



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

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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

October 1, 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/81912416192?pwd=UkZ1bjFhQUVoVkpVZlp4UFIPNGo5dz09>

MEETING ID: 819 1241 6192

Password: 744387

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/wuZKb9gwEY7sMACIIsr7VSJglB35kNZA/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 Meetings September 3, and September 17, 2020.](#)
2. [Approve Financial Statements for August 2020.](#)
3. [Approve Warrants for October 1, 2020.](#)
4. [SAM Flow Report for August 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 July 2020.](#)

OLD BUSINESS (none)

NEW BUSINESS

1. [District Virtual Tour – October 14th 6:30PM](#)
2. [Review and Possible Action Concerning Authorization to Award the Contract for – 2020-2021 Sewer Improvement Project and Spot Repairs.](#)
3. [Review and Possible Action Concerning Review of Recology 2021 Solid Waste Rate Increase.](#)
4. [Review and Possible Action Concerning Real Estate Broker Services.](#)

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.

CONVENE IN CLOSED SESSION

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)

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code §54956.8)

Property: 771 Rivera Rd. in Montara, CA

Agency Negotiator(s): General Manager; District General Counsel; and _____ [to be designated by open session agenda item above]

Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch

Under Negotiation: To Be Determined.

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
September 3, 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 7:32 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
District Water Engineer, Tanya Yurovsky
Kastama Consulting, Alison Kastama

PRESIDENT'S STATEMENT - none

ORAL COMMENTS

Carlisle Young, Moss Beach resident, stated that the CA Fire website reported that the San Lorenzo Valley Water District underground pipes melted as a result of the fire and the residents are advised not to drink or even boil the water. She asked what materials are used for pipes by the Montara Water and Sanitary District (MWSD). She also mentioned that she received a notice that the water line construction for the Big Wave project will begin on September 15th, on Airport Boulevard, from Los Banos to the Big Wave site. Has Big Wave paid all their fees for the pipeline extension, and is the Montara Water and Sanitary District (MWSD) bringing in the heavy equipment or will they be using their own contractors? She is concerned about the tiny bridge on Cypress Avenue that runs over San Vicente Creek, and the heavy equipment that could damage the bridge or the possibility of an accident there.

General Manager Heldmaier replied that MWSD has various types of pipes in the system, including plastic and nylon. He has observed that in the large fires, the service lines of the homes melt first. The issue at Paradise and Santa Rosa is that some of the burnt material got sucked through a vacuum in the distribution system into the pipes. He is assuming a similar situation, whereby the distribution system was possibly contaminated, and residents were ordered not to drink the water until the situation could be assessed. He doubts that pipe underground deeper than three feet from the surface melted, but those that were close to the surface. In reference to Big Wave, San Mateo County can best answer the questions. MWSD brought the agreement to the Board in 2019 and they have everything in order. The contractor doing the work has permission from MWSD, and Big Wave is paying them directly. They have paid the appropriate fees to MWSD.

Director Slater-Carter added that the County has been resolute, in spite of the builders, to insist that the homes being built (with a few exceptions) have all copper pipe.

Carlisle Young, Moss Beach resident, replied that the situation she referred to had high density polyethylene mains, and it caused depressurization to the water distribution system, resulting in infiltration of outside unsanitary materials. That is why the residents have been instructed not to drink or boil the water. She said she will send the information to General Manager Heldmaier.

Director Slater-Carter added that there are so many variables and each district is unique.

PUBLIC HEARING – none

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

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

OLD BUSINESS - none

NEW BUSINESS

1. **Water Leak Repair of 8" Water Main under Highway One Between Carlos Street to Vallemar Street.**

General Manager Heldmaier stated that this pipe crosses under Highway One and was leaking around the embankment. Although it is older, it is still in decent shape, and doesn't have a history of leaks. It is fixed for now, but they are aware deterioration is inevitable and they are looking at various options for replacement/repair. When the sewer line was installed under the crossing, a water pipe line was also added at that time. This is a possibility as well as new technology, such as directional drilling. MWSD is discussing the options with SRT, to resolve this problem in the most cost-effective, efficient manner.

Director Dekker asked if this is related to the *Half Moon Bay Review* advertisement for bids in Montara.

General Manager Heldmaier replied that the project up for bids in the newspaper has to do with sewer repairs.

Director Slater-Carter added that this was put on the Agenda to highlight the unanticipated problems that come up at the District, and one of the reasons the Water Reliability Charge is needed. She thanked General Manager Heldmaier and the staff for working during the weekend to fix the problem without interrupting service to the residents.

2. Review and Possible Action Concerning Water Mainline Extension Agreement for New Service Connection at 655 Vue De Mar Avenue, Moss Beach APN 037-155-080.

General Manager Heldmaier stated that MWSD has an applicant for a new house at 655 Vue De Mar, which requires a 50' extension of MWSD's 6" water line so that it can be served. He is recommending approval of a resolution that authorizes this main extension and the execution of the agreement. They are still waiting for the proof of insurance, payment bond, and faithful performance bond. When these documents are provided by the applicant, he will sign the agreement and proceed accordingly.

Director Lohman asked if all the expenses are paid by the applicant.

General Manager Heldmaier replied yes.

Director Slater-Carter asked if it meets all of the District's engineering standards and materials.

General Manager Heldmaier replied that SRT is overseeing the project for MWSD.

Director Dekker made a motion to approve the Resolution of the Montara Water and Sanitary District approving a main line extension and authorizing execution of agreement for construction and acquisition of water main extension (APN 037-155-080), with the understanding that this agreement will not be executed unless proof of insurance, payment bond and faithful performance bond are provided by the applicant. Director Harvey seconded the motion. A roll-call vote was taken and the motioned passed 5-0.

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

General Manager Heldmaier stated that in response to the questions and comments from the community over the last few months, MWSD has drafted a letter that addresses the importance of the District and the locally elected leadership. He pointed out that this agency was formed as a reaction by the community, because they recognized that a larger agency would not serve them as they deemed appropriate. Also, there was a lot of things this agency did for the community that a larger agency would not have. For example, the garbage dump (now Ox Mountain) was originally planned to be at Grey Whale Cove, and it was through the District and the leaders at that time that prevented this from happening.

Director Lohman made the following revision: Paragraph 5, change first sentence "we continue to hold Half Moon Bay accountable for their *divisive role* in our partnership in SAM." He explained his reasoning for adding this word in, is because over the past 8-9 years, there has been about 10 incidents in which Half

Moon Bay declared that their payments are in protest. So, if they lose the lawsuit, they are refusing to pay millions of dollars of investment. People in the community think the Sewer Authority Mid-Coastside (SAM) is in disarray, but it is only Half Moon Bay that divides the group. Recently in the 5-6 years, they have done everything they can to shift costs to their smaller neighbors to the north. He feels the community needs to know that SAM is functioning very well, and it is that one agency that is constantly pressing to move expenses to the north so they don't have to pay for things. For example, the wet weather project, which they refused to back, and was funded by Granada and Montara to protect the community.

Director Boyd suggested the following revision: "we continue to hold Half Moon Bay accountable for their role in disrupting the Sewer Authority Mid-Coastside partnership." He explained that the lawsuit from Half Moon Bay was surprising, since they had all just had agreed to work together on their differences.

Director Slater-Carter added that they all had a strategic plan to work on coming to a resolution of their differences that have been a vexation between the agencies. And a week after they had agreed to this, Half Moon Bay filed a lawsuit and put (just about) every payment they made under protest for the last four years. They also withheld their funding at SAM for three and a half months, and SAM was in desperate financial shape because of that.

Director Lohman added that before the lawsuit, they had all agreed to a recycling water project which would have benefited just Half Moon Bay—but the other agencies supported it. And when the lawsuit was filed, that canceled the wet weather project.

Director Boyd commented that Half Moon Bay has done some things that are extremely disruptive and expensive. For example, when pipe line work along Highway One by Rocket Farms was in the final stages of pulling the pipeline in, Half Moon Bay stopped the work for months. This put the community and environment at risk, and increased the costs for the project substantially, saying "no big deal." And yet, Half Moon Bay comes to the meetings always emphasizing containing costs. Their own actions drove up costs in a very obvious and material way. This is only one example of many in which they say they want to contain costs, yet they do everything they can to delay and increase costs.

Director Slater-Carter added that on the most recent project, in the last year, they have increased the costs by \$100,000 dollars. She suggested that this letter be the first of a series of letters. She was surprised to find that one of the candidates for the current City Counsel knew nothing about the lawsuit, which shows a lack of public information.

Director Harvey added that there is a lack of transparency. He asked for confirmation of what is being revised.

Alison confirmed the change: *“we continue to hold Half Moon Bay accountable for their role in disrupting the Sewer Authority Mid-Coastside partnership.”*

The directors agreed, and Director Boyd added that in the next sentence “not lawsuits” should be changed to *“not Half Moon Bay’s lawsuit.”* This will clarify that there is only one lawsuit, and it is Half Moon Bay’s lawsuit.

Director Slater-Carter commented that this revision was a good point, as it was important that they be transparent and accurate.

Alison confirmed the change: *“we continue to hold Half Moon Bay accountable for their role in disrupting the Sewer Authority Mid-Coastside partnership. This critical sewage treatment system and facility is in need of investment and repair, not Half Moon Bay’s lawsuit, delays, and cost shifting.”*

Director Lohman commented that this lawsuit has been going on for 3-4 years and is costing millions of dollars. All that money could have gone to repairs and replacements in the ground.

The Directors agreed to sign the letter, Director Slater-Carter as President and the others as members of the Board of Directors.

Director Slater-Carter added that it was important that it was clear that this letter is from the members of the Board, representing the community. She commented that Jim Larimar wrote a letter published by the local paper, and it wasn’t clear if this was as an individual or as a Board member representing his District.

Gregg Dieguez, Montara Resident, said he replied to Mr. Larimar’s reply to him, and encouraged the Board to look at that. He has the studies he is talking about and will write an article in Coastside Buzz. Additionally, Director Lohman misspoke about the Half Moon Bay stopping the wet weather project, and what he meant is the recycling project. And to Director Slater-Carter’s point, the initial estimate for the storage project was \$770,000 dollars, and the most recent bid was 1.3 million dollars, plus the consulting cost was about \$60,000 dollars for extending and re-doing an evaluation that didn’t need to be done. So, for point of record, Director-Slater Carter was actually low-balling the cost, and now there is a risk that they have introduced if it doesn’t get done in time.

Director Slater-Carter replied that she was considering costs in the last year. If they had done the entire project as proposed in 1996, the costs would have been much less.

Director Lohman added that the wet weather project implementation also meant avoiding a \$300,000 dollar fine. So, that mitigates some of the cost increases.

Director Slater-Carter commented that Half Moon Bay disrupted *both* the recycling project and the wet weather project.

Director Lohman made a motion to send the letter drafted by Alison, with the amendments discussed, and Director Dekker seconded the motion. A roll-call vote was taken and the motion passed 5-0.

REPORTS

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

Director Slater-Carter reported that the wet weather project was approved. Granada decided to take a member agency vote on it, and their meeting is tonight. Half Moon Bay approved "under protest." A report was given by Ameresco, for a loan over twenty years, and they did an evaluation on the projects that are critical and/or would pay for themselves. Granada wants to put this out to bid, and if that is the case, they would owe Ameresco \$60,000 dollars for the evaluation work and financing. That is coming back to the SAM Board. She said she wants to know how this contract will be paid for in the next twenty years between the agencies.

Director Harvey asked if the SAM Board already approved the wet weather project.

Director Slater-Carter confirmed that it was, and she was talking about the other improvements.

Director Lohman commented that he would like the payment schedule to work out into the future, so local residents today don't have to pay for infrastructure improvements in the future.

Gregg Dieguez, Montara resident, commented that a single source bid from Ameresco is worrisome. Ameresco may not be the best vendor to manage this project, as their expertise is in solar. They could make up the \$60,000 dollars by getting a better competitive bid, as the interest rate is also a little high. An analysis will be done, and he will get back to the SAM Board. He stressed the management at SAM is crippled from a fiduciary point of view. How can they commit to a 20-year project without knowing what the distribution of costs will be? That is a big issue. Somebody is hampering the ability of SAM to operate in a responsible fiduciary way.

Director Slater-Carter replied that would be the lawsuit. Prior to the lawsuit, they were able to operate in a fiscally stable manner.

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

3. CSDA Report (Lohman) – none

4. LAFCo Report (Lohman) –

Director Lohman said that they will be voting on LAFCo reps this month or next month, and he is running again.

5. Attorney’s Report (Fitzgerald) – none

6. Directors’ Report – none

7. General Manager’s Report (Heldmaier) - none

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 8:20 PM

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 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 1st, October 2020

Signed _____
President



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS MEETING
September 17, 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 7:31 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
District Water Engineer, Tanya Yurovsky
Kastama Consulting, Alison Kastama

PRESIDENT'S STATEMENT - none

ORAL COMMENTS

Gregg Dieguez, Montara resident, stated that he received some feedback from the directors on his article questioning whether he was misrepresented some things, etc. He wanted everyone to know that the issue of fire preparedness is not going away. The Midcoast Community Council (MCC) is forming a task force on fire preparedness and there will be an outline of fire preparedness issues posted soon. The MCC will use this as a starting point for discussions, with several items involving some participation or analysis by the Montara Water and Sanitary District (MWSD). He suggested that if MWSD has a strategic planning session, that they include topics that the MCC and the Board believe relevant in consideration of the strategic plan of fire preparedness.

Director Slater-Carter said that MWSD is under no obligation to participate with the MCC. The MCC is an independent body elected by the public that reports to the Board of Supervisors. Having spent several years on it, it is welcome to do its due diligence, and she cautioned that whatever the MCC decides to do, they need to ensure it is fact-based, and not based on the opinions of a few people. Fire protection has been a core concern for Montara and Moss for a long time, and she appreciates Mr. Dieguez's efforts to look into it. They will do what they can to get the information MCC needs, but it will all depend on what their time and scheduling is.

Director Boyd stated that he gave some feedback on Mr. Dieguez's "write-up" and did not want him to think it was anything against looking into it and thinking about it. It was all in the interest of shedding some light on things that are already in play and existing guidance documents, etc. The inquiry is appreciated, and he is not saying anything negative about looking into it.

PUBLIC HEARING – none

CONSENT AGENDA - none

OLD BUSINESS - none

NEW BUSINESS

1. MWSD Continues Critical Operations During Public Emergencies

Director Slater-Carter said she asked this item to be agendized in recognition of the excellent job staff is doing and to remind the public that MWSD is continuing to provide critical services and operations during these difficult times.

General Manager Heldmaier commended MWSD's staff for continuing to work tirelessly, taking care of leaks and maintenance through the pandemic and recently, poor air quality. Staff has taken care to adhere to the protocols in place to ensure employee safety and health, while providing essential services for the community and will continue to do so as needed despite all of its challenges.

2. Water Main line Extension Status Update for Big Wave Community Project Located at 380 Airport Street (Lot 7), Princeton-by-the-Sea.

General Manager Heldmaier stated that this was agendaized in response to the various inquiries he received from the community as well as Big Wave's notifications about commencement of the project. Big Wave will begin construction in September and is planned through December. Big Wave has everything lined up to commence construction, with the exception of the comprehensive liability insurance, which they are working on right now. He is certain it will be completed during the term of the agreement. MWSD is also working with Big Wave in reference to notification. This agendaized item will help to serve as notice to the public that this project will start soon. MWSD is concerned about impacts and safety on Airport Road and hopes Big Wave will send appropriate notifications. Big Wave already sent out notifications that were County approved focusing on the on-site improvement and less about the off-site improvements—and that is where MWSD feels more attention is required. Big Wave also submitted an application for a connection for the building on Lot 7.

Director Slater-Carter asked if there will be an interruption of water service at Pillar Ridge.

General Manager Heldmaier replied there will not be an interruption in service to Pillar Ridge. It is a new pipe that will be tied into a different pressure zone (in order to provide the fire suppression that Big Wave needs). There shouldn't be any impacts to other customers that he foresees.

Director Slater-Carter confirmed that the sewer service for Big Wave is provided by Granada Community Services District.

Gregg Dieguez, Montara resident, said he wanted share some information from Cal Fire. A couple of years ago, the estimated fire storage requirement for Big Wave was 600,000 gallons, which has now been updated to approximately 360,000 gallons of fire storage. What information has MWSD received regarding the need for this fire flow and storage and what plans are in place to expand fire storage because of the Big Wave project?

General Manager Heldmaier said that the information received is from San Mateo County through the permits and approved plans, and that the District has 1.3 million gallons available for fire protection.

Director Slater-Carter suggested that when contacting the Fire Department, to be sure and note the dates and the timing of the project. The timing is critical for changing requirements and whether they still apply.

General Manager Heldmaier interjected that the construction materials for the project have also changed in compliance with the Fire Department updated requirements.

Gregg Dieguez, Montara resident, replied that MWSD currently has 240,000 gallons of that 1.3 million for fire storage. If this project itself requires 360,000 gallons, will that be in addition to the 240,000 gallons, 600,000 gallons total? Or will MWSD use the 360,000 gallons and put that 240,000 gallons toward that number? And, if MWSD does that, then doesn't that reduce the amount reserved for projects like affordable housing and growth?

Director Boyd said that it sounded like an "either" "or" question. Do we add the two numbers together, or do we reserve the bigger number, or is there some other way we come at looking at the problem? What happens if more than one area is burning?

General Manager Heldmaier replied that the minimum of 240,000 gallons is the amount from the District. He stressed that MWSD has 1.3 million gallons available for fire fighting.

Director Slater-Carter added that she feels Mr. Dieguez is making assumptions, one being that there will be more than one fire simultaneously. The amount of available water is not as important as the Fire Department's capability and resources to fight more than one fire.

Gregg Dieguez, Montara resident, replied that according to the ISO (Insurance Services Office) report, they do.

Director Slater-Carter commented that Cal Fire also has access to helicopters and water from the ocean.

3. Review and Possible Action Concerning District Owned Re Property Inventory and Assessment of Property Needs.

Director Lohman stated he is recusing himself from this item as one of his properties is close in proximity to the properties in this item. His video/audio was turned off.

Director Slater-Carter stated that this was brought up by Director Boyd at the Public Hearing, and she has expressed interest in the Caltrans Right-of-Way property for years.

General Manager Heldmaier stated that MWSD owns various properties throughout Montara and Moss Beach, and has been asked to assess and identify parcels that may be beneficial to acquire, as well as those that may be declared as surplus. These surplus parcels are undeveloped residential properties that were acquired with the acquisition of the water system. Two properties are located on Oak Avenue and Tierra Alta/Loma Vista in Moss Beach. Water exploration was done, and determined unfeasible for well development. Another site, in Montara, on Park, located along Montara Creek, between George and Date Street, has a well. However, due its close vicinity to Montara Creek, and the potential of surface water getting into the well, it has not been used for decades. This has also been determined as unfeasible for groundwater exploration. MWSD is interested in the Caltrans Right-of-Way and possibly the Miller-Havice ranch at 771 Rivera Road, Montara. More research is needed. He recommended that the Board authorize the investigation of the potential disposition and purchase of various properties, including discussion with property owners, potential purchasers and sellers as well as designate District representatives and negotiators for this.

Dave Olson stated that there are seven homes currently on the Miller-Havice ranch property, and asked if MWSD were to purchase the property, what would they do, in theory, with the dwellings and the residents that live there?

Director Slater-Carter replied that MWSD is in the investigation stage, and cannot make any determinations at this point. Once a decision is made whether to go forward or not, the public will certainly be involved. And, perhaps they then will be able to acquire the extra water for fire storage, and will just have to figure out how to pay for it.

Gregg Dieguez, Montara resident, added that the Fire District will help pay for it.

Director Boyd suggested designating General Manager Heldmaier and District Counsel Christine Fitzgerald as the District representative negotiators.

Director Dekker made a motion to authorize the investigation of the potential disposition and purchase of the various properties identified in this item and assign General Manager Heldmaier and District Counsel Christine Fitzgerald as District representative negotiators. Director Boyd seconded the motion. A roll-call vote was taken of the remaining directors, and the motion passed unanimously 4-0. Director Lohman recused himself, and could not be seen nor heard during the deliberation and vote.

REPORTS

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

Director Slater-Carter said the audited financial statements for 2018-2019 were filed. They are working on the 2019-2020 audit. The history of the SAM Collections system contract was on the agenda and discussed, so the public is aware of what happened.

Director Lohman added that Montara and Granada entered into multi-year contracts, offering continuity, security and stability to the employees, while Half Moon Bay is continuing to do it year-by-year, waiting until the last minute.

Director Slater-Carter commented that Half Moon Bay also contracted with Mark Thomas, another agency, to supervise the SAM crew.

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

Dave Olson reported that fire was the predominant topic, particularly clearing the eucalyptus. Supervisor Horsley is working to do some expedited permits for eucalyptus trimming and removal. The Connect-the-Coast is wrapping up. There is still some disagreement between the County and whether certain issues will go to the Coastal Commission or not.

Director Lohman inquired about the installation of a number of traffic lights proposed by Caltrans in Moss Beach and Montara, and wanted information to contact the appropriate people to comment.

Dave Olson replied that this information could be found in the MCC flyer on the website.

Director Lohman inquired about the proposed temporary stop light at Cypress for the Big Wave project and is concerned about it being permanent.

Dave Olson replied that unfortunately the way the permits were written, Big Wave can provide an in-lieu fee of the cost for intersection improvements. Big Wave offered \$250,000 and the County thinks it will be a lot more, so the amount is yet to be negotiated.

Director Slater-Carter commented she hopes MCC has access to a few experts who can give community-based feedback on that. Since the County has underwritten so much of the Big Wave project with community money, she doesn't want them to take community safety for granted too.

Dave Olson replied that the MCC has hired round-about experts, and feels that everyone on the government side agrees it will be a round-about at Cypress. It is a question if they buy the land up front for two lanes, which won't be needed for many years, or not. There will also be a candidate forum on September 21st and 22nd with the League of Women Voters.

Director Lohman highly recommended watching the candidate forum.

3. **CSDA Report (Lohman) – none**
4. **LAFCo Report (Lohman) – none**
5. **Attorney’s Report (Fitzgerald) – none**
6. **Directors’ Report – none**
7. **General Manager’s Report (Heldmaier) –**

General Manager Heldmaier announced a MWSD virtual systems tour planned on October 14th from 6:30pm-8:00pm, which will be a slide show and presentation. He asked the directors if they could participate. It will also be posted on the website. An email will be sent out later.

FUTURE AGENDAS

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

BRIEF RECESS

REGULAR MEETING ENDED AT 8:20 PM

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 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 1st, October 2020

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **October 01, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

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

- 4400 Fees, \$2,183.32 below Budget – No activity in August and current fiscal year.
- 4610 Property Tax Receipts, \$44,267 below Budget – First major tax assessment comes in November.
- 4710 Sewer Service Charges, \$541,801 below Budget – First major property tax assessment comes in November.
- **Overall Total Operating Income for the period ending August 31, 2020 was \$585,367 below budget. Total income received to date is \$13,314.**
- 5190 Bank Fees, \$2,038 above Budget – IBank loan fees assessed in July.
- 5400 Legal, \$9,375 below Budget – additional expenses as fiscal year moves forward.
- 5610 Accounting, \$2,833 below Budget – Additional expenses expected in coming months due to audit prep.
- 5630 Consulting, \$5,086 above Budget – Payment to Bartle Wells for Sewer rate study.
- 5640 Data Services, \$10,840 above Budget – Payment of the sewer service program was made in August.
- 5800 Labor, \$3,278 below Budget – Merit increases expected further in fiscal year.
- 6170 Claims, Property Damage, \$3,233 below Budget – No activity to date.
- 6200 Engineering, \$6,295 below Budget – Capitalized costs in August.
- 6940 SAM Maintenance, Collection Sys, \$6,667 below Budget – No activity in current fiscal year.
- 6950 SAM Maintenance, Pumping, \$9,495 below Budget – One expenditure made to SAM for work performed at 873 Ocean.
- **Overall Total Operating Expenses for the period ending August 31, 2020 were \$30,431 below Budget.**
- **Total overall Expenses for the period ending August 31, 2020 were \$31,670 below budget. For a net ordinary loss of \$553,697, budget vs. actual. Actual net ordinary loss is \$410,623.**



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: October 01, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 7100 Connection Fees, \$24,823 below Budget – One Connection Fee sold (new construction) no remodel connections in August.
- 7200 Interest Income, LAIF, \$15,000 below budget – 1st interest allocation to be recognized in September.
- 8000 CIP, \$324,486 below Budget – Major projects deferred to later in fiscal year.
- 9200 I-Bank Loan, \$9,219 below Budget - Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **October 01, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

- 4610 Property Tax Receipts, \$44,268 below Budget First major property tax assessment comes in November.
- 4740 Testing, Backflow, \$2,268 above Budget – Frequent testing in August.
- 4810 Water Sales, Domestic, \$40,325 above Budget – Difference mainly due to timing.
- **Overall Total Operating Income for the period ending August 31, 2020 was \$2,830 below budget. Total revenue received to date is \$370,254.**
- 5400 Legal, \$8,608 below Budget – additional expenses as fiscal year moves forward.
- 5530 Memberships, \$4,055 below Budget – Majority of memberships paid in January.
- 5550 Postage, \$2,078 above Budget – Various correspondence to rate payers.
- 5610 Accounting, \$2,833 below budget – Additional expenses expected in coming months due to audit prep.
- 5800 Labor, \$10,345 below Budget – Difference due to timing in payment of workers compensation premiums. The invoice is paid on a quarterly basis.
- 6200 Engineering, \$33,224 below Budget – Minimal activity in the month of August.
- 6330 Facilities, \$2,983 below Budget- No activity in the Alarm services, and one bill for landscaping in August.
- 6400 Pumping, \$7,440 below Budget – Large “catch-up” bill expected later in fiscal year.
- 6500 Supply, \$5,995 below Budget – No payments for water purchases have been made thus far in the fiscal year.
- 6600 Collection/Transmission, \$10,694 below Budget – Minimal activity to date.
- 6700 Treatment, \$6,519 below Budget – Minimal activity in the current fiscal year.
- **Overall Total Operating Expenses for the period ending August 31, 2020 were \$73,675 below Budget.**
- **Total overall Expenses for the period ending August 31, 2020 were \$102,036 below budget. For a net ordinary income of \$99,206, budgeted vs. actual. Actual net ordinary income is \$158,060.**



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **October 01, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 7100 Connection Fees, \$29,727 below Budget – 10 New Construction/connections fees PFP received in August.
- 7600 Bond Revenues, G.O. \$191,739 below Budget – No activity in August.
- 7650 Water System Reliability, \$166,667 below Budget – First assessment expected in November.
- 8000 CIP, \$165,798 below Budget – Minimal activity to date.
- 9100 Interest Expense, \$88,828 – GO Bonds below Budget Difference due to timing.
- 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 through August 2020

	Jul - Aug 20	Sewer Budget		\$ Over Budget
Ordinary Income/Expense				
Income				
4220 · Cell Tower Lease	6,342.12	6,250.00		92.12
4400 · Fees				
4410 · Administrative Fee (New Constr)	0.00	600.00		-600.00
4420 · Administrative Fee (Remodel)	0.00	166.66		-166.66
4430 · Inspection Fee (New Constr)	0.00	583.34		-583.34
4440 · Inspection Fee (Remodel)	0.00	166.66		-166.66
4460 · Remodel Fees	0.00	666.66		-666.66
Total 4400 · Fees	0.00	2,183.32		-2,183.32
4510 · Grants	136.00			
4610 · Property Tax Receipts	1,565.73	45,833.34		-44,267.61
4710 · Sewer Service Charges	0.00	541,081.16		-541,081.16
4720 · Sewer Service Refunds, Customer	0.00	-666.66		666.66
4760 · Waste Collection Revenues	5,260.63	4,000.00		1,260.63
4990 · Other Revenue	9.51			
Total Income	13,313.99	598,681.16		-585,367.17
Gross Profit	13,313.99	598,681.16		-585,367.17
Expense				
5000 · Administrative				
5190 · Bank Fees	3,162.61	1,125.00		2,037.61
5200 · Board of Directors				
5210 · Board Meetings	300.00	500.00		-200.00
5220 · Director Fees	0.00	333.34		-333.34
5230 · Election Expenses	0.00	833.34		-833.34
Total 5200 · Board of Directors	300.00	1,666.68		-1,366.68
5250 · Conference Attendance	0.00	416.66		-416.66
5270 · Information Systems	50.00	666.66		-616.66
5300 · Insurance				
5310 · Fidelity Bond	0.00	83.34		-83.34
5320 · Property & Liability Insurance	0.00	1,333.34		-1,333.34
Total 5300 · Insurance	0.00	1,416.68		-1,416.68
5350 · LAFCO Assessment	0.00	416.66		-416.66
5400 · Legal				
5430 · General Legal	1,291.00	16,666.66		-15,375.66
5440 · Litigation	6,000.00			
Total 5400 · Legal	7,291.00	16,666.66		-9,375.66
5510 · Maintenance, Office	260.00	1,333.34		-1,073.34
5540 · Office Supplies	343.79	1,000.00		-656.21
5550 · Postage	0.00	333.34		-333.34
5560 · Printing & Publishing	233.80	833.34		-599.54

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

July through August 2020

	Jul - Aug 20	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	2,500.00	5,333.34	-2,833.34
5620 · Audit	4,000.00	2,166.66	1,833.34
5630 · Consulting	10,919.72	5,833.34	5,086.38
5640 · Data Services	11,873.05	1,033.34	10,839.71
5650 · Labor & HR Support	427.00	416.66	10.34
5660 · Payroll Services	146.45	166.66	-20.21
Total 5600 · Professional Services	29,866.22	14,950.00	14,916.22
5710 · San Mateo Co. Tax Roll Charges	0.00	166.66	-166.66
5720 · Telephone & Internet	5,139.93	3,333.34	1,806.59
5730 · Mileage Reimbursement	0.00	250.00	-250.00
5740 · Reference Materials	0.00	33.34	-33.34
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	2,850.90	2,918.00	-67.10
5820 · Employee Benefits	7,944.32	8,182.66	-238.34
5830 · Disability Insurance	289.22	312.66	-23.44
5840 · Payroll Taxes	2,453.51	3,189.00	-735.49
5850 · PARS	2,771.36	2,843.66	-72.30
5900 · Wages			
5910 · Management	17,996.32	19,368.50	-1,372.18
5920 · Staff	22,142.92	22,317.50	-174.58
5930 · Staff Certification	400.00	300.00	100.00
5940 · Staff Overtime	213.69	293.34	-79.65
Total 5900 · Wages	40,752.93	42,279.34	-1,526.41
5960 · Worker's Comp Insurance	0.00	614.66	-614.66
Total 5800 · Labor	57,062.24	60,339.98	-3,277.74
Total 5000 · Administrative	103,709.59	104,948.34	-1,238.75
6000 · Operations			
6170 · Claims, Property Damage	0.00	3,333.34	-3,333.34
6195 · Education & Training	0.00	166.66	-166.66
6200 · Engineering			
6220 · General Engineering	3,705.00	10,000.00	-6,295.00
Total 6200 · Engineering	3,705.00	10,000.00	-6,295.00
6320 · Equipment & Tools, Expensed	0.00	166.66	-166.66
6330 · Facilities			
6335 · Alarm Services	783.60	1,666.66	-883.06
6337 · Landscaping	500.00	1,000.00	-500.00
Total 6330 · Facilities	1,283.60	2,666.66	-1,383.06
6400 · Pumping			
6410 · Pumping Fuel & Electricity	6,601.55	7,500.00	-898.45
Total 6400 · Pumping	6,601.55	7,500.00	-898.45

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

July through August 2020

	Jul - Aug 20	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	1,666.66	-1,666.66
Total 6600 · Collection/Transmission	0.00	1,666.66	-1,666.66
6800 · Vehicles			
6810 · Fuel	0.00	166.66	-166.66
6820 · Truck Equipment, Expensed	0.00	26.66	-26.66
6830 · Truck Repairs	0.00	166.66	-166.66
Total 6800 · Vehicles	0.00	359.98	-359.98
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	42,358.84	42,358.84	0.00
6920 · SAM Operations	264,106.16	264,106.16	0.00
6940 · SAM Maintenance, Collection Sys	0.00	6,666.66	-6,666.66
6950 · SAM Maintenance, Pumping	2,171.92	11,666.66	-9,494.74
Total 6900 · Sewer Authority Midcoastside	308,636.92	324,798.32	-16,161.40
Total 6000 · Operations	320,227.07	350,658.28	-30,431.21
Total Expense	423,936.66	455,606.62	-31,669.96
Net Ordinary Income	-410,622.67	143,074.54	-553,697.21
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	177.00	16,666.66	-16,489.66
7120 · Connection Fees (Remodel)	0.00	8,333.34	-8,333.34
Total 7100 · Connection Fees	177.00	25,000.00	-24,823.00
7200 · Interest Income - LAIF	0.00	15,000.00	-15,000.00
Total 7000 · Capital Account Revenues	177.00	40,000.00	-39,823.00
Total Other Income	177.00	40,000.00	-39,823.00
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	6,393.00	330,878.66	-324,485.66
Total 8000 · Capital Improvement Program	6,393.00	330,878.66	-324,485.66
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	583.84	2,243.50	-1,659.66
9200 · I-Bank Loan	1,843.77	11,063.00	-9,219.23
Total 9000 · Capital Account Expenses	2,427.61	13,306.50	-10,878.89
Total Other Expense	8,820.61	344,185.16	-335,364.55
Net Other Income	-8,643.61	-304,185.16	295,541.55
Net Income	-419,266.28	-161,110.62	-258,155.66

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

July through August 2020

	Jul - Aug 20	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	6,342.12	6,250.00	92.12
4400 · Fees			
4410 · Administrative Fee (New Constr)	548.00	833.34	-285.34
4430 · Inspection Fee (New Constr)	518.00	666.66	-148.66
4440 · Inspection Fee (Remodel)	0.00	166.66	-166.66
4450 · Mainline Extension Fees	548.00	500.00	48.00
4460 · Remodel Fees	0.00	333.34	-333.34
Total 4400 · Fees	1,614.00	2,500.00	-886.00
4510 · Grants	136.00		
4610 · Property Tax Receipts	1,565.72	45,833.34	-44,267.62
4740 · Testing, Backflow	5,268.00	3,000.00	2,268.00
4810 · Water Sales, Domestic	356,324.58	316,000.00	40,324.58
4850 · Water Sales Refunds, Customer	-1,037.10	-500.00	-537.10
4990 · Other Revenue	40.52		
Total Income	370,253.84	373,083.34	-2,829.50
Gross Profit	370,253.84	373,083.34	-2,829.50
Expense			
5000 · Administrative			
5190 · Bank Fees	269.26	250.00	19.26
5200 · Board of Directors			
5210 · Board Meetings	300.00	500.00	-200.00
5220 · Director Fees	0.00	333.34	-333.34
5230 · Election Expenses	0.00	833.34	-833.34
Total 5200 · Board of Directors	300.00	1,666.68	-1,366.68
5240 · CDPH Fees	0.00	1,833.34	-1,833.34
5250 · Conference Attendance	0.00	500.00	-500.00
5270 · Information Systems	50.00	833.34	-783.34
5300 · Insurance			
5310 · Fidelity Bond	0.00	83.34	-83.34
5320 · Property & Liability Insurance	0.00	833.34	-833.34
Total 5300 · Insurance	0.00	916.68	-916.68
5350 · LAFCO Assessment	0.00	416.66	-416.66
5400 · Legal			
5430 · General Legal	8,059.00	16,666.66	-8,607.66
Total 5400 · Legal	8,059.00	16,666.66	-8,607.66
5510 · Maintenance, Office	260.00	1,333.34	-1,073.34
5530 · Memberships	445.00	4,500.00	-4,055.00
5540 · Office Supplies	343.78	1,000.00	-656.22
5550 · Postage	2,744.55	666.66	2,077.89
5560 · Printing & Publishing	233.81	1,166.66	-932.85

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

July through August 2020

	Water		
	Jul - Aug 20	Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	2,500.00	5,333.34	-2,833.34
5620 · Audit	4,000.00	2,166.66	1,833.34
5630 · Consulting	9,333.82	9,166.66	167.16
5640 · Data Services	899.50	500.00	399.50
5650 · Labor & HR Support	427.00	416.66	10.34
5660 · Payroll Services	146.45	166.66	-20.21
Total 5600 · Professional Services	17,306.77	17,749.98	-443.21
5710 · San Mateo Co. Tax Roll Charges	0.00	500.00	-500.00
5720 · Telephone & Internet	5,933.92	3,333.34	2,600.58
5730 · Mileage Reimbursement	6.00	333.34	-327.34
5740 · Reference Materials	0.00	133.34	-133.34
5790 · Other Administrative	0.00	166.66	-166.66
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	7,383.84	7,491.34	-107.50
5820 · Employee Benefits	15,532.91	17,935.66	-2,402.75
5830 · Disability Insurance	666.16	792.00	-125.84
5840 · Payroll Taxes	7,647.78	8,544.50	-896.72
5850 · PARS	6,418.21	6,449.16	-30.95
5900 · Wages			
5910 · Management	17,996.36	19,368.50	-1,372.14
5920 · Staff	75,926.31	77,460.34	-1,534.03
5930 · Staff Certification	1,800.00	1,900.00	-100.00
5940 · Staff Overtime	7,998.59	9,130.16	-1,131.57
5950 · Staff Standby	4,930.34	3,833.84	1,096.50
Total 5900 · Wages	108,651.60	111,692.84	-3,041.24
5960 · Worker's Comp Insurance	0.00	3,740.66	-3,740.66
Total 5800 · Labor	146,300.50	156,646.16	-10,345.66
Total 5000 · Administrative	182,252.59	210,612.84	-28,360.25
6000 · Operations			
6160 · Backflow Prevention	0.00	166.66	-166.66
6170 · Claims, Property Damage	0.00	1,666.66	-1,666.66
6180 · Communications			
6185 · SCADA Maintenance	196.26	2,166.66	-1,970.40
Total 6180 · Communications	196.26	2,166.66	-1,970.40
6195 · Education & Training	0.00	1,500.00	-1,500.00
6200 · Engineering			
6220 · General Engineering	0.00	3,333.34	-3,333.34
6230 · Water Quality Engineering	3,442.50	33,333.34	-29,890.84
Total 6200 · Engineering	3,442.50	36,666.68	-33,224.18
6320 · Equipment & Tools, Expensed	289.46	2,000.00	-1,710.54

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

July through August 2020

	Water		\$ Over Budget
	Jul - Aug 20	Budget	
6330 · Facilities			
6335 · Alarm Services	0.00	833.34	-833.34
6337 · Landscaping	350.00	2,500.00	-2,150.00
Total 6330 · Facilities	350.00	3,333.34	-2,983.34
6370 · Lab Supplies & Equipment	30.59	666.66	-636.07
6380 · Meter Reading	85.94		
6400 · Pumping			
6410 · Pumping Fuel & Electricity	11,009.77	15,000.00	-3,990.23
6420 · Pumping Maintenance, Generators	0.00	2,500.00	-2,500.00
6430 · Pumping Maintenance, General	0.00	833.34	-833.34
6440 · Pumping Equipment, Expensed	0.00	116.66	-116.66
Total 6400 · Pumping	11,009.77	18,450.00	-7,440.23
6500 · Supply			
6510 · Maintenance, Raw Water Mains	0.00	416.66	-416.66
6520 · Maintenance, Wells	255.16	833.34	-578.18
6530 · Water Purchases	0.00	5,000.00	-5,000.00
Total 6500 · Supply	255.16	6,250.00	-5,994.84
6600 · Collection/Transmission			
6610 · Hydrants	593.00	166.66	426.34
6620 · Maintenance, Water Mains	0.00	8,333.34	-8,333.34
6630 · Maintenance, Water Svc Lines	0.00	2,500.00	-2,500.00
6640 · Maintenance, Tanks	2,129.18	666.66	1,462.52
6650 · Maint., Distribution General	0.00	1,333.34	-1,333.34
6670 · Meters	0.00	416.66	-416.66
Total 6600 · Collection/Transmission	2,722.18	13,416.66	-10,694.48
6700 · Treatment			
6710 · Chemicals & Filtering	824.98	3,333.34	-2,508.36
6720 · Maintenance, Treatment Equip.	965.69	3,333.34	-2,367.65
6730 · Treatment Analysis	5,856.55	7,500.00	-1,643.45
Total 6700 · Treatment	7,647.22	14,166.68	-6,519.46
6770 · Uniforms	0.00	333.34	-333.34
6800 · Vehicles			
6810 · Fuel	1,114.10	1,666.66	-552.56
6820 · Truck Equipment, Expensed	181.91	333.34	-151.43
6830 · Truck Repairs	66.26	833.34	-767.08
Total 6800 · Vehicles	1,362.27	2,833.34	-1,471.07
6890 · Other Operations	2,549.77		
Total 6000 · Operations	29,941.12	103,616.68	-73,675.56
Total Expense	212,193.71	314,229.52	-102,035.81
Net Ordinary Income	158,060.13	58,853.82	99,206.31

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

July through August 2020

	Jul - Aug 20	Water Budget	\$ Over Budget
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	0.00	16,666.66	-16,666.66
7130 · Conn. Fees, PFP (New Constr)	40,727.18	8,333.34	32,393.84
7140 · Conn. Fees, PFP (Remodel)	13,999.37		
Total 7100 · Connection Fees	54,726.55	25,000.00	29,726.55
7600 · Bond Revenues, G.O.	0.00	191,739.34	-191,739.34
7650 · Water System Reliability	0.00	166,666.66	-166,666.66
Total 7000 · Capital Account Revenues	54,726.55	383,406.00	-328,679.45
Total Other Income	54,726.55	383,406.00	-328,679.45
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	18,993.25	184,791.66	-165,798.41
Total 8000 · Capital Improvement Program	18,993.25	184,791.66	-165,798.41
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	17,765.69	106,594.00	-88,828.31
9125 · PNC Equipment Lease Interest	583.84	2,243.50	-1,659.66
9150 · SRF Loan	0.00	35,766.00	-35,766.00
9210 · Conservation Program/Rebates	150.00	500.00	-350.00
Total 9000 · Capital Account Expenses	18,499.53	145,103.50	-126,603.97
Total Other Expense	37,492.78	329,895.16	-292,402.38
Net Other Income	17,233.77	53,510.84	-36,277.07
Net Income	175,293.90	112,364.66	62,929.24

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	1,643,549.38													
Sewer - Reserve Accounts															
LAIF -															
Capital Reserve	3,970,253.27	3,970,253.27											3,162,272.00	807,981.27	126%
Connection Fees Reserve	194,600.00	194,600.00											150,000.00	44,600.00	130%
Operating Reserve	406,882.00	406,882.00											455,607.00	(48,725.00)	89%
Sub-total	<u>4,571,735.27</u>	<u>4,571,735.27</u>	-	-	-	-	-	-	-	-	-	-			
Water - Operations															
Wells Fargo Operating - Water	723,431.14	739,953.42											314,230.00	409,201.14	230%
Water - Reserve Accounts															
Wells Fargo Bank-															
Capital Reserve	398,249.00	398,249.00											1,858,750.00	(1,460,501.00)	21%
Connection Fees Reserve	253,020.00	253,020.00											150,000.00	103,020.00	169%
SRF Reserve	48,222.00	48,222.00											48,222.00	-	100%
Additional Reserve	46,009.00	46,009.00													
Sub-total	<u>745,500.00</u>	<u>745,500.00</u>	-	-	-	-	-	-	-	-	-	-			
Water - Restricted accounts															
First Republic Bank - Water															
GO Bonds Fund	<u>1,476,753.57</u>	<u>913,486.11</u>													
Sub-total	<u>1,476,753.57</u>	<u>913,486.11</u>	-	-	-	-	-	-	-	-	-	-			
Total Cash and equivalents	<u>9,293,340.53</u>	<u>8,614,224.18</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>			

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
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	3,171.06	3,171.06											6,342.12	37,500.00	-31,157.88	16.91%
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		136.00											136.00			
4610 · Property Tax Receipts		1,565.73											1,565.73	275,000.00	-273,434.27	0.57%
4710 · Sewer Service Charges														3,246,487.00	-3,246,487.00	
4720 · Sewer Service Refunds, Customer														-4,000.00	4,000.00	
4760 · Waste Collection Revenues	1,454.35	3,806.28											5,260.63	24,000.00	-18,739.37	21.92%
4990 · Other Revenue		9.51											9.51			
Total Income	4,625.41	8,688.58											13,313.99	3,592,087.00	-3,578,773.01	0.37%
Gross Profit	4,625.41	8,688.58											13,313.99	3,592,087.00	-3,578,773.01	0.37%
Expense																
5000 · Administrative																
5190 · Bank Fees	2,634.56	528.05											3,162.61	6,750.00	-3,587.39	46.85%
5200 · Board of Directors																
5210 · Board Meetings		300.00											300.00	3,000.00	-2,700.00	10.0%
5220 · Director Fees														2,000.00	-2,000.00	
5230 · Election Expenses														5,000.00	-5,000.00	
Total 5200 · Board of Directors		300.00											300.00	10,000.00	-9,700.00	3.0%
5250 · Conference Attendance														2,500.00	-2,500.00	
5270 · Information Systems		50.00											50.00	4,000.00	-3,950.00	1.25%
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		1,291.00											1,291.00	100,000.00	-98,709.00	1.29%
5440 · Litigation		6,000.00											6,000.00			

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
Total 5400 · Legal		7,291.00											7,291.00	100,000.00	-92,709.00	7.29%
5510 · Maintenance, Office		260.00											260.00	8,000.00	-7,740.00	3.25%
5540 · Office Supplies	108.03	235.76											343.79	6,000.00	-5,656.21	5.73%
5550 · Postage														2,000.00	-2,000.00	
5560 · Printing & Publishing		233.80											233.80	5,000.00	-4,766.20	4.68%
5600 · Professional Services																
5610 · Accounting		2,500.00											2,500.00	32,000.00	-29,500.00	7.81%
5620 · Audit		4,000.00											4,000.00	13,000.00	-9,000.00	30.77%
5630 · Consulting	8,925.00	1,994.72											10,919.72	35,000.00	-24,080.28	31.2%
5640 · Data Services		11,873.05											11,873.05	6,200.00	5,673.05	191.5%
5650 · Labor & HR Support		427.00											427.00	2,500.00	-2,073.00	17.08%
5660 · Payroll Services	72.32	74.13											146.45	1,000.00	-853.55	14.65%
Total 5600 · Professional Services	8,997.32	20,868.90											29,866.22	89,700.00	-59,833.78	33.3%
5710 · San Mateo Co. Tax Roll Charges														1,000.00	-1,000.00	
5720 · Telephone & Internet	2,528.07	2,611.86											5,139.93	20,000.00	-14,860.07	25.7%
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	1,400.09											2,850.90	17,508.00	-14,657.10	16.28%
5820 · Employee Benefits	3,972.16	3,972.16											7,944.32	49,096.00	-41,151.68	16.18%
5830 · Disability Insurance	144.61	144.61											289.22	1,876.00	-1,586.78	15.42%
5840 · Payroll Taxes	1,481.29	972.22											2,453.51	19,134.00	-16,680.49	12.82%
5850 · PARS	1,415.89	1,355.47											2,771.36	17,062.00	-14,290.64	16.24%
5900 · Wages																
5910 · Management	8,998.16	8,998.16											17,996.32	116,211.00	-98,214.68	15.49%
5920 · Staff	11,553.04	10,589.88											22,142.92	133,905.00	-111,762.08	16.54%
5930 · Staff Certification	200.00	200.00											400.00	1,800.00	-1,400.00	22.22%
5940 · Staff Overtime		213.69											213.69	1,760.00	-1,546.31	12.14%
Total 5900 · Wages	20,751.20	20,001.73											40,752.93	253,676.00	-212,923.07	16.07%
5960 · Worker's Comp Insurance														3,688.00	-3,688.00	
Total 5800 · Labor	29,215.96	27,846.28											57,062.24	362,040.00	-304,977.76	15.76%
Total 5000 · Administrative	43,483.94	60,225.65											103,709.59	629,690.00	-525,980.41	16.47%
6000 · Operations																
6170 · Claims, Property Damage														20,000.00	-20,000.00	
6195 · Education & Training														1,000.00	-1,000.00	
6200 · Engineering																

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
6210 · Meeting Attendance, Engineering																
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											783.60	10,000.00	-9,216.40	7.84%
6337 · Landscaping		500.00											500.00	6,000.00	-5,500.00	8.33%
Total 6330 · Facilities	391.80	891.80											1,283.60	16,000.00	-14,716.40	8.02%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,269.52	3,332.03											6,601.55	45,000.00	-38,398.45	14.67%
Total 6400 · Pumping	3,269.52	3,332.03											6,601.55	45,000.00	-38,398.45	14.67%
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											42,358.84	254,153.00	-211,794.16	16.67%
6920 · SAM Operations	132,053.08	132,053.08											264,106.16	1,584,637.00	-1,320,530.84	16.67%
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	153,232.50											308,636.92	1,948,790.00	-1,640,153.08	15.84%
Total 6000 · Operations	162,770.74	157,456.33											320,227.07	2,103,950.00	-1,783,722.93	15.22%
Total Expense	206,254.68	217,681.98											423,936.66	2,733,640.00	-2,309,703.34	15.51%
Net Ordinary Income	-201,629.27	-208,993.40											-410,622.67	858,447.00	-1,269,069.67	-47.83%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)		177.00											177.00	100,000.00	-99,823.00	0.18%
7120 · Connection Fees (Remodel)														50,000.00	-50,000.00	
Total 7100 · Connection Fees		177.00											177.00	150,000.00	-149,823.00	0.12%
7200 · Interest Income - LAIF														60,000.00	-60,000.00	

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
Total 7000 · Capital Account Revenues		177.00											177.00	210,000.00	-209,823.00	0.08%
Total Other Income		177.00											177.00	210,000.00	-209,823.00	0.08%
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	1,843.77												1,843.77	21,655.00	-19,811.23	8.51%
Total 9000 · Capital Account Expenses	2,427.61												2,427.61	35,116.00	-32,688.39	6.91%
Total Other Expense	8,820.61												8,820.61	2,020,388.00	-2,011,567.39	0.44%
Net Other Income	-8,820.61	177.00											-8,643.61	-1,810,388.00	1,801,744.39	0.48%
Net Income	-210,449.88	-208,816.40											-419,266.28	-951,941.00	532,674.72	44.04%

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
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	3,171.06	3,171.06											6,342.12	37,500.00	-31,157.88	16.91%
4400 · Fees																
4410 · Administrative Fee (New Constr)		548.00											548.00	5,000.00	-4,452.00	10.96%
4430 · Inspection Fee (New Constr)		518.00											518.00	4,000.00	-3,482.00	12.95%
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00	
4450 · Mainline Extension Fees		548.00											548.00	3,000.00	-2,452.00	18.27%
4460 · Remodel Fees														2,000.00	-2,000.00	
Total 4400 · Fees		1,614.00											1,614.00	15,000.00	-13,386.00	10.76%
4510 · Grants		136.00											136.00			
4610 · Property Tax Receipts		1,565.72											1,565.72	275,000.00	-273,434.28	0.57%
4740 · Testing, Backflow	1,913.00	3,355.00											5,268.00	18,000.00	-12,732.00	29.27%
4760 · Waste Collection Revenues																
4810 · Water Sales, Domestic	385,849.40	-29,524.82											356,324.58	1,896,000.00	-1,539,675.42	18.79%
4850 · Water Sales Refunds, Customer	-1,037.10												-1,037.10	-3,000.00	1,962.90	34.57%
4990 · Other Revenue		40.52											40.52			
Total Income	389,896.36	-19,642.52											370,253.84	2,238,500.00	-1,868,246.16	16.54%
Gross Profit	389,896.36	-19,642.52											370,253.84	2,238,500.00	-1,868,246.16	16.54%
Expense																
5000 · Administrative																
5190 · Bank Fees	146.01	123.25											269.26	1,500.00	-1,230.74	17.95%
5200 · Board of Directors																
5210 · Board Meetings		300.00											300.00	3,000.00	-2,700.00	10.0%
5220 · Director Fees														2,000.00	-2,000.00	
5230 · Election Expenses														5,000.00	-5,000.00	
Total 5200 · Board of Directors		300.00											300.00	10,000.00	-9,700.00	3.0%
5240 · CDPH Fees														11,000.00	-11,000.00	
5250 · Conference Attendance														3,000.00	-3,000.00	
5270 · Information Systems		50.00											50.00	5,000.00	-4,950.00	1.0%
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		8,059.00											8,059.00	100,000.00	-91,941.00	8.06%
Total 5400 · Legal		8,059.00											8,059.00	100,000.00	-91,941.00	8.06%
5510 · Maintenance, Office		260.00											260.00	8,000.00	-7,740.00	3.25%
5530 · Memberships	445.00												445.00	27,000.00	-26,555.00	1.65%
5540 · Office Supplies	108.01	235.77											343.78	6,000.00	-5,656.22	5.73%
5550 · Postage	1,210.48	1,534.07											2,744.55	4,000.00	-1,255.45	68.61%
5560 · Printing & Publishing		233.81											233.81	7,000.00	-6,766.19	3.34%
5600 · Professional Services																
5610 · Accounting		2,500.00											2,500.00	32,000.00	-29,500.00	7.81%
5620 · Audit		4,000.00											4,000.00	13,000.00	-9,000.00	30.77%
5630 · Consulting	7,339.11	1,994.71											9,333.82	55,000.00	-45,666.18	16.97%
5640 · Data Services		899.50											899.50	3,000.00	-2,100.50	29.98%
5650 · Labor & HR Support		427.00											427.00	2,500.00	-2,073.00	17.08%
5660 · Payroll Services	72.32	74.13											146.45	1,000.00	-853.55	14.65%
Total 5600 · Professional Services	7,411.43	9,895.34											17,306.77	106,500.00	-89,193.23	16.25%
5710 · San Mateo Co. Tax Roll Charges														3,000.00	-3,000.00	
5720 · Telephone & Internet	3,204.25	2,729.67											5,933.92	20,000.00	-14,066.08	29.67%
5730 · Mileage Reimbursement		6.00											6.00	2,000.00	-1,994.00	0.3%
5740 · Reference Materials														800.00	-800.00	
5790 · Other Administrative														1,000.00	-1,000.00	
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	3,810.16	3,573.68											7,383.84	44,948.00	-37,564.16	16.43%
5820 · Employee Benefits	7,270.47	8,262.44											15,532.91	107,614.00	-92,081.09	14.43%
5830 · Disability Insurance	333.08	333.08											666.16	4,752.00	-4,085.84	14.02%
5840 · Payroll Taxes	4,178.76	3,469.02											7,647.78	51,267.00	-43,619.22	14.92%
5850 · PARS	3,324.35	3,093.86											6,418.21	38,695.00	-32,276.79	16.59%
5900 · Wages																
5910 · Management	8,998.18	8,998.18											17,996.36	116,211.00	-98,214.64	15.49%
5920 · Staff	39,625.96	36,300.35											75,926.31	464,762.00	-388,835.69	16.34%
5930 · Staff Certification	900.00	900.00											1,800.00	11,400.00	-9,600.00	15.79%
5940 · Staff Overtime	3,789.68	4,208.91											7,998.59	54,781.00	-46,782.41	14.6%
5950 · Staff Standby	2,698.60	2,231.74											4,930.34	23,003.00	-18,072.66	21.43%
Total 5900 · Wages	56,012.42	52,639.18											108,651.60	670,157.00	-561,505.40	16.21%
5960 · Worker's Comp Insurance														22,444.00	-22,444.00	
Total 5800 · Labor	74,929.24	71,371.26											146,300.50	939,877.00	-793,576.50	15.57%
Total 5000 · Administrative	87,454.42	94,798.17											182,252.59	1,263,677.00	-1,081,424.41	14.42%

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		196.26										196.26	13,000.00	-12,803.74	1.51%	
Total 6180 · Communications		196.26										196.26	13,000.00	-12,803.74	1.51%	
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		3,442.50										3,442.50	200,000.00	-196,557.50	1.72%	
Total 6200 · Engineering		3,442.50										3,442.50	220,000.00	-216,557.50	1.57%	
6320 · Equipment & Tools, Expensed	52.52	236.94										289.46	12,000.00	-11,710.54	2.41%	
6330 · Facilities																
6335 · Alarm Services														5,000.00	-5,000.00	
6337 · Landscaping		350.00										350.00	15,000.00	-14,650.00	2.33%	
Total 6330 · Facilities		350.00										350.00	20,000.00	-19,650.00	1.75%	
6370 · Lab Supplies & Equipment		30.59										30.59	4,000.00	-3,969.41	0.77%	
6380 · Meter Reading	22.94	63.00										85.94				
6400 · Pumping																
6410 · Pumping Fuel & Electricity	4,652.82	6,356.95										11,009.77	90,000.00	-78,990.23	12.23%	
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	6,356.95										11,009.77	110,700.00	-99,690.23	9.95%	
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%	
6650 · Maint., Distribution General														8,000.00	-8,000.00	

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
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	7.16											824.98	20,000.00	-19,175.02	4.13%
6720 · Maintenance, Treatment Equip.		965.69											965.69	20,000.00	-19,034.31	4.83%
6730 · Treatment Analysis	4,889.00	967.55											5,856.55	45,000.00	-39,143.45	13.02%
Total 6700 · Treatment	5,706.82	1,940.40											7,647.22	85,000.00	-77,352.78	9.0%
6770 · Uniforms														2,000.00	-2,000.00	
6800 · Vehicles																
6810 · Fuel	484.10	630.00											1,114.10	10,000.00	-8,885.90	11.14%
6820 · Truck Equipment, Expensed		181.91											181.91	2,000.00	-1,818.09	9.1%
6830 · Truck Repairs		66.26											66.26	5,000.00	-4,933.74	1.33%
Total 6800 · Vehicles	484.10	878.17											1,362.27	17,000.00	-15,637.73	8.01%
6890 · Other Operations		2,549.77														
Total 6000 · Operations	13,896.54	16,044.58											29,941.12	621,700.00	-591,758.88	4.82%
Total Expense	101,350.96	110,842.75											212,193.71	1,885,377.00	-1,673,183.29	11.26%
Net Ordinary Income	288,545.40	-130,485.27											158,060.13	353,123.00	-195,062.87	44.76%
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)		40,727.18											40,727.18	50,000.00	-9,272.82	81.45%
7140 · Conn. Fees, PFP (Remodel)	13,999.37												13,999.37			
Total 7100 · Connection Fees	13,999.37	40,727.18											54,726.55	150,000.00	-95,273.45	36.48%
7600 · Bond Revenues, G.O.														1,150,436.00	-1,150,436.00	
7650 · Water System Reliability														1,000,000.00	-1,000,000.00	
Total 7000 · Capital Account Revenues	13,999.37	40,727.18											54,726.55	2,300,436.00	-2,245,709.45	2.38%
Total Other Income	13,999.37	40,727.18											54,726.55	2,300,436.00	-2,245,709.45	2.38%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	14,307.00	4,686.25											18,993.25	1,108,750.00	-1,089,756.75	1.71%
Total 8000 · Capital Improvement Program	14,307.00	4,686.25											18,993.25	1,108,750.00	-1,089,756.75	1.71%
9000 · Capital Account Expenses																
9100 · Interest Expense - GO Bonds		17,765.69											17,765.69	208,611.00	-190,845.31	8.52%
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	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
9150 · SRF Loan														70,564.00	-70,564.00	
9210 · Conservation Program/Rebates		150.00											150.00	3,000.00	-2,850.00	5.0%
Total 9000 · Capital Account Expenses	583.84	17,915.69											18,499.53	295,636.00	-277,136.47	6.26%
Total Other Expense	14,890.84	22,601.94											37,492.78	1,404,386.00	-1,366,893.22	2.67%
Net Other Income	-891.47	18,125.24											17,233.77	896,050.00	-878,816.23	1.92%
Net Income	287,653.93	-112,360.03											175,293.90	1,249,173.00	-1,073,879.10	14.03%

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

9/18/20

Accrual Basis

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	1,644,349.38	0.00	1,644,349.38
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
Sewer - Bank Accounts - Other	-800.00	0.00	-800.00
Total Sewer - Bank Accounts	6,215,284.65	0.00	6,215,284.65
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	739,953.42	739,953.42
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	913,486.11	913,486.11
Total Restricted Cash	0.00	1,166,506.11	1,166,506.11
Total Water - Bank Accounts	0.00	2,398,939.53	2,398,939.53
Total Checking/Savings	6,215,284.65	2,398,939.53	8,614,224.18
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	2,905.64	0.00	2,905.64
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	-5,649.83	0.00	-5,649.83
Water - Accounts Receivable			
Accounts Receivable	0.00	-245.22	-245.22
Accounts Rec. - Backflow	0.00	20,330.11	20,330.11
Accounts Rec. - Water Residents	0.00	220,861.71	220,861.71
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	507,307.53	507,307.53
Total Accounts Receivable	-5,649.83	507,307.53	501,657.70
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	6,215,927.13	2,955,345.69	9,171,272.82
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 August 31, 2020

9/18/20

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	16,036,291.66	21,063,307.70	37,099,599.36
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	191,932.44	0.00	191,932.44
Accounts Payable - Water	0.00	71,216.93	71,216.93
Total Accounts Payable	191,932.44	71,216.93	263,149.37
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 Vacations	7,058.69	0.00	7,058.69
Deposits Payable	12,352.43	0.00	12,352.43
Interest Payable	-656.12	0.00	-656.12
PNC Equip. Loan - S/T	57,478.99	0.00	57,478.99
Total Sewer - Current Liabilities	76,233.99	0.00	76,233.99
Water - Current Liabilities			
Accrued Vacations	0.00	19,382.98	19,382.98
Deposits Payable	0.00	-20,816.18	-20,816.18
GO Bonds - S/T	0.00	473,200.98	473,200.98
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	721,410.46	721,410.46
Payroll Liabilities			
Employee Benefits Payable	12,078.84	0.00	12,078.84
Total Payroll Liabilities	12,078.84	0.00	12,078.84
Total Other Current Liabilities	56,267.83	661,035.46	717,303.29
Total Current Liabilities	248,200.27	732,252.39	980,452.66

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

9/18/20

Accrual Basis

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	1,685,632.29	11,782,677.40	13,468,309.69
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	124,650.72	0.00	124,650.72
Total Sewer - Equity Accounts	12,179,195.79	0.00	12,179,195.79
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	-124,650.72	-124,650.72
Total Water - Equity Accounts	0.00	2,566,404.29	2,566,404.29
Equity Adjustment Account	2,590,729.86	6,538,932.11	9,129,661.97
Net Income	-419,266.28	175,293.90	-243,972.38
Total Equity	14,350,659.37	9,280,630.30	23,631,289.67
TOTAL LIABILITIES & EQUITY	<u>16,036,291.66</u>	<u>21,063,307.70</u>	<u>37,099,599.36</u>

Montara Water & Sanitary District Check Detail

September 21 - 25, 2020

Date	Num	Name	Paid Amount	
SPLIT				
09/14/2020	11724	ACWA/JPIA	-11,242.63	PAID
09/08/2020	11711	CalPERS 457 Plan	-5,941.68	PAID
09/08/2020	11712	CoastsideNet, Inc.	-64.95	PAID
09/14/2020	11725	Comcast	-274.34	PAID
09/14/2020	11726	Half Moon Bay Review	-405.00	PAID
09/08/2020	11715	Kastama Strategic Consulting	-4,331.25	PAID
09/08/2020	11717	Office Depot	-203.46	PAID
09/08/2020	11718	Pitney Bowes	-156.05	PAID
09/08/2020	11719	PNC Equipment Finance, LLC	-12,740.00	PAID
09/08/2020	11720	Rauch Communication Consultants, Inc.	-211.50	PAID
09/08/2020	11722	U.S. Bank PARS	-8,037.67	PAID
09/08/2020	11723	White Glove Housekeeping	-520.00	PAID
09/24/2020	11761	A-B Communications	-168.20	
09/24/2020	11762	AT&T	-316.96	
09/24/2020	11763	AT&T	-320.95	
09/24/2020	11764	AT&T	-150.95	
09/24/2020	11765	AT&T	-71.02	
09/24/2020	11766	AT&T	-3,703.46	
09/22/2020	11736	Aztec Gardens	-1,050.00	
09/24/2020	11768	Bay Alarm Company	-470.52	
09/24/2020	11769	Bay Alarm Company	-110.00	
09/24/2020	11770	Contractor Compliance and Monitoring	-150.00	
09/24/2020	11771	Fitzgerald Law Offices	-9,598.00	
09/14/2020	11727	IEDA	-427.00	
09/22/2020	11745	Maze & Associates	-10,500.00	
09/22/2020	11749	Office Depot	-177.31	
09/24/2020	11772	Pacific Gas & Electric	-6,857.04	
09/22/2020	11750	PARS	-819.55	
09/22/2020	11751	PCT	-300.00	
09/14/2020	11729	Recology of the Coastside	-387.84	

Montara Water & Sanitary District Check Detail

September 21 - 25, 2020

Date	Num	Name	Paid Amount	
WATER				
09/08/2020	11710	AT&T Mobility	-312.15	PAID
09/08/2020	11713	Employment Development Department	-991.97	PAID
09/08/2020	11714	Hassette Ace Hardware	-219.53	PAID
09/14/2020	11728	Pacific Gas & Electric	-1,636.24	PAID
09/08/2020	11721	SRT Consultants	-17,978.80	PAID
09/22/2020	11735	Andreini Brothers, Inc.	-4,653.52	
09/24/2020	11774	AT&T Mobility	-44.02	
09/22/2020	11737	Badger Meter, Inc.	-6,798.69	
09/22/2020	11738	Balance Hydrologics, Inc.	-2,650.98	
09/22/2020	11739	BSK Lab	-2,904.05	
09/22/2020	11740	Calcon Systems, Inc.	-2,190.00	
09/22/2020	11741	Esbro Chemical	-905.36	
09/22/2020	11742	First Republic Bank	-6,734.41	
09/22/2020	11743	Hach Company	-119.04	
09/22/2020	11746	Mossa Excavation	-8,500.00	
09/22/2020	11758	Mossa Excavation	-11,500.00	
09/22/2020	11760	Nick Carrington	-102.45	
09/22/2020	11747	North Coast County Water District	-450.00	
09/22/2020	11752	R & B Company	-4,131.59	
09/14/2020	11733	San Mateo County Environmental Health	-361.00	
09/14/2020	11734	San Mateo County Environmental Health	-283.00	
09/22/2020	11756	Strawflower Electronics, Inc.	-35.00	
09/22/2020	11757	USA Blue Book	-1,761.70	
09/24/2020	11773	Wells Fargo Remittance Center	-2,700.22	

Montara Water & Sanitary District Check Detail

September 21 - 25, 2020

Date	Num	Name	Paid Amount	
SEWER				
09/08/2020	11716	Nute Engineering	-16,933.50	PAID
09/22/2020	11744	Hue & Cry Security Systems, Inc.	-391.80	
09/22/2020	11759	Kathleen Baker	-166.60	
09/22/2020	11748	Nute Engineering	-14,315.05	
09/14/2020	11730	San Mateo County Environmental Health	-361.00	
09/14/2020	11731	San Mateo County Environmental Health	-361.00	
09/14/2020	11732	San Mateo County Environmental Health	-361.00	
09/22/2020	11753	Sewer Authority Mid-Coastside	-132,053.08	
09/22/2020	11754	Sewer Authority Mid-Coastside	-21,179.42	
09/22/2020	11755	Sewer Authority Mid-Coastside	-19,108.27	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 1, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: SAM Flow Report for August 2020

The Sewer Authority Mid-Coastside (SAM) has not published the flow report for August 2020 at this time. The report will be brought to this board as soon as it has been received.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: October 1, 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 August 2020 was 0.784%.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 1, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Connection Permit Applications Received

As of October 1, 2020 the following new Sewer Connection Permit application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
07-14-20	Karen Eppes	880 Park Ave., Moss Beach	SFD

As of October 1, 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
07-14-20	Karen Eppes	880 Park Ave., Moss Beach	SFD

As of October 1, 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
07-14-20	Karen Eppes	880 Park Ave., Moss Beach	SFD	Domestic

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: October 1st, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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.

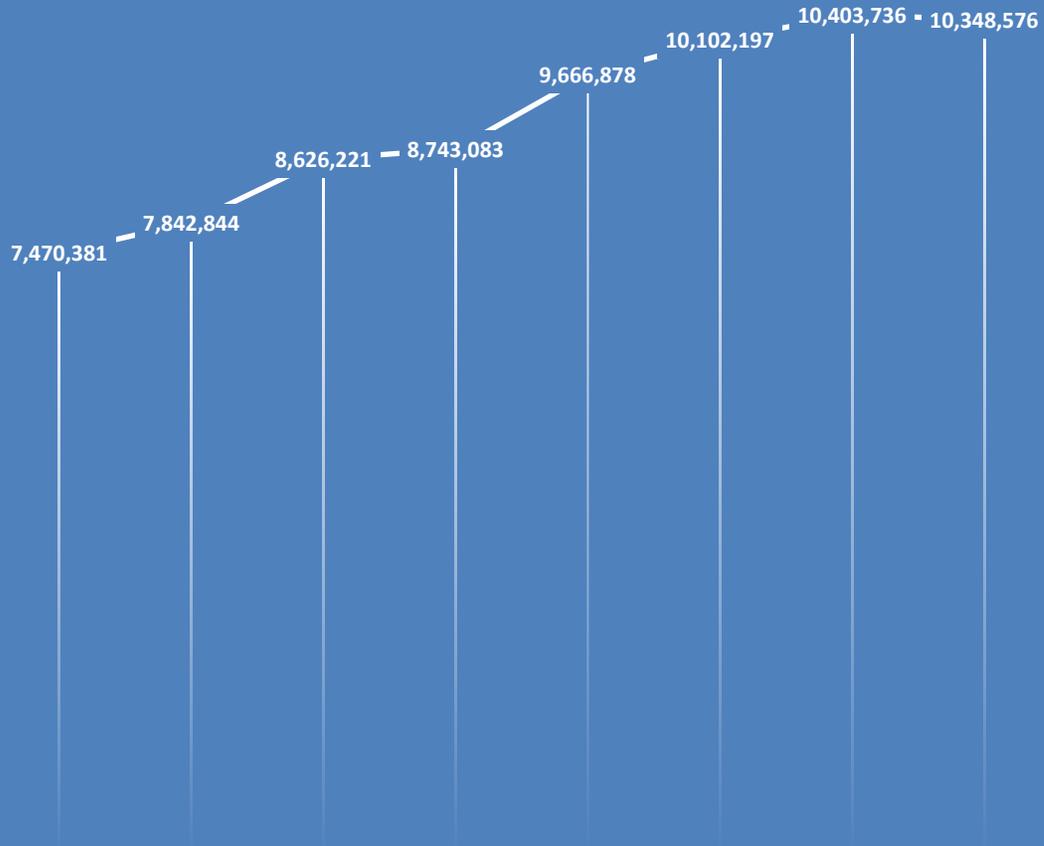
RECOMMENDATION:

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	10,348,576				

MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: October 1st, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Rain Report

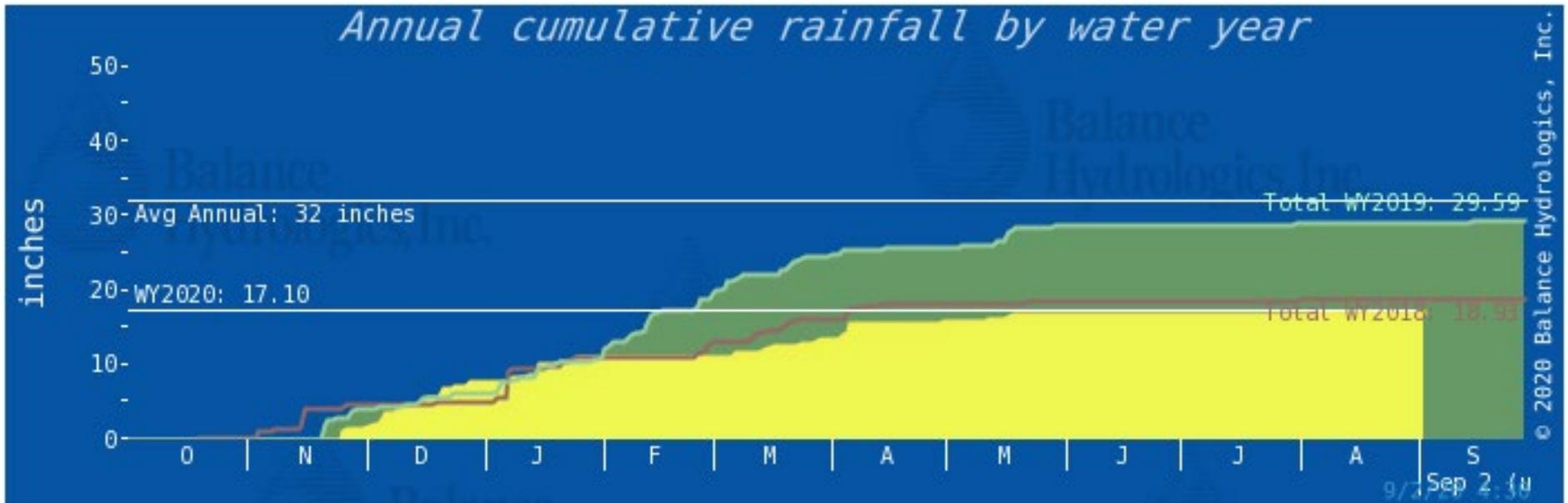
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

RECOMMENDATION:

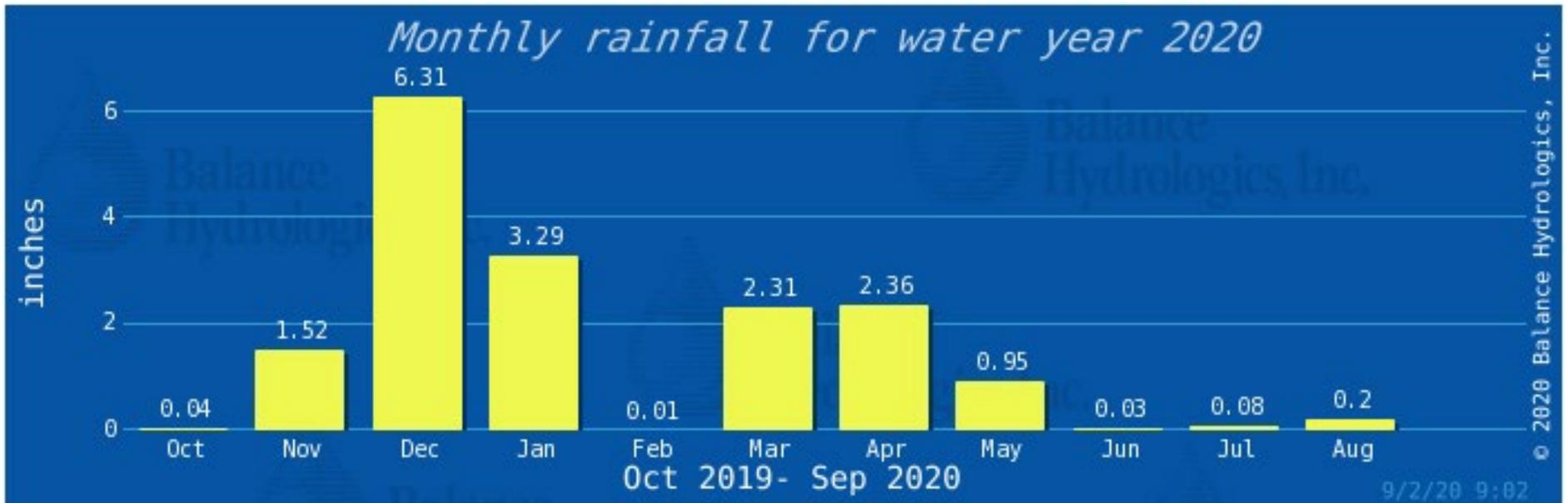
No action is required. These reports are provided for the Board's information only.

Attachments: 2

Annual Cumulative Rainfall



Monthly Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: October 1st, 2020

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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 45,257 kWh and saved 76,938 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	204				



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 1, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

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

The District has received the monthly PARS report for July 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
7/1/2020 to 7/31/2020**

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 7/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 7/31/2020
Contributions	\$860,478.72	\$9,596.53	\$33,953.62	\$399.76	\$1,095.22	\$0.00	\$902,533.89
TOTAL	\$860,478.72	\$9,596.53	\$33,953.62	\$399.76	\$1,095.22	\$0.00	\$902,533.89

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	3.93%	9.88%	5.95%	6.72%	-	-	03/08/16

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

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

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

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 1, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

SUBJECT: District Virtual Tour – October 14th 6:30PM

In March 2020, the District planned public tours of the water and wastewater systems, which included an overview of District operations and finances. The three one-hour tours were fully subscribed with attendees from Montara and Moss Beach. Those tours were ultimately postponed due to COVID-19 concerns, just one week ahead of California's Shelter-in-Place order.

To advance the District's intent to engage our community, staff have reorganized the March tour content into a Virtual Tour to be offered on Wednesday, October 14th at 6:30PM via Zoom teleconference.

The attached postcard announcing the tour was mailed to all Montara and Moss Beach residents this week. The tour will also be featured in the District's October-November 2020 bill insert newsletter. A recording of the tour will be available on the District's YouTube channel after the event takes place.

RECOMMENDATION:

For information only

Attachment



Montara Water & Sanitary District VIRTUAL TOUR via ZOOM TELECONFERENCE

Learn how your water and wastewater systems work! Where your water comes from, and where that sink, shower and toilet water goes!

Join MWSD staff for a VIRTUAL one hour tour of the critical systems that serve our community. Learn the challenges of keeping your water flowing, while protecting public health and the environment all in the time of COVID-19.

Wednesday,
October 14
6:30PM

Register Online at:
[MWSD.MONTARA.ORG](https://www.mwsd.org)

Direct registration access, scan:



Unprecedented Times: In March our community was struck with the unprecedented challenges associated with COVID-19. ***Our drinking water remains safe and unaffected.*** MWSD continues to work hard to support our community and maintain our essential services. We know that reliable drinking water and sanitation services are a foundation for maintaining your lives and households in stressful times.



Montara Water and Sanitary District

P.O. Box 370131

Montara, CA 94037

Voice: 650-728-3545

Email: mwsd@coastside.net

Web: mwsd.montara.org

Montara Water and Sanitary District (MWSD) works every day to deliver water, garbage and sewer services for the residents of Montara and Moss Beach. Over 6,000 residents rely on our services for their homes and businesses.

This was mailed using a legally mandated list. If you receive multiple copies, or received this in error, we apologize.

PRSR STD
U.S. POSTAGE
PAID
XXX

PLEASE CONTACT US IF YOU HAVE QUESTIONS OR COMMENTS

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 1, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Authorization to Award the Contract for - 2020-2021 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS.

In accordance with the revised 7-year Capital Improvement Plan and working with SAM sewer maintenance staff, on May 20th, 2020 the Board requested bids for the 2020-2021 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS ("Project"). The current FY CIP continues the rehabilitation of Medium and High Priority Sewer Mains as well as miscellaneous maintenance and spot repairs and CCTV inspections for the purpose of reducing Sanitary Sewer Overflows and Inflow and Infiltration in the District's sewer collection system. 2020-2021 Sewer Budget is \$1,985,272. This project improvement budgeted amount is \$850,000. The remaining budget is for routine and planned system repairs and improvements, with the largest portion remaining to be spent on the Cabrillo Highway Crossing project Phase 1A/B, previously presented to the Board of Directors. The Cabrillo Highway project is in process of design review and due to the long approval process with Caltrans, it is likely construction may start but not be completed this fiscal year allowing for additional revenues to be available for the SIP.

District received seven sealed bids by 2:00 PM, Thursday, Sep. 24th, 2020. A bid summary is attached for reference. The lowest responsive and responsible Bidder is Pacific Trenchless, Inc., of Oakland California. In the amount of \$689,360.00 for the Base Bid and \$398,934.00 for the Alternate Bid items. Staff recommends award of the Contract for both the base bid and the alternate bid amounts for a total contract amount of \$1,088,294.00 because of the competitive pricing and successful past contractor experience for the improvements described in the Plans and Specifications entitled, "2020-2021 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS " dated July 2020, prepared by Nute Engineering, Civil and Sanitary Consultants to Pacific Trenchless, Inc. a company which has successfully completed district projects in the past..

The work includes the rehabilitation of sanitary sewer mains primarily by pipe bursting near Virginia Ave, Etheldore St., Wave Ave., Harte and Cedar Streets., including rehabilitating laterals, miscellaneous spot repairs, CCTV and cleaning of additional sewers, plus Additive Alternate work on Stetson St. and Admiral St. for the complete project as described in the Plans and Specifications. The Engineer's Construction Estimate was \$883,000 for the Base Bid amount.

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 1, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

RECOMMENDATION:

Adopt Resolution Approving Contract Documents and Authorizing Award of the Contract for construction of the 2020-2021 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS to Pacific Trenchless, Inc.

Attachments will be available at the Board meeting.

RESOLUTION NO.

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR FISCAL YEAR 2020-21 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, REJECTING ALL OTHER BIDS, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK, DIRECTING RETURN OF SECURITY DEPOSITS AND FILING NOTICE OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, in response to advertisement for sealed bids, seven (7) sealed bids were received for the construction of the 2020-2021 Sewer Improvement Project and Spot Repairs; and

WHEREAS, the bid of Pacific Trenchless, Inc. constitutes the lowest responsible bid.

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

1. The bid of Pacific Trenchless, Inc. received on September 24, 2020 in the Base Bid amount of Six Hundred Eighty Nine Three Hundred Sixty Thousand and No One-Hundredths Dollars (\$689,360.00), and the Additive Alternate Bid in the amount of Three Hundred Ninety Eight Nine Hundred Thirty Four Thousand and No One-Hundredths Dollars (\$398,934.00) is hereby accepted and said bidder is hereby declared to be the lowest responsible bidder for said work.

2. Any and all informalities in the aforementioned bid of Pacific Trenchless, Inc. are hereby waived.

3. The President and Secretary of the Board, Montara Water and Sanitary District, are hereby authorized and directed to execute and to countersign, respectively, that certain Agreement for said work by and between Pacific Trenchless, Inc. and the Montara Water and Sanitary District, a copy of which Agreement is on file in the Administrative Offices of the District, to which copy reference is hereby made for the full particulars thereof.

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

RESOLUTION NO.

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR FISCAL YEAR 2020-21 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, REJECTING ALL OTHER BIDS, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK, DIRECTING RETURN OF SECURITY DEPOSITS AND FILING NOTICE OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

security submitted by Pacific Trenchless, Inc. to said bidder upon execution of the agreement described in paragraph 3 hereof.

5. The action is exempt from the California Environmental Quality Act ("CEQA") (Pub. Res. Code, §§ 21000, et seq. and Title 14 of the California Code of Regulations, §§15000 et seq.), and the District Manager and/or District Engineer is hereby directed to file a Notice of Exemption with the San Mateo County Clerk's Office.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 1st day of October, 2020, by the following vote:

AYES, Directors:

NOES, Directors:

RESOLUTION NO.

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR FISCAL YEAR 2020-21 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, REJECTING ALL OTHER BIDS, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK, DIRECTING RETURN OF SECURITY DEPOSITS AND FILING NOTICE OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

AGREEMENT

MONTARA WATER AND SANITARY DISTRICT

San Mateo, California

2020-2021 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS

THIS AGREEMENT, made and entered into this _____ day of _____, 2020, by and between Pacific Trenchless, Inc., hereinafter called "Contractor" and the Montara Water and Sanitary District, a public entity in San Mateo County, California, hereinafter called "District":

W I T N E S S E T H:

WHEREAS, the Board of Directors of the District has awarded a contract to Contractor for performing work hereinafter mentioned in accordance with the sealed bid of said Contractor.

NOW, THEREFORE, IT IS AGREED as follows:

1. Scope of Work: The Contractor shall perform, within the time stipulated, the contract as herein defined, of which this agreement is a component part, and shall provide and furnish all of the labor, materials, methods of processes, equipment, implements, tools, machinery and equipment and all utility, transportation and other services required to perform all of the work covered by the contract in connection with the construction of improvements for the District, in strict accordance with the specifications therefor entitled, "2020-2021 Sewer Improvement Project and Spot Repairs" dated July 2020, prepared by Nute Engineering, Civil and Sanitary Consultants, on file in the District's office, including any and all addenda issued by the District, the items and quantities of which are more particularly set forth in Contractor's bid therefor, and with the other contract documents hereinafter enumerated.

2. Time of Performance and Liquidated Damages: The Contractor shall not commence any work prior to the date of the Notice to Proceed and thereafter shall diligently prosecute the work to completion. The provisions with regard to said time of completion and liquidated damages are set forth in the specifications, which provisions are hereby referred to and incorporated herein by reference.

3. Payments: Payments will be made by the District to Contractor for said work performed at the times and in the manner provided in the specifications and at the prices stated in Contractor's Base Bid in the amount of Six Hundred Eighty-Nine Thousand Three Hundred Sixty Dollars and No Cents (\$689,360.00) plus the Additive Alternate Bid in the amount of Three Hundred Ninety-Eight Thousand Nine Hundred Thirty-Four Dollars and No Cents (\$398,294.00) for a complete project total of One Million Eighty-Eight Thousand Two Hundred Ninety-Four Dollars and No Cents (\$1,088,294.00). For any monies earned by the Contractor and withheld by the District to ensure the performance of the contract, the Contractor may, at his/her request and expense, substitute securities equivalent to the amount withheld in the form and manner and subject to the conditions provided in Section 22300 of the Public Contract Code of the State of California.

4. Component Parts: This contract shall consist of the following documents, each of which is on file in the office of the District Secretary and all of which are incorporated herein and made a part hereof by reference thereto:

- a) This Agreement
- b) Notice Inviting Sealed Bids
- c) Instructions to Bidders
- d) Accepted Bid
- e) Faithful Performance Bond and Payment Bond
- f) General Conditions
- g) Special Provisions
- h) Technical Provisions
- i) Appendices

- j) Design Standards
- k) Plans, Profiles and Detailed Drawings
- l) Written Addenda
- m) Written Amendments to the Contract signed by both parties
- n) Executed Change Orders, if any
- o) Written Interpretations issued by the District

5. Wage Scale: Reference is hereby made to the "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code Division 2, Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1," a copy of which is on file in the office of the District Secretary, the provisions of which are hereby specified as the rate of prevailing wage to be paid workers on this project.

6. Hours of Labor: The Contractor shall forfeit, as penalty to the District, Twenty-Five Dollars (\$25.00), for each worker employed in the execution of the contract by him/her or by any subcontractor, for each calendar day during which any worker is required or permitted to labor more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week, in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3, (commencing with Section 1810) of the Labor Code of the State of California. Every Contractor and subcontractor shall keep an accurate payroll record, certify the records, and make them available for inspection pursuant to Labor Code Section 1776 and 1812.

7. Apprentices: In accordance with the provisions of Section 1777.5 of the Labor Code and in accordance with the rules and procedures of the California Apprenticeship Council, properly indentured apprentices shall be employed in the prosecution of the work. Civil Penalties of \$100 per day shall be assessed in accordance with Section 1777.7 of the Labor Code of the State of California for violation of Labor Code Section 1777.5.

Furthermore, a Contractor who knowingly violates Section 1777.5 shall be denied the right to bid on future public works contracts by the Administrator of Apprenticeship.

Information relative to number of apprentices, identifications, wages, hours of employment and standards of working conditions shall be obtained from Administrative of Apprenticeship.

8. Labor Discrimination: Attention is directed to Section 1735 of the Labor Code, which reads as follows:

"No discrimination shall be made in the employment of persons upon public works because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status or sex of such persons, except as provided in Section 12940 of the Government Code, and every contractor for public works violating this section is subject to all the penalties imposed for a violation of this chapter."

9. Workers' Compensation Insurance: In accordance with the provisions of Division 2, Part 7, Chapter 1, Article 5 (commencing with Section 1860) and Division 4, Part 1, Chapter 4 (commencing with Section 3700) of the Labor Code of the State of California, the Contractor is required to secure the payment of employee compensation and shall for that purpose obtain and keep in effect adequate Workers' Compensation Insurance.

The undersigned Contractor is aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation

or to undertake self-insurance in accordance with the provisions of that Code, and will comply with such provisions before commencing performance of the work of this contract.

IN WITNESS WHEREOF the Montara Water and Sanitary District, has caused these presents to be executed by its officers, thereunto duly authorized, and Contractor has subscribed same, all on the day and year first above written.

CONTRACTOR

By _____

By _____

ATTEST:

MONTARA WATER AND SANITARY DISTRICT
a Public Entity

By _____

By _____

(SEAL)



September 25, 2020

Mr. Clemens Heldmeier, General Manager
Montara Water & Sanitary District
P.O. Box 13731
Martinez, CA 94537

Re: Montara Water & Sanitary District
2020-2021 Sewer Improvements and Spot Repair Project

Dear Clemens:

On September 24, 2020, seven (7) bids were received for the above-referenced project. A spreadsheet comparing these bids is enclosed.

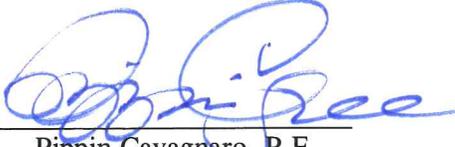
The lowest apparent Base Bid of \$689,360.00 was submitted by Pacific Trenchless, Inc. of Oakland, California. Including the Additive Alternate Bid for \$398,934.00, the total bid amount was \$1,088,294.

Enclosed is the license detail obtained from the Contractor's License Board which shows that Pacific Trenchless, Inc. has a valid Contractor's License and the contractor is registered with the California Department of Industrial Relations (DIR).

We have reviewed their submitted bid package and recommend that the complete Base Bid and Alternate Bid project be awarded to Pacific Trenchless, Inc.

Very truly yours,

NUTE ENGINEERING

By: 
Pippin Cavagnaro, P.E.

Enclosure(s)

MWSD SANITARY DISTRICT - Bid Summary

2020-2021 SIP and Spot Repairs Project - Submitted 2 PM September 24, 2020

BID ITEMS				Pacific Trenchless, Inc.		Devaney Engineering, Inc.		Glosage Engineering, Inc.		C2R Engineering		Bay Pacific Pipelines		KJ Woods, Inc.		Westland Contractors	
				1		2		3		4		5		6		7	
No.	Description/Caption	Item Count BASE BID	U/M	Unit Cost	BASE BID Total Amount	Unit Cost	BASE BID Total Amount	Item Cost	Unit Cost	BASE BID Total Amount	Unit Cost						
1	MOBILIZATION, DEMOBILIZATION, SWPPP, PERMITS & LICENSES, AND INSTALL PROJECT SIGNS	1	LS	\$18,072.00	\$18,072.00	\$20,000.00	\$20,000.00	\$17,000.00	\$17,000.00	\$1.00	\$20,000.00	\$10,000.00	\$10,000.00	\$50,000.00	\$50,000.00	\$1.00	\$40,000.00
2	PRECONSTRUCTION CLEANING AND TELEVISIONING AND LOCATION OF EXISTING SEWER MAINS, SPOT REPAIRS AND CLEANING AND TELEVISIONING ADDITIONAL SEWERS, PACP	13,701	LF	\$2.00	\$27,402.00	\$2.50	\$34,250.50	\$3.00	\$41,103.00	\$2.75	\$37,677.75	\$5.00	\$68,505.00	\$3.00	\$41,103.00	\$2.00	\$27,402.00
3	PIPEBURST (E) 6" VCP SEWER WITH 8.63" OD DR17 HDPE	659	LF	\$133.00	\$87,647.00	\$122.00	\$80,398.00	\$151.00	\$99,509.00	\$175.00	\$115,325.00	\$175.00	\$115,325.00	\$250.00	\$164,750.00	\$150.00	\$98,850.00
4	PIPEBURST (E) 6" VCP SEWER WITH 6.63" OD DR17 HDPE	2,742	LF	\$131.00	\$359,202.00	\$120.00	\$329,040.00	\$152.00	\$416,784.00	\$150.00	\$411,300.00	\$175.00	\$479,850.00	\$230.00	\$630,660.00	\$131.00	\$359,202.00
5	REMOVE (E) SEWER RODHOLE	4	EA	\$455.00	\$1,820.00	\$500.00	\$2,000.00	\$500.00	\$2,000.00	\$1,500.00	\$6,000.00	\$500.00	\$2,000.00	\$1,000.00	\$4,000.00	\$100.00	\$400.00
6	INSTALL NEW RODHOLE AND RAISE TO GRADE	5	EA	\$995.00	\$4,975.00	\$1,000.00	\$5,000.00	\$1,300.00	\$6,500.00	\$1,850.00	\$9,250.00	\$750.00	\$3,750.00	\$2,500.00	\$12,500.00	\$1,500.00	\$7,500.00
7	REMOVE EXISTING MANHOLD 5' - 8' DEEP																
8	INSTALL NEW MANHOLE 5' - 8' DEEP																
9	CONNECT TO (E) MANHOLE AND REBUILD MANHOLE CHANNEL(S) AND SEAL ALL LEAKS	20	EA	\$515.00	\$10,300.00	\$2,000.00	\$40,000.00	\$800.00	\$16,000.00	\$1,800.00	\$36,000.00	\$1,400.00	\$28,000.00	\$500.00	\$10,000.00	\$1,000.00	\$20,000.00
10	REPLACE MANHOLE FRAME & COVER AND RAISE TO GRADE	11	EA	\$1,275.00	\$14,025.00	\$1,000.00	\$11,000.00	\$1,300.00	\$14,300.00	\$1,500.00	\$16,500.00	\$1,500.00	\$16,500.00	\$800.00	\$8,800.00	\$1,500.00	\$16,500.00
11	FIELD LOCATE AND POTHOLE (E) SEWER LATERALS	53	EA	\$585.00	\$31,005.00	\$50.00	\$2,650.00	\$50.00	\$2,650.00	\$150.00	\$7,950.00	\$1,500.00	\$79,500.00	\$100.00	\$5,300.00	\$200.00	\$10,600.00
12	INSTALL NEW 4" LATERAL TWO WAY CLEANOUT, SEWER RELIEF VALVE AND CLEANOUT BOX	53	EA	\$105.00	\$5,565.00	\$750.00	\$39,750.00	\$900.00	\$47,700.00	\$500.00	\$26,500.00	\$1,500.00	\$79,500.00	\$400.00	\$21,200.00	\$3,000.00	\$159,000.00
13	INSTALL INTERNAL DROP 4" OR 6" DIAMETER 5' - 8' DEEP	1	EA	\$1,085.00	\$1,085.00	\$700.00	\$700.00	\$2,200.00	\$2,200.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
14	REPLACE 4" LOWER LATERALS And To HOUSE	53	EA	\$275.00	\$14,575.00	\$2,750.00	\$145,750.00	\$2,000.00	\$106,000.00	\$4,000.00	\$212,000.00	\$2,300.00	\$121,900.00	\$1,400.00	\$74,200.00	\$3,500.00	\$185,500.00
15	SAWCUT, REMOVE AND REPLACE CONCRETE ROAD, DRIVEWAY OR SIDEWALK	100	SF	\$10.00	\$1,000.00	\$50.00	\$5,000.00	\$25.00	\$2,500.00	\$80.00	\$8,000.00	\$75.00	\$7,500.00	\$25.00	\$2,500.00	\$40.00	\$4,000.00
16	ASPHALT CONCRETE TRENCH REPAIR AND RESTORATION	50	TON	\$475.00	\$23,750.00	\$400.00	\$20,000.00	\$225.00	\$11,250.00	\$450.00	\$22,500.00	\$400.00	\$20,000.00	\$175.00	\$8,750.00	\$300.00	\$15,000.00
17	REPLACE PAVEMENT MARKINGS	1	LS	\$3,605.00	\$3,605.00	\$5,500.00	\$5,500.00	\$1,200.00	\$1,200.00	\$800.00	\$800.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$1.00	\$3,000.00
18	SHORING FOR ALL EXCAVATIONS	1	LS	\$7,305.00	\$7,305.00	\$25,000.00	\$25,000.00	\$7,800.00	\$7,800.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$30,000.00	\$30,000.00		\$150,000.00
19	TRAFFIC CONTROL AND PUBLIC NOTIFICATIONS	1	LS	\$5,395.00	\$5,395.00	\$25,000.00	\$25,000.00	\$5,900.00	\$5,900.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00		\$30,000.00
20	EXCAVATE AND SPOT REPAIR SEWER PIPE	4	EA	\$8,895.00	\$35,580.00	\$6,000.00	\$24,000.00	\$8,250.00	\$33,000.00	\$6,800.00	\$27,200.00	\$2,500.00	\$10,000.00	\$6,000.00	\$24,000.00	\$9,800.00	\$39,200.00
21	POTHOLE UTILITY MAINS	20	EA	\$1,145.00	\$22,900.00	\$500.00	\$10,000.00	\$1,000.00	\$20,000.00	\$250.00	\$5,000.00	\$1,000.00	\$20,000.00	\$300.00	\$6,000.00	\$400.00	\$8,000.00
22	INTERNAL TELEVISIONING OF NEW SEWER MAINS	3,701	LF	\$2.00	\$7,402.00	\$2.00	\$7,402.00	\$2.00	\$7,402.00	\$2.60	\$9,622.60	\$4.00	\$14,804.00	\$1.00	\$3,701.00	\$2.00	\$7,402.00
23	INTERNAL TELEVISIONING OF NEW SEWER LATERALS	53	EA	\$55.00	\$2,915.00	\$100.00	\$5,300.00	\$80.00	\$4,240.00	\$85.00	\$4,505.00	\$200.00	\$10,600.00	\$50.00	\$2,650.00	\$300.00	\$15,900.00
24	PERMITS AND LICENCES	1	LS	\$1,335.00	\$1,335.00	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$1.00	\$2,800.00	\$10,000.00	\$10,000.00	\$11,386.00	\$11,386.00	\$1.00	\$500.00
25	RECORD DRAWING	1	LS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$1.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
BASE BID TOTAL					\$689,360.00	math error	\$849,242.50		\$870,538.00	math error	\$1,008,930.35		\$1,132,234.00		\$1,138,000.00	math error	\$1,202,456.00
Additive Alternate Total (Same Unit Costs)					\$398,934.00		\$556,616.00		\$537,137.00		\$616,212.80		\$704,232.00		\$722,000.00		\$718,449.00
GRAND TOTAL					\$1,088,294.00		\$1,405,858.50		\$1,407,675.00		\$1,625,143.15		\$1,836,466.00		\$1,860,000.00		\$1,920,905.00

Check if Bid Item 1 is less than 5% of total cost	1.66%	1.42%	1.21%	1.23%	0.54%	2.69%	2.08%
Addendum Acknowledge	y	y	y	y	y	y	y
Contract Signed	y	y	y	y	y	No	y
License Number ('A' Required)	776788	1001380	1028046	994397	524020	701797	1018057
SUBCONTRACTORS:	NA	Roy's Sewer Service (491815)	NA	Presidio Systems, Inc.(832413)	H&R Plumbing (878364)	NA	NA
Builder's Statement Financial Responsibility & Experience	y	y	y	y	y	y	y
Financial Statement Submitted	y	y	y	No	No	No	No
EMR AVG # 3YR (1.1 or less)	0.71	0.95	1.00	0.88	3.64	0.73	0.28
RIR AVG # 3YR (5.4 or less)	0.33	0.00	0.00	0.00	0.66	2.08	0.66
LTIR AVG # 3YR (3.1 or less)	0.33	0.00	0.00	0.00	0.66	2.08	0.66
Affidavit Non-Collusion	y	y	y	y	y	y	y
Bid Bond	y	y	y	y	y	y	y

Contractor's License Detail for License # 776788



DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- CSLB complaint disclosure is restricted by law ([B&P 7124.6](#)) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click [here](#) for a definition of disclosable actions.
- Only construction related civil judgments reported to CSLB are disclosed ([B&P 7071.17](#)).
- Arbitrations are not listed unless the contractor fails to comply with the terms.
- Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Business Information

PACIFIC TRENCHLESS INC
1776 11ST STREET
OAKLAND, CA 94607
Business Phone Number:(510) 986-0244

Entity Corporation
Issue Date 03/29/2000
Expire Date 03/31/2022

License Status

This license is current and active.

All information below should be reviewed.

Classifications

[A - GENERAL ENGINEERING CONTRACTOR](#)

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with [AMERICAN CONTRACTORS INDEMNITY COMPANY](#).

Bond Number: SC6039852

Bond Amount: \$15,000

Effective Date: 01/01/2016

[Contractor's Bond History](#)

Bond of Qualifying Individual

The qualifying individual AIDAN TONY HONEYMAN certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.

Effective Date: 03/29/2000

Workers' Compensation

This license has workers compensation insurance with the [TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA](#)

Policy Number:UB5K033397

Effective Date: 05/28/2018

Expire Date: 05/28/2021

[Workers' Compensation History](#)

Other

- Personnel listed on this license (current or disassociated) are listed on other licenses.

Detail:

Registration Number: 1000009279
Status: Active
CSLB Number: 776788
Legal Entity Type: Corporation
Mailing Address: 1776 11TH STREET
 OAKLAND
 CA 94607
County: Alameda
Craft: General Engineering
Email: pacifictrenchless@gmail.com

Registration History

Effective Date	Expiration Date
7/1/2020	6/30/2023
7/1/2019	6/30/2020
5/21/2018	6/30/2019
5/8/2017	6/30/2018
5/16/2016	6/30/2017
6/9/2015	6/30/2016
2/11/2015	6/30/2015

DBA

Name
PACIFIC TRENCHLESS INC.

FAITHFUL PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that, WHEREAS, the Board of Directors of the Montara Water and Sanitary District, San Mateo County, State of California, has awarded to Pacific Trenchless, Inc., hereinafter designated as the "Principal," a Contract, the terms and provisions of which Contract are incorporated herein by reference, for constructing 2020-2021 Sewer Improvement Project And Spot Repairs, And

WHEREAS, said Principal is required under the terms of said Contract to furnish a bond for the faithful performance of said Contract;

NOW, THEREFORE, we the Principal, and _____, as surety, are held and firmly bound unto the Montara Water and Sanitary District, San Mateo, California, in the penal sum of the Base Bid in the amount of Six Hundred Eighty-Nine Thousand Three Hundred Sixty Dollars and No Cents (\$689,360.00) plus the Additive Alternate Bid in the amount of Three Hundred Ninety-Eight Thousand Nine Hundred Thirty-Four Dollars and No Cents (\$398,294.00) for a complete project total of One Million Eighty-Eight Thousand Two Hundred Ninety-Four Dollars and No Cents (\$1,088,294.00), lawful money of the United States, being one hundred percent (100%) of the Contract amount, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounden Principal, Principal's heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and faithfully perform the covenants, conditions and agreements in the said Contract and any alterations made as therein provided, on the Principal's part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the Montara Water and Sanitary District, its officers and agents, as therein stipulated, then this obligation shall be null and void; otherwise it shall be and remain in full force and virtue.

As a condition precedent to the satisfactory completion of the said Contract, the above obligation shall hold good for a period on one (1) year after the completion and acceptance of the said work, during which time, if the above bounden Principal, Principal's heirs, executors, administrators, successors or assigns shall fail to make full, complete and satisfactory repair and replacements or totally protect the said District from loss or damage made evident during said period of one (1) year from the date of acceptance of said work, and resulting from or caused by defective materials or faulty installation, in the prosecution of the work done, the above obligation shall be and remain in full force and virtue.

And the said Surety, for value received, hereby stipulates and agrees to waive the provisions of California Civil Code Section 2819 regarding consent to change, extension of time, alteration or addition to the terms of the Contract, or to the work to be performed thereunder, or the Specifications accompanying the same shall in any way affect its obligations

on this bond; and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract, or to the work, or to the Specifications.

In the event the District, or its successors or assigns, shall be the prevailing party in an action brought upon this bond, then, in addition to the penal sum hereinabove specified, we agree to pay to the said District, or its successors or assigns, a reasonable sum on account of attorney's fees in such action, which sum shall be fixed by the court.

In WITNESS THEREOF, the above bounden parties have executed this instrument under their seals this _____ day of _____, 20___, the name and corporate seal of each corporate party being hereto affixed, and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

ATTEST:

_____	_____
Principal Secretary	Principal
(SEAL)	By _____
_____	_____
Witness as to Principal	
_____	_____
Address	Address
_____	_____
Witness to Surety	Surety
_____	_____
Address	Address

	Telephone

	Attorney-in-Fact

	Address

If CONTRACTOR is partnership, all partners must execute BOND.

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, Pacific Trenchless, Inc., as Principal, and _____, organized and existing under the laws of the State of _____, and authorized to execute bonds and undertaking as sole surety, as Surety, are held and firmly bound unto any and all persons named in California Civil Code Section 3181, whose claim has not been paid by the Contractor, company or corporation in the aggregate total of Base Bid in the amount of Six Hundred Eighty-Nine Thousand Three Hundred Sixty Dollars and No Cents (\$689,360.00) plus the Additive Alternate Bid in the amount of Three Hundred Ninety-Eight Thousand Nine Hundred Thirty-Four Dollars and No Cents (\$398,294.00) for a complete project total of One Million Eighty-Eight Thousand Two Hundred Ninety-Four Dollars and No Cents (\$1,088,294.00), (being 100% of the Contract amount) for payment whereof, well and truly to be made, said Principal and Surety bond themselves, their heirs, administrators, successors and assigns, jointly and severally, firmly by these presents.

The condition of the foregoing obligation is such that, whereas the above bounden Principal has entered into a Contract dated _____, 20___, with the Montara Water and Sanitary District, to do the following work, to wit: Construct the 2020-2021 Sewer Improvement Project And Spot Repairs.

NOW, THEREFORE, if the above bounden Principal or his/her subcontractors fail to pay any of the persons named in Section 3181 of the Civil Code of the State of California, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the Contract, or for any amounts required to be deducted, withheld and paid over to the Employment Development Department from the wages of employees of the Contractor or his/her subcontractor pursuant to Section 13020 of the Unemployment Insurance Code of the State of California, with respect to such work and labor, the surety will pay for the same, in the amount not exceeding the sum specified in this bond, and also, in case suit is brought upon this bond, a reasonable attorney's fee, to be fixed by the court.

This bond shall inure to the benefit of any person named in Section 3181 of the Civil Code of the State of California so as to give a right of action to them or their assignees in suit brought upon this bond.

This bond is executed and filed to comply with the provisions of the act of Legislature of the State of California as designated in Civil Code Section 3247 to 3252, inclusive, and all amendments thereto.

And the said Surety, for value received, hereby stipulates and agrees to waive the provisions of California Civil Code Section 2819 regarding consent to change, extension of time alteration, or addition to the terms of the Contract, or to the work to be performed thereunder, or the Specifications accompanying the same, shall in any way affect its obligations on this bond; and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract, or to the work, or to the Specifications.

In the event the District, or its successors or assigns, shall be the prevailing party in an action brought upon this bond, then, in addition to the penal sum hereinabove specified, we agree to pay to the said District, or its successors or assigns, a reasonable sum on account of attorney's fees in such action, which sum shall be fixed by the court.

IN WITNESS WHEREOF, the above bounden parties have executed this instrument under their seals this _____ day of _____, 20__ , the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

ATTEST:

_____ Principal Secretary	_____ Principal
(SEAL)	By _____
_____ Witness as to Principal	_____
_____ Address	_____ Address
_____ Witness to Surety	_____ Surety
_____ Address	_____ Address
	_____ Telephone
	_____ Attorney-in-Fact
	_____ Address

If CONTRACTOR is partnership, all partners must execute BOND.
The signature of the Surety on this bond must be acknowledged before a Notary Public.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 1, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Review
of Recology 2021 Solid Waste Rate Increase**

In accordance with the existing franchise agreement, Recology provided financial information to the District for the requested annual rate increase for calendar year 2021, resulting in a 1.97% rate increase. The monthly rate for 32 gallon waste container would increase from currently \$32.53 to \$33.17.

The District's accountant Maze & Associates was asked to apply procedures to identify any mistakes associated with documents and calculations used by Recology to determine the 2021 Rate year adjustment factor.

RECOMMENDATION:

Receive Maze & Associates presentation on the review of the suggested rate increase and associated information, and authorize the General Manager to prepare and distribute a prop 218 notice for the suggested solid waste rate increase to all customers for a public hearing on December 3, 2020.

Attachments.

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

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

Honorable Members
of the Board of Directors
Montara, California

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

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

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

Result: We reviewed the Franchise Agreement between the District and Recology of the Coast (Recology) and noted that service rates are to change annually. We also noted that commencing January 1, 2021, service rates are to be determined by using “index-based method” calculation.

2. We obtained the outline for the calculation utilized to determine the Index Based Rate Adjustment Calculation.

Results: We noted that the specified cost factors required for the Index-Based Rate Adjustment Methodology were used and the indices, calculations and formulas were in alignment with the Franchise Agreement; No variances were found.

3. We independently confirmed necessary indices used by Recology to determine the rate for the year 2021. The indices appear to have been downloaded from the US Bureau of Labor and Statistics and US Energy Information Administration.

Result: We re-calculated all 2021 indices percentage increases/decreases used in the determination of the 2021 rate; no variances were found.

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

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

1. CBA Labor Costs, Health & Welfare as well as Pension costs make up 43.60% of costs of the index-based rate adjustment. Supporting documentation for material costs was not requested or provided.
2. Organics & Recyclables processing costs make up 3.32% of costs of the index-based rate adjustment. Disposal rate as well as tons disposed of could not be independently verified.

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

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

Maze + Associates

September 28, 2020

MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting **October 1, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Real Estate Broker Services

The Montara Water and Sanitary District (MWSD or District) provides water, sewer, and refuse disposal services to the coastal communities of Montara, Moss Beach, and adjacent areas in the unincorporated San Mateo County. The District owns and operates water storage, treatment, and distribution facilities that currently provide drinking water to approximately 1,800 domestic and fire water connections. Associated with the water system, the District owns or has ownership interests in lands where facilities are located, and continually seeks feasible opportunities that support the District's core functions to pump, treat, store and distribute water, collect and transport sewage.

In order to protect our community's water supply and the essential local watersheds which provide that water, the District continually evaluates properties that could beneficially support water supply protections. The District prudently watches for properties adjacent to existing watersheds or well sites, as well as those which might enable access to additional surface or groundwater sources. One such property identified at the District's September 17, 2020 meeting is the Miller-Havice Ranch, located at 771 Rivera Rd. in Montara, CA (adjacent to the District's drinking water wells, as well as the Caltrans Bypass lands) which is currently listed for sale on the open market. This Board authorized preliminary investigation of the property and appointed the District Manager and District Counsel as representative negotiators for the District. Preliminary contact was made with the property owner's real estate broker regarding the District's potential interest. Based on this initial contact, staff is recommending that the District retain the services of its own qualified real estate broker to represent the District and to coordinate and manage its effort to investigate the feasibility of the property for District purposes and the feasibility of any potential purchase. Staff proposes retaining the services of Iver Hystad, CEO of SellSF.com (CA DRE# 01378163), who has a long history of experience in all aspects of real estate and possesses the skills and qualifications required to advise and assist the District.

MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting **October 1, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

RECOMMENDATION:

1. Approve Professional Services Agreement with Iver Hystad, CEO of SellSF.com (CA DRE# 01378163), to represent the District in connection with the property; and
2. Authorize the District Manager to execute a Professional Services Agreement and take other necessary actions to perform the District's obligations under said Agreement and in connection with the property; and
3. Appoint Iver Hystad as additional District Negotiator.

RESOLUTION NO. _____

**RESOLUTION APPROVING AND AUTHORIZING A
PROFESSIONAL SERVICES AGREEMENT WITH QUALIFIED
REAL ESTATE BROKER**

WHEREAS, Montara Water and Sanitary District ("MWSD" or "District") is a public agency formed as a special district and authorized under California law, by a special election of August 11, 1992 and MWSD Resolution 978 to exercise all powers of a county water district, including the power to acquire, operate, finance, and control water rights, works, property, rights and privileges useful or necessary to convey, supply, store or make use of water for any useful purpose, all in the same manner as county water districts formed under the County Water District Law (Division 12 (commencing with Section 30000) of the Water Code); and

WHEREAS, MWSD continually evaluates properties that could beneficially support water supply and other useful purposes, including properties adjacent to existing watersheds or District well sites, as well as those which might enable access to additional surface or groundwater sources; and

WHEREAS, MWSD has identified a property currently listed for sale on the open market located at 771 Rivera Rd. in Montara, California (the "Property") and that requires further study and investigation in order to determine its feasibility for District purposes as well as the feasibility of a potential purchase and negotiation thereof; and

WHEREAS, in order to assist the District in such efforts, District staff has recommended utilizing the services of a qualified real estate broker; and

WHEREAS, this Board has been presented with the qualifications of real estate broker Iver Hystad, CEO of SellSF.com (CA DRE# 01378163), who is willing and qualified to furnish such services, and this Board desires to retain said real estate broker for the purposes set forth herein.

NOW, THEREFORE, be it resolved by the Board of the Montara Water and Sanitary District, a public agency in the County of San Mateo, California, as follows:

1. The foregoing recitals are hereby adopted as true and correct.
2. The Board hereby approves a professional services agreement with qualified real estate broker Iver Hystad, CEO of SellSF.com (CA DRE# 01378163), to assist and represent the District's interests related to the Property.

RESOLUTION NO. _____

**RESOLUTION APPROVING AND AUTHORIZING A
PROFESSIONAL SERVICES AGREEMENT WITH QUALIFIED
REAL ESTATE BROKER**

3. The District Manager is hereby authorized and directed to negotiate and execute on behalf of District, subject to approval by District Counsel, said professional services agreement and other such related agreements or documents based on the recommendation of the qualified real estate broker as necessary or appropriate, or as the District Manager deems necessary and appropriate to carry out the purposes of said agreement and this Resolution.

4. The District Manager is further authorized to make customary expenditures, not to exceed the District Manager's general authority for approval of expenditures, and to take such other and further action as may be necessary or convenient to carry out the purpose and intent of said agreement and this Resolution.

President, Montara Water and Sanitary District

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 Special Adjourned Meeting thereof held on the 1st day of October 2020, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 1, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: General Manager's Report

Operations:

U.S.As – 16

Work orders – 17 : 8 leak investigation, 8 profiles, 3 move in move out, 1 meter off

Leaks – 2

Back-flows - 26

Valves exercise – 40

Bacteriological samples taken – 12

Manteca samples delivery - 1

CL2 pumps service – 1

Work with Calcon to trouble shoot issues with Airport Well 3 – 3

Tamper repairs / register head replacements – 2

Raw water line flushing – 1

New meter install and PFP test – 1

Well soundings

Well amperage readings taken

Set up rounds sheets and excel sheets for next month

Meet with ATT to discuss possible cell tower on Alta Vista property

Replace aerator pump at Pillar Ridge Treatment Plant

Organize and file old physical photos

Monthly samples taken and shipped to Fresno

NAW leak repair and AW3 gravel pad construction

Office/ lab organization and cleaning

Set up outdoor office for sewer job bid opening

Compressor oil change at AVTP

New Service inspection / tap for 1212 Birch

New Service inspection / tap for 1231 Birch

Purple Air install

Power wash Drake and Wagner sites

PurpleAir Sensor: The District installed an air quality sensor provided by PurpleAir.com outside the District offices. The local measurement will aid in making decisions to protect field employees through PPE or indoor solutions.

Newsletter: The October-November bill inserted Newsletter is attached to this report.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **October 1, 2020**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Projects: This year's Sewer Improvement Project is scheduled to commence soon.

Big Wave announced commencement of the water mainline construction along Airport Street in September.

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.

Vacation: The General Manager will be on vacation October 5.

RECOMMENDATION:

This is for Board information only.



Montara Water & Sanitary District

Staying Ahead of our Local Community Needs

Montara Water and Sanitary District (MWSD) works every day to deliver water, garbage and sewer services for the residents of Montara and Moss Beach. Over 6,000 residents rely on our services for their homes and businesses.

October -
November 2020

News for You: Virtual Tour - Join or View Online; Staff Still Hard At Work; Thank You From The Board

2020 Virtual Tour - October 14th 6:30PM

Learn how your water and wastewater systems work! Where your water comes from, and where that sink, shower and toilet water goes!

Join MWSD staff live for a VIRTUAL tour of the critical systems that serve our community.

Learn the challenges of keeping your water flowing, while protecting public health and the environment all in the time of COVID-19.

**Register Online
(or watch video after) at:
MWSD.MONTARA.ORG**

Scan to
register:



MWSD Staff Still Hard At Work:

Our staff continue to maintain critical functions in the face of COVID-19, statewide fires, potential Planned System Power Shutoffs (PSPS), along with leaks and repairs.

We've been adhering to state and local guidelines, keeping our offices closed to the public since March, yet continuing to provide all services through online or in-person field service, including inspections!

Social distancing guidelines have to be maintained at all times and these new protocols result in additional time and expense (we have to avoid sharing trucks, equipment and workspaces).

Potential power shutoffs require more frequent maintenance of back up power systems. Recent regional fires have impacted staff – as all Coastsiders either directly or indirectly. Further health concerns due to the exposure of smoke have resulted in additional protective gear requirements and exposure limitation – as much as possible.

Despite the adverse conditions our staff have been able to cope with new work and home situations, and have adjusted to every new challenge. We thank them!

Thank You From The Board

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.

MWSD 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 disrupting the Sewer Authority Mid-Coastside partnership. 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.

*MWSD was formed in 1958 to address sewer and garbage services, with water service added in 2003.

As our community continues its recovery from COVID-19, MWSD is committed to providing safe public access via ZOOM teleconference for our regularly scheduled public meetings for the foreseeable future.

**Board Meetings on the 1st and 3rd Thursday of each month at 7:30 p.m. at 8888 Cabrillo Highway, Montara.
Call: (650) 728-3545 Email: mwsd@coastside.net Visit: mwsd.montara.org**