



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

P.O. Box 370131
8888 Cabrillo Hwy
Montara, CA 94037-0131
t: 650.728.3545 • f: 650.728.8556

To sensitively manage the natural resources entrusted to our care, to provide the people of Montara - Moss Beach with reliable, high – quality water, wastewater, and trash disposal at an equitable price, and to ensure the fiscal and environmental vitality of the district for future generations. Be open to providing other services desired by our community.

AGENDA

District Board of Directors

February 2, 2023 at 7:30 p.m.

THIS MEETING WILL BE HELD REMOTELY UNDER PARAGRAPH (1) OF SUBDIVISION (e) OF GOVERNMENT CODE SECTION 54953 DUE TO THE CURRENT PROCLAIMED STATE OF EMERGENCY. THIS MEETING WILL NOT HAVE A PHYSICAL LOCATION.

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

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/82453971974?pwd=VzBScXJCUUR1eDRPcGJ0MGh5K25RUT09>

MEETING ID: 824 5397 1974

Password: 409651

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/wuZKb9gwEY7sMACIIsr7VSJgIB35kNZA/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 is available for every Zoom user wishing to speak and should be used to alert the President of the intent to comment.

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 (none)

CONSENT AGENDA

1. [Approve Minutes for Regular Scheduled Board Meeting January 19, 2023](#)
2. [Approve Financial Statements for December 2022](#)
3. [Approve Warrants for February 1, 2023](#)
4. [SAM Flow Report](#)
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 November 2022](#)

OLD BUSINESS

NEW BUSINESS

1. [Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act](#)
2. [Review and Possible Action Recognizing Ric Lohman for his Decades of Outstanding and Dedicated service to our Community.](#)
3. [Review and Possible Action Concerning Vacant Position for Board of Directors](#)
4. [Review and Possible Action Concerning Water Rate and Sewer Study](#)
5. [Review and Possible Action Concerning Changes to AB 361 and Transition to In-Person Meetings.](#)

REPORTS

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

FUTURE AGENDAS

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 Superior Court No. 17CV316927)

Case Name: *Montara Water and Sanitary District v. The Dow Chemical Company, et al.* (San Bernardino County Superior Court No. CGC-05-438267)

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

(Government Code §54956.9(d)(4)) Initiation of Litigation (2 potential cases)

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code §54956.8)

Property: 770 Harte St., Montara, CA

Agency Negotiators: District General Manager; District General Counsel

Negotiating parties: Rose and Guy Wallace

Under Negotiation: Price and Terms of Payment

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code

§54956.8)

Property: 771 Rivera Rd., Montara, CA

Agency Negotiators: District General Manager; District General Counsel Negotiating parties: Coast

Wholesale Florists, a corporation/Miller-Havice Ranch Under

Negotiation: Price and Terms of Payment.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code §54957(b)(1))

Title: General Manager

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6)

Unrepresented Employee: General Manager

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

REGULAR BOARD OF DIRECTORS MEETING

January 19, 2023

MINUTES

THIS MEETING WAS HELD REMOTELY UNDER PARAGRAPH (1) OF SUBDIVISION (e) OF GOVERNMENT CODE SECTION 54953 DUE TO THE CURRENT PROCLAIMED STATE OF EMERGENCY. 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, Softky & Slater-Carter

Directors Absent: Lohman

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

Others Present: District Counsel, Christine Fitzgerald
District Accountant, Peter Medina
District Sewer Engineer, Pippin Cavagnaro
General Manager of the Sewer Authority Mid-Coastside,
Kishen Prathivadi
District Counsel, Christine Fitzgerald
Foster and Foster, Mary Beth Redding
Foster and Foster, Katherine Moore
Foster and Foster, Braeleen Scott

PRESIDENT'S STATEMENT

Director Boyd said he hopes everyone is safe and dry. Staff and crew have been working hard during the last few weeks and done so effectively. They really appreciate the work they do.

ORAL COMMENTS

General Manager Clemens Heldmaier stated there was an issue with the rain gage. They believe the rain gage clogged before the December 31st rain event due to the high winds and trees in the area. The current total readings are not accurate. To mitigate this, the hydrologist will provide an estimate, a second rain gage was mounted on the Alta Vista Two tank, and there will be second on-line rain gage installed above the Alta Vista well so they have a dual system running at all times.

Director Slater-Carter pointed out the editorial in the Half Moon Bay Review from Clay Lambert about the sinkhole on Hwy 92, which is not technically a sinkhole, which occurred due to a lack of maintenance. In reference to the Sewer Authority Mid-Coastside (SAM), the break in the high-pressure sewer line known as the Vallemar pipeline, was identified in 2009 in need of being replaced. There have been issues that delayed the replacement--one of them being the lawsuit, and that money should have been spent on infrastructure repair. Additionally, the County has known the Coast has had a problem with drainage for a very long time, and continues to allow developments without adequate drainage.

PUBLIC HEARING - none

CONSENT AGENDA

- 1. Approve Minutes for Regular Scheduled Board Meeting December 1 and December 17, 2022.**
- 2. Approve Financial Statements for November 2022**
- 3. Approve Warrants for January 1, 2023**
- 4. SAM Flow Report**
- 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 October 2022**

Director Dekker made a motion to approve the Consent Agenda items 1-10, and Director Softky seconded the motion. A roll-call vote was taken, and the motion passed unanimously 4-0.

OLD BUSINESS - none

NEW BUSINESS

1. Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act.

General Manager Clemens Heldmaier stated this resolution allows them to hold this meeting as well as any other board meeting this month via teleconference. Staff recommendation is to adopt the Resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water & Sanitary District (MWSD) under Government Code Section 54953 of the Brown Act during existence of State of Emergency conditions related to the Covid-19 Pandemic. He noted that the prospect of in-house meetings has been agendaized and will be discussed later this evening.

Director Softky stated he is in favor of in-house meetings. Human interaction requires proximity for the human resonance to take in.

Gregg Dieguez has discussed this at the Midcoast Community Council (MCC) and the majority are in favor of the continuation of holding meetings via teleconference, especially for those council members with immunocompromised family members. He forwarded an email to their counsel Tim Fox and Supervisor Ray Mueller. The next step will be sending letters to the governor, senators, and so on. He feels strongly about this and brought this up at the SAM Board meeting. He is going to pursue this all the way to the state because he is concerned that the future of the operation and viability of the Midcoast Community Council is threatened if they do not get an exemption on health grounds just as you would an ADA or disabled person. There are also qualified candidates reluctant to join because of health issues.

Director Slater-Carter suggested one meeting in-house and one via zoom if possible. They have more community participation via zoom. This is a requirement by the State government. However, health coverage is not provided to them, and there are several viruses going around. She would like to continue committee meetings via zoom, and would like staff and consultants to continue attendance via zoom. It is convenient for the consultants (it is a long drive to get to the Coast for some of them) and saves the District money.

Director Softky stated that he has written a paper on the quantitative measure of what is lost by meeting via zoom. There is a ratio of about a thousand to one to a million to one lost from digital interaction over in-person. He is looking forward to quantifying the trade-offs. As a scientist, this is as real as water quality.

Director Slater-Carter made a motion to adopt the Resolution authorizing remote teleconference meetings of the Board of Directors of the Montara Water & Sanitary District under Government Code Section 54953 of the Brown Act During Existence of State of Emergency Conditions Related to the Covid-19 Pandemic. Director Dekker seconded the motion. A roll-call vote was taken, and the motion passed unanimously 4-0.

2. Review and Acceptance of the June 30, 2022 GASB 68 Actuarial Valuation

General Manager Clemens Heldmaier stated GASB stands for the Governmental Accounting Standards Board and the GASB 68 requires the District to review how their defined benefit plan is performing. Mary Beth Redding and Katherine Moore of Foster and Foster are present to discuss this report in further detail.

Mary Beth Redding of Foster & Foster said Katherine Moore and Braeleen Scott were also present and also worked on the report. The report is a calculation required under the Accounting Standards and measures the assets and liabilities of the District's pension program. All the calculations have been as of June 30, 2021. This is important to remember because the assets of the plan are an important part of the calculation and in June 30, 2021 investments had done really well and that has all changed by June 30, 2022. The liabilities were just over a million dollars and the assets were a million two, so the plan was 119% funded. The following June 2022 will have different results.

3. Review and Possible Action Concerning Receipt of the June 30, 2021 Actuarial Valuation and Adjustments to Contribution Rates

General Manager Clemens Heldmaier said this is a review of the last two years of the defined plan contribution rates. Every two years they follow the recommendation of the actuaries. Mary Beth Redding of Foster & Foster will present the report.

Mary Beth Redding of Foster & Foster said they spend a lot of time thinking about the funding of the plan and how much money needs to go into it. The District has a retirement plan that is the one benefit formula allowed under current state law for new hires. There is a pension plan that is 2% of the employee's final pay multiplied by the number of years worked with the District since 2015, provided as a benefit paid monthly to retirees once he/she retires. It is a defined benefit plan. It provides a promised benefit. Because of that there is some risk involved as the District needs to set aside enough money to grow to pay benefits as promised. So they do the calculations to ensure there is enough money to pay retirement benefits. Every two years, they do a valuation and look at the number of employees and retirees and do calculations to see what they think the benefits will be worth. So, in June 2021, the plan assets were great, and in 2022 there were losses. The plan is in good shape and being managed well. They recommend for the next two years,

employees should pay 7.75% of covered earnings, and the employer contribution should increase to 7.30% of pay.

General Manager Clemens Heldmaier said that this is to increase the employer contribution from 7.01% to 7.30%, to be retroactively implemented 7-1-2022. That additional amount needed to fund the increase is \$1,322 dollars for the twelve pay periods, and staff recommendation is to receive and accept June 30, 2021 Actuarial Valuation Report of District PARS Retirement Plan and adopt the resolution adjusting employer paid member contributions for Fiscal Years 2021/22 and 2022/23.

District Accountant Peter Medina said that this item was prepared to be presented the first meeting of January, which was canceled. Since then, there has been another pay period, changing the number of pay periods slightly, increasing the amount by about \$103 dollars.

Director Boyd verified with Ms. Redding if she concurred, and she did.

Director Dekker made a motion to receive and accept June 30, 2021 Actuarial Valuation Report of District PARS Retirement Plan with the adjustment to the amount and adopt the Resolution Adjusting Employer Paid Member Contributions for Fiscal Years 2021/22 and 2022/23. Director Softky seconded the motion. A roll vote was taken, and the motion passed unanimously 4-0.

4. Review and Possible Action Concerning SAM presentation on Recent Rain Events

General Manager Clemens Heldmaier said the general manager of SAM will be making a presentation on the recent rain events and how it impacted SAM as well as the collection system in Montara and Moss Beach.

General Manager Kishen Prathivadi thanked SAM staff for doing a great job during the storms. People were working around the clock. The storm started December 31, 2022. Pilarcitas Creek flooded the parking lot and the sewer plant. The flow was 2,690 cubic feet per second on December 31st at 8:45am when water started coming into the plant. The flowmeter sensor became completely submerged and stopped recording for a short time. Flooding occurred near the diesel storage building, around the mechanical building one (houses electricals), aeration basin, inside and outside the electrical building, inside the blower room (heart of the plant), near Variable Frequency Drives (VFDs), pipe gallery, panels. In order to save the plant from further flooding, they had to turn off the sewer coming from the north, the Portola and Montara pumpstations. The Portola station got full and started overflowing at three locations and went onto the beach. When the Montara pumpstation was stopped the Walker Tank got overwhelmed and there was a sewer overflow into the ocean. This all occurred on December 31st.

On January 1st, he received a call from Clemens of a sewer overflow at Vallemar behind 140 and 150 Wienke Way. The spill affected a resident on Wienke Way. The force main pipe gave way. They were able to fix it but found four more pipe breaks. This went on for three days. They put a bypass pipe above ground to arrest the leakage on January 4th. Right now, contractors are installing a new permanent pipe and will remove the temporary pipe soon. The equipment that has or will be replaced and/or repaired are: Approximately 850 linear feet of the force main, the digester recirculation pump, transformer for Effluent building, breakers for spray pump, chains in primary, wiring from MCC to motor, digester mixing pump, primary sludge pump and belt filter press spray pump, and the list is endless. After the flooding, they put sandbags everywhere to prepare for the next rain event. There are three types of sanitary sewer overflows (SSO). Category One, is the worst, in which wastewater reaches surface water and/or municipal separate storm sewer system and not fully captured and not returned. Category Two is when untreated or partially treated wastewater of 1,000 gallons or more is discharged due to a system failure but does not reach surface water. Category three is when there is a spill but it does not reach surface water, drainage channel, etc. MWSD had two SSOs. The first occurred on December 31st in Moss Beach and was a category three SSO at 1065 Park Way. The second SSO occurred December 31st and was a category one at Cypress Ave in Moss Beach. The flow came out the manhole located next to a drainage channel and flowed to the creek, then to the ocean. This spanned about seven hours. They had maintenance crews working around the clock at the lift stations to make sure the generators were working. Pump #2 at Vallemar seized due to power outage and the Moss Beach Distillery pump #2 failed. VFD's failed at three pumpstations in Seal Cove.

General Manager Clemens Heldmaier added that they have asked SFPUC for information about the water releases from the Stone Pine Dam, which resulted in the flash flood. Their water staff also experienced problems during the rain events. One leak occurred when PG&E hit the water main in Montara which affected five homes.

Director Boyd commented that this is the most extensive consequential set of damaged things in the community.

Gregg Dieguez asked if there will be a written report prepared with estimates on the amount of sewage spilled and money lost.

General Manager Kishen Prathivadi replied he plans to discuss the costs involved from the damage probably at the February meeting at SAM. They are compiling the costs. They are required to submit a detailed technical report to the Regional Water Quality Control Board within 30 days of the spill event. A comprehensive report will be available to the public soon.

Gregg Dieguez said that he has been trying to identify for the past year the excess flow coming into the SAM plant which resulted in an overflow in December 2021.

He never got an explanation of the five million gallons of excess flow, and he is requesting a copy of the report and analysis that Half Moon Bay prepared. When he was at SAM at about 2:00pm, the flow meter which was submerged but still working, showed a flow of 11.5 million gallon a day, and that is without the IPS. He doesn't know where the flow is coming from but thinks they can analyze a time series of the flows and the conditions of the various pumpstation and try to isolate where the flows were and were not coming from, and it was his understanding that the IPS was turned off during that time. So, that would imply that the flow was coming from somewhere other than the IPS. He would like to see an analysis on a timeline basis, where the flow were coming from. It might even be possible to estimate how much of it came from the creek. And then when the creek stopped flooding, how much was coming from the rain and the storm.

General Manager Kishen Prathivadi replied that they are in the process of getting the data together and doing an analysis. When they shut off flow from the north, flow would be coming in from Frenchman's Creek, the San Pablo lift station, and Half Moon Bay. In reference to the overflow from December 2021, he will bring this up at one of the engineers committee meeting.

Director Slater-Carter asked about the manhole blow-out in Moss Beach.

General Manager Clemens Heldmaier said it was a direct result of the Vallemar station shut-off. They had no other choice than to let it run. If they bolted it down, it would result in overflows inside of homes.

Director Slater-Carter asked if they had the extra 200,000 gallons at Portola would the result be the same.

District Sewer Engineer Pippin Cavagnaro said they were able to get four vactor trucks and they were running them 24 hours a day transporting as much as sewage as possible. Vallemar has the ability to bypass through another lift station to the Walker Tank, which is about 450,000 gallons of storage. But with the series of storm events they didn't have time to draw down those storages tanks. And when they did try to draw down the storage, with all the pressure in the system, it was too much for the pipe, and with the leak they couldn't draw down the pipe system at the normal rate. The Portola storage would help, but if they couldn't get the sewage to Portola it wouldn't help.

General Manager Kishen Prathivadi said they got the four vactor trucks plus theirs. They sucked out sewage from the manhole outside the Montara pumpstation and drove it to the Princeton pumpstation and from there it got to Portola then to the plant. At that time there was capacity at Portola. The extra storage would have helped during the spill on December 31st and perhaps that would not have happened.

5. Presentation of Sewer Authority Mid-Coastside Virtual Tour

General Manager Clemens Heldmaier said SAM offers a virtual tour as well as an in-person tour. This is a great overview of the SAM sewer systems. MWSD also did a virtual tour last year available on the MWSD website.

General Manager Kishen Prathivadi said in-person tours are typically the third Wednesday of each month, although tours can be arranged on any other day. The virtual tour is on their website as well as a story map, which is a process of mini-tours when you click on a facility. They are available to watch at <https://samcleanswater.org/videos>.

Director Slater-Carter suggested putting a link to the SAM video on the MWSD website.

District Sewer Engineer Pippin Cavagnaro this is a great resource for kids to learn how the sewer plant works, especially the interactive map.

Kimberly Williams commented she really enjoyed the video, and supports Pippin's idea of taking this to the schools.

6. Review and Possible Action Concerning Election of Officers and Committee Assignments for 2023

General Manager Clemens Heldmaier stated that it was time to appoint the Board of Director positions, Agency representatives, Standing committee and Ad Hoc committee members for 2023.

The directors agreed up the following Board appointments:

Board Positions

President: Scott Boyd
President Pro Tem: Ric Lohman
Secretary: Kathryn Slater-Carter
Secretary Pro Tem: Bill Softky, Peter Dekker, and Ric Lohman
Treasurer: Peter Dekker

A roll-vote call vote was taken to approve the Board appointments, and it passed 4-0.

Agency Representatives

SAM Reps: Kathryn Slater-Carter and Peter Dekker
(alternate: Scott Boyd, Bill Softky, Ric Lohman)
CSDA member: Kathryn Slater-Carter
ACWA member: Bill Softky

Standing Committees (required to be publicly noticed and open)

Budget & Finance: Peter Dekker and Kathryn Slater-Carter
Personnel: Kathryn Slater-Carter and Scott Boyd

AD HOC Committees (meet as needed)

Recycling/Solid Waste: Kathryn Slater-Carter and Bill Softky
Outreach/Newsletter: Kathryn Slater-Carter and Peter Dekker
Legislative: Kathryn Slater-Carter
Strategic Plan Progress: Kathryn Slater-Carter and Peter Dekker
Connect-the-Coast: Kathryn Slater-Carter and Peter Dekker
Recology/Pillar Ridge: Kathryn Slater-Carter and Scott Boyd

Director Dekker made a motion to ratify all appointments, and Director Softky seconded the motion. A roll call vote was taken, and the motion passed unanimously 4-0.

7. Review and Possible Action Concerning Request for Proposal for Auditing Services

General Manager Clemens Heldmaier stated that the District has been with Eide Bailly (formally VTD) for some time. They were allowed to do this because the principals changed. This year, they made it clear that they would not be able to provide the same service this time, and there would be a significant delay in receiving the audit. The District usually receives the audit in December, but this year the audit is not expected until March. Since the treasurer has expressed a desire for a change and this issue has come up, it seemed like a good time to go out for a RFP to find another auditing company. The recommendation is to authorize the distribution of the RFP.

District Accountant Peter Medina said they have been with Eide Bailey since he has been with the District in 2013. The District's RFP is requesting independent audit services for a financial statement audit annually, as well as providing a managers letter and review of internal controls, and if possible a yellow book audit, which includes a single audit for federal grants over \$750,000 dollars. They will need to revise some dates in the timeline, but the due date of April 3, 2023 will remain the same.

Director Dekker made a motion to authorize the distribution of the RFP, and Director Slater-Carter seconded the motion. A roll call vote was taken and the motion passed unanimously 4-0.

8. Review and Possible Action Concerning Changes to AB 361 and Transition to In-Person Meetings.

General Manager Clemens Heldmaier stated after February 28, 2023, a quorum of the Board meetings is required to meet in person in the District. Legal counsel prepared a memorandum with the details. The District boardroom is rather small and there aren't many other locations available. Most agencies move to hybrid meetings, due to the ease of attendance virtually. Also, they save money on consultants' travel time. They have two more meetings to discuss this further if need be.

Director Boyd added that allowing consultants to attend virtually is a great benefit. Often one or more consultants come from a long way.

General Manager Clemens Heldmaier added that he spoke with PCT and they are capable of handling a hybrid meeting with the equipment available at MWSD.

Director Softky said this involves three scientific questions and how to resolve them. The first is how to make the space safe from spreading respiratory pathogens. It can essentially be done by properly ventilating the room, which can be done with fans and monitoring the air flow which can be done with carbon dioxide meters and maybe some tracers, so you can see how the air is moving. The three questions are how to run hybrid meetings, how to manage air flow, and how to make sure trust is not completely undermined. Monitoring CO2 so you don't have rebreathed air is easy to do and not very expensive, having the proper equipment to conduct hybrid meetings allowing people to see and hear the others, and trust establishment among the people in the room who are making the decisions. Neuromechanical trust is a real thing, and it only develops in person in three space. Our brains are three dimensional things so when another human is in our proximity we have the full band width of the subtle things that lets us know we are dealing with humans and how they are working. Zoom is an approximation for content. It doesn't work for trust.

Director Boyd said filtration was not mentioned and he is not going anywhere that is not filtered. There is some work to be done to put a plan in place. The boardroom is small and you can't move enough air to keep that from potentially impacting one another. Building trust is also listening to and extending some allowance for other people having put forth a lot of energy into learning about the science of what is doing here. He is interested in providing a safe place to meet and looking at alternate venues.

Gregg Dieguez said MCC have the equipment for hybrid meetings. He wrote a bunch of articles about COVID with some colleagues, and he has a model for estimating the transmission probabilities given circulation room characteristics. He can send a copy to the board so they can decide how to use it to sensitively analyze the conditions where you are and the probability of exchange. His big issue is the compound probability issue. Also, President Biden just extended the emergency to April.

District Counsel Christine Fitzgerald says she believes it has to be a State of Emergency declared by the state of California, but she will double check.

Director Boyd said he would like to explore where they might meet and what would be needed.

General Manager Clemens Heldmaier commented that they can change the configuration of tables exclusively for Board members, and they can expand the room slightly by taking out a wall from a small storage area adjacent to the Boardroom.

Director Slater-Carter suggested the parking lot.

Director Softky suggested a big tent.

Director Boyd added they have done things at the Cypress Inn, Farallone View School, Pillar Ridge, Seton Coastside. Each come with complications. But they need to sit down and spend some time and come up with creative ideas.

Director Slater-Carter said Caltrans uses some hard sided dome shaped structures, and something that they might want to explore.

Director Boyd suggested possibly getting together with General Manager Clemens Heldmaier and Director Softky offline to discuss this further.

REPORTS

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

Director Dekker reported that he attended the SAM Finance committee and they tried to put a number on the IPS line replacement. There were numbers missing and it was determined that they needed to study the situation more.

Director Boyd said that he was surprised that information was missing, given all the engineering that was done.

Director Slater-Carter added that this was designed and funded at one time. This was known to be a problem since 2009.

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

Gregg Dieguez said he already commented about the Brown Act attendance issue and made a presentation of his concerns and potential action items on the storms. Supervisor Mueller said he would find a way to gather damage information in our

area so they could escalate their ability to get FEMA funds. Supervisor Mueller provided an online site to register their damages. He also announced CRISP, Coastside Resilient Infrastructure Strategic Plan, and he suggested that they think about what the infrastructure needs are to be done and get them into on an organized list maintained at Supervisor Mueller's office.

Director Boyd mentioned Mr. Dieguez didn't mention phones. He has been talking to AT&T, etc.

3. California Special Districts Associations Report (Lohman)-none

4. Local Agency Formation Commission (LAFCo) Report (Lohman)- none

Although Director Lohman provided a written report, General Manager Clemens Heldmaier said there was a meeting yesterday, and he will find out what happened and provide that information at the next meeting.

5. Attorney's Report (Fitzgerald)

District Counsel Christine Fitzgerald stated that Director Slater-Carter will be recusing herself from the item in Closed Session agenda pertaining to Real property located at 770 Harte Street due to a conflict of interest under Government code section §87100. Her video and audio will be turned off and will not be in the meeting during this time.

6. Directors' Report -- none

7. General Manager's Report (Heldmaier) – none

FUTURE AGENDAS

BRIEF RECESS at 10:10 pm

CONVENE IN CLOSED SESSION 10:20 pm

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)

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

(Government Code §54956.9(d)(4)) Initiation of Litigation (2 potential case)

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code §54956.8)

Property: 770 Harte St., Montara, CA

Agency Negotiators: District General Manager; District General Counsel
Negotiating parties: Rose and Guy Wallace
Under Negotiation: Price and Terms of Payment

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code §54956.8)

Property: 771 Rivera Rd., Montara, CA Agency Negotiators: District General
Manager; District General Counsel

Negotiating parties: Coast Wholesale Florists, a corporation/Miller-Havice Ranch
Under Negotiation: Price and Terms of Payment.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code
§54957(b)(1)) Title: General Manager**

**CONFERENCE WITH LABOR NEGOTIATORS (Government Code §54957.6)
Unrepresented Employee: General Manager**

REPORT OF ACTION TAKEN IN CLOSED SESSION

ADJOURNMENT at 11:30 pm

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 2nd, February 2023

Signed _____
President



January 2023

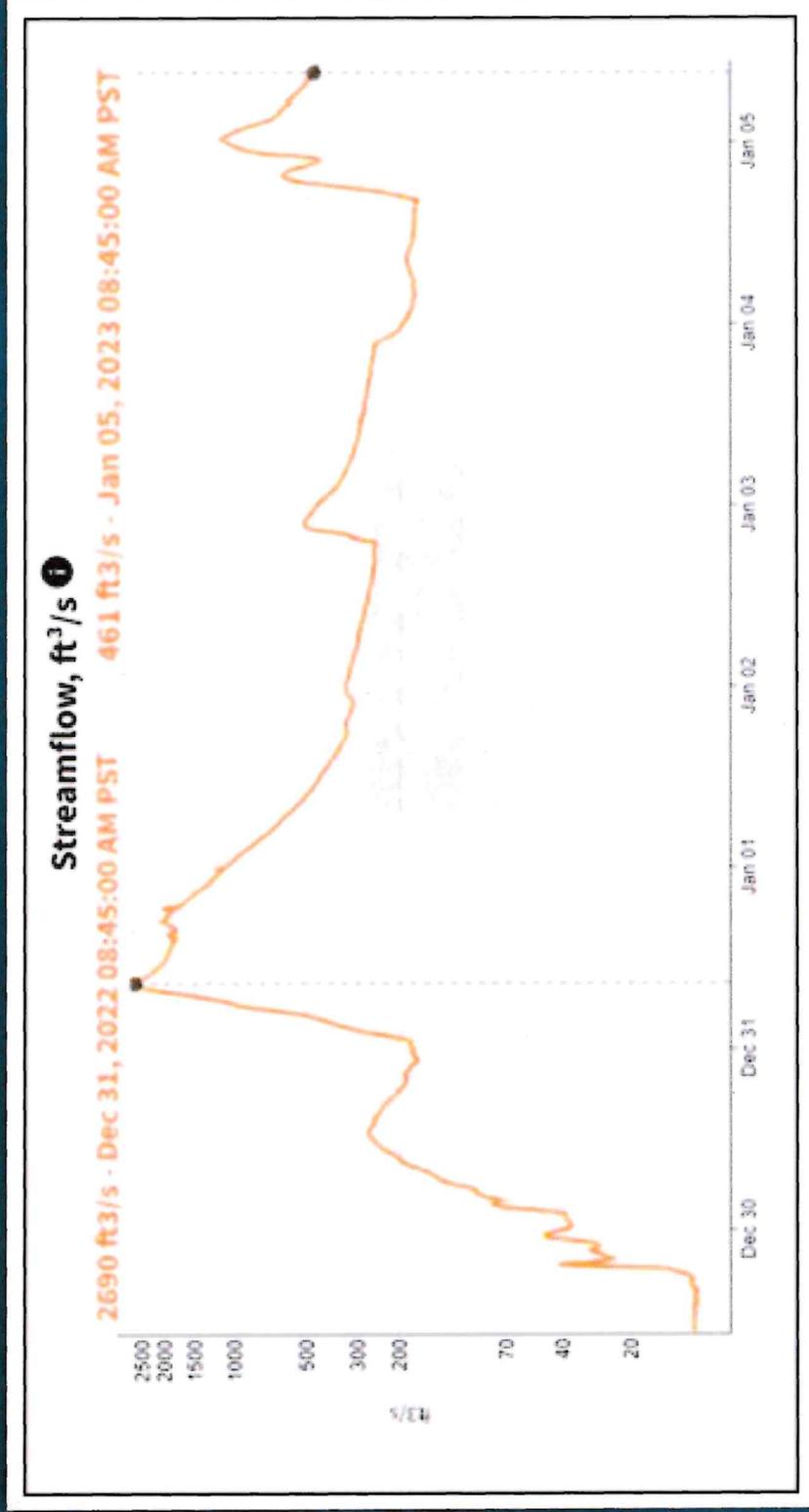
Storm Event at SAM

Impacts of the December 31, 2022 Storm Event

Pilarcitos Creek Flooding



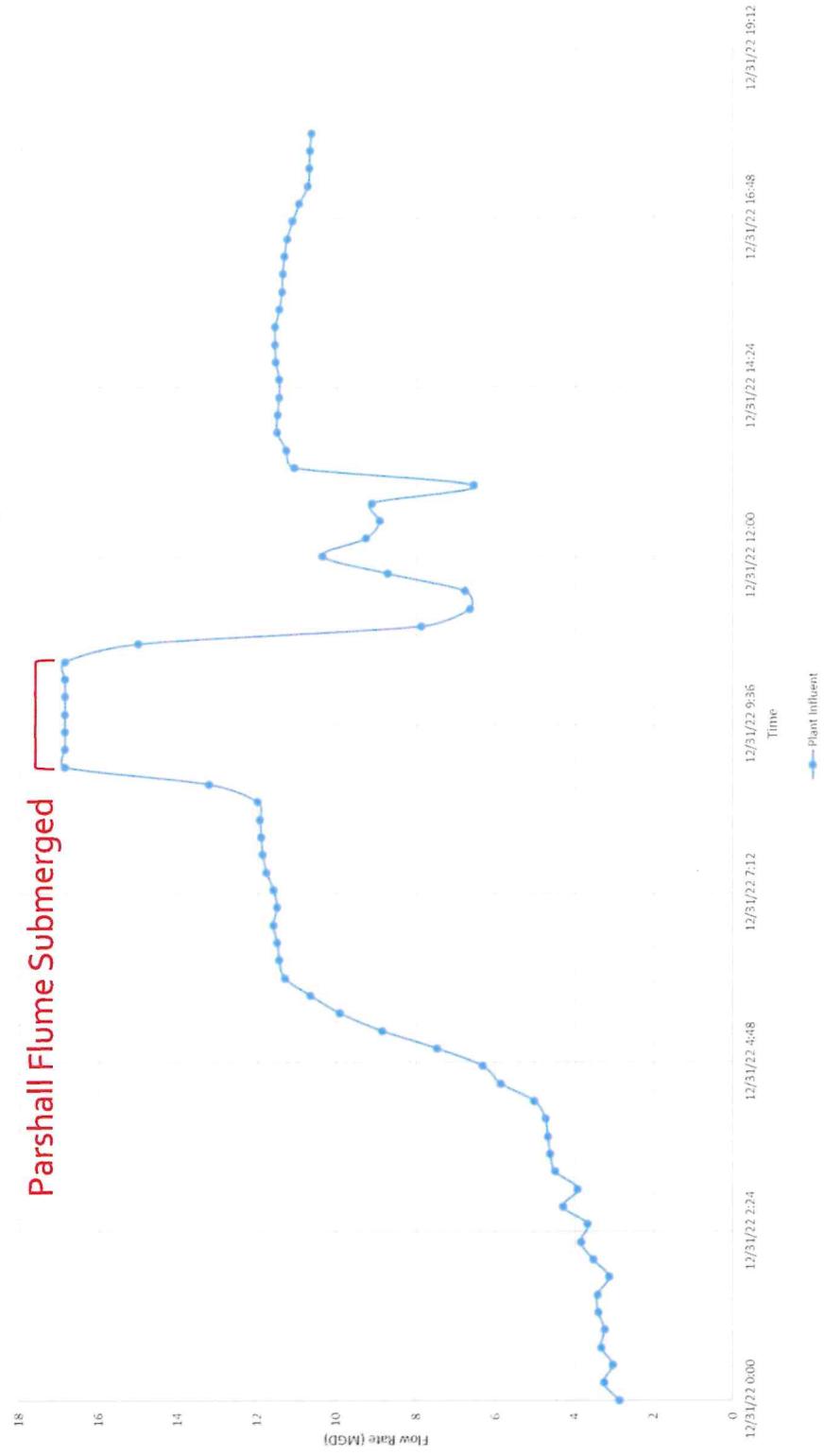
Pilarcitos Stream Flow



Headworks Flooding



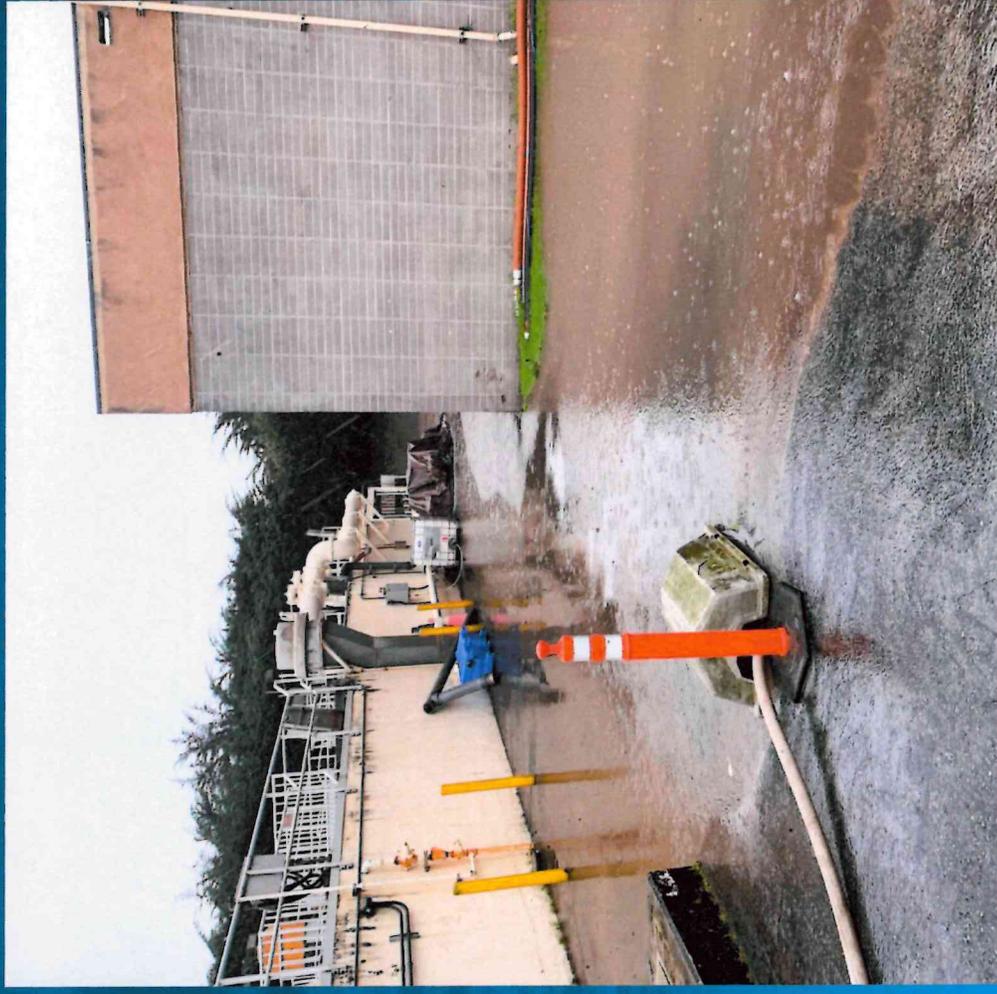
Time Series of Plant Influent Flow Rate on December 31, 2022



Flooding Near Diesel Storage



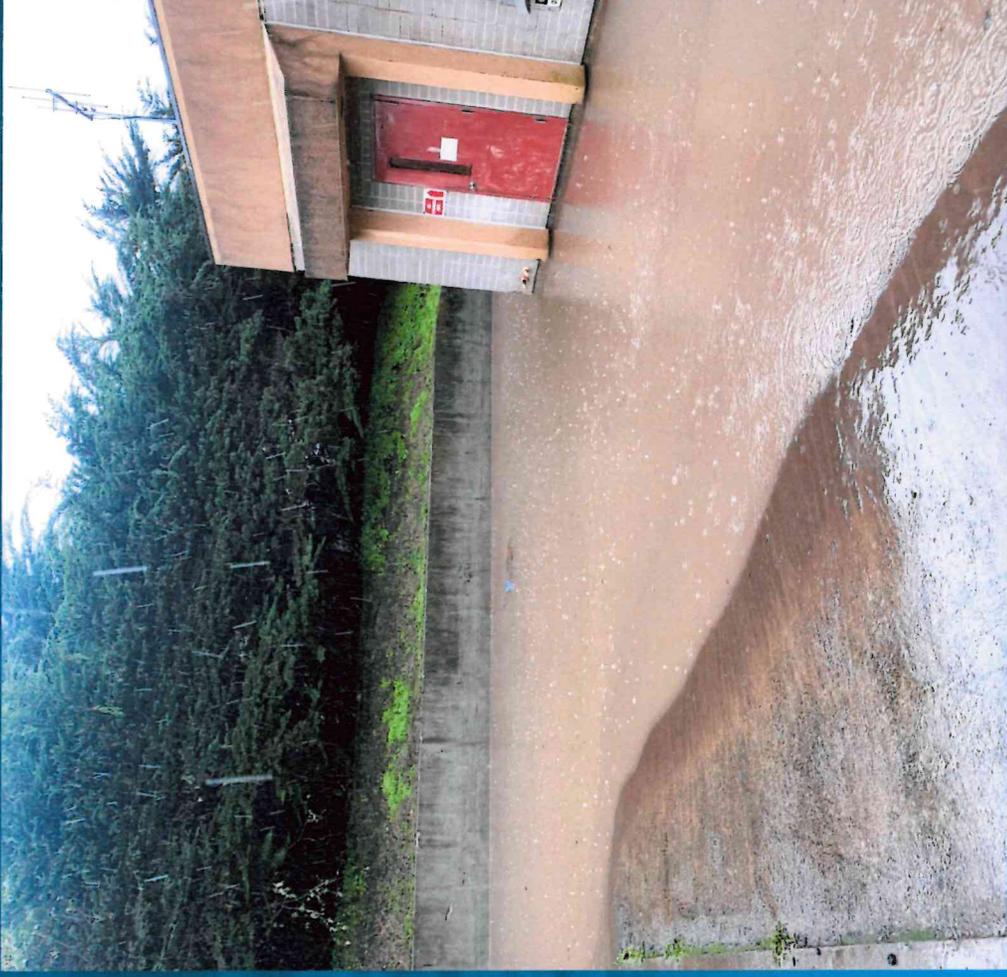
Flooding Around MB 1



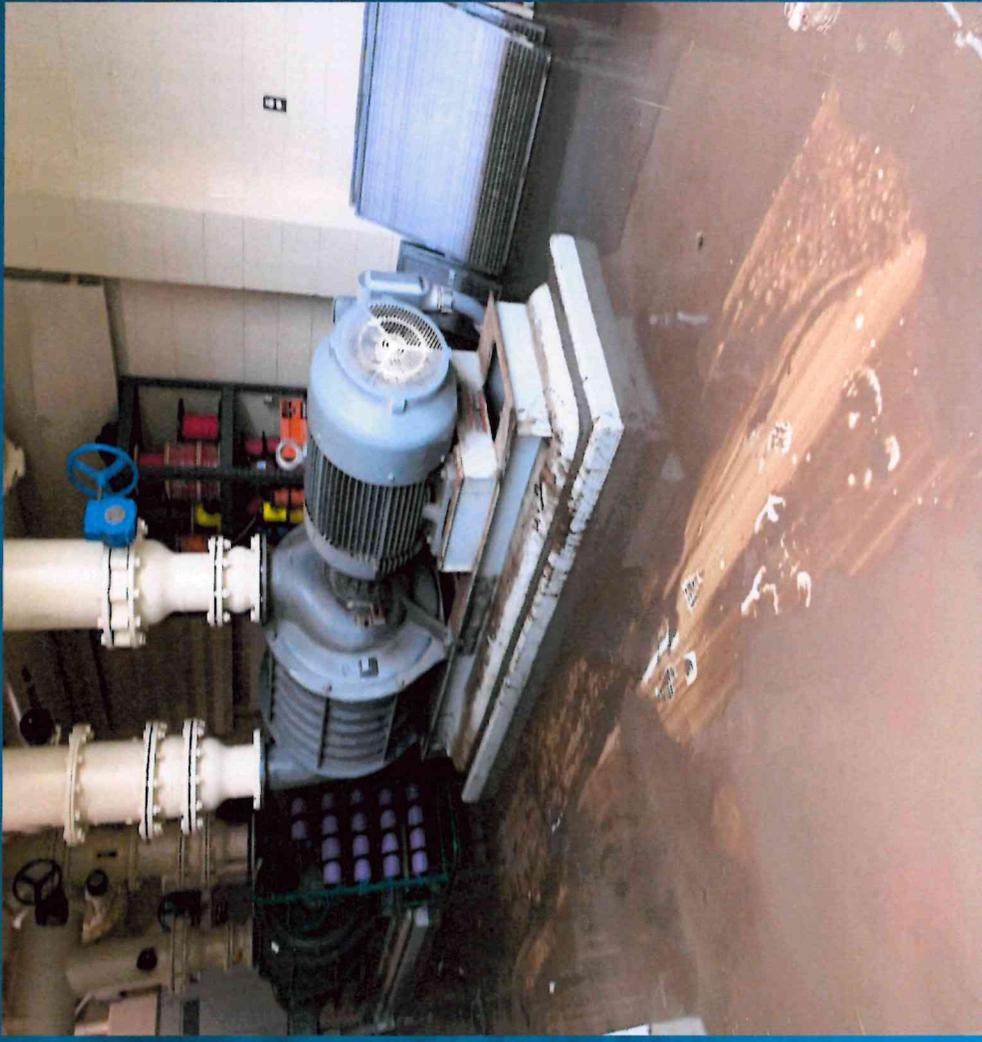
Aeration Basin Filling Up



Flooding Outside Electrical Building



Flooding Inside Blower Room



Flooding Inside Electrical Room



Highest Flood
Level

Flooding Near VFD's



Highest Flood Level

Flooding of Panels



Highest Flood Level

Pipe Gallery Flooding



Pipe Gallery



Montara FM break at Vallemar

- Two locations:

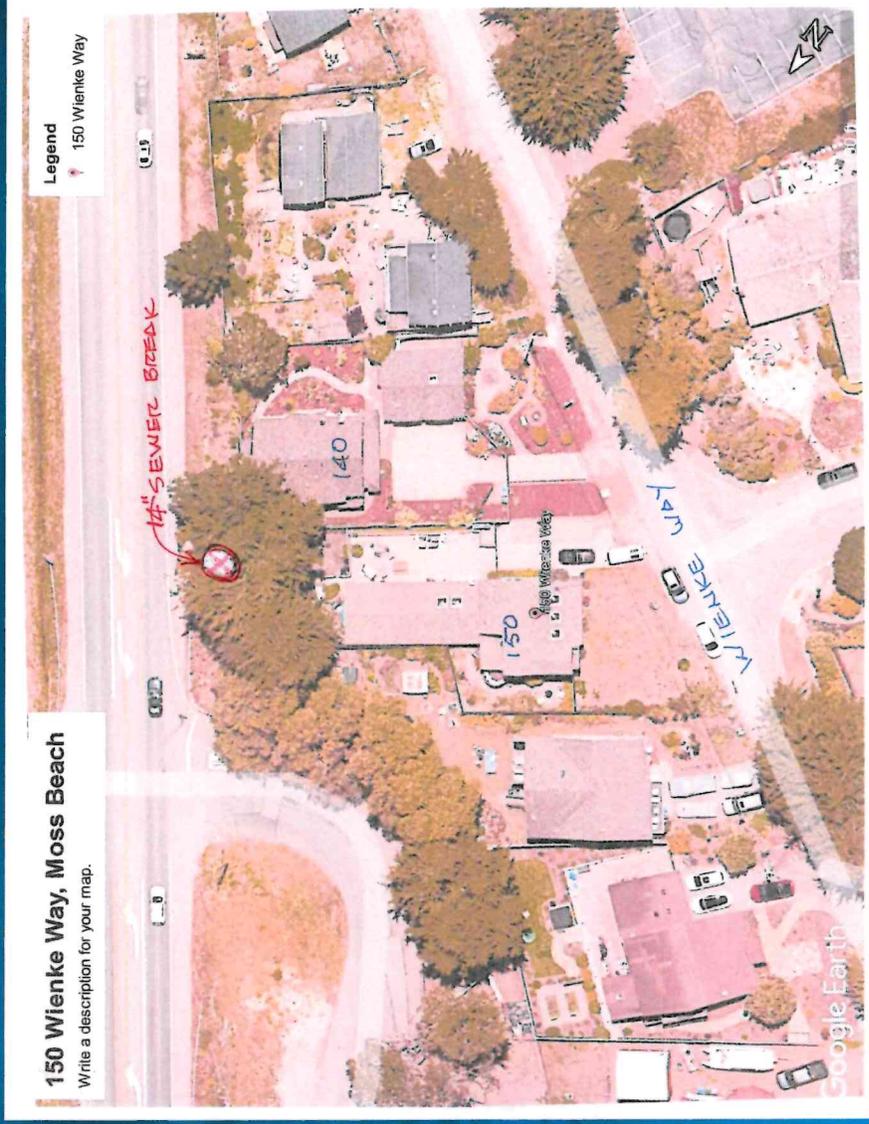
First location- south of Vallemar st- right behind 140 & 150 Wienke Way

Started on 1/1/23 at 6.30 am Ended on 1/1/23 at 10.48 am.

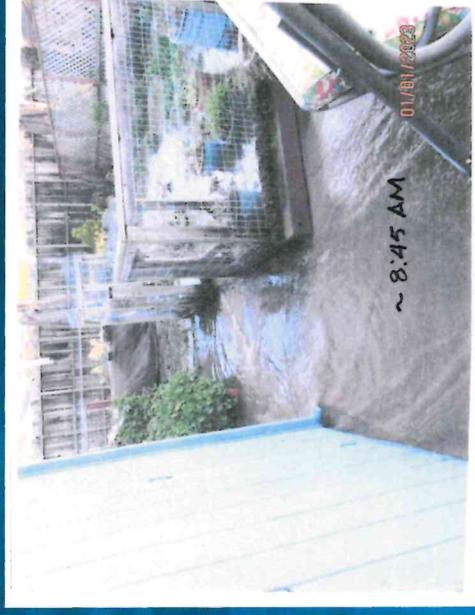
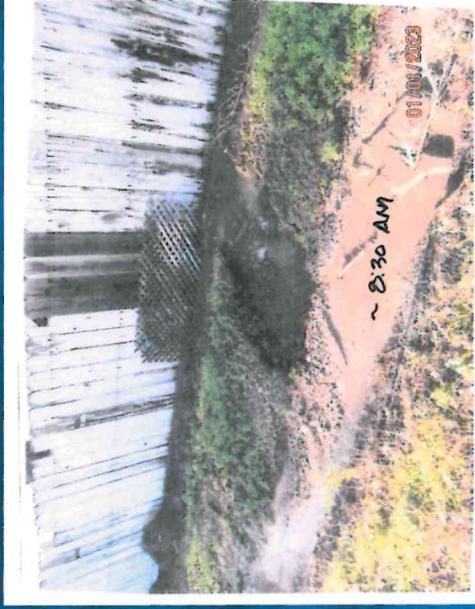
Second location: Montara Pump station

Started on 1/1/23 at 6.30pm Ended on 1/4/2023 at noon.

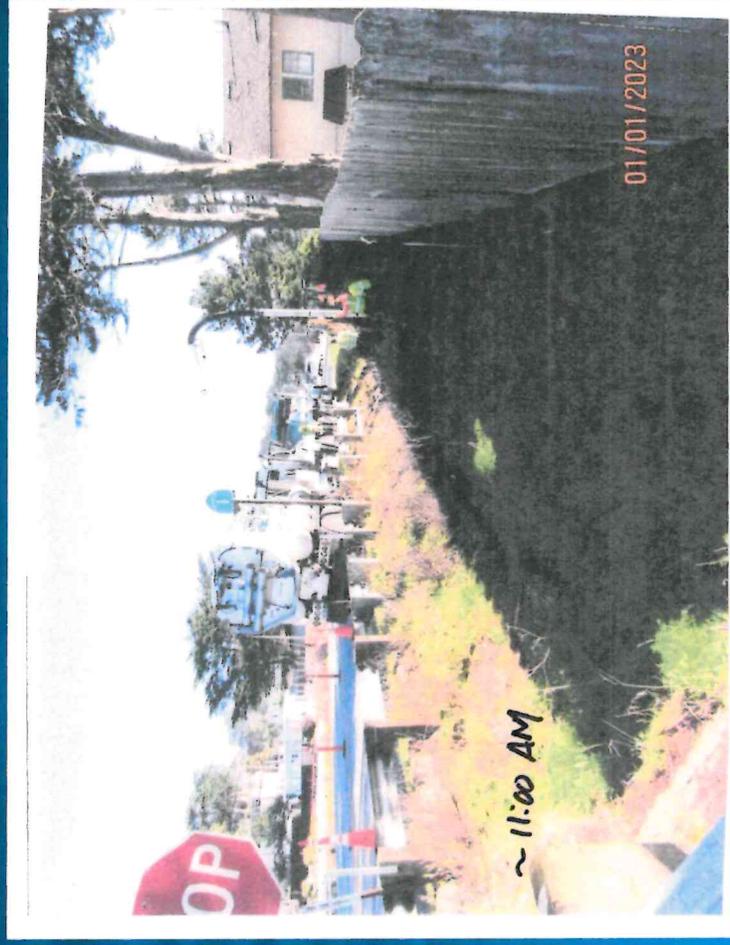
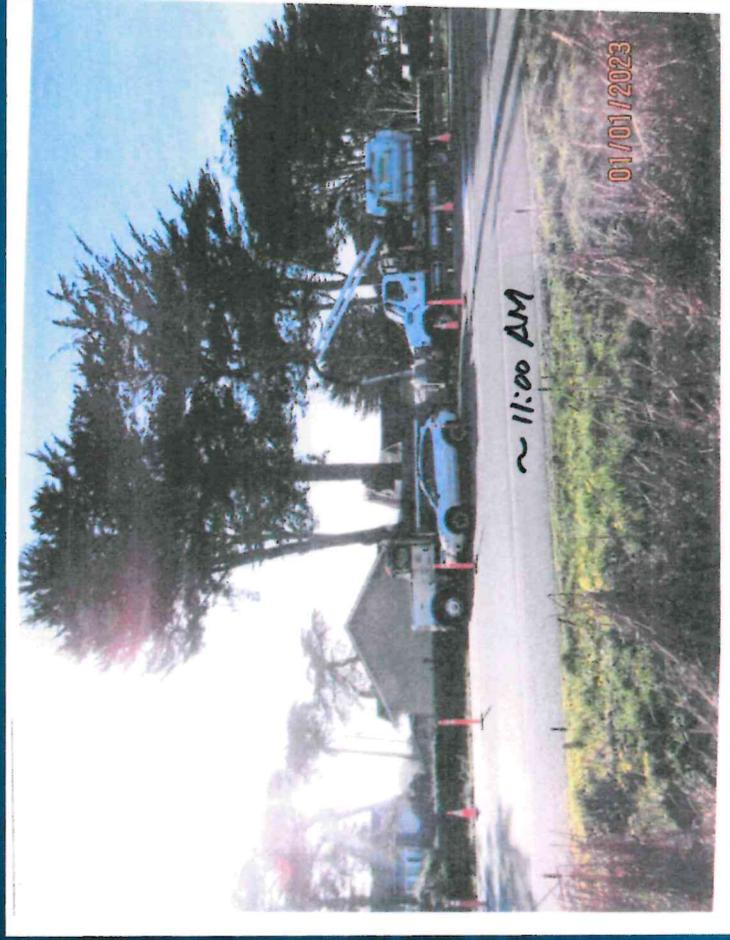
Spill on Montara FM



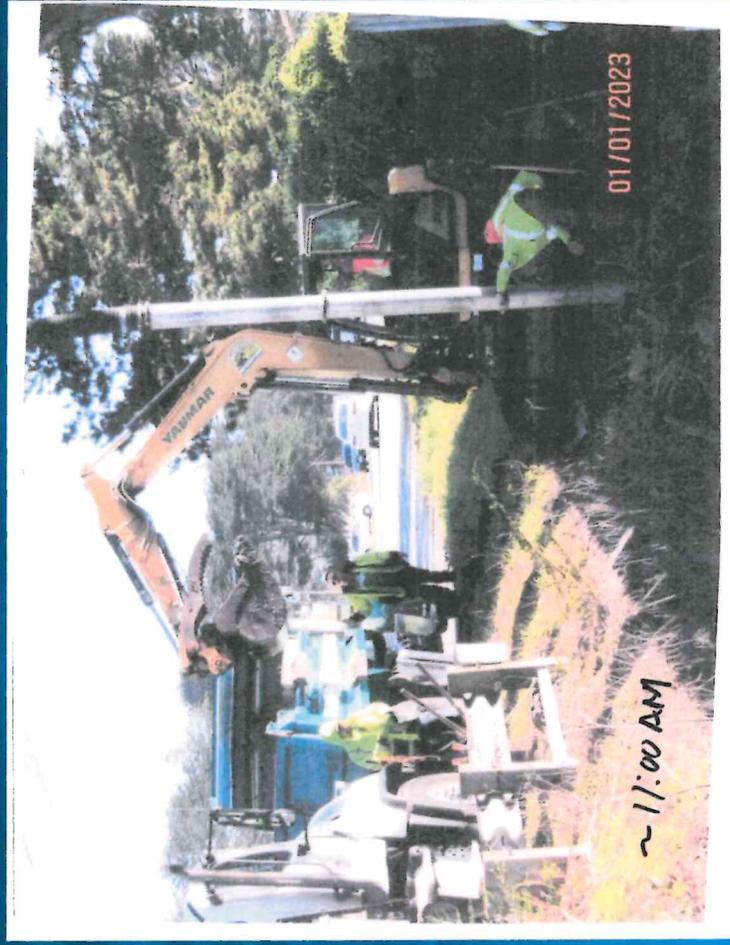
Spill on Montara FM (Cont.)



Emergency Repair on Montara FM



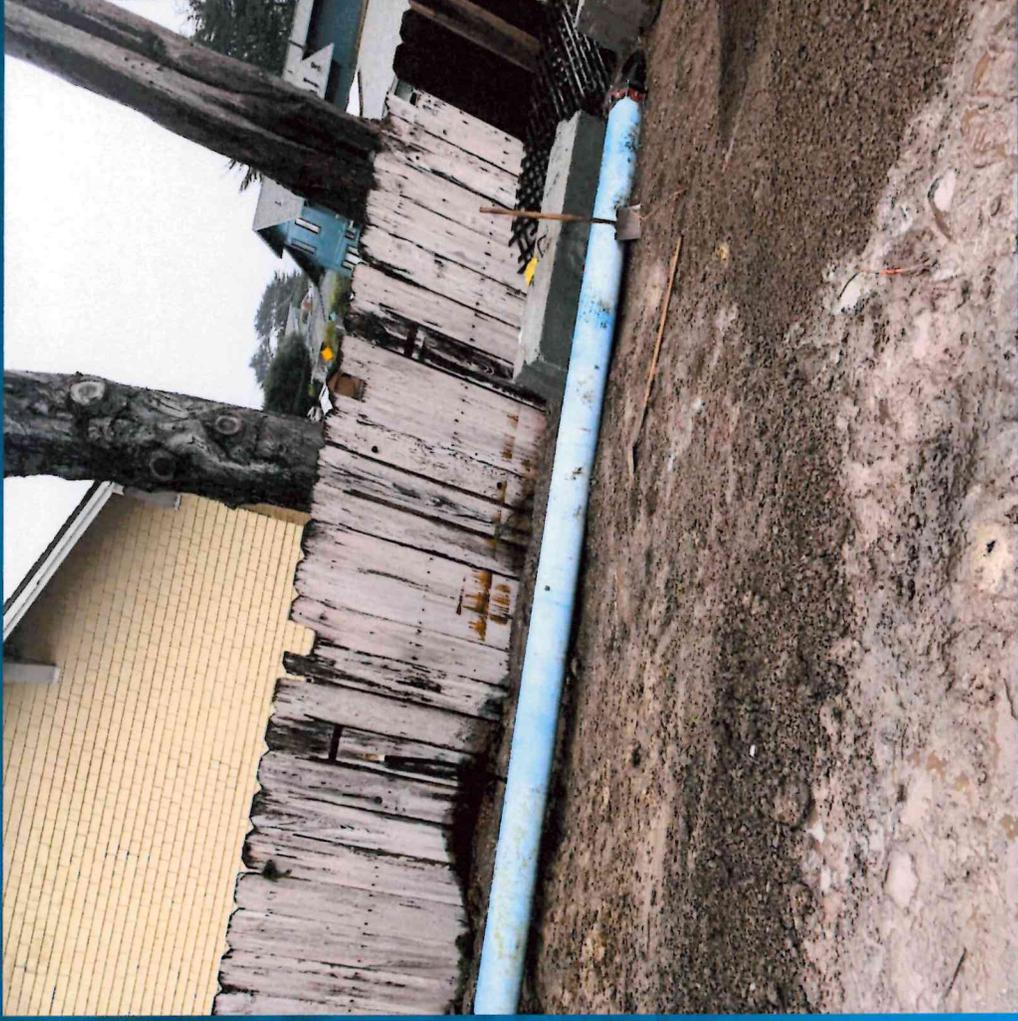
Emergency Repair on Montara FM (Cont.)



Bypass Pipe



Bypass Pipe



Overflow at Montara PS



Break at IPS Montara FM



SAM's Preparation for the Storm on January 4, 2023

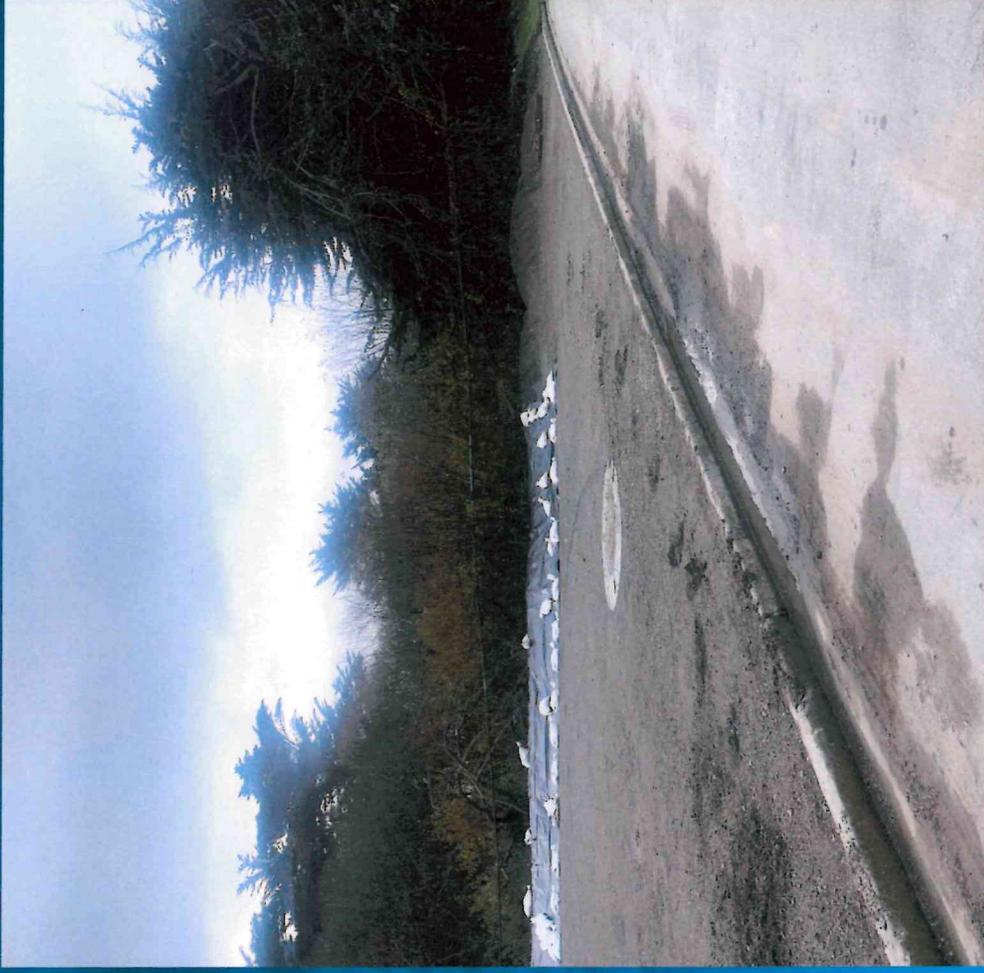
Along Fence Across Creek



Across Creek



Across Creek



Digester Building



Inside Blower Room



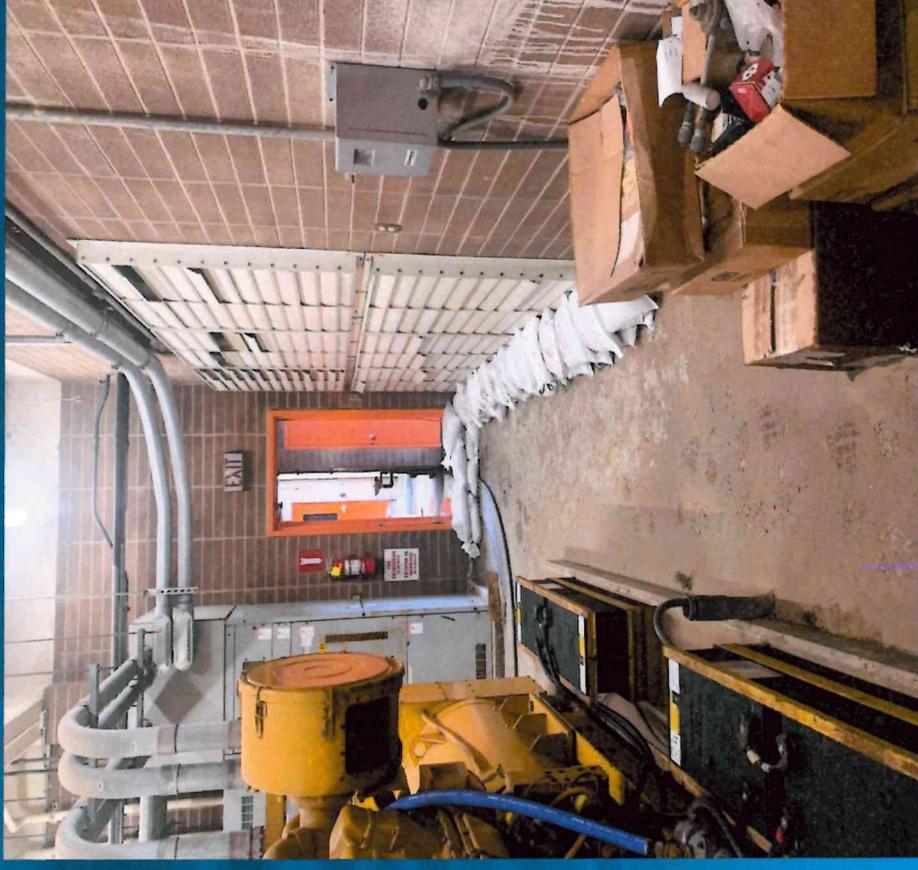
Inside Effluent Building



Inside Generator Room



Inside Generator Room



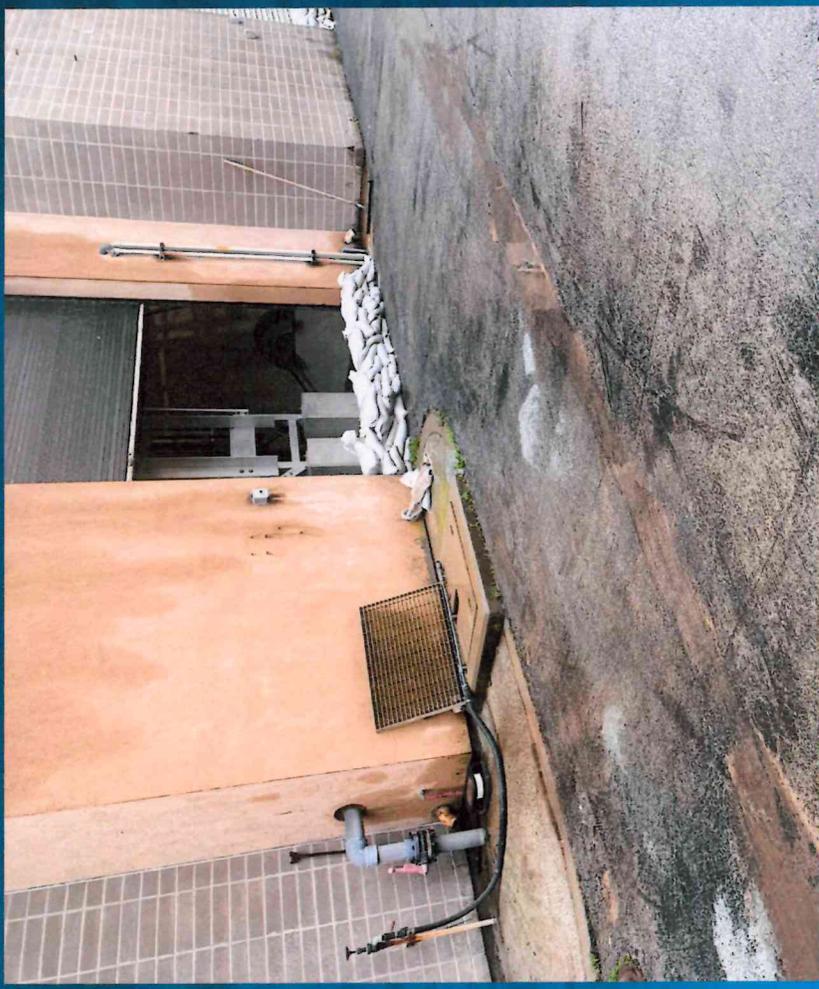
Inside Heat Exchanger Room



MB 1 – Scribe Room



MB 1 Belt Press Room



MB 1 Near Bus Duct





MB 1 Outside

Outside MB1



VFD's in Blower Room Stacked Above



Workshop Room





MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: February 2, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

**Budget vs. Actual – Sewer July 1, 2022 through December 31, 2022 -
Variances over \$2,000:**

- 4400 Fees, \$19,826 above Budget – Remodel fees are the main driver. Additional fixture units purchased for homes in the District. Three large receipts make up the bulk of the over budget.
- 4610 Property Tax Receipts, \$111,726 above Budget – The District received the 50% advance in December 2022. Property taxes from three remittances totaled \$289K. The next large distribution takes place in April.
- 4710 Sewer Service Charges, \$2,418,334 above Budget – The District received the first Sewer Service charge remittance. The amount includes water reliability which will be allocated in the amount of \$512,336.
- **Overall Total Operating Income for the period ending December 31, 2022 was \$2,551,599 above budget. Total income received to date is \$2,755,529.**
- 5200 Board of Directors, \$40,275 below Budget – Funds have been budgeted for the District to begin a District re-mapping. The project is set to take place in January 2023.
- 5250 Conference attendance, \$3,000 below Budget – No activity to date.
- 5400 Legal, \$27,118 below Budget – Activity picking up for litigation activities, but overall the costs have been within budget.
- 5510 Maintenance, Office, \$6,418 below Budget – Budget contains scheduled maintenance projects that have not yet begun.
- 5530 Memberships, \$2,405 above Budget – Renewal for CSDA paid for in October. Variance will decrease as the fiscal year progresses.
- 5620 Audit, \$8,250 below Budget – Audit fieldwork is not scheduled to begin until January 2023 due to staffing issues with Eide Bailly.
- 5630 Consulting, \$5,679 below Budget – Vendor expenses are less than expected at this time in fiscal year.
- 5640 Data Services, \$5,353 above Budget – Annual fee for Parcel Management system paid. Budget variance will decrease as year moves forward.
- 5720 Telephone & Internet, \$9,619 above Budget – Increased per month service costs.
- 5800 Labor, \$3,228 below Budget – Mainly due to timing of merit increase. Once received, variance may decrease.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: February 2, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6170 Claims, Property Damage, \$10,000 below Budget – No claims to date.
- 6200 Engineering, \$12,193 above Budget – Payment for general engineering and pump station mechanical engineering and GIS facility mapping.
- 6330 Facilities, \$2,818 below Budget – Funds set aside for Landscaping have not been utilized as of yet.
- 6400 Pumping, \$2,566 above Budget – Variance due to the inclusion of generator rental for Date/Harte pump station. Item will be re-categorized to CIP.
- 6600 Collection/Transmission, \$5,000 below Budget – No activity to date.
- 6900 SAM Expenses, \$16,856 above Budget – Payment made to SAM for pass through costs relating to emergency work performed on Beach Way & Ocean St.
- **Overall Total Operating Expenses for the period ending December 31, 2022, were \$14,349 above Budget.**
- **Total overall Expenses for the period ending December 31, 2022, were \$62,062 below budget. For a net ordinary income of \$2,613,661 above Budget. Actual net ordinary income is \$1,244,070.**
- 7110 Connection Fees (New Construction), \$6,701 above Budget – One new connection issued in December.
 - Refund issued in July 2022.
- 7200 Interest Income, LAIF, \$14,417 above budget – Due to the increase in federal rates.
- 8000 CIP, \$428,878 below Budget – Minimal activity to date, mainly engineering support and generator expenses.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **February 2, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 1, 2022 thru December 31, 2022 - Variances over \$2,000:

- 4400 Fees, \$7,031 below Budget – Water administration fees have lagged behind expectations.
- 4610 Property Tax Receipts, \$111,726 above Budget – The District received the 50% advance in December 2022. Property taxes from three remittances totaled \$289K. The next large distribution takes place in April.
- 4740 Testing, Backflow, \$6,255 above Budget – Collections from services performed in November are larger than expected.
- 4810 Water Sales, Domestic, \$16,514 below Budget - Difference mainly due to timing of collections.
- **Overall Total Operating Income for the period ending December 31, 2022 was \$95,604 below budget. Total revenue received to date is \$1,205,334.**
- 5200 Board of Directors, \$40,275 below Budget – Funds have been budgeted for the District to begin a District re-mapping. The project is set to take place in January 2023.
- 5240 CDPH Fees, \$3,253 below Budget – Annual permit fee paid in December.
- 5250 Conference attendance, \$3,000 below Budget – No activity to date.
- 5300 Insurance, \$8,260 above Budget – CSRMA annual renewal premium paid in September.
- 5350 LAFCO assessments, \$2,500 below Budget – No activity to date.
- 5400 Legal, \$27,111 below Budget – Majority of time spent on Sewer related issues.
- 5510 Maintenance, Office, \$6,418 below Budget – Budget contains scheduled maintenance projects that have not yet begun.
- 5530 Memberships, \$7,745 above Budget – ACWA membership dues paid for in November. Variance will decrease as fiscal year progresses.
- 5620 Audit, \$8,250 below Budget – Audit fieldwork is not scheduled to begin until January 2023 due to staffing issues with Eide Bailly.
- 5630 Consulting, \$13,179 below Budget – additional expenses expected later this fiscal year due to rate study.
- 5640 Data Services, \$2,351 below Budget – Will be used later in Fiscal Year to assist with Water Reliability charge.
- 5720 Telephone & Internet, \$14,766 above Budget – Increased per month service costs.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: **February 2, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5800 Labor, \$16,376 below Budget – Under budget mainly due to timing. Personnel costs have been averaged out through the year, however, merit increases for certain staff have not yet come into effect.
- 6170 Claims, Property Damage, \$4,859 below Budget – Reimbursement paid in November.
- 6180 Communications, \$19,000 below Budget – No payments for SCADA maintenance made to date.
- 6200 Engineering, \$9,435 above Budget – Mainly due to costs related to water quality engineering.
- 6330 Facilities, \$3,318 below Budget – Bills are less than expected.
- 6500 Supply, \$13,494 below Budget – Purchases of water are made on a quarterly basis. Q2 will be paid in January and variance will decrease.
- 6600 Collection/Transmission, \$92,235 above Budget – Unexpected costs arose in November & December due to water leaks and the need to pay for water main maintenance.
- 6700 Treatment, \$8,904 below Budget – payments made for chemicals are less than anticipated.
- **Overall Total Operating Expenses for the period ending December 31, 2022 were \$46,912 above Budget.**
- **Total overall Expenses for the period ending December 31, 2022 were \$43,470 below budget. For a net ordinary income of \$139,075 budgeted vs. actual. Actual net ordinary income is \$230,067.**
- 7100 Connection Fees, \$49,787 above Budget – Two new construction connections purchased in December.
- 7250 CAMP interest, \$38,277 above Budget – No budget was established for CAMP interest income as it was unknown what amount of principal balance would be transferred into CAMP in order to earn interest.
- 7600 Bond Revenues, G.O. \$14,369 below Budget – Assessment received in the amount of \$372K. In January, \$460K was transferred to the Chase Bank account in anticipation of the February GO bond debt service payment.
- 7650 Water System Reliability, \$497,352 below Budget – The District received the first Water Reliability Charge remittance. \$512,336, will be recognized as income in January 2023.
- 8000 CIP, \$437,305 below Budget – Projects are currently on-going and others are being planned.

RECOMMENDATION:

This is for Board information only

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July through December 2022

	Jul - Dec 22	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	41,527.08	40,000.02	1,527.06
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,166.00	3,000.00	-1,834.00
4420 · Administrative Fee (Remodel)	0.00	499.98	-499.98
4430 · Inspection Fee (New Constr)	1,103.00	3,000.00	-1,897.00
4440 · Inspection Fee (Remodel)	0.00	499.98	-499.98
4460 · Remodel Fees	28,556.52	4,000.02	24,556.50
Total 4400 · Fees	30,825.52	10,999.98	19,825.54
4510 · Grants	136.00		
4610 · Property Tax Receipts	256,156.22	144,430.00	111,726.22
4710 · Sewer Service Charges	2,418,334.15	0.00	2,418,334.15
4720 · Sewer Service Refunds, Customer	-5,986.09	-4,999.98	-986.11
4760 · Waste Collection Revenues	14,520.94	13,500.00	1,020.94
4990 · Other Revenue	14.80		
Total Income	2,755,528.62	203,930.02	2,551,598.60
Gross Profit	2,755,528.62	203,930.02	2,551,598.60
Expense			
5000 · Administrative			
5190 · Bank Fees	2,988.37	3,499.98	-511.61
5200 · Board of Directors			
5210 · Board Meetings	1,350.00	1,500.00	-150.00
5220 · Director Fees	1,125.00	3,750.00	-2,625.00
5230 · Election Expenses	0.00	37,500.00	-37,500.00
Total 5200 · Board of Directors	2,475.00	42,750.00	-40,275.00
5250 · Conference Attendance	0.00	3,000.00	-3,000.00
5270 · Information Systems	3,027.25	2,500.02	527.23
5300 · Insurance			
5310 · Fidelity Bond	0.00	250.02	-250.02
5320 · Property & Liability Insurance	8,509.72	7,500.00	1,009.72
Total 5300 · Insurance	8,509.72	7,750.02	759.70
5350 · LAFCO Assessment	0.00	1,249.98	-1,249.98
5400 · Legal			
5430 · General Legal	18,463.50	100,000.02	-81,536.52
5440 · Litigation	54,418.96		
Total 5400 · Legal	72,882.46	100,000.02	-27,117.56
5510 · Maintenance, Office	1,082.38	7,500.00	-6,417.62
5530 · Memberships	4,405.00	1,999.98	2,405.02
5540 · Office Supplies	1,860.91	1,249.98	610.93
5550 · Postage	0.00	199.98	-199.98
5560 · Printing & Publishing	592.62	750.00	-157.38

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July through December 2022

	Jul - Dec 22	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	17,905.00	19,000.02	-1,095.02
5620 · Audit	0.00	8,250.00	-8,250.00
5630 · Consulting	19,321.23	25,000.02	-5,678.79
5640 · Data Services	9,853.08	4,500.00	5,353.08
5650 · Labor & HR Support	1,281.00	1,249.98	31.02
5660 · Payroll Services	540.20	499.98	40.22
Total 5600 · Professional Services	48,900.51	58,500.00	-9,599.49
5710 · San Mateo Co. Tax Roll Charges	2,099.00	100.02	1,998.98
5720 · Telephone & Internet	22,118.70	12,499.98	9,618.72
5730 · Mileage Reimbursement	0.00	750.00	-750.00
5740 · Reference Materials	0.00	100.02	-100.02
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	10,310.42	9,691.50	618.92
5820 · Employee Benefits	24,719.72	21,911.52	2,808.20
5830 · Disability Insurance	885.12	1,024.50	-139.38
5840 · Payroll Taxes	7,116.88	11,548.02	-4,431.14
5850 · PARS	10,055.39	9,469.98	585.41
5900 · Wages			
5910 · Management	57,494.18	61,783.98	-4,289.80
5920 · Staff	86,605.20	87,568.50	-963.30
5930 · Staff Certification	1,050.00	900.00	150.00
5940 · Staff Overtime	2,531.71	699.48	1,832.23
5950 · Staff Standby	43.02		
Total 5900 · Wages	147,724.11	150,951.96	-3,227.85
5960 · Worker's Comp Insurance	2,169.37	1,336.50	832.87
Total 5800 · Labor	202,981.01	205,933.98	-2,952.97
Total 5000 · Administrative	373,922.93	450,333.96	-76,411.03
6000 · Operations			
6170 · Claims, Property Damage	0.00	10,000.02	-10,000.02
6195 · Education & Training	42.00	499.98	-457.98
6200 · Engineering			
6220 · General Engineering	29,693.00	17,500.02	12,192.98
Total 6200 · Engineering	29,693.00	17,500.02	12,192.98
6330 · Facilities			
6335 · Alarm Services	2,932.06	2,749.98	182.08
6337 · Landscaping	0.00	3,000.00	-3,000.00
Total 6330 · Facilities	2,932.06	5,749.98	-2,817.92
6400 · Pumping			
6410 · Pumping Fuel & Electricity	17,522.43	22,500.00	-4,977.57
6420 · Pumping Maintenance, Generators	7,543.24		
Total 6400 · Pumping	25,065.67	22,500.00	2,565.67

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July through December 2022

	Jul - Dec 22	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	4,999.98	-4,999.98
Total 6600 · Collection/Transmission	0.00	4,999.98	-4,999.98
6770 · Uniforms	0.00	100.02	-100.02
6800 · Vehicles			
6810 · Fuel	1,515.13	499.98	1,015.15
6820 · Truck Equipment, Expensed	67.31	79.98	-12.67
6830 · Truck Repairs	607.69	499.98	107.71
Total 6800 · Vehicles	2,190.13	1,079.94	1,110.19
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	142,093.02	142,093.02	0.00
6920 · SAM Operations	847,167.96	863,664.00	-16,496.04
6940 · SAM Maintenance, Collection Sys	6,814.63	19,999.98	-13,185.35
6950 · SAM Maintenance, Pumping	81,370.53	34,999.98	46,370.55
6960 · SAM NDWSCP	166.50		
Total 6900 · Sewer Authority Midcoastside	1,077,612.64	1,060,756.98	16,855.66
Total 6000 · Operations	1,137,535.50	1,123,186.92	14,348.58
Total Expense	1,511,458.43	1,573,520.88	-62,062.45
Net Ordinary Income	1,244,070.19	-1,369,590.86	2,613,661.05
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	119,066.00	81,499.98	37,566.02
7120 · Connection Fees (Remodel)	23,271.12	25,000.02	-1,728.90
7152 · Connection Fee Refunds	-28,620.75		
7153 · Add'l Fixture Units (New Const)	6,437.00		
7170 · Mainline Ext. Pass Thru	-6,952.00		
Total 7100 · Connection Fees	113,201.37	106,500.00	6,701.37
7200 · Interest Income - LAIF	24,416.81	10,000.00	14,416.81
Total 7000 · Capital Account Revenues	137,618.18	116,500.00	21,118.18
Total Other Income	137,618.18	116,500.00	21,118.18
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	79,072.21	507,949.98	-428,877.77
Total 8000 · Capital Improvement Program	79,072.21	507,949.98	-428,877.77

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01/16/23

Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July through December 2022

	Jul - Dec 22	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	4,994.25	4,994.29	-0.04
9200 · I-Bank Loan	10,107.59	10,107.59	0.00
Total 9000 · Capital Account Expenses	15,101.84	15,101.88	-0.04
Total Other Expense	94,174.05	523,051.86	-428,877.81
Net Other Income	43,444.13	-406,551.86	449,995.99
Net Income	1,287,514.32	-1,776,142.72	3,063,657.04

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July through December 2022

	Jul - Dec 22	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4400 · Fees			
4410 · Administrative Fee (New Constr)	1,166.00	3,499.98	-2,333.98
4420 · Administrative Fee (Remodel)	0.00	300.00	-300.00
4430 · Inspection Fee (New Constr)	1,103.00	3,499.98	-2,396.98
4440 · Inspection Fee (Remodel)	0.00	499.98	-499.98
4450 · Mainline Extension Fees	0.00	1,500.00	-1,500.00
Total 4400 · Fees	2,269.00	9,299.94	-7,030.94
4510 · Grants	136.00		
4610 · Property Tax Receipts	256,156.17	144,430.00	111,726.17
4740 · Testing, Backflow	13,755.00	7,500.00	6,255.00
4810 · Water Sales, Domestic	933,485.76	949,999.98	-16,514.22
4850 · Water Sales Refunds, Customer	-1,317.37	-1,500.00	182.63
4990 · Other Revenue	849.80		
Total Income	1,205,334.36	1,109,729.92	95,604.44
Gross Profit	1,205,334.36	1,109,729.92	95,604.44
Expense			
5000 · Administrative			
5190 · Bank Fees	2,988.37	1,999.98	988.39
5200 · Board of Directors			
5210 · Board Meetings	1,350.00	1,500.00	-150.00
5220 · Director Fees	1,125.00	3,750.00	-2,625.00
5230 · Election Expenses	0.00	37,500.00	-37,500.00
Total 5200 · Board of Directors	2,475.00	42,750.00	-40,275.00
5240 · CDPH Fees	4,247.00	7,500.00	-3,253.00
5250 · Conference Attendance	0.00	3,000.00	-3,000.00
5270 · Information Systems	3,027.25	2,500.02	527.23
5300 · Insurance			
5310 · Fidelity Bond	0.00	250.02	-250.02
5320 · Property & Liability Insurance	8,509.72	0.00	8,509.72
Total 5300 · Insurance	8,509.72	250.02	8,259.70
5350 · LAFCO Assessment	0.00	2,500.02	-2,500.02
5400 · Legal			
5430 · General Legal	22,888.50	49,999.98	-27,111.48
Total 5400 · Legal	22,888.50	49,999.98	-27,111.48
5510 · Maintenance, Office	1,128.22	7,500.00	-6,371.78
5530 · Memberships	21,245.00	13,500.00	7,745.00
5540 · Office Supplies	1,860.82	2,250.00	-389.18
5550 · Postage	8,083.08	7,000.02	1,083.06
5560 · Printing & Publishing	642.58	2,500.02	-1,857.44

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July through December 2022

	Jul - Dec 22	Water Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	17,905.00	19,000.02	-1,095.02
5620 · Audit	0.00	8,250.00	-8,250.00
5630 · Consulting	19,321.16	32,500.02	-13,178.86
5640 · Data Services	899.50	3,250.02	-2,350.52
5650 · Labor & HR Support	1,281.00	1,249.98	31.02
5660 · Payroll Services	540.25	499.98	40.27
Total 5600 · Professional Services	39,946.91	64,750.02	-24,803.11
5710 · San Mateo Co. Tax Roll Charges	1,625.00	100.02	1,524.98
5720 · Telephone & Internet	27,265.93	12,499.98	14,765.95
5730 · Mileage Reimbursement	309.64	750.00	-440.36
5740 · Reference Materials	0.00	400.02	-400.02
5790 · Other Administrative	1,501.09		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	24,904.15	24,988.50	-84.35
5820 · Employee Benefits	65,958.63	53,638.02	12,320.61
5830 · Disability Insurance	2,042.58	2,705.52	-662.94
5840 · Payroll Taxes	23,741.65	28,924.98	-5,183.33
5850 · PARS	21,906.02	21,948.48	-42.46
5900 · Wages			
5910 · Management	57,494.30	61,783.98	-4,289.68
5920 · Staff	260,206.00	271,373.52	-11,167.52
5930 · Staff Certification	6,450.00	5,700.00	750.00
5940 · Staff Overtime	26,872.20	24,967.50	1,904.70
5950 · Staff Standby	14,016.32	14,276.52	-260.20
Total 5900 · Wages	365,038.82	378,101.52	-13,062.70
5960 · Worker's Comp Insurance	2,169.37	11,830.50	-9,661.13
Total 5800 · Labor	505,761.22	522,137.52	-16,376.30
Total 5000 · Administrative	653,505.33	743,887.62	-90,382.29
6000 · Operations			
6160 · Backflow Prevention	709.69	499.98	209.71
6170 · Claims, Property Damage	140.64	4,999.98	-4,859.34
6180 · Communications			
6185 · SCADA Maintenance	0.00	19,000.02	-19,000.02
Total 6180 · Communications	0.00	19,000.02	-19,000.02
6195 · Education & Training	806.45	2,500.02	-1,693.57
6200 · Engineering			
6220 · General Engineering	1,689.57	10,000.02	-8,310.45
6230 · Water Quality Engineering	42,745.00	25,000.02	17,744.98
Total 6200 · Engineering	44,434.57	35,000.04	9,434.53
6320 · Equipment & Tools, Expensed	5,115.58	6,000.00	-884.42

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July through December 2022

	Jul - Dec 22	Water Budget	\$ Over Budget
6330 · Facilities			
6335 · Alarm Services	369.56	1,000.02	-630.46
6337 · Landscaping	4,812.66	7,500.00	-2,687.34
Total 6330 · Facilities	5,182.22	8,500.02	-3,317.80
6370 · Lab Supplies & Equipment	2,253.08	1,999.98	253.10
6380 · Meter Reading	226.56	250.02	-23.46
6400 · Pumping			
6410 · Pumping Fuel & Electricity	36,448.48	45,000.00	-8,551.52
6420 · Pumping Maintenance, Generators	14,513.06	4,999.98	9,513.08
6430 · Pumping Maintenance, General	308.24	2,500.02	-2,191.78
6440 · Pumping Equipment, Expensed	0.00	349.98	-349.98
Total 6400 · Pumping	51,269.78	52,849.98	-1,580.20
6500 · Supply			
6510 · Maintenance, Raw Water Mains	45.43	1,249.98	-1,204.55
6520 · Maintenance, Wells	6,500.98	7,500.00	-999.02
6530 · Water Purchases	6,209.41	17,500.02	-11,290.61
Total 6500 · Supply	12,755.82	26,250.00	-13,494.18
6600 · Collection/Transmission			
6610 · Hydrants	0.00	4,999.98	-4,999.98
6620 · Maintenance, Water Mains	113,821.03	25,000.02	88,821.01
6630 · Maintenance, Water Svc Lines	5,853.07	10,000.02	-4,146.95
6640 · Maintenance, Tanks	2,518.08	2,500.02	18.06
6650 · Maint., Distribution General	8,671.77	4,999.98	3,671.79
6670 · Meters	20,657.93	12,499.98	8,157.95
6600 · Collection/Transmission - Other	713.07		
Total 6600 · Collection/Transmission	152,234.95	60,000.00	92,234.95
6700 · Treatment			
6710 · Chemicals & Filtering	12,741.29	19,999.98	-7,258.69
6720 · Maintenance, Treatment Equip.	5,522.56	7,500.00	-1,977.44
6730 · Treatment Analysis	20,332.59	19,999.98	332.61
Total 6700 · Treatment	38,596.44	47,499.96	-8,903.52
6770 · Uniforms	1,465.83	1,000.02	465.81
6800 · Vehicles			
6810 · Fuel	4,545.39	4,999.98	-454.59
6820 · Truck Equipment, Expensed	201.94	1,000.02	-798.08
6830 · Truck Repairs	1,823.08	2,500.02	-676.94
Total 6800 · Vehicles	6,570.41	8,500.02	-1,929.61
Total 6000 · Operations	321,762.02	274,850.04	46,911.98
Total Expense	975,267.35	1,018,737.66	-43,470.31
Net Ordinary Income	230,067.01	90,992.26	139,074.75

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July through December 2022

	Jul - Dec 22	Water Budget	\$ Over Budget
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	144,656.00	75,000.00	69,656.00
7130 · Conn. Fees, PFP (New Constr)	86,233.11	25,000.02	61,233.09
7152 · Connection Fee Refunds	-98,581.11		
7155 · Add'l Fixture Units (Remodel)	16,092.00		
7160 · PFP Pass Thru	341.11		
7165 · Meter Pass Thru Costs	1,045.50		
Total 7100 · Connection Fees	149,786.61	100,000.02	49,786.59
7250 · CAMP Interest Income	38,276.88		
7600 · Bond Revenues, G.O.	477,404.46	491,773.02	-14,368.56
7650 · Water System Reliability	2,647.70	499,999.98	-497,352.28
Total 7000 · Capital Account Revenues	668,115.65	1,091,773.02	-423,657.37
Total Other Income	668,115.65	1,091,773.02	-423,657.37
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	182,195.47	619,500.00	-437,304.53
Total 8000 · Capital Improvement Program	182,195.47	619,500.00	-437,304.53
9000 · Capital Account Expenses			
9075 · PFP Connection Expenses	4,000.00		
9100 · Interest Expense - GO Bonds	35,026.91	35,026.91	0.00
9125 · PNC Equipment Lease Interest	4,994.29	4,994.29	0.00
9150 · SRF Loan	30,813.50	31,826.61	-1,013.11
9210 · Conservation Program/Rebates	100.00	1,500.00	-1,400.00
Total 9000 · Capital Account Expenses	74,934.70	73,347.81	1,586.89
Total Other Expense	257,130.17	692,847.81	-435,717.64
Net Other Income	410,985.48	398,925.21	12,060.27
Net Income	641,052.49	489,917.47	151,135.02

Montara Water & Sanitary District

Funds Balance Sheet

As of December 31, 2022

1/17/23

Accrual Basis

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	5,265,844.99	0.00	5,265,844.99
LAIF Investment Fund			
Capital Reserve	3,910,243.47	0.00	3,910,243.47
Connection Fees Reserve	213,000.00	0.00	213,000.00
Operating Reserve	524,507.00	0.00	524,507.00
Total LAIF Investment Fund	4,647,750.47	0.00	4,647,750.47
Total Sewer - Bank Accounts	9,913,595.46	0.00	9,913,595.46
Water - Bank Accounts			
CAMP Investment Fund			
Capital Reserve	0.00	2,030,795.03	2,030,795.03
Connection Fee Reserve	0.00	200,000.00	200,000.00
Operating Reserve	0.00	374,799.15	374,799.15
Total CAMP Investment Fund	0.00	2,605,594.18	2,605,594.18
Wells Fargo Operating - Water	0.00	92,082.78	92,082.78
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	1,138,086.81	1,138,086.81
Total Restricted Cash	0.00	1,138,086.81	1,138,086.81
Total Water - Bank Accounts	0.00	3,835,763.77	3,835,763.77
Total Checking/Savings	9,913,595.46	3,835,763.77	13,749,359.23
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	-283.46	0.00	-283.46
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
Total Sewer - Accounts Receivable	-10,345.25	0.00	-10,345.25
Water - Accounts Receivable			
Accounts Receivable	0.00	3,835.00	3,835.00
Accounts Rec. - Backflow	0.00	25,456.11	25,456.11
Accounts Rec. - Water Residents	0.00	164,980.64	164,980.64
Unbilled Water Receivables	0.00	236,983.89	236,983.89
Total Water - Accounts Receivable	0.00	431,255.64	431,255.64
Total Accounts Receivable	-10,345.25	431,255.64	420,910.39
Other Current Assets			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	0.00	42,656.32	42,656.32
Total Current Assets	9,903,250.21	4,309,675.73	14,212,925.94
Fixed Assets			
Sewer - Fixed Assets			
General Plant	8,552,709.89	0.00	8,552,709.89
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	-10,333,056.00	0.00	-10,333,056.00
Total Sewer - Fixed Assets	8,055,415.63	0.00	8,055,415.63

Montara Water & Sanitary District
Funds Balance Sheet
As of December 31, 2022

1/17/23

Accrual Basis

Water - Fixed Assets			
General Plant	0.00	29,178,537.25	29,178,537.25
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	-14,800,793.00	-14,800,793.00
Total Water - Fixed Assets	<u>0.00</u>	<u>16,519,401.03</u>	<u>16,519,401.03</u>
Total Fixed Assets	8,055,415.63	16,519,401.03	24,574,816.66
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	84,583.00	0.00	84,583.00
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	<u>2,687,547.08</u>	<u>0.00</u>	<u>2,687,547.08</u>
Total Sewer - Other Assets	2,772,130.08	0.00	2,772,130.08
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	188,265.00	188,265.00
Due from Sewer	0.00	1,357,906.25	1,357,906.25
Total Water - Other Assets	<u>0.00</u>	<u>1,546,171.25</u>	<u>1,546,171.25</u>
Total Other Assets	2,772,130.08	1,546,171.25	4,318,301.33
TOTAL ASSETS	<u><u>20,730,795.92</u></u>	<u><u>22,375,248.01</u></u>	<u><u>43,106,043.93</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	182,932.97	0.00	182,932.97
Accounts Payable - Water	0.00	102,365.68	102,365.68
Total Accounts Payable	182,932.97	102,365.68	285,298.65
Other Current Liabilities			
Water - Net Pension Liability	0.00	-40,021.00	-40,021.00
Sewer - Net Pension Liability	-17,981.00	0.00	-17,981.00
Sewer - Current Liabilities			
Accrued Vacations	9,781.90	0.00	9,781.90
Deposits Payable	33,138.05	0.00	33,138.05
Interest Payable	8,857.73	0.00	8,857.73
PNC Equip. Loan - S/T	37,462.87	0.00	37,462.87
Total Sewer - Current Liabilities	89,240.55	0.00	89,240.55
Water - Current Liabilities			
Accrued Vacations	0.00	22,072.48	22,072.48
Construction Deposits Payable	0.00	-232.34	-232.34
Deposits Payable	0.00	-25,454.32	-25,454.32
GO Bonds - S/T	0.00	916,095.24	916,095.24
Interest Payable	0.00	29,623.83	29,623.83
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	37,462.83	37,462.83
SRF Loan Payable X109 - Current	0.00	90,766.74	90,766.74
Temporary Construction Meter	0.00	35,098.35	35,098.35
Total Water - Current Liabilities	0.00	1,109,735.31	1,109,735.31
Payroll Liabilities			
Employee Benefits Payable	15,013.05	0.00	15,013.05
Total Payroll Liabilities	15,013.05	0.00	15,013.05
Total Other Current Liabilities	86,272.60	1,069,714.31	1,155,986.91
Total Current Liabilities	<u>269,205.57</u>	<u>1,172,079.99</u>	<u>1,441,285.56</u>

Montara Water & Sanitary District

Funds Balance Sheet

As of December 31, 2022

1/17/23

Accrual Basis

Long Term Liabilities			
Sewer - Long Term Liabilities			
Due to Water Fund	1,357,906.25	0.00	1,357,906.25
Accrued Vacations	18,831.51	0.00	18,831.51
I-Bank Loan	630,040.61	0.00	630,040.61
PNC Equip. Loan - L/T	279,565.19	0.00	279,565.19
Total Sewer - Long Term Liabilities	2,286,343.56	0.00	2,286,343.56
Water - Long Term Liabilities			
2020 GO Bonds	0.00	4,772,229.98	4,772,229.98
Accrued Vacations	0.00	25,734.03	25,734.03
PNC Equip. Loan - L/T	0.00	279,565.25	279,565.25
SRF Loan Payable - X109	0.00	2,518,169.06	2,518,169.06
Total Water - Long Term Liabilities	0.00	7,595,698.32	7,595,698.32
Deferred Inflows (Pensions)			
Sewer	11,473.00	0.00	11,473.00
Water	0.00	25,537.00	25,537.00
Total Deferred Inflows (Pensions)	11,473.00	25,537.00	37,010.00
Total Long Term Liabilities	2,297,816.56	7,621,235.32	9,919,051.88
Total Liabilities	2,567,022.13	8,793,315.31	11,360,337.44
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	-65,288.46	0.00	-65,288.46
Total Sewer - Equity Accounts	11,989,256.61	0.00	11,989,256.61
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	65,288.46	65,288.46
Total Water - Equity Accounts	0.00	2,756,343.47	2,756,343.47
Equity Adjustment Account	4,887,002.86	10,184,536.74	15,071,539.60
Net Income	1,287,514.32	641,052.49	1,928,566.81
Total Equity	18,163,773.79	13,581,932.70	31,745,706.49
TOTAL LIABILITIES & EQUITY	<u>20,730,795.92</u>	<u>22,375,248.01</u>	<u>43,106,043.93</u>

Montara Water Sanitary District
 Restricted and Non Restricted Cash Assets
 July 2022 through June 2023

YTD 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	3,967,397.95	3,840,685.70	3,538,089.31	3,138,677.85	2,874,320.40	5,265,844.99									
Sewer Reserve Accounts															
LAIF															
Capital Reserve	3,894,482.51	3,894,482.51	3,894,482.51	3,910,243.47	3,910,243.47	3,910,243.47							2,418,725.00	1,475,757.51	161%
Connection Fee	213,000.00	213,000.00	213,000.00	213,000.00	213,000.00	213,000.00							213,000.00	-	100%
Operating Reserve	524,507.00	524,507.00	524,507.00	524,507.00	524,507.00	524,507.00							524,507.00	-	100%
Subtotal	4,631,989.51	4,631,989.51	4,631,989.51	4,647,750.47	4,647,750.47	4,647,750.47	-	-	-	-	-	-			
Water Operations															
Wells Fargo Operating	13,871.26	29,591.21	43,574.79	59,858.11	76,149.30	92,082.78									
Water - Reserve Accounts															
CAMP - Reserve Funds															
Capital Reserve	2,030,795.03	2,030,795.03	2,030,795.03	2,030,795.03	2,030,795.03	2,030,795.03							1,989,000.00	41,795.03	102%
Connection Fee	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00							200,000.00	-	100%
Operating Reserve	339,579.00	344,593.98	350,126.36	357,003.96	365,309.09	374,799.15							339,579.00	10,547.36	103%
Subtotal	2,570,374.03	2,575,389.01	2,580,921.39	2,587,798.99	2,596,104.12	2,605,594.18	-	-	-	-	-	-			
Water - Restricted Accounts															
JP Morgan Chase - Water															
2020 GO Bond Fund	1,147,781.98	656,009.18	662,595.35	665,187.48	678,886.51	1,138,086.81									
Sub-Total	1,147,781.98	656,009.18	662,595.35	665,187.48	678,886.51	1,138,086.81	-	-	-	-	-	-			
Total Cash and Equivalents	12,331,414.73	11,733,664.61	11,457,170.35	11,099,272.90	10,873,210.80	13,749,359.23	-	-	-	-	-	-			

NOTE: Capital reserve is a minimum target
NOTE: Operating reserve is a minimum target

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2022 through June 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL				
													Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense																	
Income																	
4220 · Cell Tower Lease	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18							41,527.08	80,000.00	-38,472.92	51.91%	
4400 · Fees																	
4410 · Administrative Fee (New Constr)	569.00			597.00									1,166.00	6,000.00	-4,834.00	19.43%	
4420 · Administrative Fee (Remodel)														1,000.00	-1,000.00		
4430 · Inspection Fee (New Constr)	538.00			565.00									1,103.00	6,000.00	-4,897.00	18.38%	
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00		
4460 · Remodel Fees	7,478.00	18,140.52	1,922.00		597.00	419.00							28,556.52	8,000.00	20,556.52	356.96%	
Total 4400 · Fees	8,585.00	18,140.52	1,922.00	1,162.00	597.00	419.00							30,825.52	22,000.00	8,825.52	140.12%	
4510 · Grants		136.00											136.00				
4610 · Property Tax Receipts		90,614.66	264.26	803.79	21,224.70	143,248.81							256,156.22	288,860.00	-32,703.78	88.68%	
4710 · Sewer Service Charges		2,875.29	1,084.38			2,414,374.48							2,418,334.15		2,418,334.15	100.0%	
4720 · Sewer Service Refunds, Customer	-2,007.50		-2,423.63	-1,554.96									-5,986.09	-10,000.00	4,013.91	59.86%	
4760 · Waste Collection Revenues	1,608.27	3,331.66	1,447.81	3,610.02	930.84	3,592.34							14,520.94	27,000.00	-12,479.06	53.78%	
4990 · Other Revenue		5.25			9.55								14.80				
Total Income	15,106.95	122,024.56	9,216.00	10,942.03	29,683.27	2,568,555.81							2,755,528.62	407,860.00	2,347,668.62	675.61%	
Gross Profit	15,106.95	122,024.56	9,216.00	10,942.03	29,683.27	2,568,555.81							2,755,528.62	407,860.00	2,347,668.62	675.61%	
Expense																	
5000 · Administrative																	
5190 · Bank Fees	1,404.72	275.11	325.69	288.62	347.25	346.98							2,988.37	7,000.00	-4,011.63	42.69%	
5200 · Board of Directors																	
5210 · Board Meetings		300.00	300.00	150.00	300.00	300.00							1,350.00	3,000.00	-1,650.00	45.0%	
5220 · Director Fees		262.50		525.00	337.50								1,125.00	7,500.00	-6,375.00	15.0%	
5230 · Election Expenses														75,000.00	-75,000.00		
Total 5200 · Board of Directors		562.50	300.00	675.00	637.50	300.00							2,475.00	85,500.00	-83,025.00	2.9%	
5250 · Conference Attendance														6,000.00	-6,000.00		
5270 · Information Systems		720.00	273.75	916.75	891.75	225.00							3,027.25	5,000.00	-1,972.75	60.55%	
5300 · Insurance																	
5310 · Fidelity Bond														500.00	-500.00		
5320 · Property & Liability Insurance			8,509.72										8,509.72	15,000.00	-6,490.28	56.73%	
Total 5300 · Insurance			8,509.72										8,509.72	15,500.00	-6,990.28	54.9%	
5350 · LAFCO Assessment														2,500.00	-2,500.00		
5400 · Legal																	
5430 · General Legal	3,594.75		3,128.00	1,178.00	4,272.50	6,290.25							18,463.50	200,000.00	-181,536.50	9.23%	
5440 · Litigation	708.75		2,961.00	18,773.55	1,466.10	30,509.56							54,418.96				
Total 5400 · Legal	4,303.50		6,089.00	19,951.55	5,738.60	36,799.81							72,882.46	200,000.00	-127,117.54	36.44%	
5510 · Maintenance, Office			325.00	497.38	130.00	130.00							1,082.38	15,000.00	-13,917.62	7.22%	
5530 · Memberships				4,405.00									4,405.00	4,000.00	405.00	110.13%	
5540 · Office Supplies	139.79	376.68	201.54	424.16	305.66	413.08							1,860.91	2,500.00	-639.09	74.44%	
5550 · Postage														400.00	-400.00		

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2022 through June 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL			
													Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
5560 · Printing & Publishing	59.85	41.23	53.38	67.57	296.87	73.72							592.62	1,500.00	-907.38	39.51%
5600 · Professional Services																
5610 · Accounting	2,330.00	4,372.50	4,327.50	3,610.00		3,265.00							17,905.00	38,000.00	-20,095.00	47.12%
5620 · Audit														16,500.00	-16,500.00	
5630 · Consulting		3,648.73	3,637.78	5,911.57	3,659.75	2,463.40							19,321.23	50,000.00	-30,678.77	38.64%
5640 · Data Services	899.50	8,953.58											9,853.08	9,000.00	853.08	109.48%
5650 · Labor & HR Support	213.50	213.50	213.50	213.50	213.50	213.50							1,281.00	2,500.00	-1,219.00	51.24%
5660 · Payroll Services	79.76	84.54	118.20	84.54	85.90	87.26							540.20	1,000.00	-459.80	54.02%
Total 5600 · Professional Services	3,522.76	17,272.85	8,296.98	9,819.61	3,959.15	6,029.16							48,900.51	117,000.00	-68,099.49	41.8%
5710 · San Mateo Co. Tax Roll Charges		1,584.00	396.00	119.00									2,099.00	200.00	1,899.00	1,049.5%
5720 · Telephone & Internet	3,271.43	1,927.61	5,441.71	3,496.96	4,197.40	3,783.59							22,118.70	25,000.00	-2,881.30	88.48%
5730 · Mileage Reimbursement														1,500.00	-1,500.00	
5740 · Reference Materials														200.00	-200.00	
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	1,537.23	1,929.97	1,708.00	1,704.88	1,722.12	1,708.22							10,310.42	19,383.00	-9,072.58	53.19%
5820 · Employee Benefits	4,100.05	4,100.05	4,100.05	4,100.05	4,100.05	4,219.47							24,719.72	43,823.00	-19,103.28	56.41%
5830 · Disability Insurance		295.04	147.52	147.52		295.04							885.12	2,049.00	-1,163.88	43.2%
5840 · Payroll Taxes	1,088.30	1,518.47	1,274.94	1,271.54	1,109.82	853.81							7,116.88	23,096.00	-15,979.12	30.81%
5850 · PARS	1,500.14	1,902.00	1,674.72	1,629.09	1,674.72	1,674.72							10,055.39	18,940.00	-8,884.61	53.09%
5900 · Wages																
5910 · Management	9,567.78	9,567.78	9,567.78	9,567.78	9,567.78	9,655.28							57,494.18	123,568.00	-66,073.82	46.53%
5920 · Staff	11,852.23	17,597.53	14,342.87	13,691.83	14,412.87	14,707.87							86,605.20	175,137.00	-88,531.80	49.45%
5930 · Staff Certification	175.00	175.00	175.00	175.00	175.00	175.00							1,050.00	1,800.00	-750.00	58.33%
5940 · Staff Overtime	385.66	263.55	291.79	941.25	536.51	112.95							2,531.71	1,399.00	1,132.71	180.97%
5950 · Staff Standby			43.02										43.02			
Total 5900 · Wages	21,980.67	27,603.86	24,420.46	24,375.86	24,692.16	24,651.10							147,724.11	301,904.00	-154,179.89	48.93%
5960 · Worker's Comp Insurance			2,169.37										2,169.37	2,673.00	-503.63	81.16%
Total 5800 · Labor	30,206.39	37,349.39	35,495.06	33,228.94	33,298.87	33,402.36							202,981.01	411,868.00	-208,886.99	49.28%
Total 5000 · Administrative	42,908.44	60,109.37	65,707.83	73,890.54	49,803.05	81,503.70							373,922.93	900,668.00	-526,745.07	41.52%
6000 · Operations																
6170 · Claims, Property Damage														20,000.00	-20,000.00	
6195 · Education & Training					42.00								42.00	1,000.00	-958.00	4.2%
6200 · Engineering																
6220 · General Engineering	5,161.00	3,776.50	5,631.00	7,433.50	3,512.00	4,179.00							29,693.00	35,000.00	-5,307.00	84.84%
Total 6200 · Engineering	5,161.00	3,776.50	5,631.00	7,433.50	3,512.00	4,179.00							29,693.00	35,000.00	-5,307.00	84.84%
6330 · Facilities																
6335 · Alarm Services	548.36	427.08	427.08	554.10	427.08	548.36							2,932.06	5,500.00	-2,567.94	53.31%
6337 · Landscaping														6,000.00	-6,000.00	
Total 6330 · Facilities	548.36	427.08	427.08	554.10	427.08	548.36							2,932.06	11,500.00	-8,567.94	25.5%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,134.87	2,875.07	3,146.29	2,276.90	3,174.55	2,914.75							17,522.43	45,000.00	-27,477.57	38.94%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2022 through June 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL			
													Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6420 · Pumping Maintenance, Generators	1,095.75				1,046.00	5,401.49							7,543.24			
Total 6400 · Pumping	4,230.62	2,875.07	3,146.29	2,276.90	4,220.55	8,316.24							25,065.67	45,000.00	-19,934.33	55.7%
6600 · Collection/Transmission														10,000.00	-10,000.00	
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
Total 6600 · Collection/Transmission														10,000.00	-10,000.00	
6770 · Uniforms														200.00	-200.00	
6800 · Vehicles																
6810 · Fuel				976.45	241.33	297.35							1,515.13	1,000.00	515.13	151.51%
6820 · Truck Equipment, Expensed				24.68		42.63							67.31	160.00	-92.69	42.07%
6830 · Truck Repairs				456.61		151.08							607.69	1,000.00	-392.31	60.77%
Total 6800 · Vehicles				1,457.74	241.33	491.06							2,190.13	2,160.00	30.13	101.4%
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections	23,682.17	23,682.17	23,682.17	23,682.17	23,682.17	23,682.17							142,093.02	284,186.00	-142,092.98	50.0%
6920 · SAM Operations	141,169.66	141,169.66	141,169.66	141,169.66	141,319.66	141,169.66							847,167.96	1,727,328.00	-880,160.04	49.05%
6940 · SAM Maintenance, Collection Sys		2,397.00	4,417.63										6,814.63	40,000.00	-33,185.37	17.04%
6950 · SAM Maintenance, Pumping		8,964.23	8,705.03	20,082.39	14,808.95	28,809.93							81,370.53	70,000.00	11,370.53	116.24%
6960 · SAM NDWSCP		166.50											166.50			
Total 6900 · Sewer Authority Midcoastside	164,851.83	176,379.56	177,974.49	184,934.22	179,810.78	193,661.76							1,077,612.64	2,121,514.00	-1,043,901.36	50.8%
Total 6000 · Operations	174,791.81	183,458.21	187,178.86	196,656.46	188,253.74	207,196.42							1,137,535.50	2,246,374.00	-1,108,838.50	50.64%
Total Expense	217,700.25	243,567.58	252,886.69	270,547.00	238,056.79	288,700.12							1,511,458.43	3,147,042.00	-1,635,583.57	48.03%
Net Ordinary Income	-202,593.30	-121,543.02	-243,670.69	-259,604.97	-208,373.52	2,279,855.69							1,244,070.19	-2,739,182.00	3,983,252.19	-45.42%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	53,844.00				32,611.00	32,611.00							119,066.00	163,000.00	-43,934.00	73.05%
7120 · Connection Fees (Remodel)		16,202.52	7,068.60										23,271.12	50,000.00	-26,728.88	46.54%
7152 · Connection Fee Refunds	-26,922.00				-1,698.75								-28,620.75			
7153 · Add'l Fixture Units (New Const)		1,073.00			2,682.00	2,682.00							6,437.00			
7170 · Mainline Ext. Pass Thru		-6,952.00											-6,952.00			
Total 7100 · Connection Fees	26,922.00	10,323.52	7,068.60		33,594.25	35,293.00							113,201.37	213,000.00	-99,798.63	53.15%
7200 · Interest Income - LAIF	8,655.85			15,760.96									24,416.81	20,000.00	4,416.81	122.08%
Total 7000 · Capital Account Revenues	35,577.85	10,323.52	7,068.60	15,760.96	33,594.25	35,293.00							137,618.18	233,000.00	-95,381.82	59.06%
Total Other Income	35,577.85	10,323.52	7,068.60	15,760.96	33,594.25	35,293.00							137,618.18	233,000.00	-95,381.82	59.06%
Other Expense																
8000 · Capital Improvement Program																
8075 · Sewer	5,078.49	17,882.76	11,450.48	7,068.49	26,294.49	11,297.50							79,072.21	1,015,900.00	-936,827.79	7.78%
Total 8000 · Capital Improvement Program	5,078.49	17,882.76	11,450.48	7,068.49	26,294.49	11,297.50							79,072.21	1,015,900.00	-936,827.79	7.78%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	869.47	855.17	840.10	824.99	809.85	794.67							4,994.25	9,441.00	-4,446.75	52.9%
9150 · SRF Loan																

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2022 through June 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL			
	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget												
9200 · I-Bank Loan	10,107.59												10,107.59	19,716.00	-9,608.41	51.27%
Total 9000 · Capital Account Expenses	10,977.06	855.17	840.10	824.99	809.85	794.67							15,101.84	29,157.00	-14,055.16	51.8%
Total Other Expense	16,055.55	18,737.93	12,290.58	7,893.48	27,104.34	12,092.17							94,174.05	1,045,057.00	-950,882.95	9.01%
Net Other Income	19,522.30	-8,414.41	-5,221.98	7,867.48	6,489.91	23,200.83							43,444.13	-812,057.00	855,501.13	-5.35%
Net Income	-183,071.00	-129,957.43	-248,892.67	-251,737.49	-201,883.61	2,303,056.52							1,287,514.32	-3,551,239.00	4,838,753.32	-36.26%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2022 through June 2023

												TOTAL				
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease																
4400 · Fees																
4410 · Administrative Fee (New Constr)	569.00			597.00									1,166.00	7,000.00	-5,834.00	16.66%
4420 · Administrative Fee (Remodel)														600.00	-600.00	
4430 · Inspection Fee (New Constr)	538.00			565.00									1,103.00	7,000.00	-5,897.00	15.76%
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00	
4450 · Mainline Extension Fees														3,000.00	-3,000.00	
Total 4400 · Fees	1,107.00			1,162.00									2,269.00	18,600.00	-16,331.00	12.2%
4510 · Grants		136.00											136.00			
4610 · Property Tax Receipts		90,614.65	264.25	803.79	21,224.69	143,248.79							256,156.17	288,860.00	-32,703.83	88.68%
4740 · Testing, Backflow	393.00			4,192.00	3,930.00	5,240.00							13,755.00	15,000.00	-1,245.00	91.7%
4810 · Water Sales, Domestic	160,170.12	186,375.59	150,247.08	162,843.35	144,638.37	129,211.25							933,485.76	1,900,000.00	-966,514.24	49.13%
4850 · Water Sales Refunds, Customer	-37.44	-63.70		-1,216.23									-1,317.37	-3,000.00	1,682.63	43.91%
4990 · Other Revenue		840.25			9.55								849.80			
Total Income	161,632.68	277,902.79	150,511.33	167,784.91	169,802.61	277,700.04							1,205,334.36	2,219,460.00	-1,014,125.64	54.31%
Gross Profit	161,632.68	277,902.79	150,511.33	167,784.91	169,802.61	277,700.04							1,205,334.36	2,219,460.00	-1,014,125.64	54.31%
Expense																
5000 · Administrative																
5190 · Bank Fees	1,404.72	275.11	325.69	288.62	347.25	346.98							2,988.37	4,000.00	-1,011.63	74.71%
5200 · Board of Directors																
5210 · Board Meetings		300.00	300.00	150.00	300.00	300.00							1,350.00	3,000.00	-1,650.00	45.0%
5220 · Director Fees		262.50		525.00	337.50								1,125.00	7,500.00	-6,375.00	15.0%
5230 · Election Expenses														75,000.00	-75,000.00	
Total 5200 · Board of Directors		562.50	300.00	675.00	637.50	300.00							2,475.00	85,500.00	-83,025.00	2.9%
5240 · CDPH Fees						4,247.00							4,247.00	15,000.00	-10,753.00	28.31%
5250 · Conference Attendance														6,000.00	-6,000.00	
5270 · Information Systems		720.00	273.75	916.75	891.75	225.00							3,027.25	5,000.00	-1,972.75	60.55%
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance			8,509.72										8,509.72		8,509.72	100.0%
Total 5300 · Insurance			8,509.72										8,509.72	500.00	8,009.72	1,701.94%
5350 · LAFCO Assessment														5,000.00	-5,000.00	
5400 · Legal																
5430 · General Legal	4,914.75		4,253.00	1,178.00	5,652.50	6,890.25							22,888.50	100,000.00	-77,111.50	22.89%
Total 5400 · Legal	4,914.75		4,253.00	1,178.00	5,652.50	6,890.25							22,888.50	100,000.00	-77,111.50	22.89%
5510 · Maintenance, Office			325.00	497.37	130.00	175.85							1,128.22	15,000.00	-13,871.78	7.52%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2022 through June 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL			
													Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
5530 · Memberships				4,405.00	16,840.00								21,245.00	27,000.00	-5,755.00	78.69%
5540 · Office Supplies	139.78	376.69	201.51	424.12	305.65	413.07							1,860.82	4,500.00	-2,639.18	41.35%
5550 · Postage	1,014.66	1,496.27	1,001.27	1,503.60	1,392.62	1,674.66							8,083.08	14,000.00	-5,916.92	57.74%
5560 · Printing & Publishing	59.85	41.22	53.37	117.56	296.88	73.70							642.58	5,000.00	-4,357.42	12.85%
5600 · Professional Services																
5610 · Accounting	2,330.00	4,372.50	4,327.50	3,610.00		3,265.00							17,905.00	38,000.00	-20,095.00	47.12%
5620 · Audit														16,500.00	-16,500.00	
5630 · Consulting		3,648.70	3,637.77	5,911.56	3,659.74	2,463.39							19,321.16	65,000.00	-45,678.84	29.73%
5640 · Data Services	899.50												899.50	6,500.00	-5,600.50	13.84%
5650 · Labor & HR Support	213.50	213.50	213.50	213.50	213.50	213.50							1,281.00	2,500.00	-1,219.00	51.24%
5660 · Payroll Services	79.76	84.54	118.22	84.54	85.91	87.28							540.25	1,000.00	-459.75	54.03%
Total 5600 · Professional Services	3,522.76	8,319.24	8,296.99	9,819.60	3,959.15	6,029.17							39,946.91	129,500.00	-89,553.09	30.85%
5710 · San Mateo Co. Tax Roll Charges		1,506.00		119.00									1,625.00	200.00	1,425.00	812.5%
5720 · Telephone & Internet	4,161.16	2,588.28	6,404.27	4,640.82	4,945.78	4,525.62							27,265.93	25,000.00	2,265.93	109.06%
5730 · Mileage Reimbursement	188.02			107.62	7.00	7.00							309.64	1,500.00	-1,190.36	20.64%
5740 · Reference Materials														800.00	-800.00	
5790 · Other Adminstrative	487.39			86.05	118.61	809.04							1,501.09			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	4,064.03	4,213.89	4,148.01	4,067.98	4,202.41	4,207.83							24,904.15	49,977.00	-25,072.85	49.83%
5820 · Employee Benefits	10,990.24	10,990.24	10,990.24	10,990.24	10,990.24	11,007.43							65,958.63	107,276.00	-41,317.37	61.49%
5830 · Disability Insurance		680.86	340.43	340.43		680.86							2,042.58	5,411.00	-3,368.42	37.75%
5840 · Payroll Taxes	3,958.16	4,122.86	4,083.01	3,955.51	3,925.36	3,696.75							23,741.65	57,850.00	-34,108.35	41.04%
5850 · PARS	3,498.71	3,823.22	3,674.04	3,537.53	3,686.26	3,686.26							21,906.02	43,897.00	-21,990.98	49.9%
5900 · Wages																
5910 · Management	9,567.80	9,567.80	9,567.80	9,567.80	9,567.80	9,655.30							57,494.30	123,568.00	-66,073.70	46.53%
5920 · Staff	41,146.90	45,568.75	43,788.09	41,444.55	43,654.29	44,603.42							260,206.00	542,747.00	-282,541.00	47.94%
5930 · Staff Certification	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00							6,450.00	11,400.00	-4,950.00	56.58%
5940 · Staff Overtime	5,281.09	3,064.63	4,384.48	5,009.78	4,900.68	4,231.54							26,872.20	49,935.00	-23,062.80	53.81%
5950 · Staff Standby	2,424.10	2,371.93	2,311.48	2,362.92	2,298.28	2,247.61							14,016.32	28,553.00	-14,536.68	49.09%
Total 5900 · Wages	59,494.89	61,648.11	61,126.85	59,460.05	61,496.05	61,812.87							365,038.82	756,203.00	-391,164.18	48.27%
5960 · Worker's Comp Insurance			2,169.37										2,169.37	23,661.00	-21,491.63	9.17%
Total 5800 · Labor	82,006.03	85,479.18	86,531.95	82,351.74	84,300.32	85,092.00							505,761.22	1,044,275.00	-538,513.78	48.43%
Total 5000 · Administrative	97,899.12	101,364.49	116,476.52	107,130.85	119,825.01	110,809.34							653,505.33	1,487,775.00	-834,269.67	43.93%
6000 · Operations																
6160 · Backflow Prevention						709.69							709.69	1,000.00	-290.31	70.97%
6170 · Claims, Property Damage					140.64								140.64	10,000.00	-9,859.36	1.41%
6180 · Communications																
6185 · SCADA Maintenance														38,000.00	-38,000.00	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2022 through June 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL			
													Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Total 6180 · Communications													38,000.00	-38,000.00		
6195 · Education & Training	106.45			700.00									806.45	5,000.00	-4,193.55	16.13%
6200 · Engineering																
6220 · General Engineering	135.00	30.80	11.76			1,512.01							1,689.57	20,000.00	-18,310.43	8.45%
6230 · Water Quality Engineering	6,153.75	9,735.00	3,190.00	10,566.25	1,953.75	11,146.25							42,745.00	50,000.00	-7,255.00	85.49%
Total 6200 · Engineering	6,288.75	9,765.80	3,201.76	10,566.25	1,953.75	12,658.26							44,434.57	70,000.00	-25,565.43	63.48%
6320 · Equipment & Tools, Expensed	212.76	1,262.75	208.97	291.13	2,019.72	1,120.25							5,115.58	12,000.00	-6,884.42	42.63%
6330 · Facilities																
6335 · Alarm Services	121.27			127.02		121.27							369.56	2,000.00	-1,630.44	18.48%
6337 · Landscaping		962.66	1,925.00		1,065.00	860.00							4,812.66	15,000.00	-10,187.34	32.08%
Total 6330 · Facilities	121.27	962.66	1,925.00	127.02	1,065.00	981.27							5,182.22	17,000.00	-11,817.78	30.48%
6370 · Lab Supplies & Equipment				61.95	661.90	1,529.23							2,253.08	4,000.00	-1,746.92	56.33%
6380 · Meter Reading			113.10			113.46							226.56	500.00	-273.44	45.31%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,134.86	8,427.38	7,622.87	5,793.44	3,571.67	7,898.26							36,448.48	90,000.00	-53,551.52	40.5%
6420 · Pumping Maintenance, Generators	220.46				4,277.62	10,014.98							14,513.06	10,000.00	4,513.06	145.13%
6430 · Pumping Maintenance, General			239.42	68.82									308.24	5,000.00	-4,691.76	6.17%
6440 · Pumping Equipment, Expensed													700.00	700.00	-700.00	
Total 6400 · Pumping	3,355.32	8,427.38	7,862.29	5,862.26	7,849.29	17,913.24							51,269.78	105,700.00	-54,430.22	48.51%
6500 · Supply																
6510 · Maintenance, Raw Water Mains						45.43							45.43	2,500.00	-2,454.57	1.82%
6520 · Maintenance, Wells	545.37	59.43	5,896.18										6,500.98	15,000.00	-8,499.02	43.34%
6530 · Water Purchases				6,190.23	19.18								6,209.41	35,000.00	-28,790.59	17.74%
Total 6500 · Supply	545.37	59.43	5,896.18	6,190.23	19.18	45.43							12,755.82	52,500.00	-39,744.18	24.3%
6600 · Collection/Transmission																
6610 · Hydrants														10,000.00	-10,000.00	
6620 · Maintenance, Water Mains		13,165.04	7,310.75		61,606.19	31,739.05							113,821.03	50,000.00	63,821.03	227.64%
6630 · Maintenance, Water Svc Lines				1,714.62	4,138.45								5,853.07	20,000.00	-14,146.93	29.27%
6640 · Maintenance, Tanks					2,456.87	61.21							2,518.08	5,000.00	-2,481.92	50.36%
6650 · Maint., Distribution General	4,222.60		4,449.17										8,671.77	10,000.00	-1,328.23	86.72%
6670 · Meters	1,626.98	1,166.73	10,296.78		7,567.44								20,657.93	25,000.00	-4,342.07	82.63%
6600 · Collection/Transmission - Other	71.94	454.45	62.66	124.02									713.07			
Total 6600 · Collection/Transmission	5,921.52	14,786.22	22,119.36	1,838.64	75,768.95	31,800.26							152,234.95	120,000.00	32,234.95	126.86%
6700 · Treatment																
6710 · Chemicals & Filtering	5,248.00	1,601.41	90.03		4,327.47	1,474.38							12,741.29	40,000.00	-27,258.71	31.85%
6720 · Maintenance, Treatment Equip.		1,119.08	1,515.32		1,685.35	1,202.81							5,522.56	15,000.00	-9,477.44	36.82%
6730 · Treatment Analysis	3,086.62	1,693.43	4,228.36	5,055.07	4,035.01	2,234.10							20,332.59	40,000.00	-19,667.41	50.83%
Total 6700 · Treatment	8,334.62	4,413.92	5,833.71	5,055.07	10,047.83	4,911.29							38,596.44	95,000.00	-56,403.56	40.63%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2022 through June 2023

													TOTAL			
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6770 · Uniforms	109.38		65.60	633.95	656.90								1,465.83	2,000.00	-534.17	73.29%
6800 · Vehicles																
6810 · Fuel	769.58	1,231.03	644.42	284.33	723.96	892.07							4,545.39	10,000.00	-5,454.61	45.45%
6820 · Truck Equipment, Expensed			21.65	52.38		127.91							201.94	2,000.00	-1,798.06	10.1%
6830 · Truck Repairs	1,123.07	703.35		-456.61		453.27							1,823.08	5,000.00	-3,176.92	36.46%
Total 6800 · Vehicles	1,892.65	1,934.38	666.07	-119.90	723.96	1,473.25							6,570.41	17,000.00	-10,429.59	38.65%
Total 6000 · Operations	26,888.09	41,612.54	47,892.04	31,206.60	100,907.12	73,255.63							321,762.02	549,700.00	-227,937.98	58.53%
Total Expense	124,787.21	142,977.03	164,368.56	138,337.45	220,732.13	184,064.97							975,267.35	2,037,475.00	-1,062,207.65	47.87%
Net Ordinary Income	36,845.47	134,925.76	-13,857.23	29,447.46	-50,929.52	93,635.07							230,067.01	181,985.00	48,082.01	126.42%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)	37,844.00		24,344.00		25,919.00	56,549.00							144,656.00	150,000.00	-5,344.00	96.44%
7130 · Conn. Fees, PFP (New Constr)	15,087.00	11,800.00	19,081.61		11,751.00	28,513.50							86,233.11	50,000.00	36,233.11	172.47%
7152 · Connection Fee Refunds	-24,892.11		-71,550.00		-2,139.00								-98,581.11			
7155 · Add'l Fixture Units (Remodel)				16,092.00									16,092.00			
7160 · PFP Pass Thru	341.11												341.11			
7165 · Meter Pass Thru Costs					715.50	330.00							1,045.50			
Total 7100 · Connection Fees	28,380.00	11,800.00	-28,124.39	16,092.00	36,246.50	85,392.50							149,786.61	200,000.00	-50,213.39	74.89%
7250 · CAMP Interest Income	3,056.73	5,014.98	5,532.38	6,877.60	8,305.13	9,490.06							38,276.88			
7600 · Bond Revenues, G.O.			1,913.00	2,592.13	13,699.03	459,200.30							477,404.46	983,546.00	-506,141.54	48.54%
7650 · Water System Reliability		1,163.88	1,483.82										2,647.70	1,000,000.00	-997,352.30	0.27%
Total 7000 · Capital Account Revenues	31,436.73	17,978.86	-19,195.19	25,561.73	58,250.66	554,082.86							668,115.65	2,183,546.00	-1,515,430.35	30.6%
Total Other Income	31,436.73	17,978.86	-19,195.19	25,561.73	58,250.66	554,082.86							668,115.65	2,183,546.00	-1,515,430.35	30.6%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	41,627.18	23,909.89	24,730.00	24,397.50	30,451.25	37,079.65							182,195.47	1,239,000.00	-1,056,804.53	14.71%
Total 8000 · Capital Improvement Program	41,627.18	23,909.89	24,730.00	24,397.50	30,451.25	37,079.65							182,195.47	1,239,000.00	-1,056,804.53	14.71%
9000 · Capital Account Expenses																
9075 · PFP Connection Expenses						4,000.00							4,000.00			
9100 · Interest Expense - GO Bonds		35,026.91											35,026.91	67,450.00	-32,423.09	51.93%
9125 · PNC Equipment Lease Interest	869.47	855.17	840.11	825.00	809.86	794.68							4,994.29	9,441.00	-4,446.71	52.9%
9150 · SRF Loan				30,813.50									30,813.50	62,527.00	-31,713.50	49.28%
9210 · Conservation Program/Rebates		100.00											100.00	3,000.00	-2,900.00	3.33%
Total 9000 · Capital Account Expenses	869.47	35,982.08	840.11	31,638.50	809.86	4,794.68							74,934.70	142,418.00	-67,483.30	52.62%
Total Other Expense	42,496.65	59,891.97	25,570.11	56,036.00	31,261.11	41,874.33							257,130.17	1,381,418.00	-1,124,287.83	18.61%
Net Other Income	-11,059.92	-41,913.11	-44,765.30	-30,474.27	26,989.55	512,208.53							410,985.48	802,128.00	-391,142.52	51.24%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2022 through June 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	TOTAL			
	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget												
Net Income	25,785.55	93,012.65	-58,622.53	-1,026.81	-23,939.97	605,843.60							641,052.49	984,113.00	-343,060.51	65.14%

Montara Water & Sanitary District Check Detail

January 26 - 27, 2023

Date	Num	Name	Paid Amount	
WARRANTS FOR BOARD OF DIRECTORS MEETING CONSENT AGENDA 2/2/2023				
SPLIT				
01/19/2023	13633	ACWA/JPIA	-4,366.66	PAID
01/19/2023	13634	Bill Softky	-150.00	PAID
01/19/2023	13636	Cruzio Internet	-82.98	PAID
01/19/2023	13638	Jim Harvey	-75.00	PAID
01/19/2023	13639	Kathryn Slater-Carter	-225.00	PAID
01/19/2023	13640	ODP Business Solutions	-2,640.70	PAID
01/19/2023	13641	PCT	-600.00	PAID
01/19/2023	13642	Peter Dekker	-225.00	PAID
01/19/2023	13643	Ric Lohman	-225.00	PAID
01/19/2023	13644	Scott Boyd	-75.00	PAID
01/19/2023	13645	Tech Solutions	-2,375.50	PAID
01/19/2023	13646	William Quesada	-1,750.50	PAID
01/25/2023	13647	Pacific Gass & Electric	-7,344.69	PAID
01/26/2023	13648	A-B Communications	-186.15	
01/26/2023	13652	Bay Alarm Company	-254.04	
01/26/2023	13655	Coastside Tree Service	-7,400.00	
01/26/2023	13656	Core & Main	-3,044.02	
01/26/2023	13657	Fitzgerald Law Offices	-50,600.21	
01/26/2023	13658	Fitzgerald Law Offices	-25,055.00	
01/26/2023	13659	Foster & Foster	-7,850.00	
01/26/2023	13661	KBA Document Solutions	-42.94	
01/26/2023	13665	PARS	-869.46	
01/26/2023	13669	Standard Insurance Co.	-487.95	
01/27/2023	13672	Kastama Strategic Consulting	-344.74	
01/27/2023	13677	Kastama Strategic Consulting	-4,614.75	
01/27/2023	13673	KBA Document Solutions	-19.03	
01/27/2023	13674	ODP Business Solutions	-145.46	

Montara Water & Sanitary District Check Detail

January 26 - 27, 2023

Date	Num	Name	Paid Amount	
WATER				
01/19/2023	13635	County of San Mateo Dept Public Works	-6,141.00	PAID
01/26/2023	13649	Andreini Brothers, Inc.	-46,148.92	
01/26/2023	13650	AT&T Mobility	-476.70	
01/26/2023	13651	Badger Meter, Inc.	-113.52	
01/26/2023	13653	Bay Area Air Quality Management District	-3,563.00	
01/26/2023	13654	BSK Lab	-155.60	
01/26/2023	13662	MWSD Sewer to GO BOND	-3,022.54	
01/26/2023	13663	North Coast County Water District	-470.00	
01/27/2023	13675	Pacific Gas & Electric	-1,015.08	
01/27/2023	13676	Reeson Blevins	-91.65	
01/26/2023	13670	SWRCB	-13,278.56	
01/26/2023	13671	Wells Fargo Remittance Center	-8,317.52	

Montara Water & Sanitary District Check Detail

January 26 - 27, 2023

Date	Num	Name	Paid Amount	
SEWER				
01/19/2023	13637	Herc Rentals	-4,879.49	PAID
01/26/2023	13660	Hue & Cry Security Systems, Inc.	-427.08	
01/26/2023	13664	Nute Engineering	-11,441.50	
01/26/2023	13666	Sewer Authority Mid-Coastside	-1,332.13	
01/26/2023	13667	Sewer Authority Mid-Coastside	-141,169.66	
01/26/2023	13668	Sewer Authority Mid-Coastside	-23,682.17	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 2, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for December 2022

A handwritten signature in blue ink, appearing to be 'C Heldmaier', located to the right of the subject line.

The Sewer Authority Mid-Coastside (SAM) has not approved the December flows to date. The report will be submitted to this board in a subsequent meeting

RECOMMENDATION:

For information only



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 2, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for December 2022 was 2.173%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 1/26/23 was 4.56%.
- 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: **February 2, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

As of February 2, 2023 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of February 2, 2023 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

As of February 2, 2023 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
1-05-23	Dan Eastman	1047 Birch, Montara	SFD	1-05-23

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 2nd, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Monthly Water Production Report

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

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

RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2022 (GALLONS)

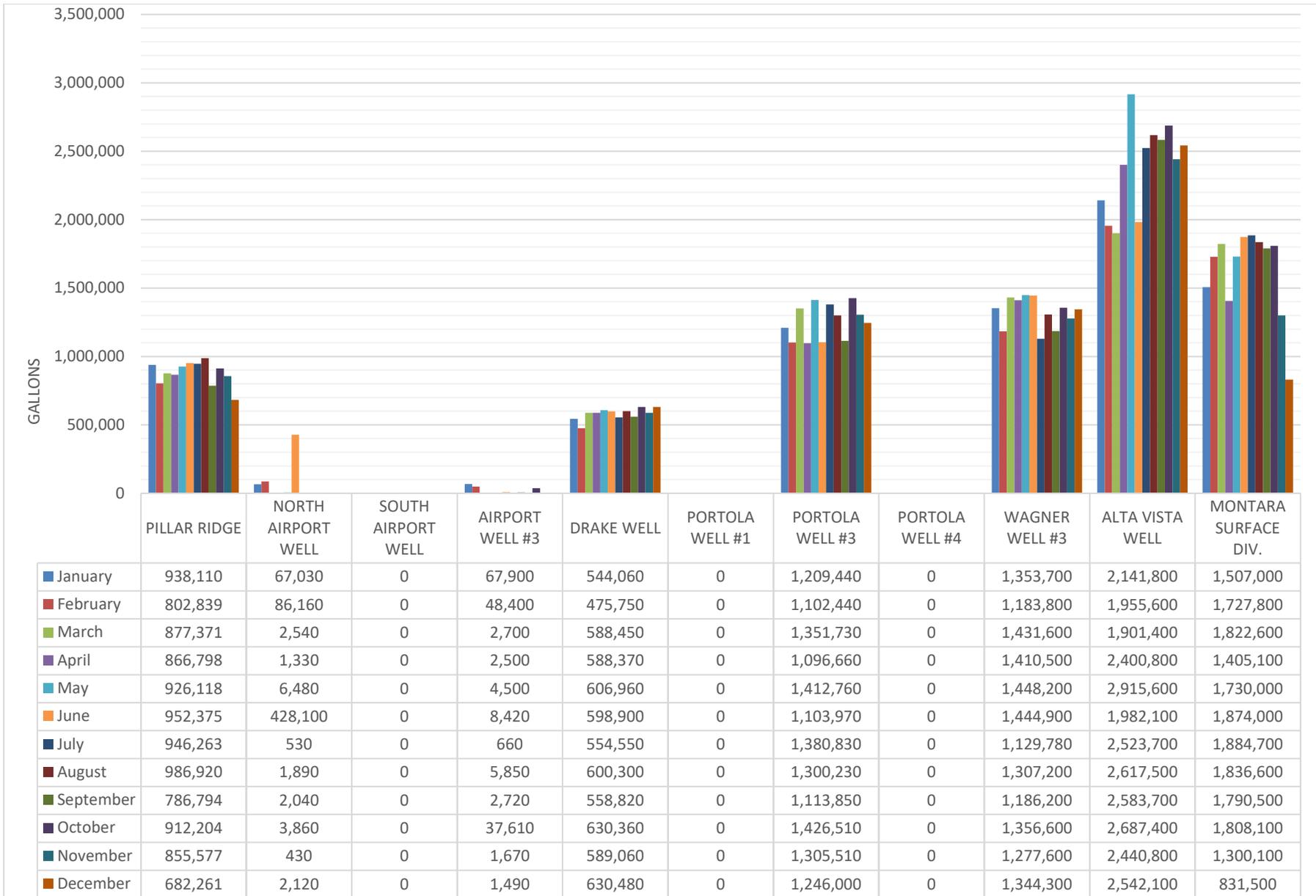
GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,829,040	7,382,789	7,978,391	7,772,058	9,050,618	8,392,765	8,421,013	8,656,490	8,024,624	8,862,644	7,770,747	7,280,251

MONTH

Annual Water Production 2022





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of February 2nd, 2023

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.

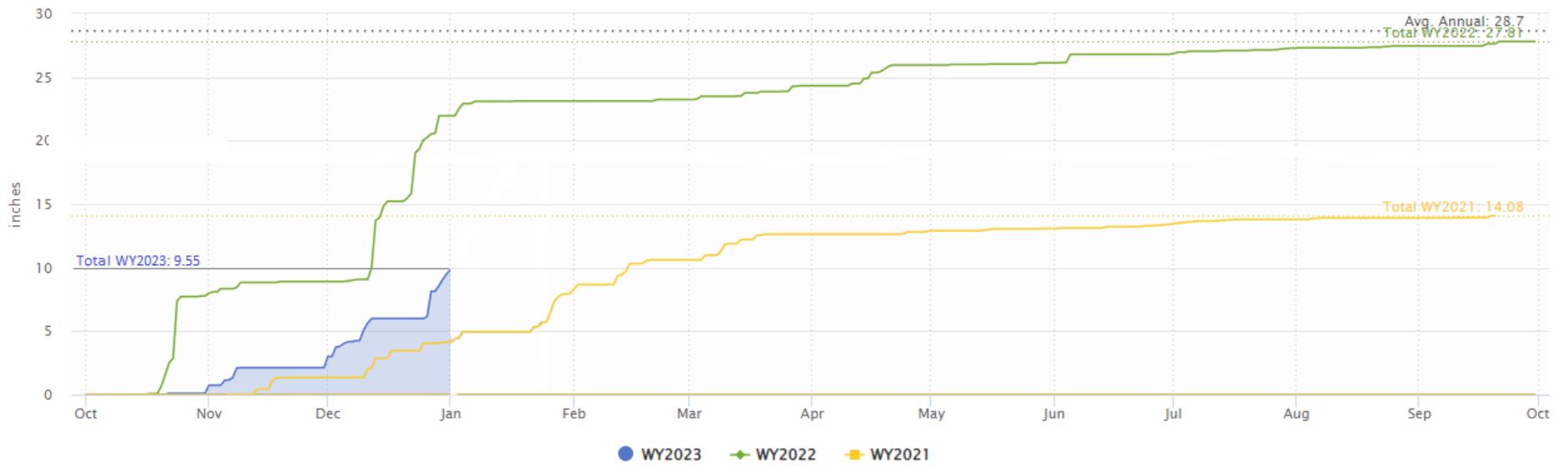
RECOMMENDATION:

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

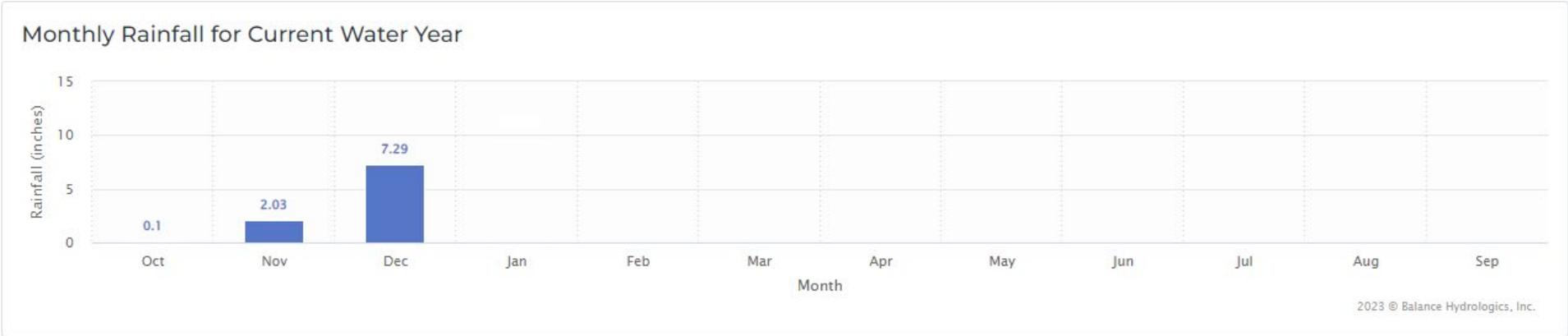
Attachments: 2

Annual Cumulative Rainfall

Rainfall at MWSD at Alta Vista Avenue Annual Cumulative Rainfall by Water Year



Monthly Cumulative Rainfall





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: February 2nd, 2023

TO: BOARD OF DIRECTORS *CH*

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Solar Energy Report

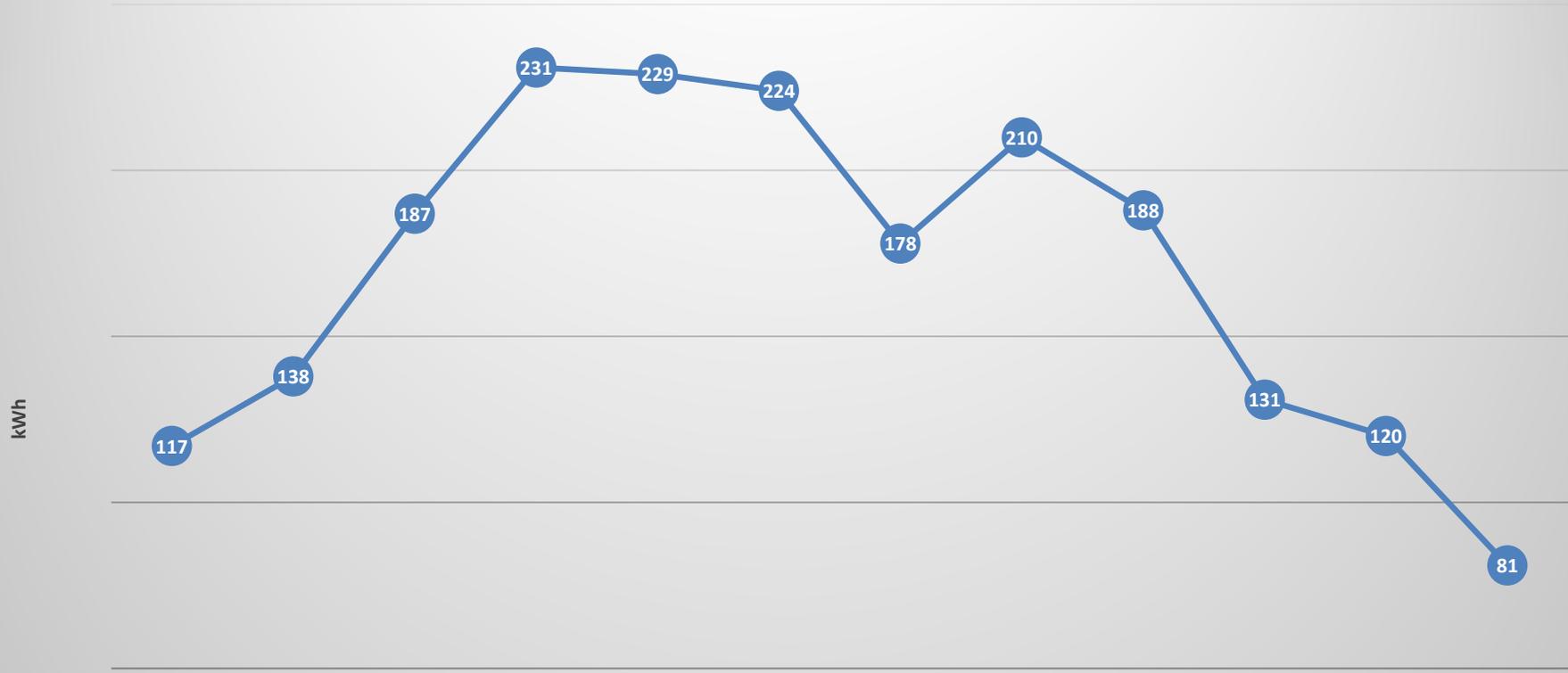
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 49,289 kWh and saved 83,792 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1

SOLAR ENERGY PRODUCED IN 2022 (kWh)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
total kWh	117	138	187	231	229	224	178	210	188	131	120	81



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 2, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Public Agency Retirement Service
Report for November 2022.**

The District has received the monthly PARS report for November 2022.

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 Sanitary Dist
Retirement Enhancement Plan**

**Monthly Account Report for the Period
11/1/2022 to 11/30/2022**

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

Plan ID: P7-REP15A

Account Summary

Source	Beginning Balance as of 11/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 11/30/2022
Contributions	\$1,179,509.05	\$9,395.65	\$62,454.78	\$520.48	\$1,151.02	\$0.00	\$1,249,687.98
TOTAL	\$1,179,509.05	\$9,395.65	\$62,454.78	\$520.48	\$1,151.02	\$0.00	\$1,249,687.98

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	5.28%	2.16%	-9.76%	5.29%	5.8%	-	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 Special Meeting Of: **February 2, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Remote Meetings During Emergency Conditions Under Government Code Section 54953 of the Brown Act

AB361 was signed into law by the Governor on September 16, 2021 (effective October 1, 2021). AB361 amends Gov't. Code Section 54953 of the Brown Act by allowing local agencies to hold meetings remotely during emergency situations, under the following conditions:

1. An emergency situation arises that produces an imminent risk to public health and safety.
2. A state of emergency is declared (pursuant to Gov't. Code § 8625).
3. A local agency wishes to meet remotely via teleconferencing as a result of the emergency. A meeting notice/agenda are produced and posted, with an agenda item dedicated to consideration of a resolution to transition to teleconferenced meetings consistent with the terms of Gov't. Code § 54953, subdivision (e).
4. A resolution is passed by majority vote consistent with the terms of Gov't. Code § 54953, subdivision (e), paragraph (1), subparagraph (B) (i.e., determining that in-person meetings present imminent risks to the health or safety of attendees or when state or local officials impose or recommend social distancing measures. This resolution is valid for 30 days.
5. 30 days later: if the state of emergency remains active, a local agency may pass a resolution authorizing continued teleconferenced meetings upon finding that legislative body has both 1) reconsidered the circumstances of the state of emergency, and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person or state/local officials continue to impose or recommend social distancing measures.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Special Meeting Of: **February 2, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

The Governor of the State of California declared a state of emergency on March 4, 2020 resulting from the COVID-19 pandemic; on March 10, 2020, the County of San Mateo also proclaimed the existence of a local emergency throughout the county as a result of COVID-19. Despite sustained efforts to reduce the threat, at present the Delta and Omnicron variants have been circulating in San Mateo County, are highly transmissible in indoor settings and require multi-component prevention strategies to reduce spread; despite high vaccination rates, San Mateo County is experiencing substantial levels of community transmission due to the Omnicron variant and while most COVID-19 cases are among unvaccinated residents, the proportion of breakthrough cases is increasing; hospitalizations have also increased, primarily among unvaccinated persons. Moreover, the small size of the District's Boardroom and administrative offices, as well as the lack of adequate ventilation and/or an air filtering system, further contribute to the unsafe indoor conditions for meeting in-person.

For the above reasons, holding in-person meetings poses an imminent risk to attendees and staff recommends that remote meetings are presently necessary to protect the health and safety of all attendees, including District staff and the Board of Directors.

RECOMMENDATION:

Adopt Resolution Authorizing Remote Teleconference Meetings of the Board of Directors of the Montara Water & Sanitary District Under Government Code Section 54953 of the Brown Act During Existence of State of Emergency Conditions Related to the Covid-19 Pandemic.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC

WHEREAS, Montara Water and Sanitary District (“District”) is a Sanitary District duly organized under the Sanitary District Act of 1923 (Health & Safety Code §§ 6400 – 6830) and 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 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) for the purpose of operating and maintaining wastewater and water facilities; and

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19; and

WHEREAS, the District is committed to preserving and nurturing public access and participation in meetings of the District’s Board of Directors (“Board”); and

WHEREAS, all meetings of the Board are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Board conduct its business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and county caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, that the legislative body meeting in-person would present imminent risks to the health and safety of attendees; and

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC

WHEREAS, such conditions now exist within the Montara Water and Sanitary District (“District”), specifically, by the Governor of the State of California’s executive order declaring a State Emergency as a result of the COVID-19 virus pandemic pursuant to Government Code section 8625 and by the County of San Mateo declaring a local emergency a result of the COVID-19 virus pandemic pursuant to Government Code section 8630 and Health and Safety Code Section 101080; and

WHEREAS, holding in-person meetings of the District’s Board of Directors (the “Board”) will present an imminent risk to the health and safety of Board members, District staff and attendees and directly impacts their ability to meet safely due to the SARS-CoV-2 B.1.617.2 (Delta) variant and Omicron Variant, which has been circulating in San Mateo County, is highly transmissible in indoor settings and requires multi-component prevention strategies to reduce spread; despite high vaccination rates, San Mateo County is experiencing substantial levels of community transmission due to the Delta variant and while most COVID-19 cases are among unvaccinated residents, the proportion of breakthrough cases is increasing; hospitalizations have also increased, primarily among unvaccinated persons; and

WHEREAS, the Board does hereby declare that the aforementioned conditions causing imminent risk to attendees if in-person meetings are held has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and to ratify the proclamation of state of emergency by the Governor of the State of California and the proclamation of emergency and orders of the County of San Mateo; and

WHEREAS, as a consequence of the state and local emergency, the Board does hereby declare that it shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS RELATED TO THE COVID-19 PANDEMIC

WHEREAS, the Board does hereby declare that the District shall take all measures necessary to ensure access to remote teleconference meetings for the public in accordance with paragraph (2) of subdivision (e) of section 54953.

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:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and in-person meetings present imminent risk to attendees as heretofore described.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The District Manager and the Board Chair are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act, and to make adjustments in meeting practices and/or remote logistics to comply with this Resolution and local or state health orders to ensure the health and safety of employees and residents while maintaining critical District operations.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30-days from the date of its adoption, or (ii) such time as the Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board may continue to remotely teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Section 6. Rescission. Resolution No. 1669 establishing a temporary meeting location is hereby rescinded pursuant to Governor's Order N-08-21.

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER
AND SANITARY DISTRICT AUTHORIZING REMOTE TELECONFERENCE
MEETINGS UNDER GOVERNMENT CODE SECTION 54953 OF THE BROWN
ACT DURING EXISTENCE OF STATE OF EMERGENCY CONDITIONS
RELATED TO THE COVID-19 PANDEMIC**

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 Regular Adjourned Meeting thereof held on the 2nd day of February 2023, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Regular Meeting Of: February 2, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Recognizing Ric Lohman for his Decades of Outstanding and Dedicated service to our Community.

It is with deep sadness and heavy hearts that we acknowledge the death of Director Ric Lohman, who passed away on January 19, 2023. Since moving to the Coastside in 1991, he was a resolute advocate of environmental and financial responsibility, and supported recycled water, smart water supply planning, sustainable development, and independence of local public utilities at high levels of efficiency under local control.

Ric joined the Granada Sanitary District in 2004 to 2017, and was integral in the reorganization of the district into the Granada Community Services District (GCSD) in order to gain parks and recreation powers. He also worked hard in protecting public and environmental safety with the removal of an active sewer line off Mirada Road pedestrian bridge.

Ric was later elected to the Montara Water and Sanitary Board (MWSD) in November 2018 when he moved to Montara, and served on the Board from 2018 to 2023. He made several important contributions on the Board, and represented MWSD at LAFCo, CSDA, and many other organizations, ensuring our community had a voice.

He also served on the Sewer Authority Mid-Coastside District (SAM) Board representing GCSD from 2005 to 2017, and MWSD from 2019 to 2023. He was steadfast and tenacious on the SAM Board during some tumultuous and difficult times during his tenure.

Ric's strong ethics and fortitude served as a superior example to others and enabled him to make significant contributions during his 30 years of public service. This Board desires to express its gratitude and appreciation to Ric Lohman for his leadership and devotion to duty as a Board Member and District Officer by adopting the attached resolution.

RECOMMENDATION:



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Regular Meeting Of: February 2, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Adopt the Resolution of the Montara Water and Sanitary District Recognizing Ric Lohman for his Decades of Outstanding and Dedicated Service to Our Community.

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT RECOGNIZING RIC LOHMAN FOR HIS DECADES OF OUTSTANDING AND DEDICATED SERVICE TO OUR COMMUNITY

WHEREAS, Ric Lohman was elected to the Montara Water and Sanitary Board (MWSD) in November 2018 and during that time he was appointed to serve as President Pro-Tem, Vice-Chair and Secretary; and

WHEREAS, Ric served from 2004 to 2017 on the Board of the Granada Sanitary District (GSD), after 2014 known as the Granada Community Services District (GCSO), and was a vital participant in GSD's application to the Local Agency Formation Commission (LAFCO) to gain parks and recreation powers under a reorganization into a Community Services District, and was actively involved during that 10-year process until GSD successfully reorganized in October of 2014, and worked tirelessly with GCSO to successfully remove an active sewer line off of the Mirada Road pedestrian bridge in Miramar, greatly reducing the possibility of a sewer spill into the ocean; and

WHEREAS, Ric served over 18 years on the Sewer Authority Mid-Coastside Board, first from 2005 to 2017 as the GCSO representative and then from 2019 to 2023 as the MWSD representative, and during his tenure served as Board Chair, Vice-Chair, and Secretary/Treasurer, as well as a member of the Ad Hoc Wet Weather Flow Management Project Committee, and the Ad Hoc Recycled Water Committee, and played a key role in discussions and progress towards developing a recycled water project at the Sewer Authority Mid-Coastside;

WHEREAS, Ric served on the Midcoast Community Council, as well as the San Mateo County Local Agency Formation Committee prior to his service on the Montara Water & Sanitary District Board and continued to serve on the LAFCO committee for MWSD; and

WHEREAS, Ric has been an active community leader and a well-known local environmental and community activist since moving to the Coastsides in 1991; throughout the last 30 years he displayed his passion for and dedication to the Coastsides community, to its improvement, and his avid support for recycled water, smart water supply planning, openness, financial and environmental responsibility, sustainable development, and maintaining local public utilities at high levels of efficiency under local control; and

WHEREAS, Ric's strong leadership in support of the District and the communities of Montara and Moss Beach has served as a superior example to others and enabled him to make significant contributions to the many achievements of the District prior to and during his tenure on the Board.

WHEREAS, the District has significantly benefited from Ric Lohman's service on numerous Standing and Ad-Hoc Committees of the Board, such as Budget and Finance, Connection, Strategic Plan Progress, Planning, CSDA and ACWA; and

WHEREAS, this Board desires to express its gratitude and appreciation to Ric Lohman for his leadership and devotion to duty as a Board Member and District Officer;

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. This Board does hereby recognize Ric Lohman for his exemplary and dedicated leadership and service to the Montara Water and Sanitary District and the greater Coastside community, and does hereby express its sincere gratitude and appreciation of him in that regard.

2. The District Clerk is hereby authorized and directed to transmit a copy of this resolution to Ric Lohman's family.

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 regular meeting thereof held on the 2nd day of February 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 2, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Vacant
Position for Board of Directors**

On January 21, 2023, the General Manager was notified of Director Ric Lohman's untimely passing on January 19, 2023. This creates a vacancy on the Board in which the remaining members may fill either by appointment or calling a special election within sixty (60) days of the vacancy (no later than April 3, 2023) as provided under Government Code (Gov't. Code) Section 1780. As further required by Gov't. Code § 1780(b), the District is required to notify the County Elections Office of the vacancy within fifteen (15) days after the Board is notified of the vacancy or the effective date of the vacancy, whichever is later (vacancy date). This meeting item serves as notification to the Board of the vacancy and, therefore, constitutes the vacancy date for purposes of complying with the Gov't. Code requirements for filling vacancies.

Should the Board decide to fill the vacancy by appointment, the person appointed will hold office until the next District election cycle. This is so because the vacancy occurred within the first half of Director Lohman's term of office (elected November, 2022) and at least 130 days (i.e., 4 ½ months) before the next general district election cycle in November, 2024. Therefore, the person appointed will hold office until the next general District election. Gov't Code §1780(d)(2). Once a person is elected to fill the vacancy in the November 2024 election, he/she shall hold office for the unexpired balance of the term of office that was vacated which, in this case, would be the 2-year unexpired term of Director Lohman.

Should the Board decide to fill the vacancy by calling a special election, then the election is required to be held on the next established election date that is 130 days or more after the date the Board calls for the election; per the County of San Mateo Election website, the next established election date that would be 130 days or more is March 5, 2024 (there are no elections currently scheduled for 2023.) If Board decides to call special election, the District must notify the County elections office of its decision within 60 days of vacancy (no later than April 3, 2023). Moreover, election costs and expenses associated with a special election would be borne by the District.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 2, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

If Board chooses appointment, the appointment must be made no later than April 3, 2023. The District must post a public notice of the vacancy in three (3) conspicuous places within the District at least 15-days prior to making the appointment. The notice may include an invitation for interested persons to submit a letter of interest to the President of the Board and/or other specifics about the appointment process. The recommended schedule calls for making the appointment at a Regular Meeting of the Board on March 2, 2023 or, if necessary, March 16, 2023, which is the last regular meeting before the April 3 deadline. The District must then notify the County Elections Official within 15-days of the appointment.

If the Board fails to make the appointment or call a special election within the time required, the County Board of Supervisors may make the appointment prior to ninety (90) days after the vacancy occurred.

The District's past practice has been to fill Board vacancies by appointment.

RECOMMENDATION:

Authorize General Manager to notify the County Elections Official of the vacancy.

Determine whether to fill the vacancy by appointment or special election.

If by appointment, 1) authorize staff to immediately post the Notice of Vacancy in three (3) conspicuous places within the District, including the HMB Review and District Website and approve the Resolution of the Montara Water and Sanitary District, San Mateo County, California, Resolving to Fill the Vacancy on the Board of Directors by Appointment; and 2) fill the vacancy no later than April 3, 2023.

If by special election, authorize staff to notify the San Mateo County Election Official of the Board's intent to fill the vacancy by special election no later than April 3, 2023.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT, SAN MATEO COUNTY, CALIFORNIA, RESOLVING TO FILL THE VACANCY ON THE BOARD OF DIRECTORS BY APPOINTMENT

WHEREAS, on February 2, 2023, the Montara Water and Sanitary District (“District”) Board of Directors was made aware of the passing of Director Ric Lohman, resulting in a vacancy on the District Board; and

WHEREAS, pursuant to California Water Code Section 30504, Health and Safety Code Section 6483 and Government Code Section 1780, the District Board may elect to fill the vacancy by either appointment or special election; and

WHEREAS, the District’s Board of Directors has determined to fill the vacancy by appointment.

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 vacancy on the District Board of Directors created by the passing of Director Ric Lohman, effective February 2, 2023, shall be filled by appointment no later than April 3, 2023 as provided by Government Code Section 1780.

2. The District’s General Manager is hereby authorized and directed to notify the San Mateo County Election Official of the vacancy and the District’s intent to fill said vacancy by appointment within fifteen (15) days from the date of this Resolution.

3. Staff is directed to post the Notice of Vacancy in three (3) conspicuous places within the District, including the HMB Review and the District’s website, at least fifteen (15) days prior to the District Board making the appointment.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MONTARA WATER AND SANITARY DISTRICT, SAN MATEO
COUNTY, CALIFORNIA, RESOLVING TO FILL THE VACANCY
ON THE BOARD OF DIRECTORS BY APPOINTMENT**

* * * *

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 2nd day of February 2023, by the following vote:

AYES, Directors:

ABSTENTION:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



Montara Water & Sanitary District

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

Tel: (650) 728-3545

8888 Cabrillo Highway

Fax: (650) 728-8556

Montara, CA 94037-0131

E-mail: mwsd@coastside.net

Visit Our Web Site: <http://www.mwsd.montara.com>

January 24, 2023

March Church
Chief Elections Officer & Assessor-County Clerk-Recorder
County of San Mateo
40 Tower Road
San Mateo, CA 94402

RE: Montara Water & Sanitary District Board of Directors – Notice of Vacancy

Dear Mr. Church,

Pursuant to Government Code Section 1780(b), this serves to notify the County Elections Office of a vacancy on the Board of Directors of the Montara Water & Sanitary District due to the passing of Board Member Ric Lohman, effective as of February 2, 2023. The Board of Directors intends to fill the vacancy by appointment within the time prescribed by law.

Sincerely,

Clemens Heldmaier, General Manager

MONTARA WATER AND SANITARY DISTRICT
NOTICE OF VACANCY ON BOARD OF DIRECTORS

AND

**INVITATION TO APPLY FOR APPOINTMENT AS A MEMBER OF
THE BOARD**

NOTICE IS HEREBY GIVEN that a vacancy has occurred on the Montara Water and Sanitary District (MWSD) governing Board by the passing of a member, effective February 2, 2023. The remaining members of the Board intend to fill the vacancy by appointment pursuant to Government Code Section 1780(d). The person appointed will serve until the next General District Election in November, 2024.

Persons interested in serving on the five (5) member MWSD Board are invited to apply by emailing (info@mwsd.net), mailing or delivering a letter of interest addressed to the President, Montara Water and Sanitary District Board, P.O. Box 370131, 8888 Cabrillo Highway, Montara, CA 94037-0131 on or before 5:00 p.m. February 24, 2023. Under the law, only electors who are registered voters residing within the District boundaries are eligible for appointment to the Board.

NOTICE IS FURTHER GIVEN that the MWSD governing Board will consider the appointment at a regular Board meeting to be held at 7:30 p.m. on March 2, 2023.

Dated: _____

Clemens Heldmaier
General Manager



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 2, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Water
and Sewer Rate Studies.**

In November 2022 the MWSD board authorized the initiation of a water rate study and anticipated the initiation of a following sewer rate study to adjust sewer rates for FY 2023/2024.

The District's current water rates are not providing sufficient income to cover next year's financial needs. A \$500,000 loan from sewer to water was implemented to temporarily cover a portion of the costs in this year's budget.

The District's financial consultant Alex Handlers with Bartle Wells will present initial findings and ideas.

RECOMMENDATION:

Review the suggestions in the presentation and direct staff.

Attachment



Montara Water & Sanitary District

Water & Sewer Rates

Background & Key Issues



Water Rates

- MWSD has historically provided strong financial stewardship via adoption of annual water rate increases to support the operating and capital funding needs of the District's water enterprise. Over past decade, MWSD adopted small annual water rate increases most years through July 1, 2018. New Water System Reliability Charges went into effect July 1, 2020 and equated to roughly a 50% increase in water rate revenues. These charges provided a dedicated funding source for rehabilitation and replacement of aging water system infrastructure.
- Regular water rates include both a) fixed service charges based on meter size, and b) volumetric quantity charges billed based on metered water according to a 4-tiered inclining rate structure. Fixed service charges currently recover roughly one-third of regular water rate revenues while the volumetric quantity charges recover about two-thirds of rate revenues. The District sends customer bi-monthly bills for water service. The District's Water System Reliability Charges are fixed charges based on meter size that are collected on the San Mateo County property tax rolls.
- Due to the implementation of the new Water System Reliability Charge, the District has been generating substantially more funding for capital improvements and the water enterprise is now on a stronger financial footing.
- With the increased revenues from the Water System Reliability Charges, the District has been able to get by with no increases to its regular water rates for the past few years. However it is recommended that the District consider restarting its prior practice of small annual water rate adjustments to keep up with cost inflation and keep rates in line with the cost of providing service.
- Water Rate Projections. Based on draft financial projections, MWSD should consider resuming its historical practice of adopting small annual rate adjustments each year. Projections estimate that roughly 3% - 5% annual water rate increases would be needed to help keep revenues in line with escalating expenses. In general, more rate increases in the near term result in the need for less rate increases in future years and vice versa.
- Prior analysis by SRT Consultants estimated that over the long-term the water enterprise would need to fund roughly \$2 million (current \$) per year of capital improvements to replace aging water system infrastructure.
- At some point in the future, the District may also want to increase its Water System Reliability Charges to support higher levels of annual funding for replacement of aging water system pipelines and infrastructure. One option previously discussed was potential for increasing these charges around the same time the District's outstanding 2012 General Obligation Refunding Bonds reach final maturity on August 1, 2028 to help offset the increases. Debt payments for the 2012 GO Bonds are also collected on the County property tax rolls. The District also has the ability to leverage the funding stream from these rates to support debt issuance if ever desired or needed. For example, annual debt service per each \$1 million of project funding is currently about \$60,000 per year.

- Water sales have remained very consistent from year to year with a slight reduction during the prior drought in 2014 - 2016, a slight uptick in FY20 & FY21, and subsequent decrease in FY22. Although these numbers vary from year to year, on average peak summer use (from Jul-Aug) is typically about 10% higher than average annual use, and wet weather use (from Jan-Apr) is typically about 10% lower than average annual use.

Sewer Rates

- MWSD has historically provided strong financial stewardship by implementing annual sewer rate increases to support the operating and capital funding needs of both MWSD and its allocated share of costs for the Sewer Authority Mid-Coastside (SAM). MWSD historically adopted small inflationary sewer increases each year through 2017. Starting July 1, 2018, MWSD has been phasing in more substantial rate increases to help address funding needs of both SAM's regional wastewater treatment plant and MWSD's own aging sewer collection system. MWSD last adopted sewer rate increases in 2020 via implementation 3 years of 9% rate increases. The final year of these rate increases went into effect on July 1, 2022.
- Sewer service charges are billed and collected on the San Mateo County Property Tax Roles. Residential customers are billed based on annual water use from 2 prior wet weather/winter billing periods (Nov-Feb or Dec-Mar) a period of minimal outdoor irrigation. Commercial customers are billed based on annual water.
- Sewer rate increases implemented in recent years were designed to take substantial steps in the right direction with the understanding that significant additional sewer rate increases would be needed in subsequent years. Financial projections developed for the prior sewer rate study projected that the District would need to continue phasing in 9% sewer rate increases for 4 more years with potential for smaller percentage rate increases in subsequent years.
- Sewer Rate Projections: BWA is in process of updating sewer enterprise financial projections to evaluate rate increases for upcoming years. Preliminary analysis indicates that the District should consider continuing to phase in 9% annual sewer rate increases in line with the prior projections.
- SAM's treatment plant is over 40 years old in need of substantial rehabilitation and upgrades. An independent analysis conducted a few ago recommended that SAM budget \$40 million over next 5-10 years for wastewater treatment plant improvements to address deficiencies and replace aging facilities. SAM also has a Consent Decree with the Ecologic Rights Foundation (ERF) that requires completion of approximately \$8 million of improvements to the Intertie Pipeline System by June 30, 2024.
- Prior analysis by Nute Engineering identified the need for roughly \$2 million per year for rehabilitation and replacement of aging facilities over next 20 years. Roughly 60% of MWSD's sewer pipelines are over 60 years old. The District's current sewer rates do not support this level of funding.

Issues for Board Input

➤ Water Rate Increases

- Level of annual water rate increases; BWA recommends consideration of annual increases in the 3% - 5% range
- How many years of water rate increases to consider adopting via the Prop 218 process
- Water Rate Structure issues for input:
 - Fixed vs. volumetric rate recovery. The District's fixed service charges currently recover roughly one-third of regular water rate revenues. In comparison, the District estimates that roughly 90% of its costs are fixed costs that do not vary with changes in water use. At the same time, the District receives other fixed revenues including property taxes, Water System Reliability Charges, and other miscellaneous revenues. Accounting for these other revenues, roughly 60% of annual revenues are essentially fixed revenues.
 - Potential water rate tier modifications. The District bills customers for water use according to a 4-tiered inclining rate structure that applies to all customers. The District transitioned from 2 tiers to 4 tiers beginning 2010. The rates levied for each tier need to have a reasonable nexus with the cost of service. BWA is currently working with the District to develop a cost-based rationale supporting the District's tiered rates. Based on analysis developed by SRT Consultants, the costs per unit of the District's various water supplies can vary significantly.
- Water rate increases can become effective any time. Since it would take a couple of months to go through the Proposition 218 rate increase process, the soonest water rate increases could go into effect would likely be June 1. Some agencies prefer to increase water rates on January 1 of each year, when water use is low, however the District's water use does not vary too much from month to month so the rationale for January 1 rate increases is less compelling than for other agencies with large variations in seasonal use.
- Future increases to Water System Reliability Charges can be implemented at any time pursuant to the Proposition 218 rate increase process. As noted, one option previously discussed was potential for increasing these charges around the same time the District's outstanding 2012 General Obligation Refunding Bonds reach final maturity on August 1, 2028 in order to time the future rate increase to coincide with the end of the GO Bond debt payments, which are also collected on the County tax rolls.

➤ Sewer Rate Increases

- Level of annual sewer rate increases; preliminary recommendation is to continue phasing in 9% annual rate increases with anticipation that District would re-evaluate its sewer enterprise finances and rates in future years, particularly in light of the unknown costs for the District's share of capital improvements to SAM's regional wastewater treatment facilities.
- How many years of sewer rate increases to consider adopting via the Prop 218 process
- Due to billing and collection via the San Mateo County property tax rolls, sewer rate increases typically go into effect on July 1

➤ **Schedule and Timing**

- Does the District prefer to go through separate Prop 218 processes for water and sewer rate increases. Agencies that provide both water and sewer service often adopt both water and sewer rate increases at the same time via using single Proposition 218 Notice. Based on BWA's experience with many California agencies, we would anticipate that the District would receive roughly the same level of pushback from ratepayers regardless of whether the rate increases were increased separately or concurrently.
- If directed, revised water and sewer rate recommendation could be brought back for Board consideration at the next Board Meeting with a draft Proposition 218 Notice. Prop 218 requires the District mail the Notices at least 45 days prior to the date of a Public Hearing at which proposed rates would be considered for adoption.



**Montara Water
and Sanitary District**



Water Financial Projections

Working Draft Tables



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

Montara Water & Sanitary District
Water Enterprise Financial Projections
List of Tables

- Table 1 - Historical Water Rates
 - Table 2 - Water System Reliability Charges
 - Table 3 - Accounts by Meter Size
 - Table 4 - Historical Water Sales (hcf)
 - Table 5 - Water Use & Revenues by Tier
 - Table 6 - Water Reserve Fund Balances
 - Table 7 - Water Enterprise Debt Service
 - Table 8 - Water 5-Year Capital Improvement Plan
 - Table 9 - Water Cash Flow Projections
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Table 1
Montara Water & Sanitary District
Historical Water Rates

	Jul-1 2009	Dec-1 2010	Jul-1 2012	Oct-1 2013	Jul-1 2014	Jul-1 2015	Jul-1 2016	Jul-1 2017	Jul-1 2018		
Quantity Charge Increase		Varies by Tier	4.0%	4.0%	5.1%	3.0%	3.0%	3.0%	3.0%		
Fixed Service Charge Increase		-40.5%	4.0%	4.0%	13.5%	3.0%	3.0%	3.0%	3.0%		
Quantity Charges (\$ per hcf)										Equiv. Rate per 100 glns	
Tier	Bi-Monthly Use										
Tier 1	0-6 hcf	Prior Rates	\$6.54	\$6.80	\$7.07	\$7.43	\$7.65	\$7.88	\$8.12		\$8.36
Tier 2	7-13 hcf	Included	8.72	9.07	9.43	9.91	10.21	10.52	10.84		11.17
Tier 3	14-27 hcf	2-Tiers	10.90	11.34	11.794	12.39	12.76	13.14	13.53		13.94
Tier 4	>27 hcf		15.26	15.87	16.50	17.35	17.87	18.41	18.96	19.53	
Service Charge per Meter per Month										\$ per Day	
5/8 x 3/4 inch meter	\$35.05	\$20.84	\$21.67	\$22.54	\$25.59	\$26.36	\$27.15	\$27.96	\$28.80		\$0.95
3/4 inch meter	41.81	22.92	23.84	24.79	28.15	28.99	29.86	30.76	31.68		1.04
1 inch meter	56.91	29.18	30.46	31.68	35.83	36.90	38.01	39.15	40.32		1.33
1-1/2 inch meter	76.02	37.51	39.01	40.57	46.06	47.44	48.86	50.33	51.84		1.70
2 inch meter	102.70	60.44	62.85	65.36	74.21	76.44	78.73	81.09	83.52		2.75
3 inch meter	189.99	229.24	238.41	247.95	281.49	289.93	298.63	307.59	316.82		10.42
4 inch meter	258.41	291.76	303.43	315.57	358.26	369.01	380.08	391.48	403.22	13.26	
Private Fire Protection Charge per Month										\$ per Day	
Up to 4 inch connection	\$13.89	\$13.89	\$14.85	\$15.44	\$15.44	\$15.90	\$16.38	\$16.87	\$17.38		\$0.57
6 inch connection	19.69	19.69	21.05	21.89	21.89	22.55	23.23	23.93	24.65		0.81
8 inch connection	26.24	26.24	28.05	29.17	29.17	30.05	30.95	31.88	32.84		1.08
10 inch connection	55.31	55.31	59.12	61.48	61.48	63.32	65.22	67.18	69.20		2.28
12 inch connection	77.18	77.18	82.51	85.81	85.81	88.38	91.03	93.76	96.57	3.17	

Note: 1 hcf = 100 cubic feet, or approximately 748 gallons.

Table 2
Montara Water & Sanitary District
Water System Reliability Charges
 Effective July 1, 2020

Meter Size	Annual Charge	Monthly Equivalent
Water Service Accounts		
5/8" x 3/4"	\$558.66	\$46.56
3/4"	837.99	69.83
1"	1,396.65	116.39
1-1/2"	2,793.30	232.78
2"	4,469.28	372.44
3"	8,379.90	698.33
4"	13,966.50	1,163.88
Accounts with Private Fire Service Only		
Up to 4"	\$279.33	\$23.28
6"	558.66	46.56
8"	893.86	74.49
10"	1,340.78	111.73
12"	1,899.44	158.29

connection shall be charged based on the customer's water meter size only.

Table 3
Montara Water & Sanitary District
Accounts by Meter Size

Meter Size	Number of Accounts	% of Water Accounts
Water Service Accounts		
5/8" x 3/4"	1,500	95.6%
3/4"	38	2.4%
1"	22	1.4%
1-1/2"	2	0.1%
2"	4	0.3%
3"	0	0.0%
4"	3	0.2%
Subtotal	1,569	100.0%
Private Fire Service Accounts		
Up to 4"	183	
6"	2	
8"	0	
10"	1	
12"	0	
Subtotal	186	

Source: MWSD account data as of December 2022.

Private Fire Service accounts include accounts that also receive water service and approximately 80 accounts with private fires service only.

Table 4

**Montara Water & Sanitary District
Historical Water Sales (hcf)**

Average	123,532
Median	123,283

	Jul/Aug	Sep/Oct	Nov/Dec	Jan/Feb	Mar/Apr	May/Jun	Total
2021/22	21,531	21,264	19,223	18,449	20,847	19,839	121,153
2020/21	25,587	24,173	23,096	19,903	17,749	21,382	131,890
2019/20	21,970	23,153	21,514	19,593	18,676	21,370	126,276
2018/19	23,819	23,035	21,278	19,173	17,430	19,616	124,351
2017/18	est. 21,359	23,165	24,234	17,245	18,643	20,120	124,766
2016/17	21,996	22,463	19,734	19,219	17,084	est. 20,226	120,722
2015/16	21,369	21,950	20,336	18,725	17,381	20,069	119,830
2014/15	est. 25,141	21,946	18,683	17,325	19,698	20,043	122,836
2013/14	22,233	23,811	21,344	20,265	17,300	18,776	123,729
2012/13	24,079	23,592	20,389	18,301	18,181	21,366	125,908
2011/12	20,489	21,591	19,193	19,538	18,440	19,280	118,531
2010/11	22,461	23,212	20,948	19,051	17,177	19,543	122,392

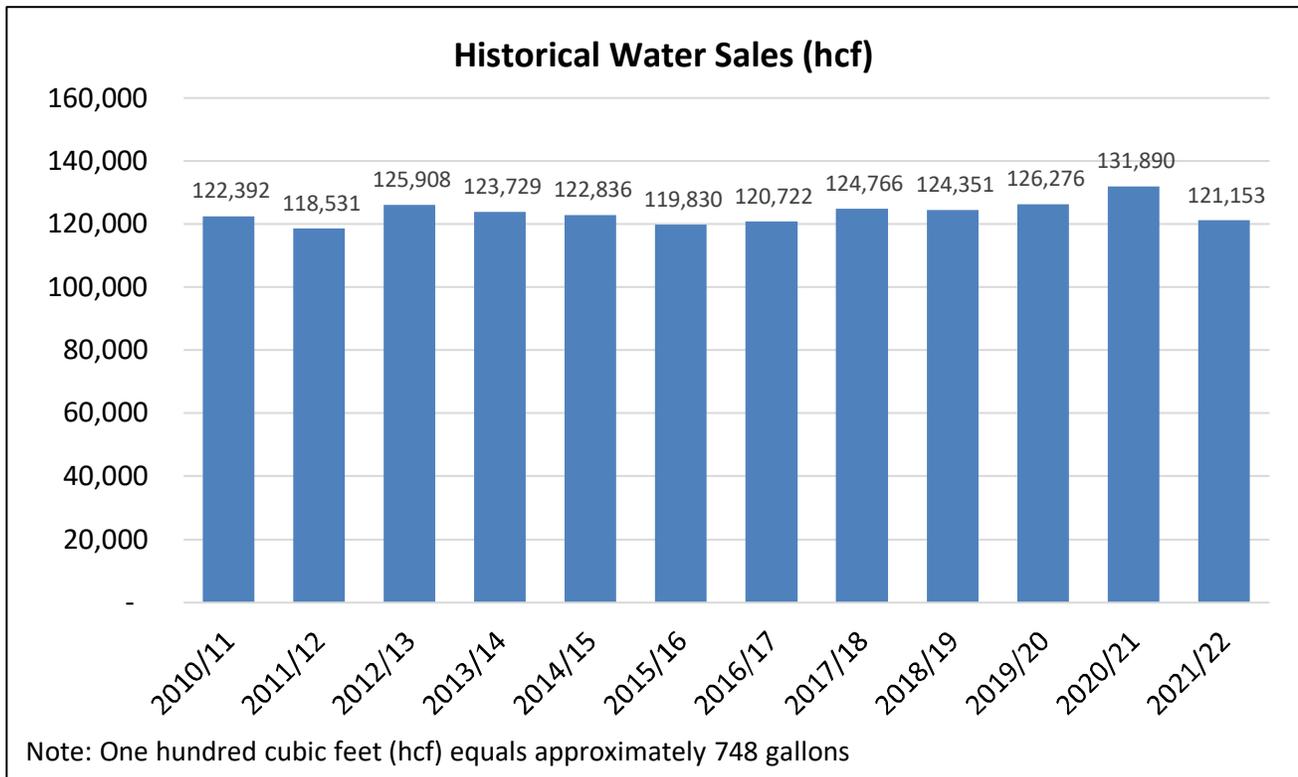


Table 5
Montara Water & Sanitary District
Water Use & Revenues by Tier

Bi-Monthly Use in Tier	Water Use by Tier (hcf)								Revenues by Tier	
	Jan/Feb	Mar/Apr	May/June	Jul/Aug	Sep/Oct	Nov/Dec	Total Use	% of Total	Revenues	% of Total
2022										
Tier 1 0-6 hcf	10,491	13,823	10,747	10,724	10,800	10,679	67,264	55.5%	\$530,668	43.8%
Tier 2 7-13 hcf	5,712	5,398	6,208	6,382	7,258	5,213	36,171	29.8%	404,030	33.3%
Tier 3 14-27 hcf	1,585	1,514	2,147	2,430	2,703	1,917	12,296	10.1%	171,406	14.1%
Tier 4 >27 hcf	585	743	746	895	1,505	993	5,467	4.5%	106,771	8.8%
Total	18,373	21,478	19,848	20,431	22,266	18,802	121,198	100.0%	1,212,875	100.0%
2021										
Tier 1 0-6 hcf	11,149	10,748	10,814	10,798	10,727	10,569	64,805	53.5%	\$538,401	43.4%
Tier 2 7-13 hcf	6,224	5,131	7,227	7,021	6,975	6,079	38,657	31.9%	431,625	34.8%
Tier 3 14-27 hcf	2,096	1,496	2,661	2,854	2,624	1,900	13,631	11.3%	190,044	15.3%
Tier 4 >27 hcf	478	376	694	830	995	692	4,065	3.4%	79,389	6.4%
Total	19,947	17,751	21,396	21,503	21,321	19,240	121,158	100.0%	1,239,459	100.0%
2020										
Tier 1 0-6 hcf	10,670	10,560	10,745	11,066	11,051	11,591	65,683	54.2%	\$545,565	34.3%
Tier 2 7-13 hcf	6,110	5,702	7,252	8,583	8,390	7,308	43,345	35.8%	483,297	30.4%
Tier 3 14-27 hcf	1,774	1,528	2,488	4,049	3,611	3,262	16,712	13.8%	233,132	14.7%
Tier 4 >27 hcf	1,042	900	888	11,878	1,143	939	16,790	13.9%	327,909	20.6%
Total	19,596	18,690	21,373	35,576	24,195	23,100	142,530	117.6%	1,589,903	100.0%

Table 6
Montara Water & Sanitary District
Water Reserve Fund Balances

May need to separate out Water System Reliability Charges
 Any interest in simplifying and revising minimum reserve targets?

	Balance July 2018	Balance May 31, 2019	Balance June 30, 2020	Balance June 30, 2021	Balance June 30, 2022	Min Fund Target	Over/(Under) Target	Minimum Reserve Policy
Water Operations	\$886,305	\$1,025,705	\$707,341	\$890,174	\$1,069,849	n/a		
Operating Reserve	46,009	46,009	46,009	46,009	46,009	330,000	(283,991)	2 months of O&M expenses
Capital Reserve	398,249	398,249	398,249	398,249	398,249	500,000	(101,751)	Lowest year CIP for existing customers + engineer's est. of annual replacement projects
SRF Reserve	48,222	48,222	48,222	48,222	48,222	185,000	(136,778)	Supposed to be annual debt service ???
Connection Fee Reserve	253,020	253,020	253,020	253,020	253,020	253,020	0	One year of est. connection fee revenue
Other*	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>1,015,461</u>	<u>751,808</u>	<u>n/a</u>	<u>n/a</u>	
Total	1,631,805	1,771,205	1,452,841	2,651,135	2,567,157	1,268,020	(522,520)	

* Includes Water System Reliability Charges and other amounts temporarily in the Sewer Fund that are due to the Water Fund.

Table 7
Montara Water & Sanitary District
Water Enterprise Debt Service

	2006 PNC Lease	SRF Loan 022 Alta Vista Tank	SRF Loan 024 Planning Loan	Total Debt Service
Issue Size	\$1,818,134	\$2,920,000	\$500,000	
Interest Rate	2.95%	2.2836%	2.0933%	
Term	20 Years	20 Years	5 Years	
Payments	Monthly	Semi-Annual	Semi-Annual	
Purpose	Water Meters (50% Water)	Alta Vista Tank	Planning Loan	
2015/16	59,275	92,500	107,000	258,775
2016/17	62,325	185,000	107,000	354,325
2017/18	65,275	185,000	107,000	357,275
2018/19	68,875	185,000	107,000	360,875
2019/20	72,425	185,000	107,000	364,425
2020/21	76,130	185,000	-	261,130
2021/22	79,905	185,000	-	264,905
2022/23	83,520	185,000	-	268,520
2023/24	87,230	185,000	-	272,230
2024/25	88,558	185,000	-	273,558
2025/26	88,650	185,000	-	273,650
2026/27	29,536	185,000	-	214,536
2027/28	-	185,000	-	185,000
2028/29	-	185,000	-	185,000
2029/30	-	185,000	-	185,000
2030/31	-	185,000	-	185,000
2031/32	-	185,000	-	185,000
2032/33	-	185,000	-	185,000
2033/34	-	185,000	-	185,000
2034/35	-	185,000	-	185,000
2034/35	-	92,500	-	92,500

Table 8
Montara Water & Sanitary District
Water 5-Year Capital Improvement Plan

Should Distribution System R&R be increased on last 2 years due to roughly \$1M per year of new Wtr Sys Rel Charges? or maybe spread storage tank rehab over another year?

	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total
Existing Customer CIP						
Distribution System Renew & Repl Program (1)	200,000	214,000	228,981	245,008	262,160	1,150,149
Water Conservation Program	9,000	9,630	10,304	11,025	11,797	51,756
Storage Tank Rehabilitation Program (2)	200,000	950,000	1,000,000			2,150,000
Pillar Ridge Water Treatment Plant Rehabilitation	500,000	300,000				800,000
Emergency Generator Replacement Program	55,000	58,850	62,970	67,377	72,094	316,291
Vehicle Replacement Fund		50,000	53,500	57,245		160,745
Staff Retention Program		100,000	400,000			500,000
Subtotal	964,000	1,682,480	1,755,755	380,655	346,051	5,128,941
Average Annual CIP Funding						1,025,788
New Customer CIP						
Water Main Upgrade Program (1)	200,000	1,000,000	1,070,000	1,144,900	1,225,043	4,639,943
Existing Well Upgrade Program (3)		320,000	342,400	366,368		1,028,768
New and Upgraded PRV Stations' Program (4)		250,000	267,500	286,225	306,261	1,109,986
Emergency Generator Upgrade Program	75,000	80,250	85,868	91,878	98,310	431,306
Portola Tank Telemetry Upgrade				250,000		250,000
Develop Additional Supply Reliability			100,000	350,000	1,000,000	1,450,000
Subtotal	275,000	1,650,250	1,865,768	2,489,371	2,629,614	8,910,003
Average Annual CIP Funding						1,782,001
Total Annual Capital Cost	1,239,000	3,332,730	3,621,523	2,870,026	2,975,665	14,038,944

(1) These programs include a project to merge the Alta Vista and Portola Zones to improve system reliability and to provide service to new customers. Proposed split is 50/50. Additionally, in the following years of the CIP, these programs include a replacement of a failed main under and along Hwy 1.

(2) This project includes urgent repairs needed to the Portola Tank and is coupled with the above project (1) for cost efficiency

(3) This project is for the Pillar Ridge wells' rehabilitation and upgrades

(4) This project would add new PRV stations, sampling stations, valves, and upgrade existing

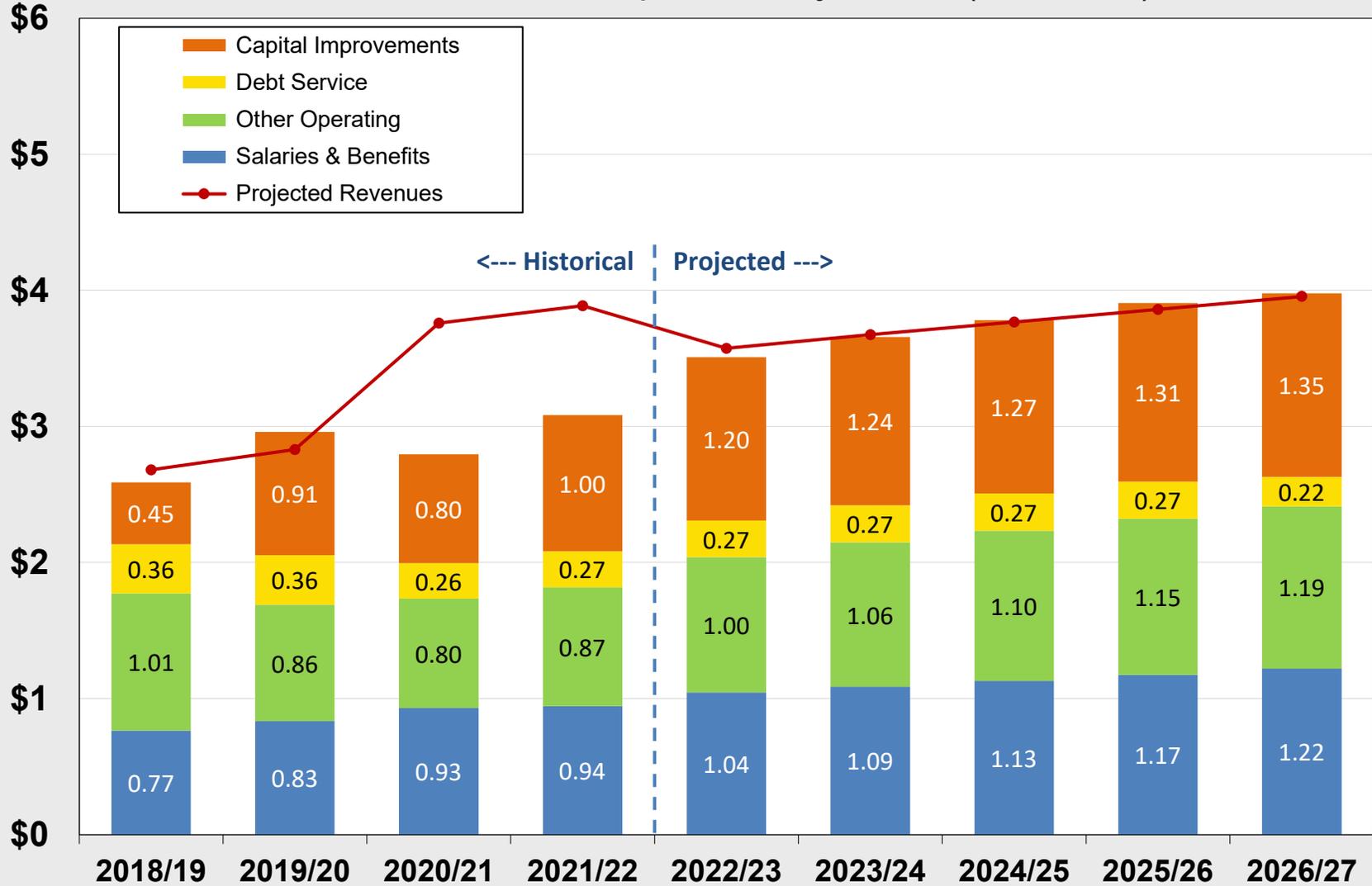
Table 9
Montara Water & Sanitary District
Water Cash Flow Projections

Working Draft

	Actual 2020/21	Estimated 2021/22	Projected				
			2022/23	2023/24	2024/25	2025/26	2026/27
Effective Date of Rate Increases			July 1				
Water Rate Increases	0%	0%	0%	4%	4%	4%	4%
New Water & Fire Svc Connections (EDUs)			7	7	7	7	7
Growth in Customer Base				0.4%	0.4%	0.4%	0.4%
Water Use (hcf)	131,890	121,153	122,000	122,000	122,000	122,000	122,000
Change in Water Sales			0.7%	0.0%	0.0%	0.0%	0.0%
Interest Earnings Rate			1.5%	2.0%	2.0%	2.0%	2.0%
Cost Escalation				4.0%	4.0%	4.0%	4.0%
Beginning Fund Balances All Funds	\$1,453,000	\$2,651,000	\$2,567,000	\$2,632,000	\$2,651,000	\$2,638,000	\$2,592,000
<i>Cash & Equivs from Audit</i>	<i>1,453,000</i>	<i>1,636,000</i>					
REVENUES							
Water Rate Revenues	1,953,000	1,749,000	1,850,000	1,919,000	1,991,000	2,065,000	2,142,000
Water System Reliability Charges	949,000	1,028,000	990,000	994,000	998,000	1,002,000	1,006,000
Property Taxes (+2%)	455,000	517,000	400,000	408,000	416,000	424,000	432,000
Water & Fire Connection Fees	249,000	462,000	214,000	218,000	223,000	227,000	232,000
Interest Earnings (est.)			39,000	53,000	53,000	53,000	52,000
Cell Phone Tower Lease	34,000	0	30,000	31,000	32,000	33,000	34,000
Other/Misc Revenues	119,000	130,000	50,000	52,000	54,000	56,000	58,000
Total Revenues	3,759,000	3,886,000	3,573,000	3,675,000	3,767,000	3,860,000	3,956,000
EXPENSES							
Operating Expenses			Budget				
Personnel	931,000	944,000	1,044,000	1,086,000	1,129,000	1,174,000	1,221,000
Professional Services	239,000	194,000	230,000	239,000	249,000	259,000	269,000
Facilities & Administration	87,000	96,000	81,000	84,000	87,000	90,000	94,000
Engineering	70,000	78,000	70,000	100,000	104,000	108,000	112,000
Pumping	84,000	97,000	106,000	110,000	114,000	119,000	124,000
Supply	44,000	39,000	53,000	55,000	57,000	59,000	61,000
Transmission	120,000	160,000	120,000	125,000	130,000	135,000	140,000
Treatment	74,000	93,000	95,000	99,000	103,000	107,000	111,000
Other Operations	85,000	117,000	240,000	250,000	260,000	270,000	281,000
Subtotal Operating Expenses	1,734,000	1,818,000	2,039,000	2,148,000	2,233,000	2,321,000	2,413,000
Debt Service							
PNC Equipment Lease (Thru FY27)	76,000	80,000	84,000	87,000	89,000	89,000	30,000
SRF Loan 022 (Alta Vista Tank)	185,000	185,000	185,000	185,000	185,000	185,000	185,000
SRF Loan 024 (Planning Loan)	0	0	0	0	0	0	0
Subtotal Debt Service	261,000	265,000	269,000	272,000	274,000	274,000	215,000
Capital Improvements	?	?					
Water System Improvements	800,000	1,000,000	1,200,000	1,236,000	1,273,000	1,311,000	1,350,000
Total Expenses	2,795,000	3,083,000	3,508,000	3,656,000	3,780,000	3,906,000	3,978,000
Revenues Less Expenses	964,000	803,000	65,000	19,000	(13,000)	(46,000)	(22,000)
Ending Fund Balances	2,417,000	3,454,000	2,632,000	2,651,000	2,638,000	2,592,000	2,570,000
? Min Rsrv Target: 25%O&M+SRFdebt+\$	1,120,000	1,140,000	1,190,000	1,220,000	1,240,000	1,270,000	1,290,000
Debt Service Coverage: ≥1.20	7.76	7.80	5.70	5.61	5.60	5.62	7.18
Annual Funding Generated for CIP	1,764,000	1,803,000	1,265,000	1,255,000	1,260,000	1,265,000	1,328,000

Montara Water & Sanitary District

Water Revenue & Expense Projections (\$ Millions)



Sewer Rates & Prior Financial Projections

Table 1
Montara Water & Sanitary District
Historical Sewer Rates

	July 1 2010	July 1 2011	July 1 2012	July 1 2013	July 1 2014	July 1 2015	July 1 2016	July 1 2017	July 1 2018	July 1 2019	July 1 2020	July 1 2021	July 1 2022
Residential Rate Adjustment		2.5%	4.3%	3.0%	3.0%	3.0%	3.0%	2.9%	21.7%	21.0%	9.0%	9.0%	9.0%
Sewer Service Charge Rates													
<i>Volumetric charges billed per month of winter water use (\$ per hcf)*</i>													
Residential	\$11.56	\$11.85	\$12.36	\$12.73	\$13.11	\$13.50	\$13.91	\$14.31	\$17.41	\$21.07	\$22.97	\$25.04	\$27.29
Restaurants	20.98	21.50	22.42	23.09	23.78	24.50	25.23	25.96	30.21	36.55	39.84	43.43	47.34
Motels	12.43	12.74	13.29	13.69	14.10	14.52	14.96	15.39	18.33	22.18	24.18	26.36	28.73
Offices	10.22	10.48	10.92	11.25	11.59	11.94	12.29	12.65	15.69	18.98	20.69	22.55	24.58
General Commercial	11.08	11.35	11.84	12.19	12.56	12.93	13.32	13.70	16.80	20.33	22.16	24.15	26.32
Schools	10.41	10.67	11.12	11.45	11.98	12.15	12.52	12.88	15.93	19.28	21.02	22.91	24.97
Hospitals	11.63	11.92	12.43	12.81	13.19	13.59	13.99	14.40	17.36	21.01	22.90	24.96	27.21
All Other Commercial	12.05	12.35	12.88	13.26	13.66	14.07	14.49	14.91	n/a	n/a			
Minimum Charge: <i>Minimum sewer bill based on 48 hcf of annual billed use (4 hcf per month).</i>													
Residential charges are applied based on water use from two winter billing periods (Nov/Dec & Jan/Feb or Dec/Jan & Feb/Mar). Commercial charges are applied based on annual water use from the prior fiscal year.													
Note: 1 hcf = 1 hundred cubic feet, or approximately 748 gallons.													

Table 2	Montara Water & Sanitary District - Sewer Cash Flow Projections										May 2020
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
Rate Adjustment Effective Date	July 1	July 1	July 1	July 1	July 1	July 1	July 1	July 1	July 1	July 1	
Rate Adjustments	21%	9%	9%	9%	9%	9%	9%	9%	6%	6%	
New Sewer Connections (EDUs)	5	5	5	5	5	5	5	5	5	5	
Sewer Capacity Charges (EDU)	\$26,378	\$26,906	\$27,444	\$27,993	\$28,553	\$29,124	\$29,706	\$30,300	\$30,906	\$31,524	
Interest Earnings Rate	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	
Cost Escalation	-	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	
Beginning Sewer Fund Balances	\$5,292,000	\$4,683,000	\$4,267,000	\$3,940,000	\$3,729,000	\$3,661,000	\$3,668,000	\$3,684,000	\$3,804,000	\$3,867,000	
REVENUES											
Sewer Service Charges	3,006,000	3,286,000	3,592,000	3,927,000	4,293,000	4,693,000	5,130,000	5,608,000	5,962,000	6,338,000	
Property Taxes (+2%)	275,000	281,000	287,000	293,000	299,000	305,000	311,000	317,000	323,000	329,000	
Connection/Remodel Fees	142,000	145,000	147,000	150,000	153,000	156,000	159,000	162,000	165,000	168,000	
Interest Earnings (est.)	106,000	94,000	85,000	79,000	75,000	73,000	73,000	74,000	76,000	77,000	
Cell Phone Tower Lease	35,000	36,000	37,000	38,000	39,000	40,000	41,000	42,000	43,000	44,000	
Other Revenues	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	
Total Revenues	<u>3,604,000</u>	<u>3,882,000</u>	<u>4,188,000</u>	<u>4,527,000</u>	<u>4,899,000</u>	<u>5,307,000</u>	<u>5,754,000</u>	<u>6,243,000</u>	<u>6,609,000</u>	<u>6,996,000</u>	
EXPENSES											
Operating Expenses											
Personnel	350,000	368,000	386,000	405,000	425,000	446,000	468,000	491,000	516,000	542,000	
Professional Services	500,000	300,000	315,000	331,000	348,000	365,000	383,000	402,000	422,000	443,000	
Other Operating Expenses	164,000	172,000	181,000	190,000	200,000	210,000	221,000	232,000	244,000	256,000	
SAM Wastewater Treatment	1,017,000	1,068,000	1,121,000	1,177,000	1,236,000	1,298,000	1,363,000	1,431,000	1,503,000	1,578,000	
SAM Collection Services	342,000	359,000	377,000	396,000	416,000	437,000	459,000	482,000	506,000	531,000	
Subtotal	<u>2,373,000</u>	<u>2,267,000</u>	<u>2,380,000</u>	<u>2,499,000</u>	<u>2,625,000</u>	<u>2,756,000</u>	<u>2,894,000</u>	<u>3,038,000</u>	<u>3,191,000</u>	<u>3,350,000</u>	
Debt Service											
PNC Equipment Lease	72,000	76,000	80,000	84,000	87,000	89,000	89,000	30,000	0	0	
I-Bank Loan	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	
Subtotal	<u>127,000</u>	<u>131,000</u>	<u>135,000</u>	<u>139,000</u>	<u>142,000</u>	<u>144,000</u>	<u>144,000</u>	<u>85,000</u>	<u>55,000</u>	<u>55,000</u>	
Non-Operating Expenses											
MWSD Capital Improvements	1,200,000	1,200,000	1,300,000	1,400,000	1,500,000	1,700,000	1,900,000	2,100,000	2,300,000	2,500,000	
SAM WWTP Improvements	513,000	700,000	700,000	700,000	700,000	700,000	800,000	900,000	1,000,000	1,100,000	
Subtotal	<u>1,713,000</u>	<u>1,900,000</u>	<u>2,000,000</u>	<u>2,100,000</u>	<u>2,200,000</u>	<u>2,400,000</u>	<u>2,700,000</u>	<u>3,000,000</u>	<u>3,300,000</u>	<u>3,600,000</u>	
Total Expenses	<u>4,213,000</u>	<u>4,298,000</u>	<u>4,515,000</u>	<u>4,738,000</u>	<u>4,967,000</u>	<u>5,300,000</u>	<u>5,738,000</u>	<u>6,123,000</u>	<u>6,546,000</u>	<u>7,005,000</u>	
Revenues Less Expenses	(609,000)	(416,000)	(327,000)	(211,000)	(68,000)	7,000	16,000	120,000	63,000	(9,000)	
Ending Fund Balances	4,683,000	4,267,000	3,940,000	3,729,000	3,661,000	3,668,000	3,684,000	3,804,000	3,867,000	3,858,000	
Rsrv Target 50% O&M + 2M	3,187,000	3,134,000	3,190,000	3,250,000	3,313,000	3,378,000	3,447,000	3,519,000	3,596,000	3,675,000	
Debt Service Coverage: ≥ 1.20	9.69	12.33	13.39	14.59	16.01	17.72	19.86	37.71	62.15	66.29	



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 2, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning
Changes to AB 361 and Transition to In-Person
Meetings**

This item was discussed during the January 19, 2023 meeting, as the Board is considering all options and working on finding the best solution for a challenging issue.

The Governor's office announced that the COVID-19 State of Emergency will end on February 28, 2023. At that point government agencies in California will not be able to hold emergency teleconference meetings pursuant to AB 361. This was agendaized and discussed at the January 19, 2023 meeting and will continue tonight. The Board wants to ensure that they have a safe space for those present.

The District's Legal Counsel has prepared a memorandum outlining requirements and exceptions to resume in-person meetings. The Board may want to start discussing whether it wants to continue to allow the public, staff and others the option to participate in meetings via zoom to reduce the number of people in attendance ("hybrid meetings") and, if so, whether technological or equipment changes/services might be required to achieve that.

RECOMMENDATION:

Discuss and direct staff as needed.

LEGAL MEMORANDUM

To: Clemens Heldmaier, District Manager

From: Christine C. Fitzgerald, District General Counsel

Date: December 29, 2022

Re: Brown Act – Remote Meetings

As you are aware, the Governor’s office announced that the COVID-19 State of Emergency will end on February 28, 2023. At that point, and absent a postponement of the Governor’s plan, COVID-19 will no longer be a valid basis to hold emergency teleconference meetings pursuant to AB 361.

Traditional Brown Act Teleconference Meetings (Pre-Pandemic)

The Brown Act allows an agency's governing board to use any type of teleconferencing (e.g., remote, virtual) in connection with any meeting. However, outside of emergency circumstances as described below, a teleconference meeting must comply with the following requirements:

1. At least a quorum of the board must participate from locations within the agency’s jurisdiction.
2. Each teleconference location must be identified in the notice and agenda of the meeting.
3. Agendas must be posted at each teleconference location.
4. Each location must be accessible to the public.
5. The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.
6. All votes must be by roll call.

AB 361 – Authorizes Remote Meetings Under State of Emergency

In response to the COVID-19 pandemic, Governor Newsom issued Executive Orders lifting several of the above requirements to allow agencies to hold public meetings while complying with shelter-in-place orders and social distancing recommendations. In September 2021, the Governor signed AB 361, which effectively incorporated those Executive Orders into the Brown Act. Under AB 361, an agency can hold fully remote or hybrid teleconference meetings without complying with the public access and notice requirements listed above, provided that

1. The Governor has declared a State of Emergency, *AND*

2. State or local officials have imposed or recommended measures to promote social distancing; *OR*, the legislative body finds that meeting in person would present imminent risks to health or safety of attendees.

Therefore, once the COVID-19 State of Emergency is lifted, agencies will no longer have the necessary authority to hold AB 361 virtual meetings as a result of COVID-19.

AB 361 is set to expire December 31, 2023, which date will become important if the Governor opts to postpone lifting the State of Emergency on February 28, 2023 or if a subsequent State of Emergency is enacted.

New AB 2449 – Authorizes Board Members to Participate Remotely Under Limited/Emergency Circumstances

Effective January 1, 2023, AB 2449 allows *individual members* of legislative bodies to remotely participate in meetings in the event of a *personal emergency* without having to reveal private addresses or make private addresses accessible to the public. AB 2449 procedures *do not* require a state of emergency declaration. The conditions under which AB 2440 may be invoked are:

1. At least a quorum of the legislative body must participate in-person from a singular location.
2. The individual member who desires to participate remotely must have *just cause* OR *emergency circumstances* for such participation;
 - a. Just cause is defined as:
 - Childcare or caregiving of family member
 - A contagious illness
 - A need related to a physical or mental disability
 - Travel while on official business of the legislative body or another state or local agency
 - b. Emergency Circumstances means a physical or family medical emergency.

Depending upon whether the individual member's remote participation is for just cause or due to an emergency, there are certain procedural requirements relating to notice and agency action that must be met. Moreover, the agency must provide either a two-way audiovisual platform or a two-way telephone service and a live webcasting of the meeting so that the public may remotely hear, observe and address the legislative body during the meeting. Finally, an individual member is not permitted to participate remotely for more than 3 consecutive months or 20% of the agency's regular meetings within a calendar year.

AB 2449's rules will remain in effect through 2025. After January 1, 2026, and unless further legislation is adopted, only the pre-pandemic, traditional Brown Act teleconference rules will remain in effect.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 2, 2023**

FROM: Clemens Heldmaier, General Manager 

SUBJECT: General Manager's Report

Operations Report January 2023

811 Dig Alerts

- 1/6/2023 – 735 California, emergency power pole installation. No water lines to mark in USA area.
 - 887 Etheldore, emergency power pole installation. Water lines marked in USA area.
 - 210 Weinke Way, work to repair gas line. Water lines marked in USA area.
- 1/8/2023 – 880 Linda Vista, emergency power pole installation. Work completed before water lines were marked.
- 1/10/2023 – 2355 Carlos, emergency power pole installation. Work completed before water lines were marked.
 - CA-1, Work to repair sewer force main. Water lines marked in USA area.
- 1/11/2023 – 1195 Acacia, work to replace power pole. Water lines marked in USA area.
- 1/18/2023 – CA-1, Work to repair sewer force main. Water lines walked with contactor and marked in USA area.
 - 860 Harte, work for sewer infrastructure improvement. Work to repair sewer force main. Water lines marked in USA area.
- 1-23-2023 – CA-1, No water lines to mark in USA area.

Work Orders

- 12/30/22-1031 Cedar, MOVO. Final read taken, water turned off, door tag left.
- 1/3/23-1031 Cedar, MOVI. Start read taken and water turned on.
 - 967 Jordan. Customer requests water be turned back on after repairing leak. Leak still active and water shut off at meter.
 - 201 Nevada, MOVO. Final read taken, water shut off, door tag left.
- 1/4/23- 201 Nevada, MOVI. Start read taken and water turned on.
- 1/6/23- 430 Marine. Customer called about fallen tree on district property and requests cleanup. Photos taken and management notified.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 2, 2023**

FROM: Clemens Heldmaier, General Manager

- 1/11/23- Customer would like to know if water is safe to drink. Customer informed that water is safe to drink with no interruption in water production.

After Hours Call Outs

- 12/30/22- Customer called concerned about possible leak on 7th street. MWSD operator identified water coming from sump pump discharged into street.
- 12/31/22- accompany Clemens to inspect multiple sites in district including Walker Tank and SAM treatment plant to inspect sewer issues.
 - PRTP high reaction tank alarm
 - A.B. communications call for leaking sewer main on Hwy 1 x Vallemar.
- 1/1/23- Repair rain gauge at AVTP
- 1/2/23- A.B. Communications call for fallen tree and broken service line at house on Jordan st.
- 1/4/23- AVTP alarm for no power
 - PRTP alarm no power
 - SCADA alarm for airport coms
 - PRTP alarm no power

Repairs and Leaks

- 1/8/2023 – Work to repair large hole in 6” water main on Linda Vista after excavation auger accidentally hit MWSD water infrastructure.

Miscellaneous

- Operation Dead Endpoint Absent Reads. O.D.E.A.R.
 - 280 missed reads
 - 19 missed reads not on missed read report
 - 7 High Usages
- Refueling generators during power outages.

Maintenance

- Replace VFD at P3
- Work to correct coms issues with airports wells, prtp, and schoolhouse.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 2, 2023**

FROM: Clemens Heldmaier, General Manager

Covid-19: MWSD offices remain closed to the public since March 16, 2020. SOP's for Covid-19 office and employee safety were updated since new health orders were issued. MWSD operations is working at full capacity always adhering to social distancing guidelines.

RECOMMENDATION:

This is for Board information only.

Attachment