

Director Slater-Carter was concerned about the participation of the Board members due to the evacuations from the South Coast conflagration.

Director Lohman added that the vote is important because the quotes expire at the end of the month. This is the final vote.

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

Director Slater-Carter stated that the biggest issue has been Connect the Coastside. Please go to the Mid-Coast Community Council website, sign in to Connect the Coastside, and fill out the survey.

Director Slater-Carter added there are three spots and four candidates running for the Mid-Coast Community Council. There will be an opportunity for the candidates to answer questions during a future meeting.

3. CSDA Report (Lohman) –

Director Lohman said there were approximately 25 participants from the County and 13 other participants including Sacramento at the meeting. Based on the moves that LAFCo does to consolidate, they started asking “why do they do that?” So, they are launching a program to start talking to LAFCo about their reviews, because when cities get their service reviews, it is very straightforward, and with the special districts’ reviews, there is a push to

eliminate them. The special districts have fought consolidation and/or dissolutions 5-6 times over 5-6 years (throughout the County), and they want to talk to LAFCo as to why their mission is to erase the service districts. They are often the most financially stable. They want LAFCo to stick to reporting, and not try to get rid of them.

Director Lohman added that elections are coming up, and he is running for the LAFCo rep.

Director Slater Carter added that she heard there was a municipal service review for the RCD.

Director Lohman replied that RCD is in progress.

Director Slater Carter asked if Director Lohman like a letter of support from the District.

Director Lohman replied that they have been sent the MSR. He commented that the report only focused on the things that could be improved, and didn't acknowledge the good things done. Letters that recognize the good that they do is always beneficial.

Director Slater-Carter encouraged people to write a letter of support for the RCD. They have done a lot to improve the environment and the ability for people to farm here.

4. LAFCo Report (Lohman) –

Director Lohman said there were a few annexes. As was mentioned before, California SB 414 gives some State Water Board authority to consolidate water districts and takes the power away from LAFCo—which is LAFCo's prime mission. The LAFCo County, State, and them have all submitted letters against this bill. Although this was aimed primarily for the Central Valley, the bill says specifically this could include districts with less than 3000 service connections or less than 10,000 residents, which would impact MWSD.

Director Boyd asked who is sponsoring the bill.

Director Lohman replied that he would have to look up the bill.

Director Slater-Carter asked if CSDA was doing any lobbying on this. She also suggested sending a copy of the LAFCo letter, our letter, and any individual letters to our elected representatives who will be voting on this.

Director Lohman replied that the CSDA Sacramento representative was at the last meeting. He is in contact with her, and he will ask her.

5. Attorney's Report (Fitzgerald) – none

6. Directors' Report – none

7. General Manager's Report (Heldmaier) –

General Manager Heldmaier wanted to ensure that everyone is aware that the final protest Prop 218 count was done. At the Public Hearing on June 4, 2020, the total of 392 protest letters was announced. Of those letters, 126 protests were found to be invalid (duplicates, properties not affected, properties outside District, etc.), and 266 protest letters were valid.

FUTURE AGENDAS

1. MWSD Defined Benefit Plan Actuarial Evaluation
2. Strategic Community Planning Workshop
3. MWSD Excess Property Evaluation

BRIEF RECESS

REGULAR MEETING ENDED AT 8:13 PM

CONVENE IN CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Government Code § 54956.9(d)(1))

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

REPORT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

ADJOURNMENT

The District has a curfew of 10:30 pm for all meetings. The meeting may be extending for one hour by vote of the Board.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 3rd, September 2020

Signed _____
President

Tracy Beardsley

From: Gregg Dieguez [REDACTED]
Sent: Thursday, August 20, 2020 7:55 PM
To: Clemens Heldmaier MWSD; Scott & Michele Boyd; Ric Lohman; Kathryn Slater-Carter; Peter Dekker; Jim Harvey; Tracy
Subject: MWSD Meeting 8/20/20 - Public Comment
Categories: BOD

I was unable to speak or hear clearly at tonight's meeting so am submitting this clarification to my Public Comment.

My concern is not only wildfires, but the potential for larger in-boundary fires caused by the new multi-unit dwellings. Whether they are CalFire responsibility or not, they will need water. It is true MWSD has over 1 million gals of storage, but only 240,000 is reserved for fire. If we use all or most of it for a fire, we won't have it left for residential use, and it is unclear what the replenishment time will be. Further, regardless of the comforting opinions of Board members, CalFire should determine what the storage requirements are. I am certain they already question the 240,000 amount. **My request and recommendation is that we have CalFire issue a written report on the fire storage requirements for those new developments. This is a good time to do so, when we can assess the funding to new joiners.**

Bear in mind that CCWD has 8 million gallons total storage, of which "only" 4M is reserved for fire. That is 16 times our amount, with nowhere near that multiple of population. I believe the higher density developments, hotels, and businesses are what mandate the increase. [Other water districts, like Purissima Hills, with our population, have a capacity of 15 million gallons of storage and 5m in active use].

I regret I had to drop off the meeting, but I could not hear or see in anything approaching consistency, so I will watch the recording later.

_____ below is my article, with the connection fee concerns _____

Normally I don't bother you with my weekly articles on Coastside Buzz, but this week's article affects every San Mateo County resident, and even more so, those in the Mid-Coast. Welcome your comments, and actions.

<https://www.coastsidebuzz.com/where-theres-smoke/>

Regards,

--
Gregg A. Dieguez

[REDACTED]
[REDACTED]
[REDACTED]



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **September 03, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

Budget vs. Actual – Sewer July 2020 - Variances over \$2,000:

- 4610 Property Tax Receipts, \$22,917 below Budget – all receipts collected in July accrued back to FY 19-20.
- 4710 Sewer Service Charges, \$109,604 below Budget – all receipts collected in July accrued back to FY 19-20.
- **Overall Total Operating Income for the period ending July 31, 2020 was \$133,778 below budget. Total income received to date is \$165,562,893.**
- 5400 Legal, \$8,333 below Budget – July disbursement accrued back to FY 19-20.
- 5610 Accounting, \$2,667 below Budget – July disbursement accrued back to FY 19-20.
- 5620 Audit, \$4,850 below Budget – No activity to date.
- 5630 Consulting, \$6,008 above Budget – Payment to Bartle Wells for Sewer rate study.
- 6940 SAM Maintenance, Collection Sys, \$3,333 below Budget – No activity in current fiscal year.
- 6950 SAM Maintenance, Pumping, \$3,661 below Budget – One expenditure made to SAM for work performed at 873 Ocean.
- **Overall Total Operating Expenses for the period ending July 31, 2020 were \$12,558 below Budget.**
- **Total overall Expenses for the period ending July 31, 2020 were \$23,724 below budget. For a net ordinary loss of \$110,053, budget vs. actual. Actual net ordinary loss is \$38,516.**
- 7100 Connection Fees, \$12,500 below Budget – No activity in current fiscal year.
- 7200 Interest Income, LAIF, \$15,000 below budget – 1st interest allocation to be recognized in September.
- 8000 CIP, \$159,046 below Budget – Major projects deferred to later in fiscal year.
- 9200 I-Bank Loan, \$23,799 below Budget- Issue has been identified and will be updated.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **September 03, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 2020 - Variances over \$2,000:

- 4610 Property Tax Receipts, \$22,917 below Budget – all receipts collected in July accrued back to FY 19-20.
- 4810 Water Sales, Domestic, \$227,849 above Budget – Mainly due to timing of customer payments.
- **Overall Total Operating Income for the period ending July 31, 2020 was \$203,355 above budget. Total revenue received to date is \$389,896.**
- 5400 Legal, \$8,333 below Budget – July disbursement accrued back to FY 19-20.
- 5610 Accounting, \$2,667 below budget – July disbursement accrued back to FY 19-20.
- 5630 Consulting, \$2,755 above Budget – Payment to Bartle Wells for Water rate study.
- 5800 Labor, \$3,393 below Budget – Difference due to timing in payment of workers compensation premiums. The invoice is paid on a quarterly basis.
- 6200 Engineering, \$18,333 below Budget – July disbursement accrued back to FY 19-20.
- 6400 Pumping, \$4,572 below Budget – Large “catch-up” bill expected later in fiscal year.
- 6500 Supply, \$2,270 below Budget – No payments for water purchases have been made thus far in the fiscal year.
- 6600 Collection/Transmission, \$3,986 below Budget – Minimal activity to date.
- **Overall Total Operating Expenses for the period ending July 31, 2020 were \$37,912 below Budget.**
- **Total overall Expenses for the period ending July 31, 2020 were \$55,763 below budget. For a net ordinary income of \$259,118, budgeted vs. actual. Actual net ordinary income is \$288,545.**
- 7600 Bond Revenues, G.O. \$25,052 below Budget - all receipts collected in July accrued back to FY 19-20.
- 8000 CIP, \$78,088 below Budget – Minimal activity to date.
- 9150 SRF Loan, \$35,766 below Budget — Difference due to timing.

RECOMMENDATION:

This is for Board information only

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

July 2020

	Sewer		
	Jul 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	3,171.06	3,125.00	46.06
4400 · Fees			
4410 · Administrative Fee (New Constr)	0.00	300.00	-300.00
4420 · Administrative Fee (Remodel)	0.00	83.33	-83.33
4430 · Inspection Fee (New Constr)	0.00	291.67	-291.67
4440 · Inspection Fee (Remodel)	0.00	83.33	-83.33
4460 · Remodel Fees	0.00	333.33	-333.33
Total 4400 · Fees	0.00	1,091.66	-1,091.66
4610 · Property Tax Receipts	0.00	22,916.67	-22,916.67
4710 · Sewer Service Charges	160,936.84	270,540.58	-109,603.74
4720 · Sewer Service Refunds, Customer	0.00	-333.33	333.33
4760 · Waste Collection Revenues	1,454.35	2,000.00	-545.65
Total Income	165,562.25	299,340.58	-133,778.33
Gross Profit	165,562.25	299,340.58	-133,778.33
Expense			
5000 · Administrative			
5190 · Bank Fees	458.30	562.50	-104.20
5200 · Board of Directors			
5210 · Board Meetings	0.00	250.00	-250.00
5220 · Director Fees	0.00	166.67	-166.67
5230 · Election Expenses	0.00	416.67	-416.67
Total 5200 · Board of Directors	0.00	833.34	-833.34
5250 · Conference Attendance	0.00	208.33	-208.33
5270 · Information Systems	0.00	333.33	-333.33
5300 · Insurance			
5310 · Fidelity Bond	0.00	41.67	-41.67
5320 · Property & Liability Insurance	0.00	666.67	-666.67
Total 5300 · Insurance	0.00	708.34	-708.34
5350 · LAFCO Assessment	0.00	208.33	-208.33
5400 · Legal			
5430 · General Legal	0.00	8,333.33	-8,333.33
Total 5400 · Legal	0.00	8,333.33	-8,333.33
5510 · Maintenance, Office	0.00	666.67	-666.67
5540 · Office Supplies	108.03	500.00	-391.97
5550 · Postage	0.00	166.67	-166.67
5560 · Printing & Publishing	0.00	416.67	-416.67

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

July 2020

	Jul 20	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	0.00	2,666.67	-2,666.67
5620 · Audit	0.00	1,083.33	-1,083.33
5630 · Consulting	8,925.00	2,916.67	6,008.33
5640 · Data Services	0.00	516.67	-516.67
5650 · Labor & HR Support	0.00	208.33	-208.33
5660 · Payroll Services	72.32	83.33	-11.01
Total 5600 · Professional Services	8,997.32	7,475.00	1,522.32
5710 · San Mateo Co. Tax Roll Charges	0.00	83.33	-83.33
5720 · Telephone & Internet	2,528.07	1,666.67	861.40
5730 · Mileage Reimbursement	0.00	125.00	-125.00
5740 · Reference Materials	0.00	16.67	-16.67
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	1,450.81	1,459.00	-8.19
5820 · Employee Benefits	3,972.16	4,091.33	-119.17
5830 · Disability Insurance	144.61	156.33	-11.72
5840 · Payroll Taxes	1,481.29	1,594.50	-113.21
5850 · PARS	1,415.89	1,421.83	-5.94
5900 · Wages			
5910 · Management	8,998.16	9,684.25	-686.09
5920 · Staff	11,553.04	11,158.75	394.29
5930 · Staff Certification	200.00	150.00	50.00
5940 · Staff Overtime	0.00	146.67	-146.67
Total 5900 · Wages	20,751.20	21,139.67	-388.47
5960 · Worker's Comp Insurance	0.00	307.33	-307.33
Total 5800 · Labor	29,215.96	30,169.99	-954.03
Total 5000 · Administrative	41,307.68	52,474.17	-11,166.49
6000 · Operations			
6170 · Claims, Property Damage	0.00	1,666.67	-1,666.67
6195 · Education & Training	0.00	83.33	-83.33
6200 · Engineering			
6220 · General Engineering	3,705.00	5,000.00	-1,295.00
Total 6200 · Engineering	3,705.00	5,000.00	-1,295.00
6320 · Equipment & Tools, Expensed	0.00	83.33	-83.33
6330 · Facilities			
6335 · Alarm Services	391.80	833.33	-441.53
6337 · Landscaping	0.00	500.00	-500.00
Total 6330 · Facilities	391.80	1,333.33	-941.53
6400 · Pumping			
6410 · Pumping Fuel & Electricity	3,269.52	3,750.00	-480.48
Total 6400 · Pumping	3,269.52	3,750.00	-480.48

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

July 2020

	Jul 20	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	833.33	-833.33
Total 6600 · Collection/Transmission	0.00	833.33	-833.33
6800 · Vehicles			
6810 · Fuel	0.00	83.33	-83.33
6820 · Truck Equipment, Expensed	0.00	13.33	-13.33
6830 · Truck Repairs	0.00	83.33	-83.33
Total 6800 · Vehicles	0.00	179.99	-179.99
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	21,179.42	21,179.42	0.00
6920 · SAM Operations	132,053.08	132,053.08	0.00
6940 · SAM Maintenance, Collection Sys	0.00	3,333.33	-3,333.33
6950 · SAM Maintenance, Pumping	2,171.92	5,833.33	-3,661.41
Total 6900 · Sewer Authority Midcoastside	155,404.42	162,399.16	-6,994.74
Total 6000 · Operations	162,770.74	175,329.14	-12,558.40
Total Expense	204,078.42	227,803.31	-23,724.89
Net Ordinary Income	-38,516.17	71,537.27	-110,053.44
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	0.00	8,333.33	-8,333.33
7120 · Connection Fees (Remodel)	0.00	4,166.67	-4,166.67
Total 7100 · Connection Fees	0.00	12,500.00	-12,500.00
7200 · Interest Income - LAIF	0.00	15,000.00	-15,000.00
Total 7000 · Capital Account Revenues	0.00	27,500.00	-27,500.00
Total Other Income	0.00	27,500.00	-27,500.00
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	6,393.00	165,439.33	-159,046.33
Total 8000 · Capital Improvement Program	6,393.00	165,439.33	-159,046.33
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	583.84	1,121.75	-537.91
9200 · I-Bank Loan	34,862.18	11,063.00	23,799.18
Total 9000 · Capital Account Expenses	35,446.02	12,184.75	23,261.27
Total Other Expense	41,839.02	177,624.08	-135,785.06
Net Other Income	-41,839.02	-150,124.08	108,285.06
Net Income	-80,355.19	-78,586.81	-1,768.38

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

July 2020

	Jul 20	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	3,171.06	3,125.00	46.06
4400 · Fees			
4410 · Administrative Fee (New Constr)	0.00	416.67	-416.67
4430 · Inspection Fee (New Constr)	0.00	333.33	-333.33
4440 · Inspection Fee (Remodel)	0.00	83.33	-83.33
4450 · Mainline Extension Fees	0.00	250.00	-250.00
4460 · Remodel Fees	0.00	166.67	-166.67
Total 4400 · Fees	0.00	1,250.00	-1,250.00
4610 · Property Tax Receipts	0.00	22,916.67	-22,916.67
4740 · Testing, Backflow	1,913.00	1,500.00	413.00
4810 · Water Sales, Domestic	385,849.40	158,000.00	227,849.40
4850 · Water Sales Refunds, Customer	-1,037.10	-250.00	-787.10
Total Income	389,896.36	186,541.67	203,354.69
Gross Profit	389,896.36	186,541.67	203,354.69
Expense			
5000 · Administrative			
5190 · Bank Fees	146.01	125.00	21.01
5200 · Board of Directors			
5210 · Board Meetings	0.00	250.00	-250.00
5220 · Director Fees	0.00	166.67	-166.67
5230 · Election Expenses	0.00	416.67	-416.67
Total 5200 · Board of Directors	0.00	833.34	-833.34
5240 · CDPH Fees	0.00	916.67	-916.67
5250 · Conference Attendance	0.00	250.00	-250.00
5270 · Information Systems	0.00	416.67	-416.67
5300 · Insurance			
5310 · Fidelity Bond	0.00	41.67	-41.67
5320 · Property & Liability Insurance	0.00	416.67	-416.67
Total 5300 · Insurance	0.00	458.34	-458.34
5350 · LAFCO Assessment	0.00	208.33	-208.33
5400 · Legal			
5430 · General Legal	0.00	8,333.33	-8,333.33
Total 5400 · Legal	0.00	8,333.33	-8,333.33
5510 · Maintenance, Office	0.00	666.67	-666.67
5530 · Memberships	445.00	2,250.00	-1,805.00
5540 · Office Supplies	108.01	500.00	-391.99
5550 · Postage	1,210.48	333.33	877.15
5560 · Printing & Publishing	0.00	583.33	-583.33

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

July 2020

	Jul 20	Water Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	0.00	2,666.67	-2,666.67
5620 · Audit	0.00	1,083.33	-1,083.33
5630 · Consulting	7,339.11	4,583.33	2,755.78
5640 · Data Services	0.00	250.00	-250.00
5650 · Labor & HR Support	0.00	208.33	-208.33
5660 · Payroll Services	72.32	83.33	-11.01
Total 5600 · Professional Services	7,411.43	8,874.99	-1,463.56
5710 · San Mateo Co. Tax Roll Charges	0.00	250.00	-250.00
5720 · Telephone & Internet	3,204.25	1,666.67	1,537.58
5730 · Mileage Reimbursement	0.00	166.67	-166.67
5740 · Reference Materials	0.00	66.67	-66.67
5790 · Other Administrative	0.00	83.33	-83.33
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	3,810.16	3,745.67	64.49
5820 · Employee Benefits	7,270.47	8,967.83	-1,697.36
5830 · Disability Insurance	333.08	396.00	-62.92
5840 · Payroll Taxes	4,178.76	4,272.25	-93.49
5850 · PARS	3,324.35	3,224.58	99.77
5900 · Wages			
5910 · Management	8,998.18	9,684.25	-686.07
5920 · Staff	39,625.96	38,730.17	895.79
5930 · Staff Certification	900.00	950.00	-50.00
5940 · Staff Overtime	3,789.68	4,565.08	-775.40
5950 · Staff Standby	2,698.60	1,916.92	781.68
Total 5900 · Wages	56,012.42	55,846.42	166.00
5960 · Worker's Comp Insurance	0.00	1,870.33	-1,870.33
Total 5800 · Labor	74,929.24	78,323.08	-3,393.84
Total 5000 · Administrative	87,454.42	105,306.42	-17,852.00
6000 · Operations			
6160 · Backflow Prevention	0.00	83.33	-83.33
6170 · Claims, Property Damage	0.00	833.33	-833.33
6180 · Communications			
6185 · SCADA Maintenance	0.00	1,083.33	-1,083.33
Total 6180 · Communications	0.00	1,083.33	-1,083.33
6195 · Education & Training	0.00	750.00	-750.00
6200 · Engineering			
6220 · General Engineering	0.00	1,666.67	-1,666.67
6230 · Water Quality Engineering	0.00	16,666.67	-16,666.67
Total 6200 · Engineering	0.00	18,333.34	-18,333.34
6320 · Equipment & Tools, Expensed	52.52	1,000.00	-947.48

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

July 2020

	Jul 20	Water Budget	\$ Over Budget
6330 · Facilities			
6335 · Alarm Services	0.00	416.67	-416.67
6337 · Landscaping	0.00	1,250.00	-1,250.00
Total 6330 · Facilities	0.00	1,666.67	-1,666.67
6370 · Lab Supplies & Equipment	0.00	333.33	-333.33
6380 · Meter Reading	22.94		
6400 · Pumping			
6410 · Pumping Fuel & Electricity	4,652.82	7,500.00	-2,847.18
6420 · Pumping Maintenance, Generators	0.00	1,250.00	-1,250.00
6430 · Pumping Maintenance, General	0.00	416.67	-416.67
6440 · Pumping Equipment, Expensed	0.00	58.33	-58.33
Total 6400 · Pumping	4,652.82	9,225.00	-4,572.18
6500 · Supply			
6510 · Maintenance, Raw Water Mains	0.00	208.33	-208.33
6520 · Maintenance, Wells	255.16	416.67	-161.51
6530 · Water Purchases	0.00	2,500.00	-2,500.00
Total 6500 · Supply	255.16	3,125.00	-2,869.84
6600 · Collection/Transmission			
6610 · Hydrants	593.00	83.33	509.67
6620 · Maintenance, Water Mains	0.00	4,166.67	-4,166.67
6630 · Maintenance, Water Svc Lines	0.00	1,250.00	-1,250.00
6640 · Maintenance, Tanks	2,129.18	333.33	1,795.85
6650 · Maint., Distribution General	0.00	666.67	-666.67
6670 · Meters	0.00	208.33	-208.33
Total 6600 · Collection/Transmission	2,722.18	6,708.33	-3,986.15
6700 · Treatment			
6710 · Chemicals & Filtering	817.82	1,666.67	-848.85
6720 · Maintenance, Treatment Equip.	0.00	1,666.67	-1,666.67
6730 · Treatment Analysis	4,889.00	3,750.00	1,139.00
Total 6700 · Treatment	5,706.82	7,083.34	-1,376.52
6770 · Uniforms	0.00	166.67	-166.67
6800 · Vehicles			
6810 · Fuel	484.10	833.33	-349.23
6820 · Truck Equipment, Expensed	0.00	166.67	-166.67
6830 · Truck Repairs	0.00	416.67	-416.67
Total 6800 · Vehicles	484.10	1,416.67	-932.57
Total 6000 · Operations	13,896.54	51,808.34	-37,911.80
Total Expense	101,350.96	157,114.76	-55,763.80
Net Ordinary Income	288,545.40	29,426.91	259,118.49

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

July 2020

	Jul 20	Water Budget	\$ Over Budget
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7650 · Water System Reliability	0.00	83,333.33	-83,333.33
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	0.00	8,333.33	-8,333.33
7130 · Conn. Fees, PFP (New Constr)	0.00	4,166.67	-4,166.67
7140 · Conn. Fees, PFP (Remodel)	13,999.37		
Total 7100 · Connection Fees	13,999.37	12,500.00	1,499.37
7600 · Bond Revenues, G.O.	70,817.59	95,869.67	-25,052.08
Total 7000 · Capital Account Revenues	84,816.96	191,703.00	-106,886.04
Total Other Income	84,816.96	191,703.00	-106,886.04
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	14,307.00	92,395.83	-78,088.83
Total 8000 · Capital Improvement Program	14,307.00	92,395.83	-78,088.83
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	0.00	106,594.00	-106,594.00
9125 · PNC Equipment Lease Interest	583.84	1,121.75	-537.91
9150 · SRF Loan	0.00	35,766.00	-35,766.00
9210 · Conservation Program/Rebates	0.00	250.00	-250.00
Total 9000 · Capital Account Expenses	583.84	143,731.75	-143,147.91
Total Other Expense	14,890.84	236,127.58	-221,236.74
Net Other Income	69,926.12	-44,424.58	114,350.70
Net Income	358,471.52	-14,997.67	373,469.19

Montara Water & Sanitary District
Funds Balance Sheet
As of July 31, 2020

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	1,775,920.55	0.00	1,775,920.55
LAIIF Investment Fund			
Capital Reserve	3,970,253.27	0.00	3,970,253.27
Connection Fees Reserve	194,600.00	0.00	194,600.00
Operating Reserve	406,882.00	0.00	406,882.00
Total LAIF Investment Fund	4,571,735.27	0.00	4,571,735.27
Total Sewer - Bank Accounts	6,347,655.82	0.00	6,347,655.82
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	723,431.14	723,431.14
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			
Connection Fees Reserve	0.00	253,020.00	253,020.00
GO Bonds Fund	0.00	1,476,753.57	1,476,753.57
Total Restricted Cash	0.00	1,729,773.57	1,729,773.57
Total Water - Bank Accounts	0.00	2,945,684.71	2,945,684.71
Total Checking/Savings	6,347,655.82	2,945,684.71	9,293,340.53
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	163,767.62	0.00	163,767.62
Property Tax Receivable	1,506.32	0.00	1,506.32
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
Total Sewer - Accounts Receivable	155,212.15	0.00	155,212.15
Water - Accounts Receivable			
Accounts Receivable	0.00	76,723.56	76,723.56
Accounts Rec. - Backflow	0.00	18,177.11	18,177.11
Accounts Rec. - Water Residents	0.00	407,431.46	407,431.46
Property Tax Receivable	0.00	1,506.34	1,506.34
Unbilled Water Receivables	0.00	264,854.59	264,854.59
Total Water - Accounts Receivable	0.00	768,693.06	768,693.06
Total Accounts Receivable	155,212.15	768,693.06	923,905.21
Other Current Assets			
Prepaid Expenses	6,060.00	6,060.00	12,120.00
Due from Kathryn Slater-Carter	232.31	382.31	614.62
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	6,292.31	49,098.63	55,390.94
Total Current Assets	6,509,160.28	3,763,476.40	10,272,636.68
Fixed Assets			
Sewer - Fixed Assets			
General Plant	6,549,969.71	0.00	6,549,969.71
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57
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	-9,345,853.00	0.00	-9,345,853.00
Total Sewer - Fixed Assets	7,039,878.45	0.00	7,039,878.45

Montara Water & Sanitary District
Funds Balance Sheet
As of July 31, 2020

8/26/20

Accrual Basis

Water - Fixed Assets			
General Plant	0.00	28,221,310.18	28,221,310.18
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	-12,791,924.00	-12,791,924.00
Total Water - Fixed Assets	0.00	17,571,042.96	17,571,042.96
Total Fixed Assets	7,039,878.45	17,571,042.96	24,610,921.41
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	92,939.00	0.00	92,939.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	2,780,486.08	0.00	2,780,486.08
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	174,114.00	174,114.00
Due from Sewer	0.00	283,585.00	283,585.00
Bond Acquisition Cost OID	0.00	38,092.40	38,092.40
Bond Issue Cost	0.00	41,127.65	41,127.65
Total Water - Other Assets	0.00	536,919.05	536,919.05
Total Other Assets	2,780,486.08	536,919.05	3,317,405.13
TOTAL ASSETS	16,329,524.81	21,871,438.41	38,200,963.22
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	190,940.47	0.00	190,940.47
Accounts Payable - Water	0.00	71,216.93	71,216.93
Total Accounts Payable	190,940.47	71,216.93	262,157.40
Other Current Liabilities			
Water - Net Pension Liability	0.00	-60,375.00	-60,375.00
Sewer - Net Pension Liability	-32,045.00	0.00	-32,045.00
Sewer - Current Liabilities			
Accrued Interest	-9,218.85	0.00	-9,218.85
Accrued Vacations	7,058.69	0.00	7,058.69
Deposits Payable	12,352.43	0.00	12,352.43
I-Bank Loan - Current	30,852.15	0.00	30,852.15
Interest Payable	8,552.73	0.00	8,552.73
PNC Equip. Loan - S/T	57,478.99	0.00	57,478.99
Total Sewer - Current Liabilities	107,076.14	0.00	107,076.14
Water - Current Liabilities			
Accrued Vacations	0.00	19,382.98	19,382.98
Deposits Payable	0.00	-14,864.23	-14,864.23
GO Bonds - S/T	0.00	941,824.87	941,824.87
Interest Payable	0.00	88,828.46	88,828.46
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	57,478.99	57,478.99
SRF Loan Payable X109 - Current	0.00	172,494.67	172,494.67
Temporary Construction Meter	0.00	15,366.52	15,366.52
Total Water - Current Liabilities	0.00	1,284,814.76	1,284,814.76
Payroll Liabilities			
Employee Benefits Payable	-1,900.49	0.00	-1,900.49
Total Payroll Liabilities	-1,900.49	0.00	-1,900.49
Total Other Current Liabilities	73,130.65	1,224,439.76	1,297,570.41
Total Current Liabilities	264,071.12	1,295,656.69	1,559,727.81

Montara Water & Sanitary District
Funds Balance Sheet
As of July 31, 2020

Long Term Liabilities			
Sewer - Long Term Liabilities			
Due to Water Fund	283,585.00	0.00	283,585.00
Accrued Vacations	16,419.93	0.00	16,419.93
I-Bank Loan	694,575.67	0.00	694,575.67
PNC Equip. Loan - L/T	422,013.42	0.00	422,013.42
Total Sewer - Long Term Liabilities	1,416,594.02	0.00	1,416,594.02
Water - Long Term Liabilities			
Accrued Vacations	0.00	21,526.17	21,526.17
Deferred on Refunding	0.00	-150,668.00	-150,668.00
GO Bonds - L/T	0.00	7,843,407.24	7,843,407.24
PNC Equip. Loan - L/T	0.00	422,013.48	422,013.48
SRF Loan Payable - X109	0.00	2,875,134.12	2,875,134.12
Total Water - Long Term Liabilities	0.00	11,011,413.01	11,011,413.01
Deferred Inflows (Pensions)			
Sewer	20,838.00	0.00	20,838.00
Water	0.00	39,012.00	39,012.00
Total Deferred Inflows (Pensions)	20,838.00	39,012.00	59,850.00
Total Long Term Liabilities	1,437,432.02	11,050,425.01	12,487,857.03
Total Liabilities	1,701,503.14	12,346,081.70	14,047,584.84
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	63,101.93	0.00	63,101.93
Total Sewer - Equity Accounts	12,117,647.00	0.00	12,117,647.00
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	-63,101.93	-63,101.93
Total Water - Equity Accounts	0.00	2,627,953.08	2,627,953.08
Equity Adjustment Account	2,590,729.86	6,538,932.11	9,129,661.97
Net Income	-80,355.19	358,471.52	278,116.33
Total Equity	14,628,021.67	9,525,356.71	24,153,378.38
TOTAL LIABILITIES & EQUITY	<u>16,329,524.81</u>	<u>21,871,438.41</u>	<u>38,200,963.22</u>

Montara Water & Sanitary District
Restricted and Non Restricted Cash Assets
July 2020 through June 2021

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	1,775,920.55														
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	3,970,253.27												3,162,272.00	807,981.27	126%
Connection Fees Reserve	194,600.00												150,000.00	44,600.00	130%
Operating Reserve	406,882.00												455,607.00	(48,725.00)	89%
Sub-total	4,571,735.27	-	-	-	-	-	-	-	-	-	-	-			
Water - Operations															
Wells Fargo Operating - Water	723,431.14												314,230.00	409,201.14	230%
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00												1,858,750.00	(1,460,501.00)	21%
Connection Fees Reserve	253,020.00												150,000.00	103,020.00	169%
SRF Reserve	48,222.00												48,222.00	-	100%
Additional Reserve	46,009.00														
Sub-total	745,500.00	-	-	-	-	-	-	-	-	-	-	-			
Water - Restricted accounts															
First Republic Bank - Water															
GO Bonds Fund	1,476,753.57														
Sub-total	1,476,753.57	-	-	-	-	-	-	-	-	-	-	-			
Total Cash and equivalents	9,293,340.53	-	-	-	-	-	-	-	-	-	-	-			

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL				
													Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense																	
Income																	
4220 · Cell Tower Lease	3,171.06												3,171.06	37,500.00	-34,328.94	8.46%	
4400 · Fees																	
4410 · Administrative Fee (New Constr)														3,600.00	-3,600.00		
4420 · Administrative Fee (Remodel)														1,000.00	-1,000.00		
4430 · Inspection Fee (New Constr)														3,500.00	-3,500.00		
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00		
4460 · Remodel Fees														4,000.00	-4,000.00		
Total 4400 · Fees														13,100.00	-13,100.00		
4510 · Grants																	
4610 · Property Tax Receipts														275,000.00	-275,000.00		
4710 · Sewer Service Charges	160,936.84												160,936.84	3,246,487.00	-3,085,550.16	4.96%	
4720 · Sewer Service Refunds, Customer														-4,000.00	4,000.00		
4760 · Waste Collection Revenues	1,454.35												1,454.35	24,000.00	-22,545.65	6.06%	
4990 · Other Revenue																	
Total Income	165,562.25												165,562.25	3,592,087.00	-3,426,524.75	4.61%	
Gross Profit	165,562.25												165,562.25	3,592,087.00	-3,426,524.75	4.61%	
Expense																	
5000 · Administrative																	
5190 · Bank Fees	2,634.56												2,634.56	6,750.00	-4,115.44	39.03%	
5200 · Board of Directors																	
5210 · Board Meetings														3,000.00	-3,000.00		
5220 · Director Fees														2,000.00	-2,000.00		
5230 · Election Expenses														5,000.00	-5,000.00		
Total 5200 · Board of Directors														10,000.00	-10,000.00		
5250 · Conference Attendance														2,500.00	-2,500.00		
5270 · Information Systems														4,000.00	-4,000.00		
5300 · Insurance																	
5310 · Fidelity Bond														500.00	-500.00		
5320 · Property & Liability Insurance														8,000.00	-8,000.00		
Total 5300 · Insurance														8,500.00	-8,500.00		
5350 · LAFCO Assessment														2,500.00	-2,500.00		
5400 · Legal																	
5430 · General Legal														100,000.00	-100,000.00		
Total 5400 · Legal														100,000.00	-100,000.00		

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2020 through June 2021

												TOTAL				
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5510 · Maintenance, Office														8,000.00	-8,000.00	
5540 · Office Supplies	108.03												108.03	6,000.00	-5,891.97	1.8%
5550 · Postage														2,000.00	-2,000.00	
5560 · Printing & Publishing														5,000.00	-5,000.00	
5600 · Professional Services																
5610 · Accounting														32,000.00	-32,000.00	
5620 · Audit														13,000.00	-13,000.00	
5630 · Consulting	8,925.00												8,925.00	35,000.00	-26,075.00	25.5%
5640 · Data Services														6,200.00	-6,200.00	
5650 · Labor & HR Support														2,500.00	-2,500.00	
5660 · Payroll Services	72.32												72.32	1,000.00	-927.68	7.23%
Total 5600 · Professional Services	8,997.32												8,997.32	89,700.00	-80,702.68	10.03%
5710 · San Mateo Co. Tax Roll Charges														1,000.00	-1,000.00	
5720 · Telephone & Internet	2,528.07												2,528.07	20,000.00	-17,471.93	12.64%
5730 · Mileage Reimbursement														1,500.00	-1,500.00	
5740 · Reference Materials														200.00	-200.00	
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,450.81												1,450.81	17,508.00	-16,057.19	8.29%
5820 · Employee Benefits	3,972.16												3,972.16	49,096.00	-45,123.84	8.09%
5830 · Disability Insurance	144.61												144.61	1,876.00	-1,731.39	7.71%
5840 · Payroll Taxes	1,481.29												1,481.29	19,134.00	-17,652.71	7.74%
5850 · PARS	1,415.89												1,415.89	17,062.00	-15,646.11	8.3%
5900 · Wages																
5910 · Management	8,998.16												8,998.16	116,211.00	-107,212.84	7.74%
5920 · Staff	11,553.04												11,553.04	133,905.00	-122,351.96	8.63%
5930 · Staff Certification	200.00												200.00	1,800.00	-1,600.00	11.11%
5940 · Staff Overtime														1,760.00	-1,760.00	
Total 5900 · Wages	20,751.20												20,751.20	253,676.00	-232,924.80	8.18%
5960 · Worker's Comp Insurance														3,688.00	-3,688.00	
Total 5800 · Labor	29,215.96												29,215.96	362,040.00	-332,824.04	8.07%
Total 5000 · Administrative	43,483.94												43,483.94	629,690.00	-586,206.06	6.91%
6000 · Operations																
6170 · Claims, Property Damage														20,000.00	-20,000.00	
6195 · Education & Training														1,000.00	-1,000.00	
6200 · Engineering																
6210 · Meeting Attendance, Engineering																

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL			
													Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
6220 · General Engineering	3,705.00												3,705.00	60,000.00	-56,295.00	6.18%
Total 6200 · Engineering	3,705.00												3,705.00	60,000.00	-56,295.00	6.18%
6320 · Equipment & Tools, Expensed														1,000.00	-1,000.00	
6330 · Facilities																
6335 · Alarm Services	391.80												391.80	10,000.00	-9,608.20	3.92%
6337 · Landscaping														6,000.00	-6,000.00	
Total 6330 · Facilities	391.80												391.80	16,000.00	-15,608.20	2.45%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,269.52												3,269.52	45,000.00	-41,730.48	7.27%
Total 6400 · Pumping	3,269.52												3,269.52	45,000.00	-41,730.48	7.27%
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
Total 6600 · Collection/Transmission														10,000.00	-10,000.00	
6800 · Vehicles																
6810 · Fuel														1,000.00	-1,000.00	
6820 · Truck Equipment, Expensed														160.00	-160.00	
6830 · Truck Repairs														1,000.00	-1,000.00	
Total 6800 · Vehicles														2,160.00	-2,160.00	
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections	21,179.42												21,179.42	254,153.00	-232,973.58	8.33%
6920 · SAM Operations	132,053.08												132,053.08	1,584,637.00	-1,452,583.92	8.33%
6940 · SAM Maintenance, Collection Sys														40,000.00	-40,000.00	
6950 · SAM Maintenance, Pumping	2,171.92												2,171.92	70,000.00	-67,828.08	3.1%
Total 6900 · Sewer Authority Midcoastside	155,404.42												155,404.42	1,948,790.00	-1,793,385.58	7.97%
Total 6000 · Operations	162,770.74												162,770.74	2,103,950.00	-1,941,179.26	7.74%
Total Expense	206,254.68												206,254.68	2,733,640.00	-2,527,385.32	7.55%
Net Ordinary Income	-40,692.43												-40,692.43	858,447.00	-899,139.43	-4.74%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)														100,000.00	-100,000.00	
7120 · Connection Fees (Remodel)														50,000.00	-50,000.00	
Total 7100 · Connection Fees														150,000.00	-150,000.00	
7200 · Interest Income - LAIF														60,000.00	-60,000.00	
Total 7000 · Capital Account Revenues														210,000.00	-210,000.00	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL				
													Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget	
Total Other Income															210,000.00	-210,000.00	
Other Expense																	
8000 · Capital Improvement Program																	
8075 · Sewer	6,393.00												6,393.00	1,985,272.00	-1,978,879.00	0.32%	
Total 8000 · Capital Improvement Program	6,393.00												6,393.00	1,985,272.00	-1,978,879.00	0.32%	
9000 · Capital Account Expenses																	
9125 · PNC Equipment Lease Interest	583.84												583.84	13,461.00	-12,877.16	4.34%	
9200 · I-Bank Loan	32,685.92												32,685.92	21,655.00	11,030.92	150.94%	
Total 9000 · Capital Account Expenses	33,269.76												33,269.76	35,116.00	-1,846.24	94.74%	
Total Other Expense	39,662.76												39,662.76	2,020,388.00	-1,980,725.24	1.96%	
Net Other Income	-39,662.76												-39,662.76	-1,810,388.00	1,770,725.24	2.19%	
Net Income	-80,355.19												-80,355.19	-951,941.00	871,585.81	8.44%	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL			
													Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	3,171.06												3,171.06	37,500.00	-34,328.94	8.46%
4400 · Fees																
4410 · Administrative Fee (New Constr)														5,000.00	-5,000.00	
4430 · Inspection Fee (New Constr)														4,000.00	-4,000.00	
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00	
4450 · Mainline Extension Fees														3,000.00	-3,000.00	
4460 · Remodel Fees														2,000.00	-2,000.00	
Total 4400 · Fees														15,000.00	-15,000.00	
4510 · Grants																
4610 · Property Tax Receipts														275,000.00	-275,000.00	
4740 · Testing, Backflow	1,913.00												1,913.00	18,000.00	-16,087.00	10.63%
4760 · Waste Collection Revenues																
4810 · Water Sales, Domestic	385,849.40												385,849.40	1,896,000.00	-1,510,150.60	20.35%
4850 · Water Sales Refunds, Customer	-1,037.10												-1,037.10	-3,000.00	1,962.90	34.57%
4990 · Other Revenue																
Total Income	389,896.36												389,896.36	2,238,500.00	-1,848,603.64	17.42%
Gross Profit	389,896.36												389,896.36	2,238,500.00	-1,848,603.64	17.42%
Expense																
5000 · Administrative																
5190 · Bank Fees	146.01												146.01	1,500.00	-1,353.99	9.73%
5200 · Board of Directors																
5210 · Board Meetings														3,000.00	-3,000.00	
5220 · Director Fees														2,000.00	-2,000.00	
5230 · Election Expenses														5,000.00	-5,000.00	
Total 5200 · Board of Directors														10,000.00	-10,000.00	
5240 · CDPH Fees														11,000.00	-11,000.00	
5250 · Conference Attendance														3,000.00	-3,000.00	
5270 · Information Systems														5,000.00	-5,000.00	
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance														5,000.00	-5,000.00	
Total 5300 · Insurance														5,500.00	-5,500.00	
5350 · LAFCO Assessment														2,500.00	-2,500.00	
5400 · Legal																

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2020 through June 2021

												TOTAL				
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
5430 · General Legal														100,000.00	-100,000.00	
Total 5400 · Legal														100,000.00	-100,000.00	
5510 · Maintenance, Office													8,000.00	8,000.00	-8,000.00	
5530 · Memberships	445.00											445.00	27,000.00	27,000.00	-26,555.00	1.65%
5540 · Office Supplies	108.01											108.01	6,000.00	6,000.00	-5,891.99	1.8%
5550 · Postage	1,210.48											1,210.48	4,000.00	4,000.00	-2,789.52	30.26%
5560 · Printing & Publishing													7,000.00	7,000.00	-7,000.00	
5600 · Professional Services																
5610 · Accounting													32,000.00	32,000.00	-32,000.00	
5620 · Audit													13,000.00	13,000.00	-13,000.00	
5630 · Consulting	7,339.11											7,339.11	55,000.00	55,000.00	-47,660.89	13.34%
5640 · Data Services													3,000.00	3,000.00	-3,000.00	
5650 · Labor & HR Support													2,500.00	2,500.00	-2,500.00	
5660 · Payroll Services	72.32											72.32	1,000.00	1,000.00	-927.68	7.23%
Total 5600 · Professional Services	7,411.43											7,411.43	106,500.00	106,500.00	-99,088.57	6.96%
5710 · San Mateo Co. Tax Roll Charges													3,000.00	3,000.00	-3,000.00	
5720 · Telephone & Internet	3,204.25											3,204.25	20,000.00	20,000.00	-16,795.75	16.02%
5730 · Mileage Reimbursement													2,000.00	2,000.00	-2,000.00	
5740 · Reference Materials													800.00	800.00	-800.00	
5790 · Other Administrative													1,000.00	1,000.00	-1,000.00	
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	3,810.16											3,810.16	44,948.00	44,948.00	-41,137.84	8.48%
5820 · Employee Benefits	7,270.47											7,270.47	107,614.00	107,614.00	-100,343.53	6.76%
5830 · Disability Insurance	333.08											333.08	4,752.00	4,752.00	-4,418.92	7.01%
5840 · Payroll Taxes	4,178.76											4,178.76	51,267.00	51,267.00	-47,088.24	8.15%
5850 · PARS	3,324.35											3,324.35	38,695.00	38,695.00	-35,370.65	8.59%
5900 · Wages																
5910 · Management	8,998.18											8,998.18	116,211.00	116,211.00	-107,212.82	7.74%
5920 · Staff	39,625.96											39,625.96	464,762.00	464,762.00	-425,136.04	8.53%
5930 · Staff Certification	900.00											900.00	11,400.00	11,400.00	-10,500.00	7.9%
5940 · Staff Overtime	3,789.68											3,789.68	54,781.00	54,781.00	-50,991.32	6.92%
5950 · Staff Standby	2,698.60											2,698.60	23,003.00	23,003.00	-20,304.40	11.73%
Total 5900 · Wages	56,012.42											56,012.42	670,157.00	670,157.00	-614,144.58	8.36%
5960 · Worker's Comp Insurance													22,444.00	22,444.00	-22,444.00	
Total 5800 · Labor	74,929.24											74,929.24	939,877.00	939,877.00	-864,947.76	7.97%
Total 5000 · Administrative	87,454.42											87,454.42	1,263,677.00	1,263,677.00	-1,176,222.58	6.92%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2020 through June 2021

													TOTAL			
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
6000 · Operations																
6160 · Backflow Prevention														1,000.00	-1,000.00	
6170 · Claims, Property Damage														10,000.00	-10,000.00	
6180 · Communications																
6185 · SCADA Maintenance														13,000.00	-13,000.00	
6180 · Communications - Other																
Total 6180 · Communications														13,000.00	-13,000.00	
6195 · Education & Training														9,000.00	-9,000.00	
6200 · Engineering																
6210 · Meeting Attendance, Engineering																
6220 · General Engineering														20,000.00	-20,000.00	
6230 · Water Quality Engineering														200,000.00	-200,000.00	
Total 6200 · Engineering														220,000.00	-220,000.00	
6320 · Equipment & Tools, Expensed	52.52											52.52	12,000.00	-11,947.48	0.44%	
6330 · Facilities																
6335 · Alarm Services														5,000.00	-5,000.00	
6337 · Landscaping														15,000.00	-15,000.00	
Total 6330 · Facilities														20,000.00	-20,000.00	
6370 · Lab Supplies & Equipment														4,000.00	-4,000.00	
6380 · Meter Reading	22.94											22.94				
6400 · Pumping																
6410 · Pumping Fuel & Electricity	4,652.82											4,652.82	90,000.00	-85,347.18	5.17%	
6420 · Pumping Maintenance, Generators													15,000.00	-15,000.00		
6430 · Pumping Maintenance, General													5,000.00	-5,000.00		
6440 · Pumping Equipment, Expensed													700.00	-700.00		
Total 6400 · Pumping	4,652.82											4,652.82	110,700.00	-106,047.18	4.2%	
6500 · Supply																
6510 · Maintenance, Raw Water Mains														2,500.00	-2,500.00	
6520 · Maintenance, Wells	255.16											255.16	5,000.00	-4,744.84	5.1%	
6530 · Water Purchases													30,000.00	-30,000.00		
Total 6500 · Supply	255.16											255.16	37,500.00	-37,244.84	0.68%	
6600 · Collection/Transmission																
6610 · Hydrants	593.00											593.00	1,000.00	-407.00	59.3%	
6620 · Maintenance, Water Mains													50,000.00	-50,000.00		
6630 · Maintenance, Water Svc Lines													15,000.00	-15,000.00		
6640 · Maintenance, Tanks	2,129.18											2,129.18	4,000.00	-1,870.82	53.23%	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2020 through June 2021

												TOTAL				
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
6650 · Maint., Distribution General														8,000.00	-8,000.00	
6670 · Meters														2,500.00	-2,500.00	
Total 6600 · Collection/Transmission	2,722.18												2,722.18	80,500.00	-77,777.82	3.38%
6700 · Treatment																
6710 · Chemicals & Filtering	817.82												817.82	20,000.00	-19,182.18	4.09%
6720 · Maintenance, Treatment Equip.														20,000.00	-20,000.00	
6730 · Treatment Analysis	4,889.00												4,889.00	45,000.00	-40,111.00	10.86%
Total 6700 · Treatment	5,706.82												5,706.82	85,000.00	-79,293.18	6.71%
6770 · Uniforms														2,000.00	-2,000.00	
6800 · Vehicles																
6810 · Fuel	484.10												484.10	10,000.00	-9,515.90	4.84%
6820 · Truck Equipment, Expensed														2,000.00	-2,000.00	
6830 · Truck Repairs														5,000.00	-5,000.00	
Total 6800 · Vehicles	484.10												484.10	17,000.00	-16,515.90	2.85%
Total 6000 · Operations	13,896.54												13,896.54	621,700.00	-607,803.46	2.24%
Total Expense	101,350.96												101,350.96	1,885,377.00	-1,784,026.04	5.38%
Net Ordinary Income	288,545.40												288,545.40	353,123.00	-64,577.60	81.71%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)														100,000.00	-100,000.00	
7130 · Conn. Fees, PFP (New Constr)														50,000.00	-50,000.00	
7140 · Conn. Fees, PFP (Remodel)	13,999.37												13,999.37			
Total 7100 · Connection Fees	13,999.37												13,999.37	150,000.00	-136,000.63	9.33%
7600 · Bond Revenues, G.O.	70,817.59												70,817.59	1,150,436.00	-1,079,618.41	6.16%
7650 · Water System Reliability														1,000,000.00	-1,000,000.00	
Total 7000 · Capital Account Revenues	84,816.96												84,816.96	2,300,436.00	-2,215,619.04	3.69%
Total Other Income	84,816.96												84,816.96	2,300,436.00	-2,215,619.04	3.69%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	14,307.00												14,307.00	1,108,750.00	-1,094,443.00	1.29%
Total 8000 · Capital Improvement Program	14,307.00												14,307.00	1,108,750.00	-1,094,443.00	1.29%
9000 · Capital Account Expenses																
9100 · Interest Expense - GO Bonds														208,611.00	-208,611.00	
9125 · PNC Equipment Lease Interest	583.84												583.84	13,461.00	-12,877.16	4.34%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL			
													Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
9150 · SRF Loan													583.84	70,564.00	-70,564.00	
9210 · Conservation Program/Rebates													583.84	3,000.00	-3,000.00	
Total 9000 · Capital Account Expenses	583.84												583.84	295,636.00	-295,052.16	0.2%
Total Other Expense	14,890.84												14,890.84	1,404,386.00	-1,389,495.16	1.06%
Net Other Income	69,926.12												69,926.12	896,050.00	-826,123.88	7.8%
Net Income	358,471.52												358,471.52	1,249,173.00	-890,701.48	28.7%

Montara Water & Sanitary District Check Detail August 19 - 28, 2020

Date	Num	Name	Paid Amount
SPLIT			
08/28/2020	11684	A-B Communications	-169.60
08/28/2020	11685	AT&T	-3,709.39
08/28/2020	11686	AT&T	-151.61
08/28/2020	11687	AT&T	-344.30
08/28/2020	11688	AT&T	-354.26
08/28/2020	11689	AT&T	-71.35
08/28/2020	11692	Fitzgerald Law Offices	-15,350.00
08/28/2020	11694	IEDA	-427.00
08/28/2020	11695	KBA Document Solutions	-43.84
08/28/2020	11698	Office Depot	-9.49
08/28/2020	11699	Pacific Gas & Electric	-6,664.05
08/28/2020	11701	PARS	-795.68
08/28/2020	11702	PCT	-600.00
08/28/2020	11705	Standard Insurance Co.	-477.69
08/28/2020	11706	Tech Solutions	-100.00

Montara Water & Sanitary District

Check Detail

August 19 - 28, 2020

Date	Num	Name	Paid Amount	
WATER				
08/20/2020	11682	Pat Dalton	-800.00	PAID
08/28/2020	11690	AT&T Mobility	-44.32	
08/28/2020	11691	First Republic Bank	-5,426.05	
08/28/2020	11696	Mail Technologies, Inc	-345.00	
08/28/2020	11697	North Coast County Water District	-450.00	
08/28/2020	11700	Pacific Gas & Electric	-1,248.44	
08/28/2020	11707	Underground Service Alert	-161.31	
08/28/2020	11708	Wells Fargo Remittance Center	-4,973.16	
08/28/2020	11709	Teresa Orrante	-150.00	

Montara Water & Sanitary District
Check Detail
August 19 - 28, 2020

Date	Num	Name	Paid Amount
SEWER			
08/28/2020	11693	Hue & Cry Security Systems, Inc.	-391.80
08/28/2020	11703	Sewer Authority Mid-Coastside	-21,179.42
08/28/2020	11704	Sewer Authority Mid-Coastside	-132,053.08



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 3, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: SAM Flow Report for July 2020

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 July 2020.
- Collection System Monthly Overflow Report – June 2020.

The Average Daily Flow for Montara was 0.255 MGD in June 2020. There was no reportable overflow in June in the Montara System. SAM indicates there were 0.08 inches of rain in June 2020.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2020

July 2020

	Total	Number of S.S.O's			
		HMB	GCSD	MWSD	SAM
Roots	1	0	1	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	1	0	0	0
Total	2	1	1	0	0
		50%	50%		

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	1	0	1	0	0
Grease	0	0	0	0	0
Mechanical	1	1	0	0	0
Wet Weather	0	0	0	0	0
Other	3	1	1	0	1
Total	5	2	2	0	1
		40%	40%	0%	20%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
July 2020	2	1	1	0	0
12 Month Moving Total	5	2	2	0	1

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSD	MWSD	SAM
July 2020	1.9	2.7	3.0	0.0	0.0
12 Month Moving Total	4.8	5.4	6.0	0.0	13.7
Category 1	1.0	0.0	3.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	5.4	3.0	0.0	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

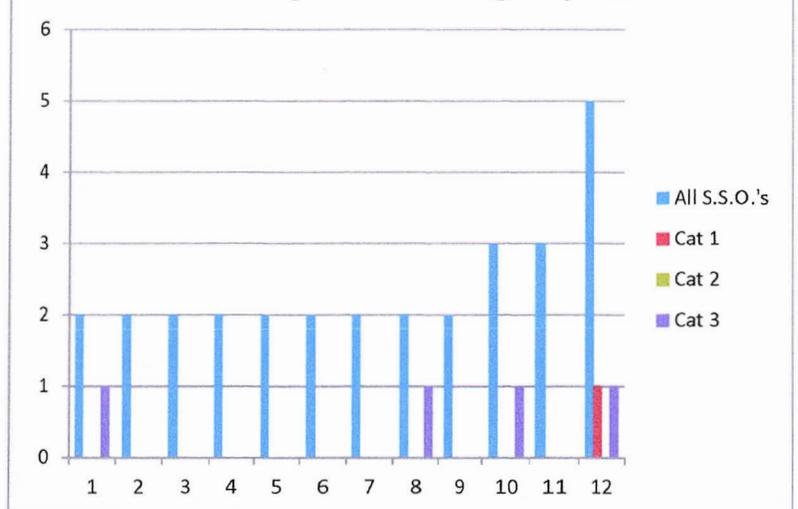
Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Aug - 19	8,042	22,405	15,720	46,167	8.7
Sept - 19	7,292	18,063	11,618	36,973	7.0
Oct - 19	16,104	14,144	13,611	43,859	8.3
Nov - 19	6,171	23,308	10,135	39,614	7.5
Dec - 19	6,660	18,277	9,422	34,359	6.5
Jan - 20	6,947	11,809	11,218	29,974	5.7
Feb - 20	7,403	7,463	10,503	25,369	4.8
Mar - 20	10,957	11,948	10,023	32,928	6.2
Apr - 20	9,893	10,803	10,420	31,116	5.9
May - 20	10,453	12,618	10,308	33,379	6.3
June - 20	11,026	17,691	6,463	35,180	6.7
July - 20	16,890	18,514	14,262	49,666	9.4

Annual ft	117,838	187,043	133,703	438,584	
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Annual Mi.	22.3	35.4	25.3		83.1
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Attachment C

12 Month Moving SSO Totals Through July 2020



Attachment A

Flow Distribution Report Summary for July 2020

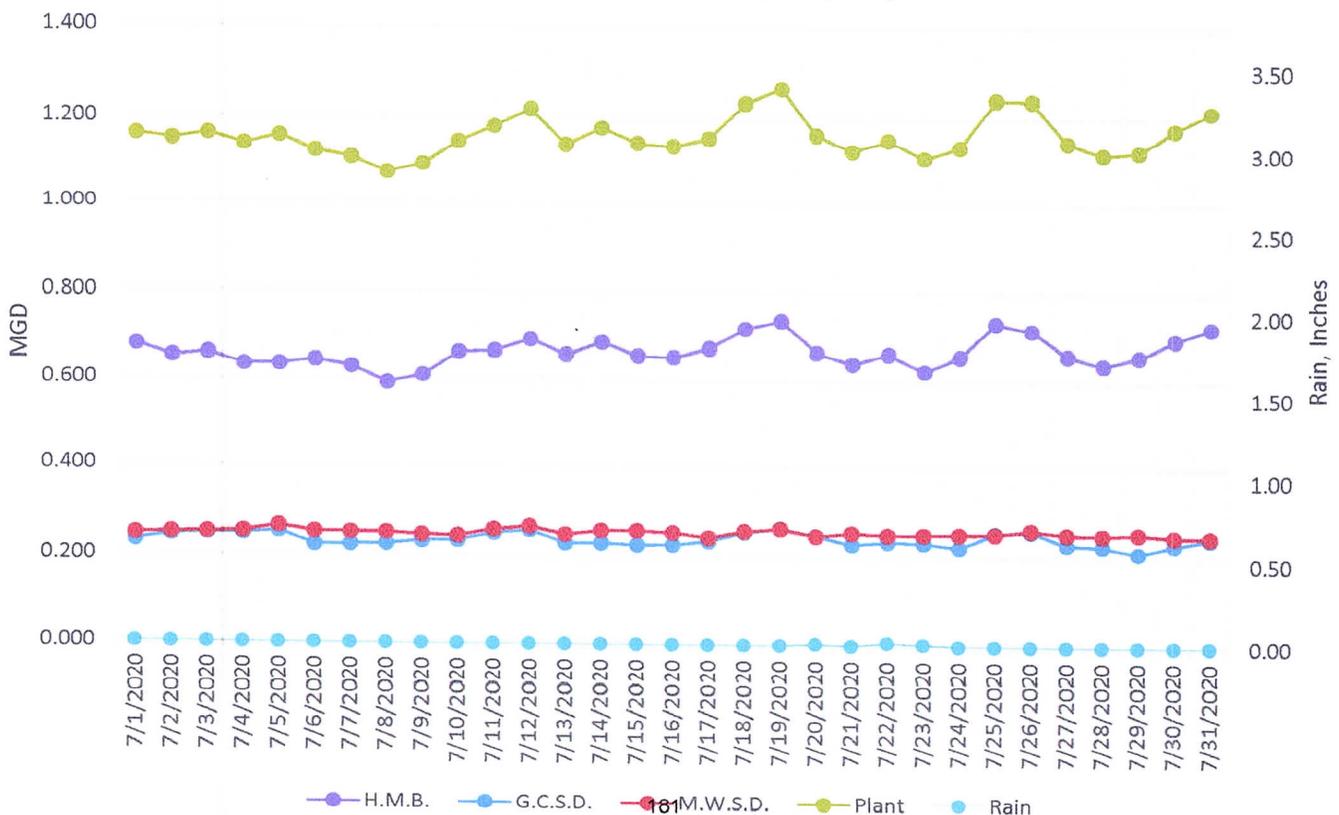
The daily flow report figures for the month of July 2020 have been converted to an Average

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	0.665	57.4%
Granada Community Services District	0.239	20.6%
Montara Water and Sanitary District	<u>0.255</u>	<u>22.0%</u>
Total	1.158	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2020



Sewer Authority Mid-Coastside

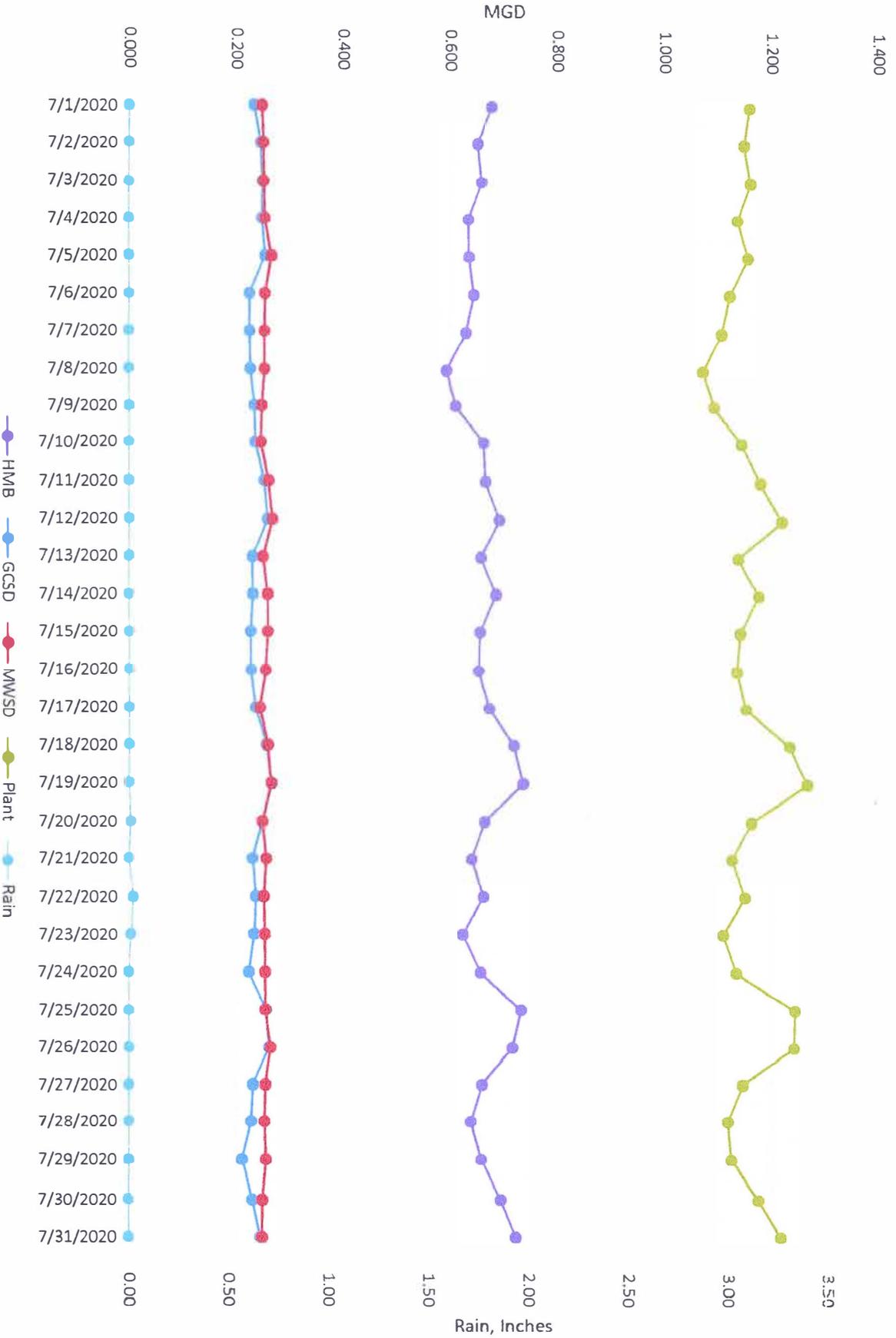
Monthly Flow Distribution Report for July 2020

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
7/1/2020	0.677	0.234	0.248	1.159	0.00	0.00	0.00
7/2/2020	0.652	0.246	0.251	1.149	0.00	0.00	0.00
7/3/2020	0.659	0.250	0.252	1.161	0.00	0.00	0.00
7/4/2020	0.634	0.249	0.254	1.137	0.00	0.00	0.00
7/5/2020	0.635	0.255	0.267	1.157	0.00	0.00	0.00
7/6/2020	0.644	0.225	0.254	1.123	0.00	0.00	0.00
7/7/2020	0.630	0.226	0.253	1.108	0.00	0.00	0.00
7/8/2020	0.593	0.227	0.253	1.073	0.00	0.00	0.00
7/9/2020	0.611	0.234	0.248	1.093	0.00	0.00	0.00
7/10/2020	0.663	0.236	0.246	1.145	0.00	0.00	0.00
7/11/2020	0.666	0.253	0.261	1.180	0.00	0.00	0.00
7/12/2020	0.692	0.259	0.268	1.220	0.00	0.00	0.00
7/13/2020	0.658	0.230	0.250	1.138	0.00	0.00	0.00
7/14/2020	0.686	0.231	0.259	1.176	0.00	0.00	0.00
7/15/2020	0.656	0.227	0.259	1.142	0.00	0.00	0.00
7/16/2020	0.653	0.228	0.255	1.135	0.00	0.00	0.00
7/17/2020	0.673	0.236	0.244	1.153	0.00	0.00	0.00
7/18/2020	0.719	0.256	0.259	1.234	0.00	0.00	0.00
7/19/2020	0.736	0.266	0.265	1.267	0.00	0.00	0.00
7/20/2020	0.664	0.249	0.249	1.163	0.01	0.00	0.00
7/21/2020	0.640	0.231	0.256	1.126	0.00	0.00	0.00
7/22/2020	0.662	0.237	0.252	1.151	0.02	0.03	0.04
7/23/2020	0.623	0.235	0.253	1.111	0.01	0.02	0.04
7/24/2020	0.657	0.225	0.254	1.136	0.00	0.00	0.00
7/25/2020	0.732	0.256	0.255	1.244	0.00	0.00	0.00
7/26/2020	0.716	0.261	0.264	1.241	0.00	0.00	0.00
7/27/2020	0.660	0.232	0.255	1.147	0.00	0.00	0.00
7/28/2020	0.639	0.229	0.253	1.120	0.00	0.00	0.00
7/29/2020	0.658	0.213	0.256	1.127	0.00	0.00	0.00
7/30/2020	0.695	0.232	0.250	1.177	0.00	0.00	0.00
7/31/2020	0.723	0.246	0.249	1.217	0.00	0.00	0.00
Totals	20.605	7.412	7.892	35.909	0.04	0.05	0.08

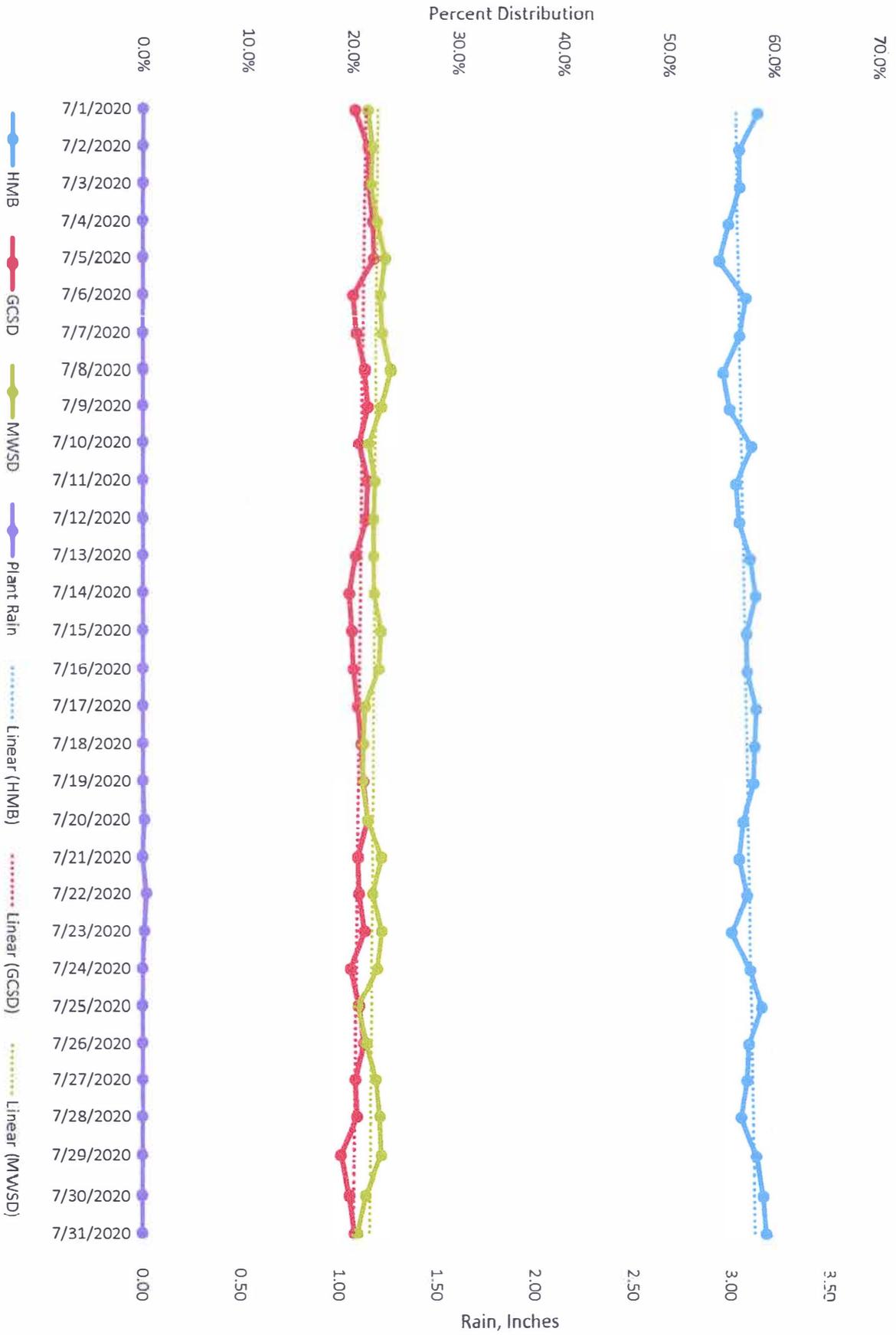
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.593	0.213	0.244	1.073
Average	0.665	0.239	0.255	1.158
Maximum	0.736	0.266	0.268	1.267
Distribution	57.4%	20.6%	22.0%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2020



Percent Distribution July 2020

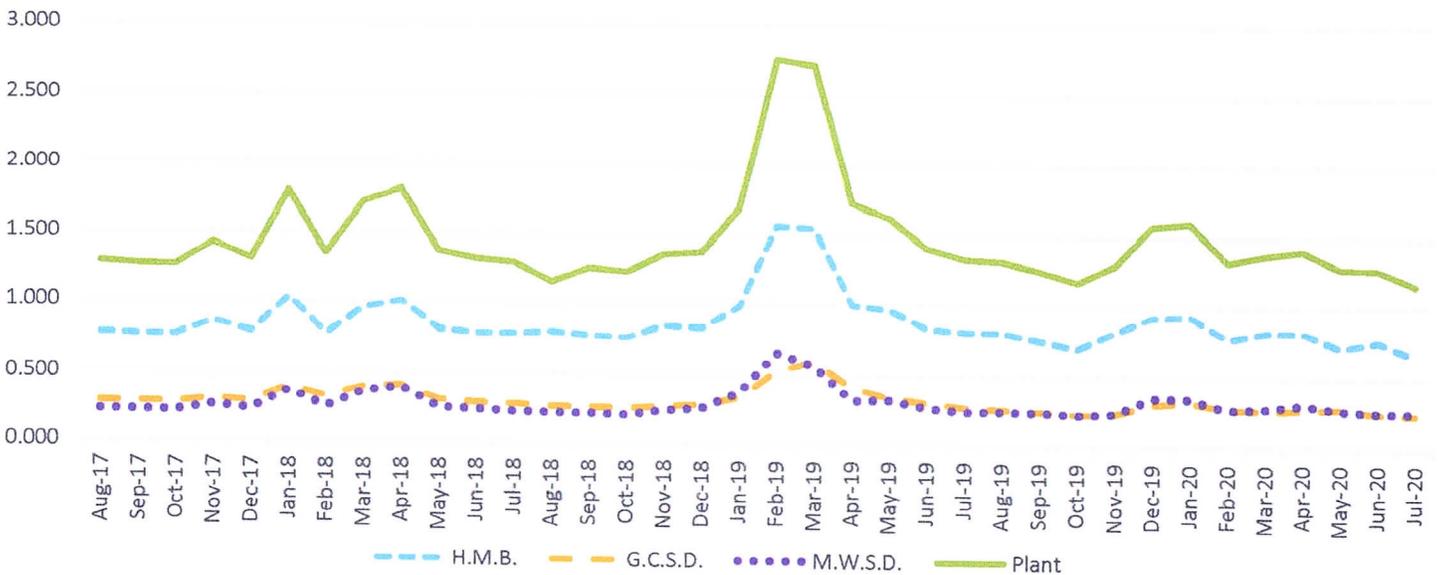


Most recent flow calibration September 2019 PS, September 2019 Plant

One Year Flow Chgart
Aug 2019 - July 2020

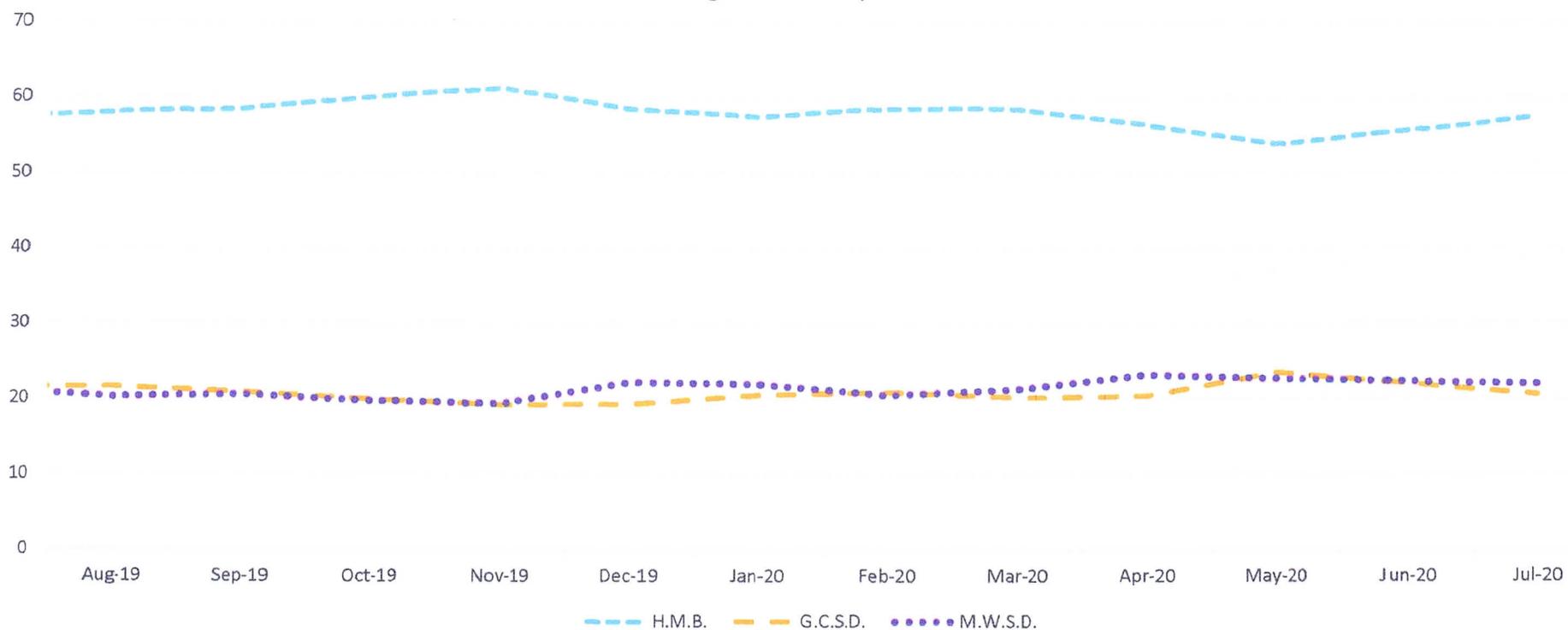


Three Year Flow Chart
Aug 2017 - July 2020



Flow based percent distribution based for past year

1 year Distribution by %
Aug 2019 - July 2020





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 3, 2020

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 July 2020 the rate was 0.920%.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 3, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Connection Permit Applications Received

As of September 3, 2020 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
04-24-20	Jovi DeWett	325 Virginia, Moss Beach	SFR

As of September 3, 2020 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
04-24-20	Jovi DeWett	325 Virginia, Moss Beach	SFR
07-28-20	Jordan McWherter	1237 Grant, Montara	SFR

As of September 3, 2020 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
04-24-20	Jovi DeWett	325 Virginia, Moss Beach	SFR	Domestic
06-25-20	Big Wave	TBA, Princeton-by-the-Sea	COM	Domestic

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 3rd, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens', located to the right of the 'FROM' line.

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.

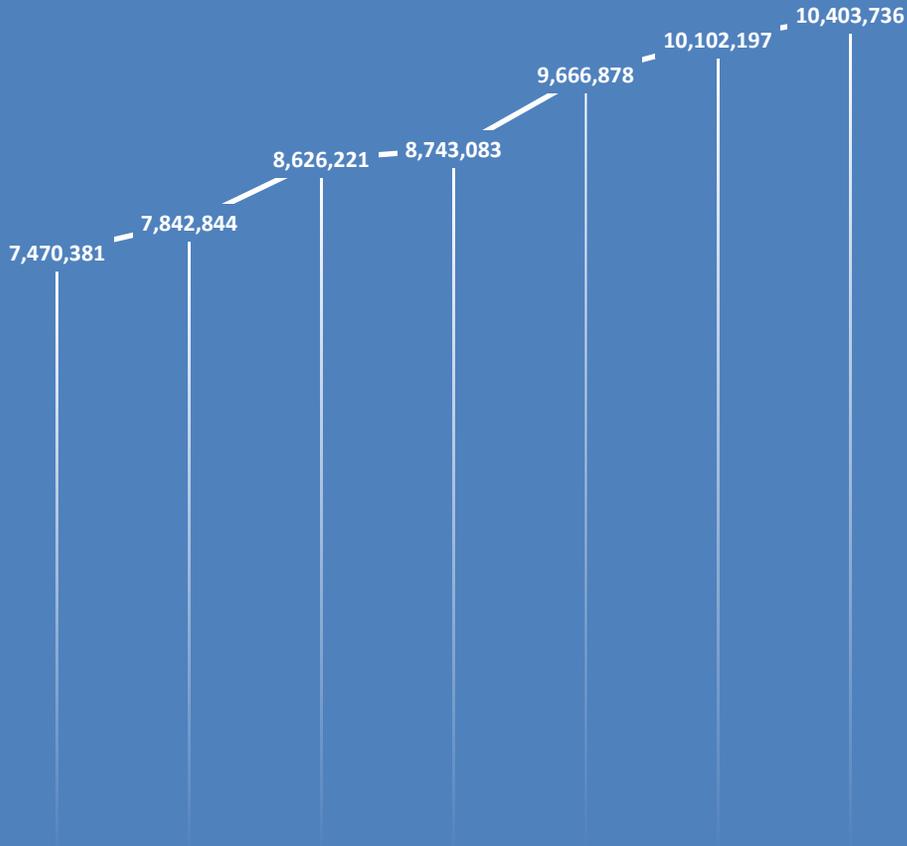
RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2020 (GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,470,381	7,842,844	8,626,221	8,743,083	9,666,878	10,102,197	10,403,736					

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: September 3rd, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Rain Report

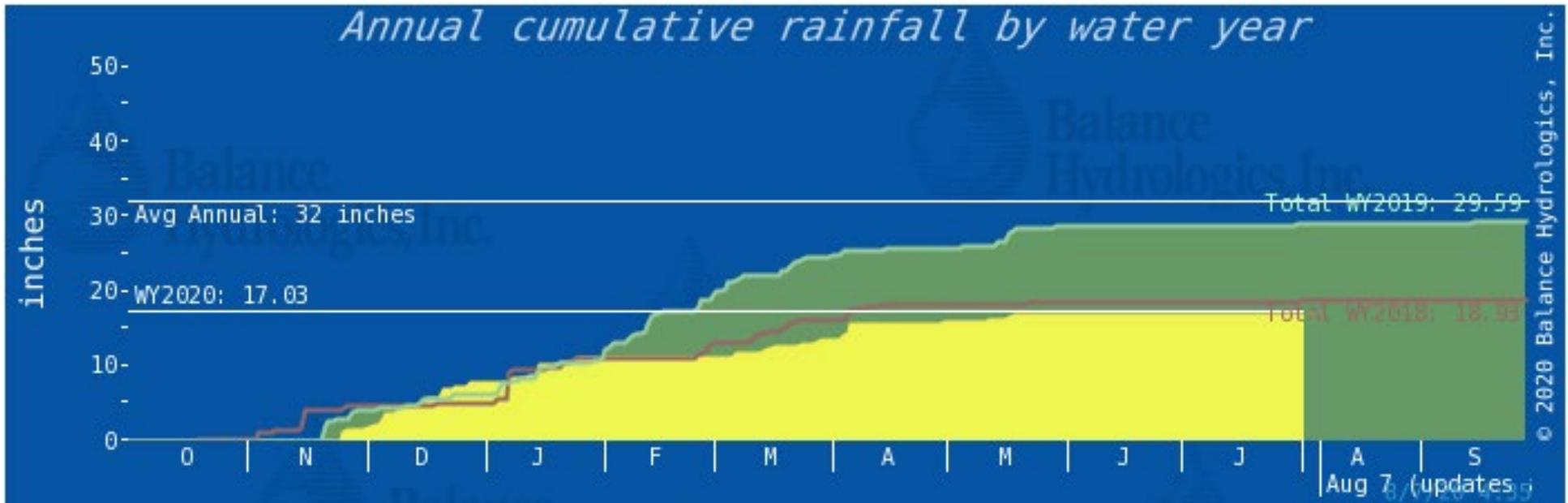
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

RECOMMENDATION:

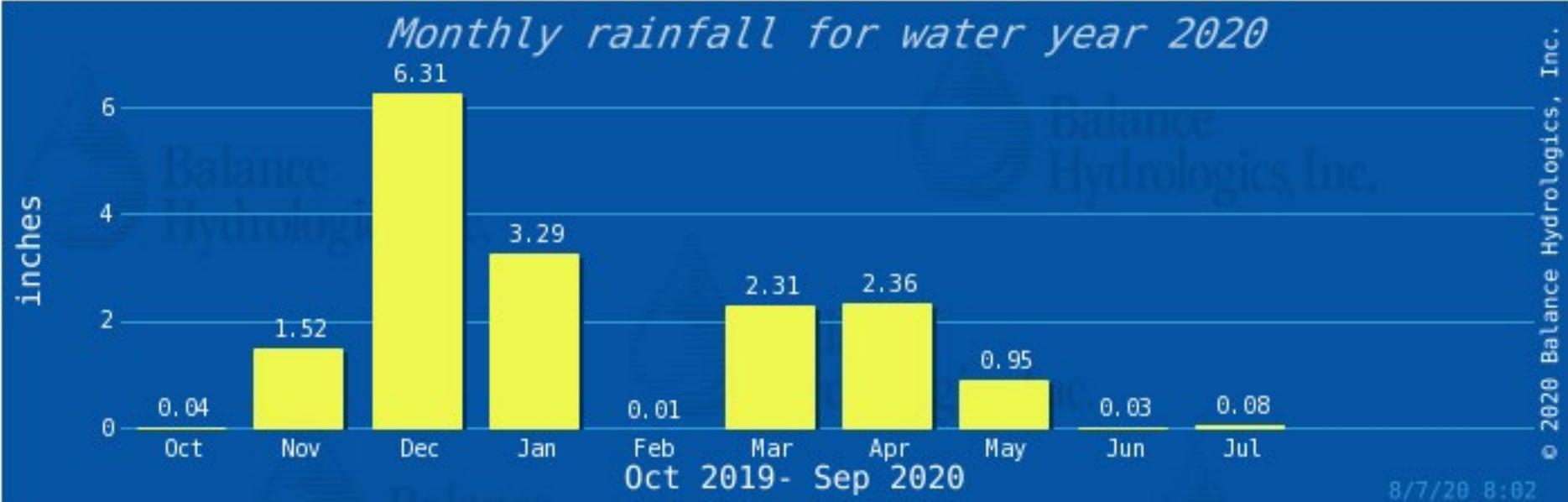
No action is required. These reports are provided for the Board's information only.

Attachments: 2

Annual Cumulative Rainfall



Monthly Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 3rd, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Monthly Solar Energy Report

The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 45,107 kWh and saved 76,682 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1

SOLAR ENERGY PRODUCED IN 2020 (kWh)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
total kWh	104	167	176	212	266	267	221					



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 3, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Public Agency Retirement Service
Report for June 2020.**

The District has received the monthly PARS report for June 2020.

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
Retirement Enhancement Plan**

**Monthly Account Report for the Period
6/1/2020 to 6/30/2020**

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 6/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 6/30/2020
Contributions	\$836,430.25	\$9,259.38	\$16,273.47	\$389.16	\$1,095.22	\$0.00	\$860,478.72
TOTAL	\$836,430.25	\$9,259.38	\$16,273.47	\$389.16	\$1,095.22	\$0.00	\$860,478.72

Investment Selection

PARS Capital Appreciation INDEX PLUS

Investment Objective

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

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	1.95%	14.71%	2.52%	5.95%	-	-	03/08/16

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

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

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

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 3, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Water Leak Repair of 8" Water Main under
Highway 1 between Carlos and Vallemar Street.**

The District uses several pipelines that cross under Hwy 1 to deliver water to homes and businesses that are located west of Hwy 1. One of the mainlines crossing the Highway is located between Carlos Street and the northern section of Vallemar Street. It was installed before the Highway existed, in the early 1940's and has despite it's age remained in very good condition with little history of leaks.

The section of pipe on the western edge of the crossing runs up a steep embankment and is partially exposed or very shallow and therefore subject to erosion. The pipe failed at this location in the embankment for the first time in 2018 and was repaired with temporary means. On August 24, a second pipe failure occurred in the upper section of the embankment and was once again repaired by temporary clamp and encasement in concrete. The location of the pipe under or in close vicinity of the heavily trafficked State Highway makes the repairs challenging and use of heavy equipment limited.

Finding a solution for the Highway 1 crossing is marked as high priority, with some funds allocated in the Districts CIP. Replacement with traditional methods is very expensive. New technologies and alternative crossings are under consideration and will most likely be part of a solution that results in savings to our community.

RECOMMENDATION:

This is for Board information only.

Attachment



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 3, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 3, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 3, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Water Main Extension Agreement for New Service Connection at 655 Vue De Mar Ave, Moss Beach, APN 037-155-080

The applicant filed a New Service Application with Montara Water and Sanitary District for domestic water, private fire protection (PFP), and sewer services for a new development located at 655 Vue De Mar Ave, Moss Beach, CA (APN 037-155-080). In accordance with the District's code, the proposed project requires an approximately 50-foot, 6-inch-diameter water main extension in the public right-of-way, from the existing water main located on the Vue De Mar Ave to the proposed new dwelling at 655 Vue De Mar Ave in order to provide domestic water and PFP services to the proposed new development. The proposed water main extension was designed by the applicant's engineer in accordance to District's codes and standard specifications.

The main extension design drawings have been approved by the District Water Engineer. The Applicant reached agreement with the District-certified contractor Teichert Energy & Utilities Group through sole source selection for a total cost of \$8,000 dollars on July 21, 2020. The Applicant is responsible to cover all costs to furnish all labor, materials and equipment for construction related to water main extension and water and PFP laterals. Staff is seeking Board's approval to enter into the Agreement for Construction and Acquisition of Water Main Extension with the Applicant. The applicant will need to provide proof of insurance, payment bond and faithful performance bond prior to construction of the water main.

RECOMMENDATION:

Approve Resolution No.____, Resolution of the Montara Water and Sanitary District Approving a Main Extension and Authorizing Execution of Agreement for Construction and Acquisition of Water Main Extension (APN 037-155-080). The Agreement will not be executed unless proof of insurance, payment bond and faithful performance bond are provided by the applicant.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 3, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Water Main Extension Agreement for New Service Connection at 655 Vue De Mar Ave, Moss Beach, APN 037-155-080

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RECOMMENDATION:

Approve Resolution No.____, Resolution of the Montara Water and Sanitary District Approving a Main Extension and Authorizing Execution of Agreement for Construction and Acquisition of Water Main Extension (APN 037-155-080). The Agreement will not be executed unless proof of insurance, payment bond and faithful performance bond are provided by the applicant.

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING A MAIN EXTENSION AND AUTHORIZING EXECUTION OF AGREEMENT FOR CONSTRUCTION AND ACQUISITION OF WATER MAIN EXTENSION (APN 037-155-080)

WHEREAS, Emily Humphreys ("Applicant") owns real property located at 655 Vue De Mar Ave., Moss Beach, California, more particularly described as Assessor's Parcel Number 037-155-080 ("Real Property"); and

WHEREAS, Applicant submitted an application for water service by the District's water system to serve a proposed new development on the Real Property in accordance with the Montara Water and Sanitary District ("District") Code Section 5-3.100 ("Service Application"), which requires the financing, construction and dedication of a Main Extension beyond the District's existing facilities; and

WHEREAS, Applicant submitted plans, profiles and specifications for the Main Extension, which have been reviewed and approved by the District's Engineer and the District's General Manager for conformance with District's requirements under District Code Section 5-4.222; and

WHEREAS, pursuant to District Code Section 5-4.203, the District and the Applicant have agreed upon the terms and conditions for the Main Extension and that are included in the agreement entitled "Agreement for Construction and Acquisition of Water Main Extension" ("Agreement"); and

WHEREAS, the District Board desires to enter into the Agreement and approve Applicant's Service Application.

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. Applicant's Service Application is hereby approved subject to the terms and conditions contained in the attached form of the Agreement, which is further approved and the General Manager is authorized to execute and record the Agreement.

President, Montara Water and Sanitary District

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING A MAIN EXTENSION AND AUTHORIZING EXECUTION OF AGREEMENT FOR CONSTRUCTION AND ACQUISITION OF WATER MAIN EXTENSION (APN 037-155-080)

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Adjourned Meeting thereof held on the 3rd day of September 2020, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

**AGREEMENT FOR CONSTRUCTION AND
ACQUISITION OF WATER MAIN
EXTENSION**

(APN 037-155-080)

THIS AGREEMENT, made and entered as of July 21, 2020, by and between the **MONTARA WATER AND SANITARY DISTRICT**, a public agency located in the County of San Mateo, California ("District") and Emily Humphreys ("Applicant");

WITNESSETH:

WHEREAS, Applicant has applied for a permit to connect Applicant's real property described in Exhibit "A" hereof, attached hereto and by this reference incorporated herein ("Property," also designated by Assessor's Parcel Number 037-155-080) to District's water system pursuant to the provisions of Section 5-3.100 of the Montara Water and Sanitary District Code ("District Code"); and

WHEREAS, a water main extension ("Extension") is required in order to serve the Property; and

WHEREAS, Applicant has submitted plans, profiles, and specifications for the Extension which have been approved by District's Water System Engineer for conformance with District's requirements under District Code Section 5-4.222; and

WHEREAS, this agreement is entered into pursuant to Section 5-4.203 of the District Code;

NOW, THEREFORE, the parties hereto agree as follows:

1. **Extension**. Applicant shall, at Applicant's own cost and expense, provide for the construction of the Extension, furnish all the materials, and do all the work hereinafter described in accordance with, and as provided for, in the plans, profiles and specifications (collectively, "Plans") prepared for Applicant by Adolfo Espino, Registered Professional Engineer, AE Engineering Services, Inc., entitled, "655 Vue De Mar Ave Moss Beach," District's Standard Specifications on

file in District's Administrative Offices and the provisions of Chapter V, Article 4, Division 2 ("Extension of Facilities") of the District Code, the applicable provisions of which are hereby incorporated herein. If a conflict exists between the Plans and District's Standard Specifications and/or said Division 2 for a particular portion or component of the Extension, the stricter standard shall govern to the extent of such conflict. Applicant shall complete construction of all of the Extension subject to such exceptions and time extensions as may be allowed under Paragraph 12 (Force Majeure), on or before July 21, 2021.

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

3. Permits, Approvals. Prior to commencing construction of the Extension Applicant shall obtain, maintain, comply with and submit to District all federal, state, county and other permits, licenses, approvals and entitlements, including encroachment permits, that are necessary to grant Applicant the right and permission to enter upon the site or sites of construction of the Extension from the appropriate public agency to allow for the construction of the Extension by Applicant, for District's right of entry pursuant to Paragraph 2 and for District's acceptance of the Extension. Upon completion of construction of the Extension and acceptance thereof by District, Applicant shall convey title to the Extension and appurtenances to District free and clear of any encumbrances, except such encumbrances as may expressly in writing be accepted by District. Such title shall include, without limitation, the right to operate, maintain, repair, replace (in the original or any other size), construct and install a water main or mains and appurtenances. Applicant agrees and covenants that, prior to execution of any such conveyances, Applicant shall not convey to any other person(s) or entity or

entities the same interest or any other interest that may conflict with the interest or interests to be conveyed to District. Title to the Extension shall vest absolutely in District upon District's written notice of acceptance thereof.

All conveyancing documents described above shall be subject to the approval of District's legal counsel. All conveyancing costs including, without limitation, costs of preparing documents for the benefit of District, and recordation shall be borne by Applicant.

4. Security. Applicant shall, prior to the commencement of any work on the Extension, file with District's Manager a bond or cash deposit securing the faithful performance of all work and the construction of the Extension within the time herein specified. The amount of the security shall be Eight Thousand Dollars (**\$8,000.00**).

Applicant shall, likewise prior to the commencement of any work on the Extension, file with District's Manager a bond or cash deposit securing the payment by Applicant of all bills for labor and materials incurred in the construction of the Extension and the doing of all other work herein agreed to be done by Applicant, with respect to the Extension. The amount of the security shall be Eight Thousand Dollars (**\$8,000.00**).

The aforementioned security shall include, in addition to the principal amounts, a guarantee of the payment of costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by District in the event of successful enforcement of such security. All bonds shall be issued by a corporate surety admitted in the State of California.

5. Deposits for District's Costs. Applicant has deposited with District (the "Initial Deposit") the sum of Three Thousand Eight Hundred and Thirty Eight Dollars (**\$3,838.00**), receipt of which is hereby acknowledged by District. The deposit shall be used by District to pay for its costs incurred in administering this agreement and carrying out its duties regarding construction and acceptance of the Extension including, without limitation, costs of reviewing the Plans for the Extension, costs incidental to inspection

of the construction of the Extension, administrative, engineering and legal services costs and other costs and expenses incurred by District relating to this agreement and to construction of the Extension. If the Initial Deposit is insufficient to pay all such estimated costs and expenses, District shall notify Applicant in writing of any such insufficiency, whereupon Applicant shall replenish the deposit in the amount estimated by District that is necessary to cover District's remaining estimated costs and expenses. If such insufficiency occurs, District shall not be obligated to perform any further services hereunder unless and until an additional deposit is made. Upon completion of the construction of the Extension, Applicant shall pay any additional costs and expenses of District not covered by the Initial and, if applicable, the additional deposit prior to acceptance of the Extension by District. District shall refund to Applicant any balance of the deposit(s) remaining after acceptance of the Extension.

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

6. Hold Harmless. Applicant shall protect, indemnify, and hold harmless District, its governing board, commissions, committees, officers, agents and employees (collectively, "Indemnitees") from and against any and all liability, losses, damages, claims, causes of action, or actions arising out of any accident, occurrence or incident resulting from, or alleged to have resulted from, the construction of the Extension by or for Applicant, the negligent performance of, or failure to perform, any contractual responsibility of Applicant, or any negligent action or omission of Applicant relating to the construction of the Extension or other responsibility of Applicant. Applicant shall also protect, indemnify, and hold harmless Indemnitees from and against any and all liability or allegations thereof, relating to the use of any copyrighted material in the Plans or the use of any patent or patented article or process by Applicant in the construction of the

Extension. Applicant's duty to defend and hold harmless shall include the responsibility to provide legal representation, the selection of whom shall be subject to District's approval.

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

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

Applicant shall furnish evidence of the insurance by filing with District's Manager copies of the policy's or policies' declaration page(s) or information page(s) with such endorsements as may be necessary to show compliance with

all of the requirements of this Paragraph, together with a certificate or certificates of the insurance. Applicant shall file said documents upon execution of this agreement.

8. Acceptance. Construction of the Extension in conformance with the Plans, District's Standard Specifications and the provisions of Chapter V, Article 4, Division 2 ("Extension of Facilities") of the District Code incorporated herein pursuant to Paragraph 1 shall be subject to the approval of District's Water System Engineer. Upon completion of the construction in full compliance with this agreement and upon recommendation of said Engineer, District shall accept the Extension. The security required hereunder shall not be released until said acceptance. Upon acceptance, Applicant shall furnish District with a complete set of plans and drawings showing the Extension in their actual or "as built" condition and location.

9. Time of the Essence. Time is of the essence of this agreement, and if Applicant defaults in the performance of Applicant's obligations hereunder not excused by reason of Force Majeure under paragraph 12, Applicant hereby agrees that District may, at District's option: (i) treat any deposits and payments made by Applicant hereunder as compensation or reimbursement for District's costs and expenses hereunder and terminate this agreement, or (ii) if District desires that the Extension shall be completed, District may enforce the provisions hereof against Applicant and Applicant' sureties, and recover any and all costs incurred therewith, including, without limitation, costs of suit and reasonable attorney's fees.

10. Guarantee of Workmanship and Materials. Applicant agrees that, if within a period of one (1) year after acceptance of the Extension, the Extension or any part or component thereof fails to fulfill any of the requirements of this agreement, or of the Plans, District's Standard Specifications and the provisions of Chapter V, Article 4, Division 2 ("Extension of Facilities") of the District Code incorporated herein, Applicant shall, upon written notice from District directing the work to be done, without delay and without any cost to District, repair, replace or

reconstruct any defective or otherwise unsatisfactory part or parts of the Extension. Should Applicant fail to act promptly to make such repair, replacement, or reconstruction, or otherwise to act in accordance with the requirement to repair, replace, or reconstruct, or should the exigencies of the case require that repair, replacement, or reconstruction be made before Applicant can be notified, District may, at its option, make the necessary repair, replacement, or reconstruction or perform the necessary work, and Applicant shall pay to District the actual cost of thereof plus fifteen (15) percent.

Notwithstanding any provision to the contrary in this agreement, Applicant shall not be responsible for repair, replacement, or reconstruction of any Extension, necessitated by events of Force Majeure described in Paragraph 12.

11. Security to Insure Guarantee. Applicant agrees, as a condition precedent to District's acceptance of the Extension, to furnish and file with District a bond or cash deposit in the amount of Eight Hundred Dollars (**\$800.00**) guaranteeing and securing to District Applicant's compliance with the provisions of Paragraph 10 for a period of one (1) year after acceptance of the Extension by District.

12. Force Majeure. Applicant shall not be in default of any provision of this agreement where timely performance or timely compliance thereof is prevented by acts of God, including natural disasters, or unusually inclement weather, civil emergencies, inability to obtain materials (except for such inability occasioned by the act, or failure to act, of Applicant), unanticipated change in governmental regulations, labor strike or disturbance (except that pertaining to Applicant's employees or agents) or similar acts which are beyond Applicant's reasonable ability to control; provided, that Applicant shall be obligated to perform or comply within a reasonable time after the event or action which precluded Applicant's timely performance no longer exists.

13. Independent Contractor. It is mutually understood and agreed that neither Applicant, nor any of Applicant's agents or contractors are, or shall be, agents or employees of District in connection with the performance of Applicant's

obligations under this agreement. Applicant is, and shall be, an independent contractor hereunder.

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

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

16. **Joint and Several**. If Applicant, as named above, consists of two or more persons or entities (irrespective of whether the form of such entity or entities is corporate, partnership, association or other form), the obligations and responsibilities under this agreement of each and all of them are joint and several.

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

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

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

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

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

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

By: _____
President

Countersigned:

District Secretary

Emily Humphreys ("Applicant")

By: Emily Humphreys 8/25/20



State of Virginia
County of Fairfax

Subscribed and sworn to (or affirmed) before me on this 25th
day of August, 2020, by Emily Humphreys
Notary Name Jose A. Regalado
Notary Signature [Signature]
My commission expires on April 30 2023

EXHIBIT "A"

Legal Description

For APN/Parcel ID(s): 037-155-080

All that certain real property located in the unincorporated area of San Mateo County, State of California, and being more particularly described as follows:

BEING ALL OF LOT EIGHTEEN (18) IN BLOCK SIX (6) OF THE RE-SUBDIVISION OF MARINE VIEW TERRACE TRACT, AS SAID LOT AND BLOCK ARE LAID DOWN AND DELINEATED ON THE OFFICIAL MAP THEROF, RECORDED IN MAP BOOK NO.5, AT PAGE 39, IN THE RECORDER'S OFFICE OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON THE 30 DAY OF OCTOBER, 1907



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 3, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to be 'C Heldmaier', written over the printed name.

SUBJECT: Review and Possible Action Concerning Draft Board of Directors Letter to the Editor on Local Leadership and Community Representation.

Following public comment over the past several months, the Board has requested a statement addressing the importance of the District and locally elected leadership in representing Montara and Moss Beach's community interests.

The attached draft letter for submission to local publications (Half Moon Bay Review and Coastside Buzz) addresses the community's intent and action over the years in first forming the Montara Sanitary District in 1958, with the addition of water and garbage services in more recent years. The letter outlines the Board of Directors' obligation and mutual intent to proactively represent the local community on local issues, as well as review of neighboring municipal actions with potential to impact our community.

This letter continues the Board's commitment to providing timely information to customers and stakeholders within the MWSD service area and coastside community

RECOMMENDATION: Approve letter and submission to local publications.

Attachment

MWSD Board Letter to the Editor
8/27/20 Draft
300 word limit for Half Moon Bay Review

As our community and nation continue to struggle with COVID-19, we see how local leadership is critical to the safety and well-being of our community. Leadership keeps us well informed, on track and focused on the tasks needed to maintain our livelihoods. As elected representatives for our community, we thank you for your support and confidence in what we do. We're committed to keeping watch for you and our beautiful coastside.

Our agency – Montara Water and Sanitary District – was formed by community members in 1958* to provide solutions that were better tailored to local needs, and more cost effective than the suggestions by the existing larger jurisdictions in place. We continue to serve you and those local needs today.

We carefully spend your bill dollars to ensure vital, reliable water, garbage and sewer services right here in Montara and Moss Beach. We do this because we live here and have spent the time to understand what is needed.

We have secured an independent water supply for our community. The water you need comes directly from sources developed, owned and operated here by this District. The beaches, creeks, ocean and environment we live in and near are protected from sewage by the system we built, operate and maintain. The money you pay is spent here on these systems.

We continue to hold Half Moon Bay accountable for their role in our partnership in the Sewer Authority Mid-Coastside. This critical sewage treatment system and facility is in need of investment and repair – not lawsuits, delays and cost-shifting. We watch for efforts – like The update of Half Moon Bay's Local Coastal Program – which aggressively pushes Half Moon Bay's influence north towards our community. We won't let the needs of our community be ignored or let your dollars be spent outside our area.

Having leaders who are locally elected means we can keep our focus where it needs to be – here in Montara and Moss Beach. We focus on reliability, sustainability, and resource protection to safeguard us now and into the future.

If you have any questions or concerns about our work or budget, ask us! Via email at mwsd@coastside.net.

**MWSD was formed in 1958 to address sewer and garbage services, with water service added after 2002.*

375 word count



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 3, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: General Manager's Report

Operations:

- U.S.As – 18
- Work orders – 19 : 10 leak investigation and profile, 2 shut off notices for no accounts, 4 water on/off, 1 meter locate, 2 move in / move out
- Leak repair at Highway 1
- Back-flows - 21
- Hydrants painted and serviced – 8
- Valves exercised – 53
- CL2 pumps cleaned and serviced – 2
- Work with Calcon to trouble shoot issues with Airport Well 3
- Tamper repairs / register head replacements – 3
- Raw water line flushing – 3
- Static hydrant pressure grab and main size confirmation
- Pillar Ridge Treatment Plant rotten pipe demo and removal
- Debris box / Shop organization and cleaning
- Dose Portola tank with chlorine
- Commons photo organization
- Work with Calcon to plan Pillar Ridge treatment plant tie in to SCADA
- Search for Airport well file records
- Run School House boosters while Airport Well 3 work was happening
- Bacteriological samples taken and delivered to lab
- Well site amperage testing
- State Report paperwork
- Follow up on lead & copper customer samples and shipping samples to lab
- Raw water line trail maintenance and TLC
- Clean raw water diversion box
- Raw water tank inlet box drained and cleaned
- Airport Well 3 new hose install and flushing
- Afar Way paperwork consolidation
- Deliver Quarterly / Monthly samples to Manteca
- Leak repair - Montara Post Office
- Shelves built for Storage container
- PRTP- parts ordered for aerator pump repair project
- Manual Backwash of AVTP



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 3, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Projects: The Highway 1 crossing Sewer Project is also close to completion. Hydroseeding on MWSD property is still outstanding. A possible change order to further improve the MWSD access road runoff may be brought to the MWSD board soon.

Covid-19: MWSD offices remain closed to the public since March 16. SOP's for Covid-19 office and employee safety were updated since new health orders were issued. Non-essential construction and permitting is allowed in SMC and MWSD operations is working at full capacity always adhering to social distancing guidelines.

RECOMMENDATION:

This is for Board information only.