



# 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

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

# AGENDA

## District Board of Directors

8888 Cabrillo Highway  
Montara, California 94037

## June 1, 2023 at 7:30 p.m.

The meeting will take place in the District offices located at the above address. Seating is limited and social distancing will be practiced due to ongoing public health and safety concerns. Simultaneous public access and participation is also available remotely, via telephone or the ZOOM application:

### ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/87398231541?pwd=dkNJSVhyVVZ6eXJPRU1zc1M4ZFFlQT09>

MEETING ID: 873 9823 1541

Password: 786853

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/wuZKb9gwEY7sMACllsr7VSJglB35kNZA/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. For participants attending the meeting virtually, 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](mailto: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. Materials related to an item on this Agenda submitted to the Board after distribution of the Agenda Packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site ([www.mwsd.montara.org](http://www.mwsd.montara.org)) subject to staff's ability to post the documents before the meeting.

## **CALL TO ORDER**

## **ROLL CALL**

## **PRESIDENT'S STATEMENT**

## **ORAL COMMENTS** (Items other than those on the agenda)

## **PUBLIC HEARING**

1. [Review and Possible Action Concerning Transition from At-large to By-division Based Elections](#)
2. [Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.](#)
3. [Review and Possible Action Confirming Reports on Sewer Service Charges and Water System Reliability Charges for FY 2023-2024, and Delinquent Refuse Collection Charges and Water Service Charges for FY 2022-2023.](#)

## **CONSENT AGENDA**

1. [Approve Minutes for Regular Scheduled Board Meeting May 4, and 18, 2023 and Personnel Committee Meeting May 8, 2023.](#)
2. [Approve Financial Statements for April 2023](#)

3. [Approve Warrants for June 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 March 2023](#)

## **OLD BUSINESS**

## **NEW BUSINESS**

1. [Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2023-2024 General Budget.](#)
2. [Review and Possible Action Concerning Approval of 2023/2024 Water and Sewer Budget and Capital Improvement Programs.](#)
3. [Review and Possible Action Concerning Revisions to Reserve Policy.](#)
4. [Review and Possible Action Concerning Adoption of Connection Charge Report](#)

## **REPORTS**

1. Sewer Authority Mid-Coastside Meetings (Slater-Carter).
2. Mid-Coast 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 (3 potential cases)

## **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code §54957(b)(1))

Title: General Manager

## **CONFERENCE WITH LABOR NEGOTIATORS**

(Government Code §54957.6)

Unrepresented Employee: General Manager

## **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.

## **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 AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning  
Transition from At-large to By-division Based  
Elections**

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This District is required to transition from an at-large to a by-division election system. This will be the third hearing in a series of meetings, reviewing draft maps, with emphasis on refining boundaries based on Board and community input.

## RECOMMENDATION:

Open the public hearing, allow relevant testimony, close the public hearing and direct Redistricting Partners to refine maps accordingly.

Attachments

A solid green horizontal bar spanning the width of the page.

Montara Water and Sanitary  
District  
2023 Districting  
Draft Maps



# Agenda

Things we will cover:

- Traditional Districting/Redistricting Principles
- COI Testimony
- Current Map
- Draft Maps
- Next Steps

# Traditional Redistricting Principles

Guiding districting/redistricting principles that drive the process

There are a number of criteria that have been used nationally and upheld by courts.

- Relatively equal size - people, not citizens
- Contiguous – districts should not hop/jump
- Maintain “*communities of interest*”
- Follow city and census designated place boundaries
- Keep districts compact – appearance/function





## 2020 Census

	MWSD
Population	5,574
Deviation	0
Deviation %	0.0%
Other	4,049
Other %	72.6%
Latino	1,194
Latino %	21.4%
Asian	282
Asian %	5.1%
Black	49
Black %	0.9%

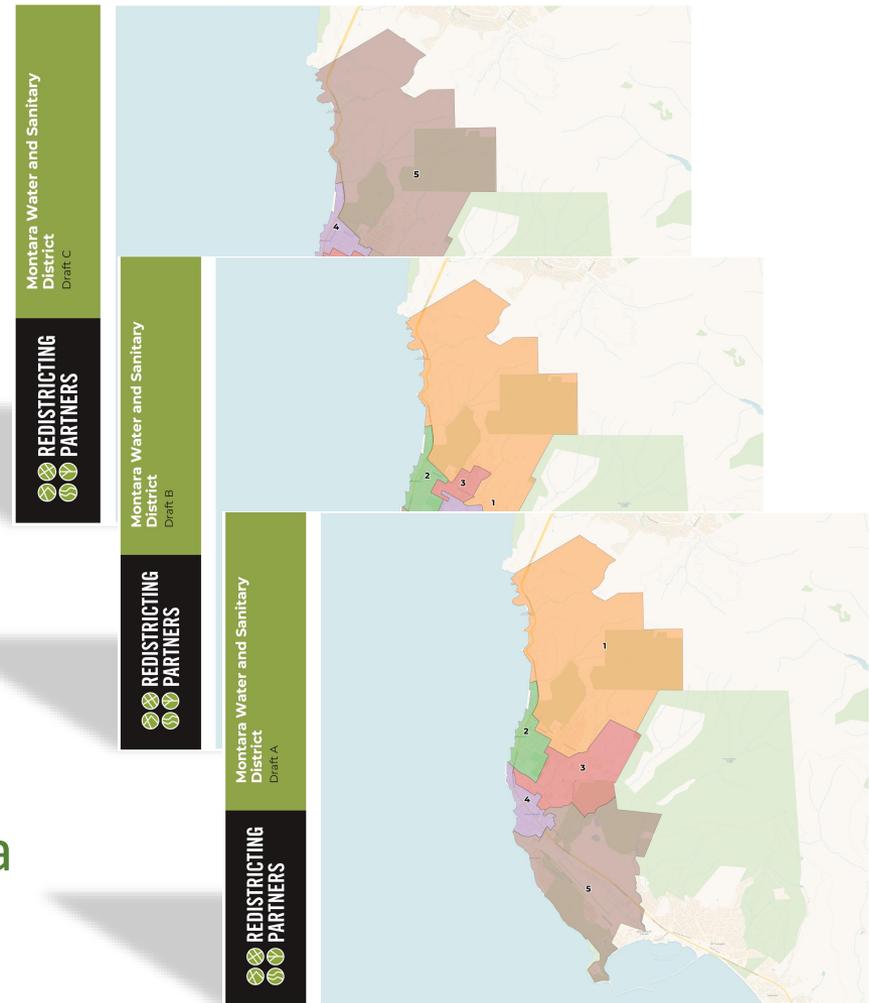
## Citizen Voting Age Population (CVAP)

	MWSD
Total CVAP	4,331
Other CVAP	3,752
Other CVAP %	86.6%
Latino CVAP	466
Latino CVAP %	10.8%
Asian CVAP	94
Asian CVAP %	2.2%
Black CVAP	19
Black CVAP %	0.4%

# Draft Map Plans

Each draft plan is provided with both a PDF and Online Web-based format

- **Draft Map A:** Follows districting principles, underpopulating Pillar Ridge district
- **Draft Map B:** Follows districting principles, creates a rural district
- **Draft Map C:** Different option using districting principles, similar to A





**2020 Census**

	1	2	3	4	5
Population	1,153	1,115	1,107	1,116	1,082
Deviation	38	0	-8	1	-33
Deviation %	3.4%	0.0%	-0.7%	0.1%	-2.9%
Other	983	1,023	641	863	539
Other %	85.3%	77.3%	82.6%	77.3%	44.7%
Latino	114	219	88	182	591
Latino %	9.9%	16.6%	11.3%	16.3%	49.0%
Asian	54	67	44	57	60
Asian %	4.7%	5.1%	5.7%	5.1%	5.0%
Black	2	14	3	14	16
Black %	0.2%	1.1%	0.4%	1.3%	1.3%

**Citizen Voting Age Population (CVAP)**

	1	2	3	4	5
Total CVAP	970	1,119	573	911	758
Other CVAP	926	930	457	835	604
Other CVAP %	95.5%	83.1%	79.8%	91.7%	79.7%
Latino CVAP	42	171	69	50	134
Latino CVAP %	4.3%	15.3%	12.0%	5.5%	17.7%
Asian CVAP	2	18	32	25	17
Asian CVAP %	0.2%	1.6%	5.6%	2.7%	2.2%
Black CVAP	0	0	15	1	3
Black CVAP %	0.0%	0.0%	2.6%	0.1%	0.4%

**2020 Census**

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Deviation %	3.4%	0.0%	-0.7%	0.1%	-2.9%	
Other	983	1,023	641	863	539	
Other %	85.3%	77.3%	82.6%	77.3%	44.7%	
Latino	114	<b>Total Plan Deviation: 6.3%</b>			182	591
Latino %	9.9%				16.3%	49.0%
Asian	54	67	44	57	60	
Asian %	4.7%	5.1%	5.7%	5.1%	5.0%	
Black	2	14	3	14	16	
Black %	0.2%	1.1%	0.4%	1.3%	1.3%	

**Citizen Voting Age Population (CVAP)**

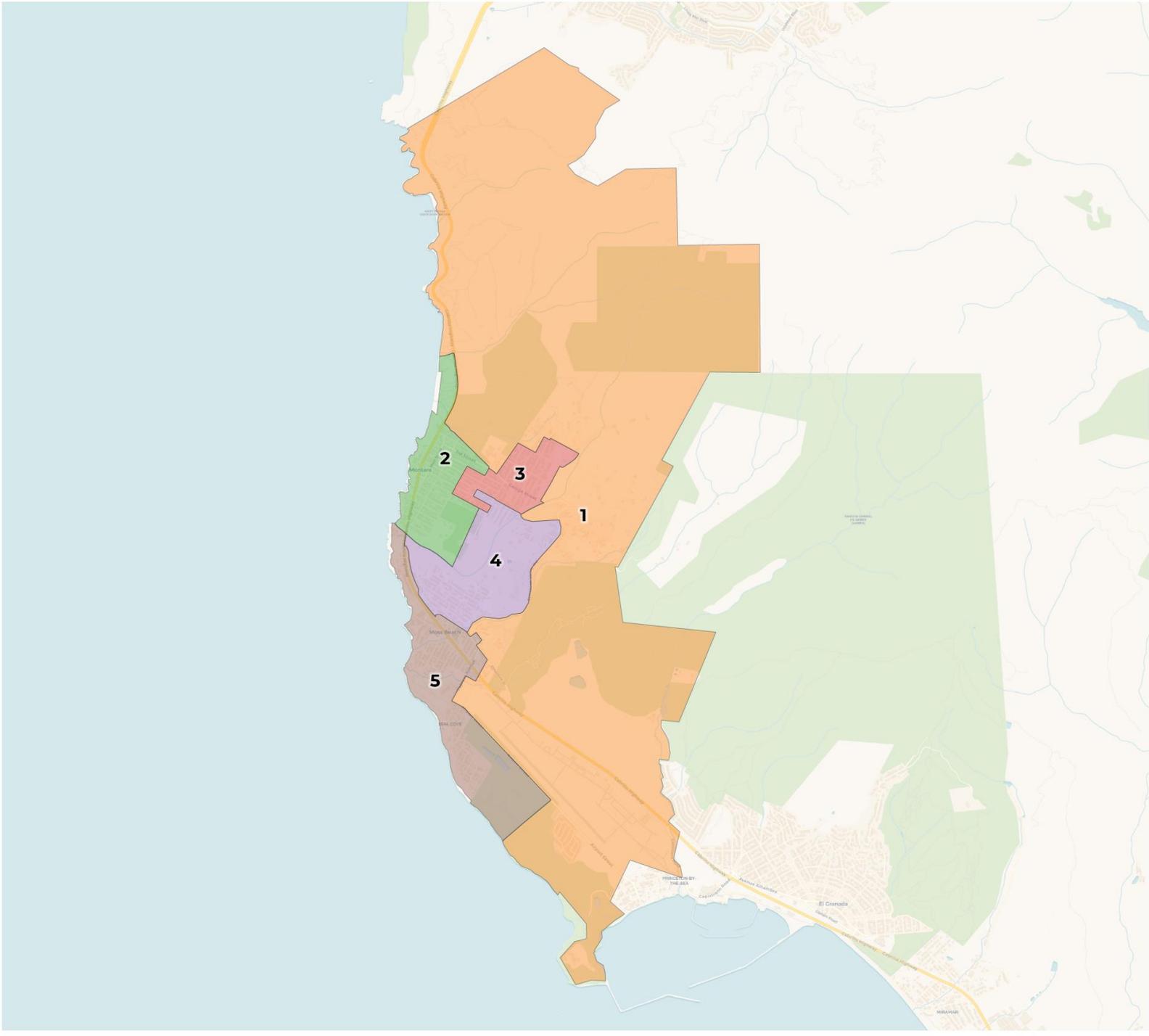
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**REDISTRICTING  
PARTNERS**

**Montara Water and Sanitary  
District**

Draft B



## 2020 Census

	1	2	3	4	5
Population	1,127	1,100	1,103	1,146	1,098
Deviation	12	-15	-12	31	-17
Deviation %	1.1%	-1.3%	-1.1%	2.8%	-1.5%
Other	458	1,041	925	758	867
Other %	40.6%	79.6%	83.9%	80.8%	79.0%
Latino	588	189	130	127	160
Latino %	52.2%	14.4%	11.8%	13.5%	14.6%
Asian	65	65	46	50	56
Asian %	5.8%	5.0%	4.2%	5.3%	5.1%
Black	16	13	2	3	15
Black %	1.4%	1.0%	0.2%	0.3%	1.4%

## Citizen Voting Age Population (CVAP)

	1	2	3	4	5
Total CVAP	724	1,029	940	733	905
Other CVAP	571	851	878	597	855
Other CVAP %	78.9%	82.7%	93.4%	81.4%	94.5%
Latino CVAP	134	159	61	82	30
Latino CVAP %	18.5%	15.5%	6.5%	11.2%	3.3%
Asian CVAP	16	19	1	39	19
Asian CVAP %	2.2%	1.8%	0.1%	5.3%	2.1%
Black CVAP	3	0	0	15	1
Black CVAP %	0.4%	0.0%	0.0%	2.0%	0.1%

**2020 Census**

	1	2	3	4	5
Population	1,127	1,100	1,103	1,146	1,098
Deviation	12	-15	-12	31	-17
Deviation %	1.1%	-1.3%	-1.1%	2.8%	-1.5%
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Latino	588	<b>Total Plan Deviation: 4.3%</b>			160
Latino %	52.2%	14.4%	11.8%	13.5%	14.6%
Asian	65	65	46	50	56
Asian %	5.8%	5.0%	4.2%	5.3%	5.1%
Black	16	13	2	3	15
Black %	1.4%	1.0%	0.2%	0.3%	1.4%

**Citizen Voting Age Population (CVAP)**

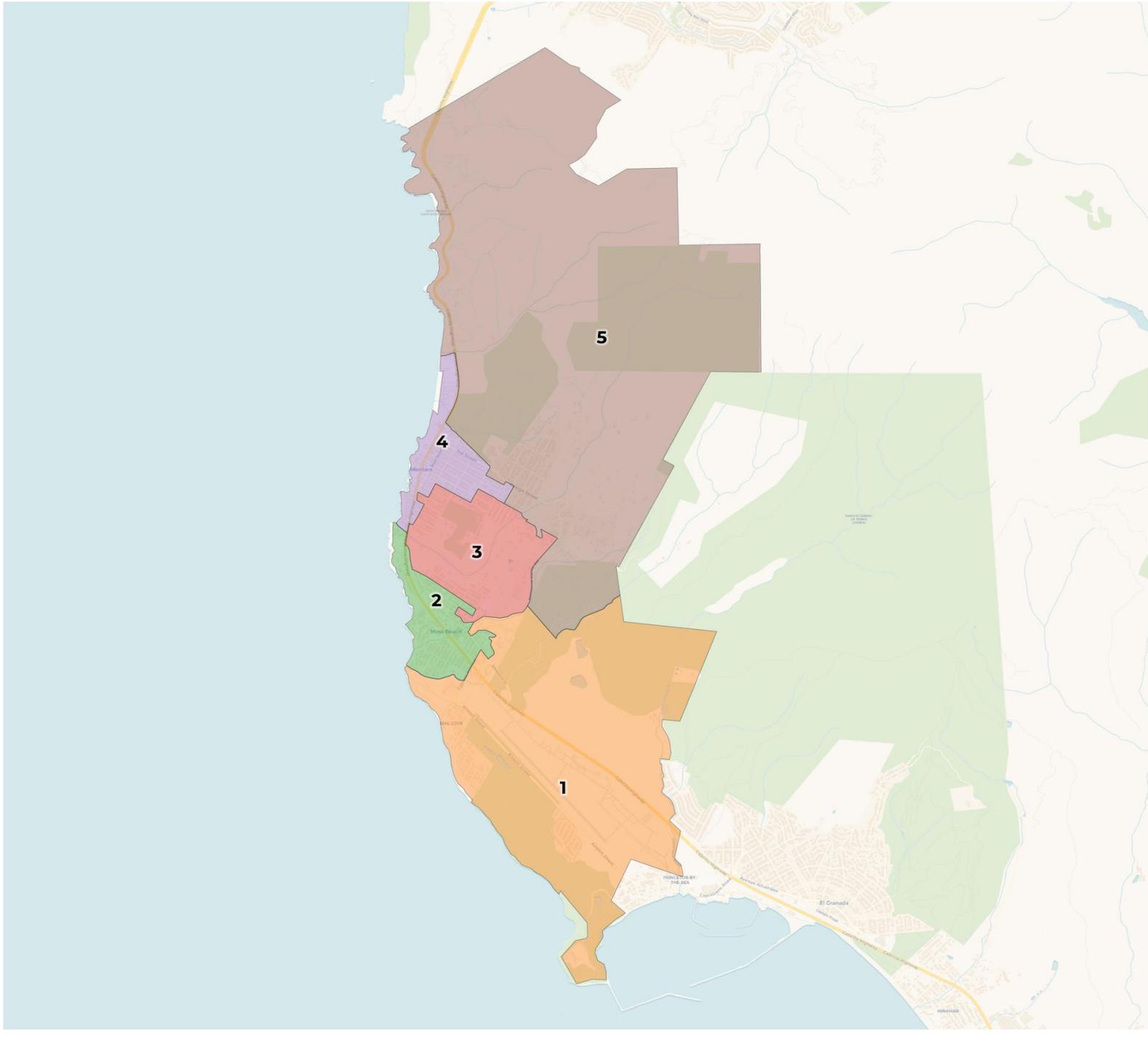
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Asian CVAP %	2.2%	1.8%	0.1%	5.3%	2.1%
Black CVAP	3	0	0	15	1
Black CVAP %	0.4%	0.0%	0.0%	2.0%	0.1%



**REDISTRICTING  
PARTNERS**

# Montara Water and Sanitary District

Draft C



**2020 Census**

	1	2	3	4	5
Population	1,112	1,110	1,114	1,129	1,109
Deviation	-3	-5	-1	14	-6
Deviation %	-0.3%	-0.4%	-0.1%	1.3%	-0.6%
Other	560	851	930	894	814
Other %	45.3%	76.7%	83.5%	79.2%	82.6%
Latino	600	178	118	174	124
Latino %	48.5%	16.0%	10.6%	15.4%	12.6%
Asian	60	66	57	53	46
Asian %	4.9%	5.9%	5.1%	4.7%	4.7%
Black	16	15	9	8	1
Black %	1.3%	1.4%	0.8%	0.7%	0.1%

**Citizen Voting Age Population (CVAP)**

	1	2	3	4	5
Total CVAP	773	901	978	815	864
Other CVAP	618	825	762	703	844
Other CVAP %	79.9%	91.6%	77.9%	86.3%	97.7%
Latino CVAP	135	49	153	110	19
Latino CVAP %	17.5%	5.4%	15.6%	13.5%	2.2%
Asian CVAP	17	26	48	2	1
Asian CVAP %	2.2%	2.9%	4.9%	0.2%	0.1%
Black CVAP	3	1	15	0	0
Black CVAP %	0.4%	0.1%	1.5%	0.0%	0.0%

**2020 Census**

	1	2	3	4	5
Population	1,112	1,110	1,114	1,129	1,109
Deviation	-3	-5	-1	14	-6
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Latino	600	160	106	174	124
Latino %	48.5%	16.0%	10.6%	15.4%	12.6%
Asian	60	66	57	53	46
Asian %	4.9%	5.9%	5.1%	4.7%	4.7%
Black	16	15	9	8	1
Black %	1.3%	1.4%	0.8%	0.7%	0.1%

**Total Plan Deviation: 1.7%**

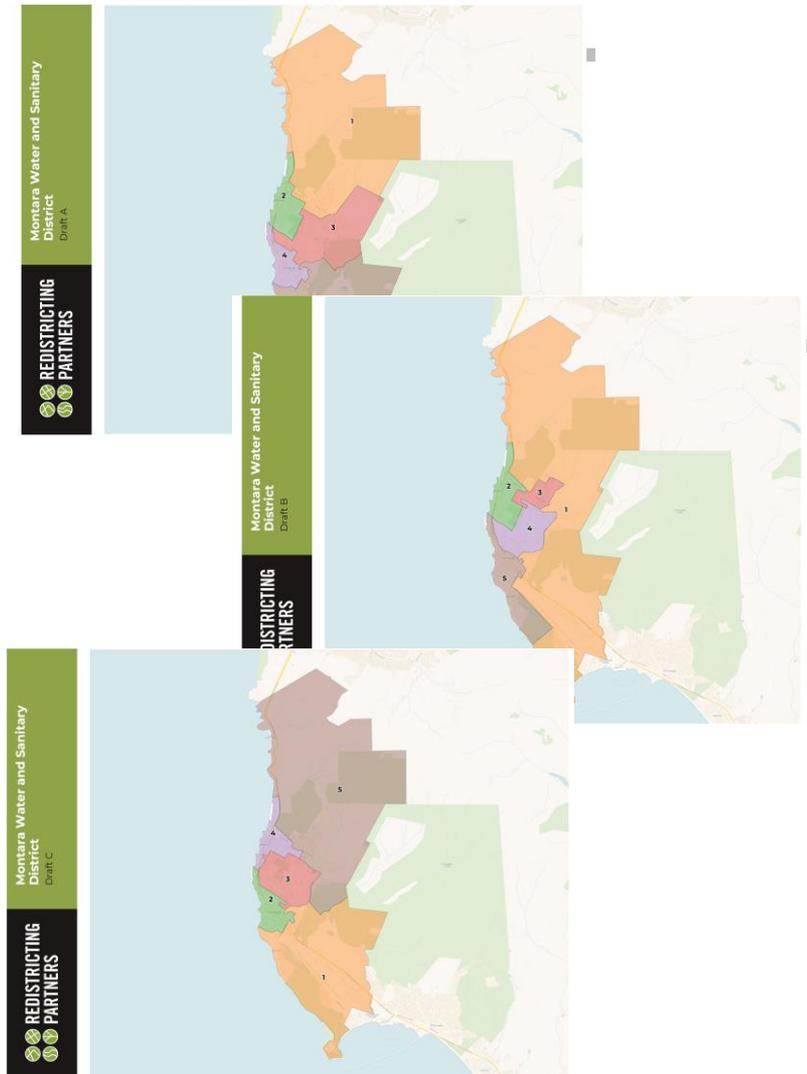
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Asian CVAP %	2.2%	2.9%	4.9%	0.2%	0.1%
Black CVAP	3	1	15	0	0
Black CVAP %	0.4%	0.1%	1.5%	0.0%	0.0%

# What's Next

The Board can make use of these mapping options in a number of ways.

- **Identify preferred plan(s)**
- **Suggest possible changes** – adjustments can be made to any of the draft plans.
- **Provide direction** for the preparation of new draft map(s)
- **Discuss naming of “districts”** (districts, zones, wards, etc.)



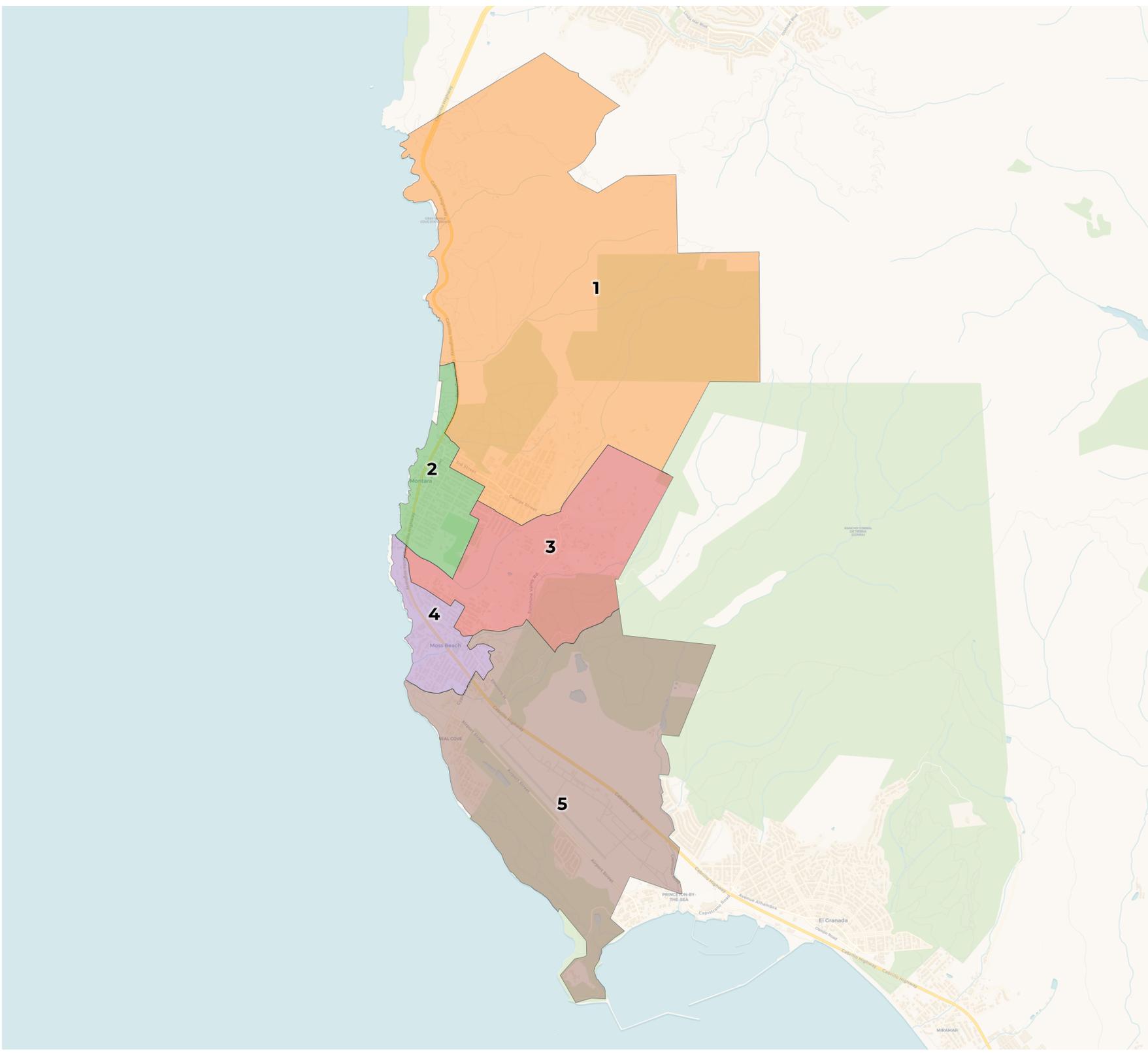
# Montara Water & Sanitary District

## Timeline for Upcoming Meetings

April 20 <sup>th</sup>	Introduction to the districting process
May 18 <sup>th</sup>	Community Outreach Meeting
<b>June 1<sup>st</sup></b>	<b>Presentation of Draft Maps</b>
July 20 <sup>th</sup>	Revised draft maps
August 17 <sup>th</sup>	Final map adoption



**REDISTRICTING  
PARTNERS**



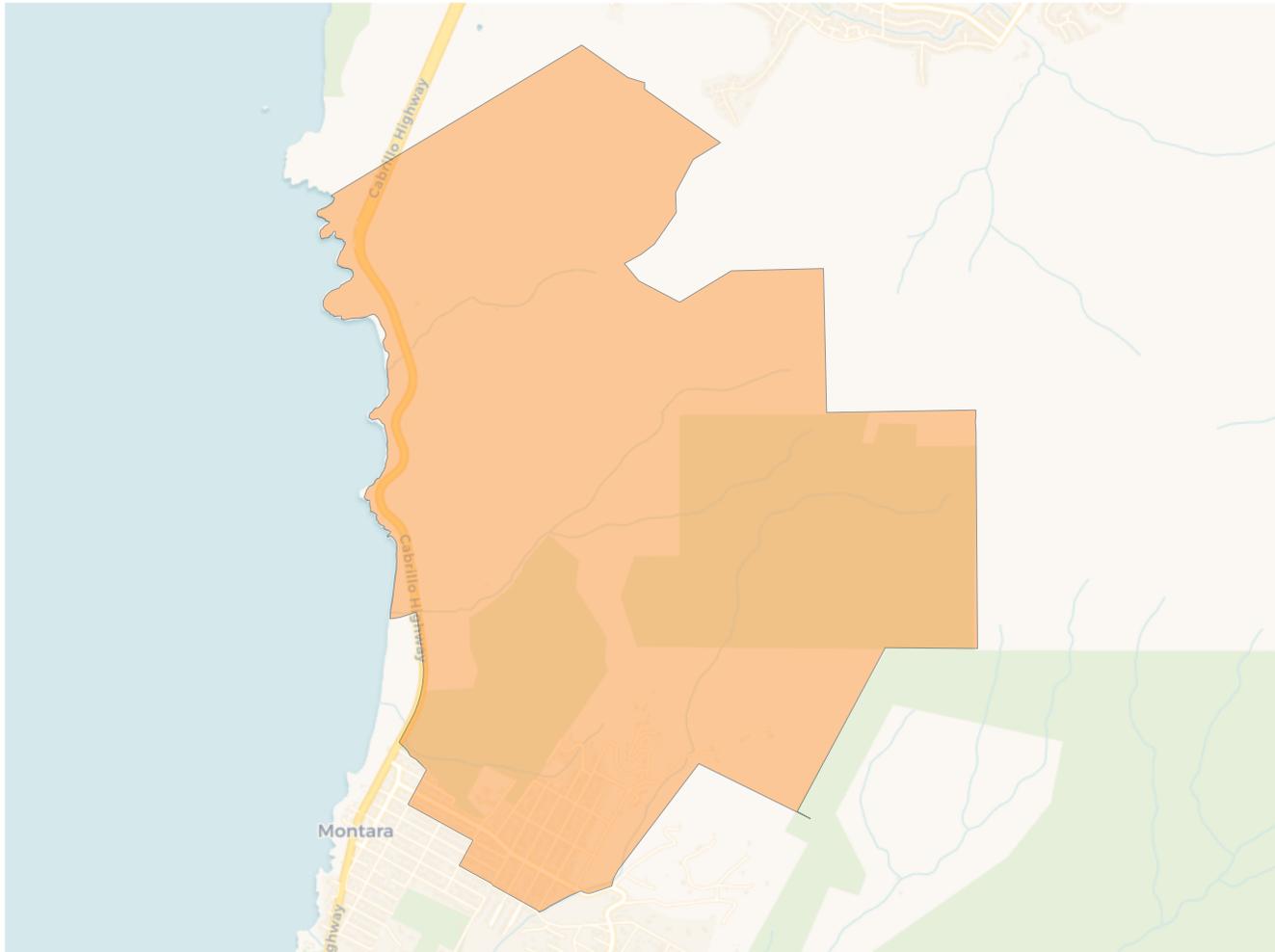
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Asian	54	67	44	57	60
Asian %	4.7%	5.1%	5.7%	5.1%	5.0%
Black	2	14	3	14	16
Black %	0.2%	1.1%	0.4%	1.3%	1.3%

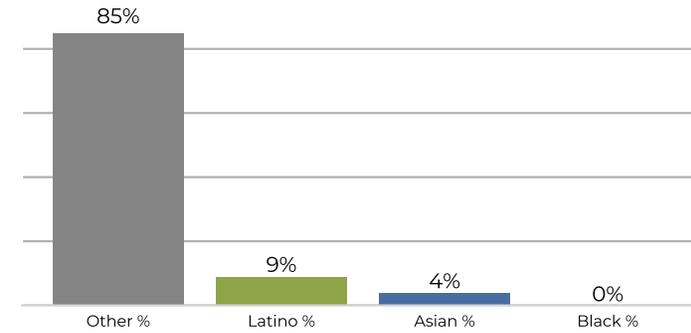
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Asian CVAP %	0.2%	1.6%	5.6%	2.7%	2.2%
Black CVAP	0	0	15	1	3
Black CVAP %	0.0%	0.0%	2.6%	0.1%	0.4%

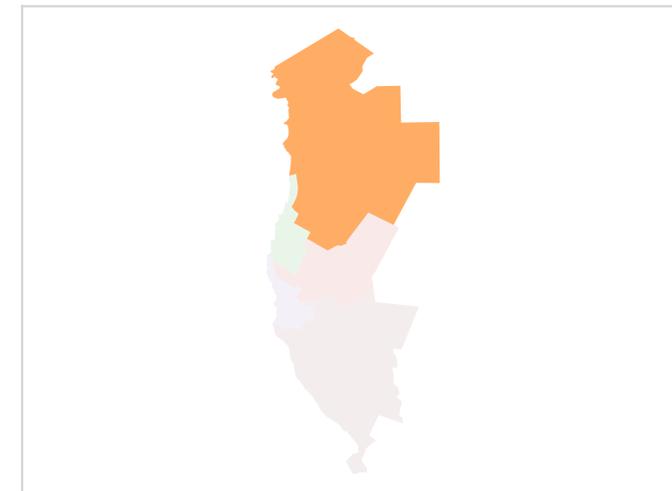
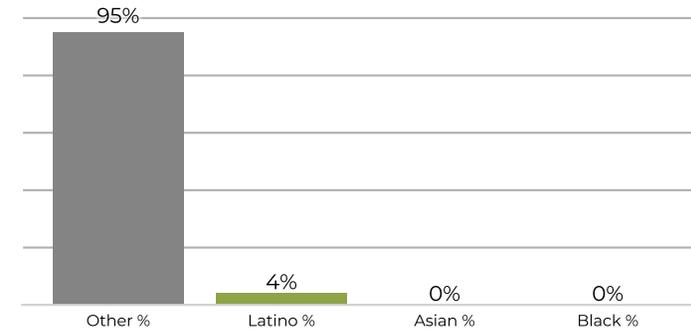
**District 1**



**2020 Census**

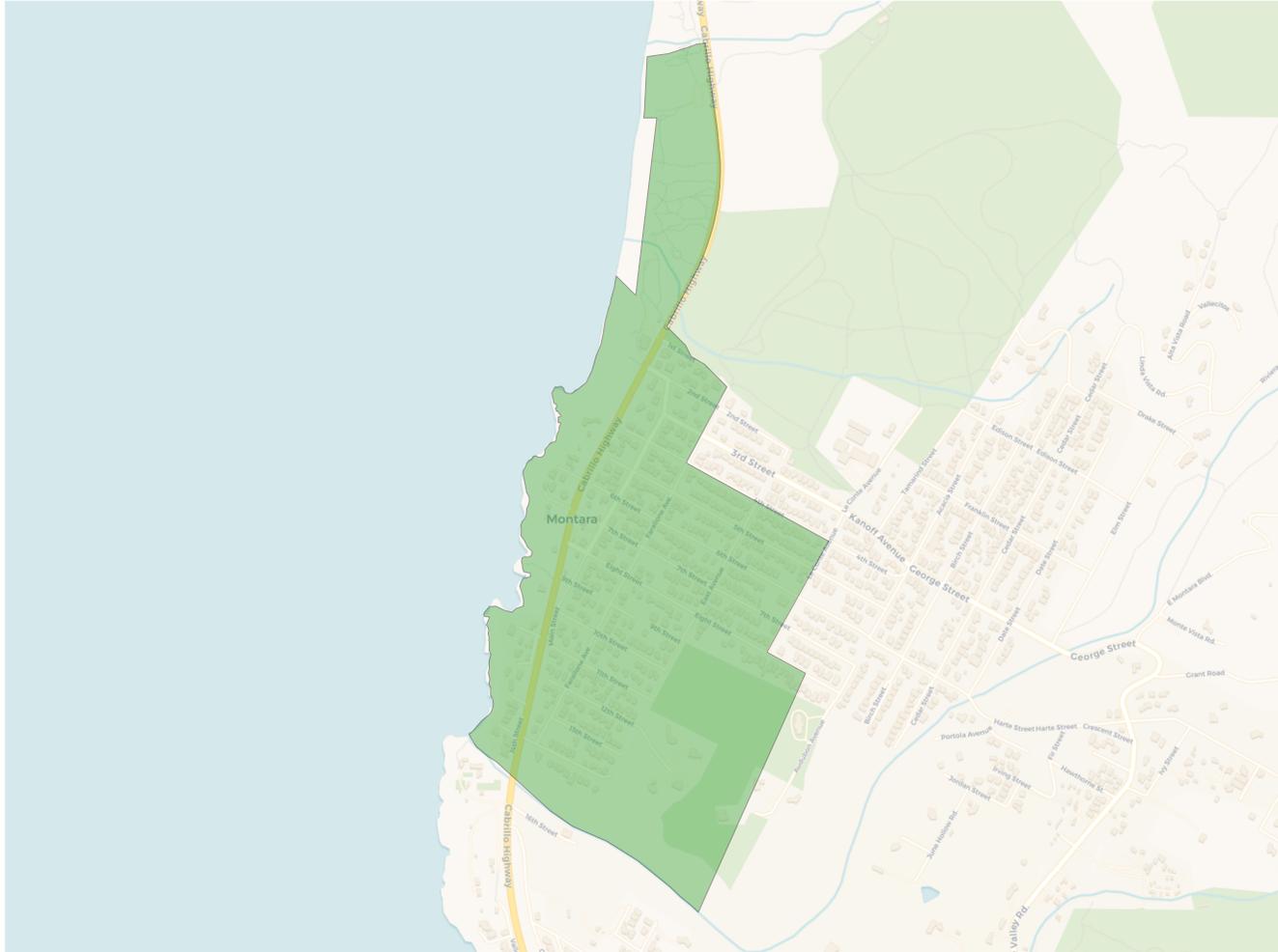


**Citizen Voting Age Population**

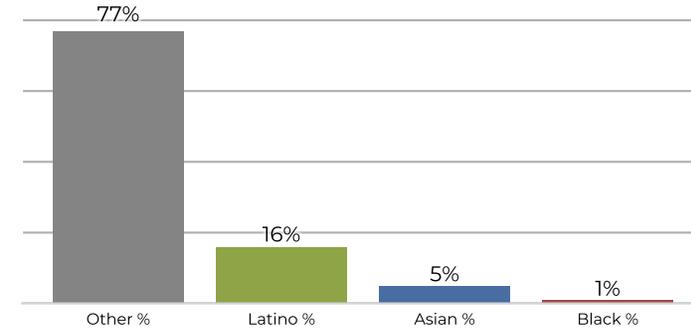


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,153	38	3.4%	983	85.3%	114	9.9%	54	4.7%	2	0.2%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
970	926	95.5%	42	4.3%	2	0.2%	0	0.0%		

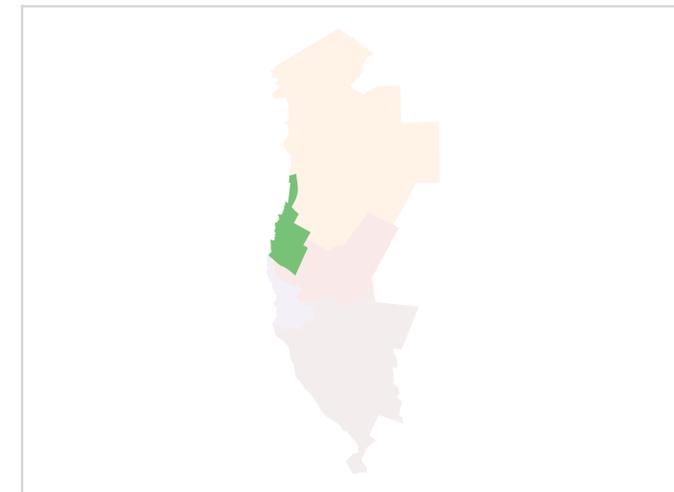
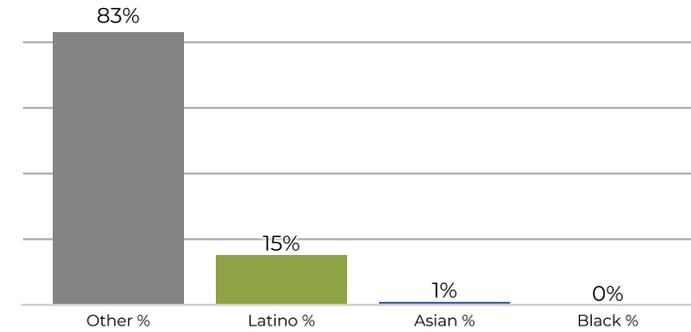
**District 2**



**2020 Census**

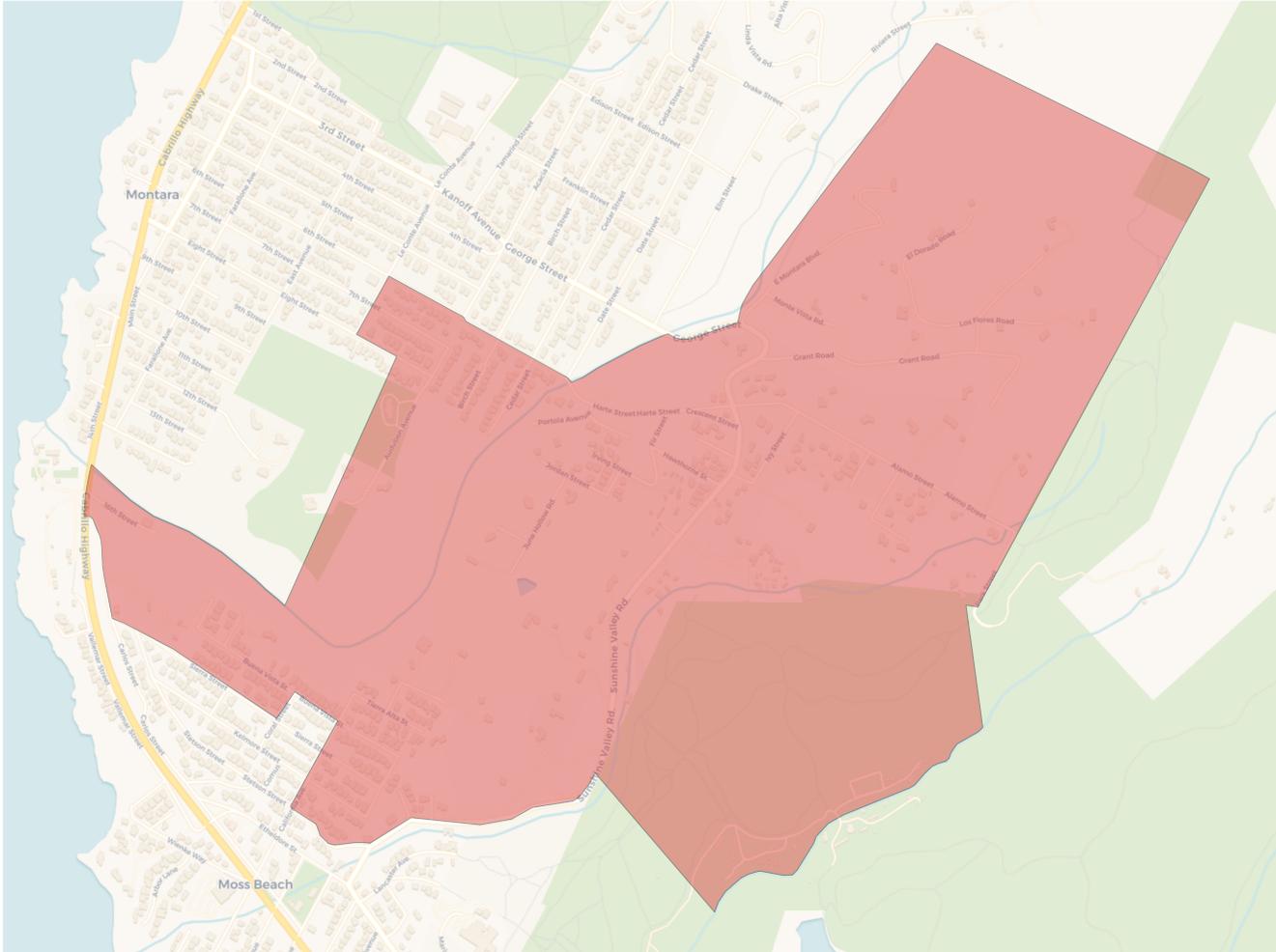


**Citizen Voting Age Population**

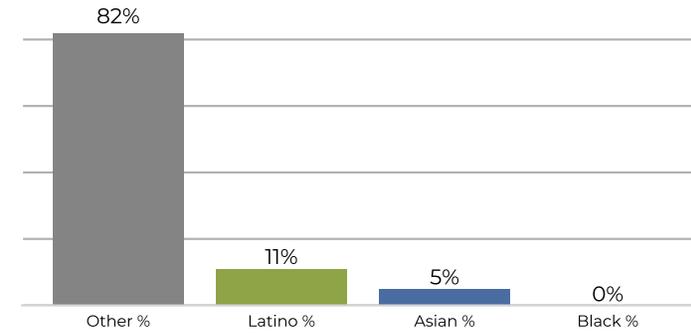


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,115	0	0.0%	1,023	77.3%	219	16.6%	67	5.1%	14	1.1%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
1,119	930	83.1%	171	15.3%	18	1.6%	0	0.0%		

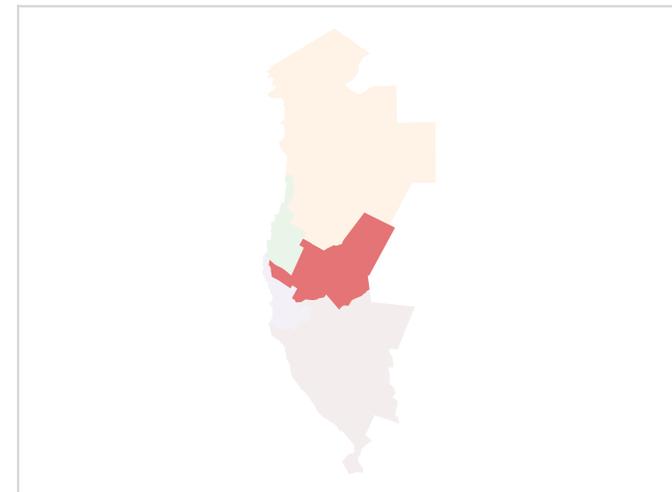
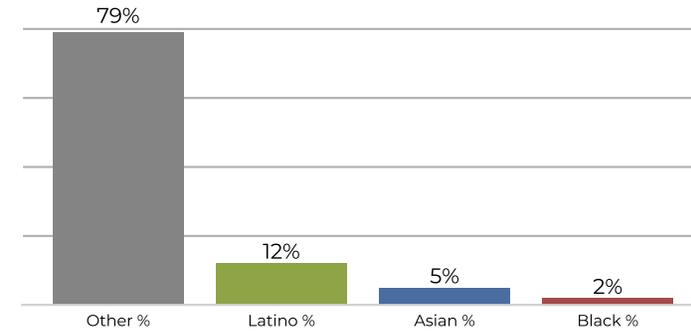
**District 3**



**2020 Census**

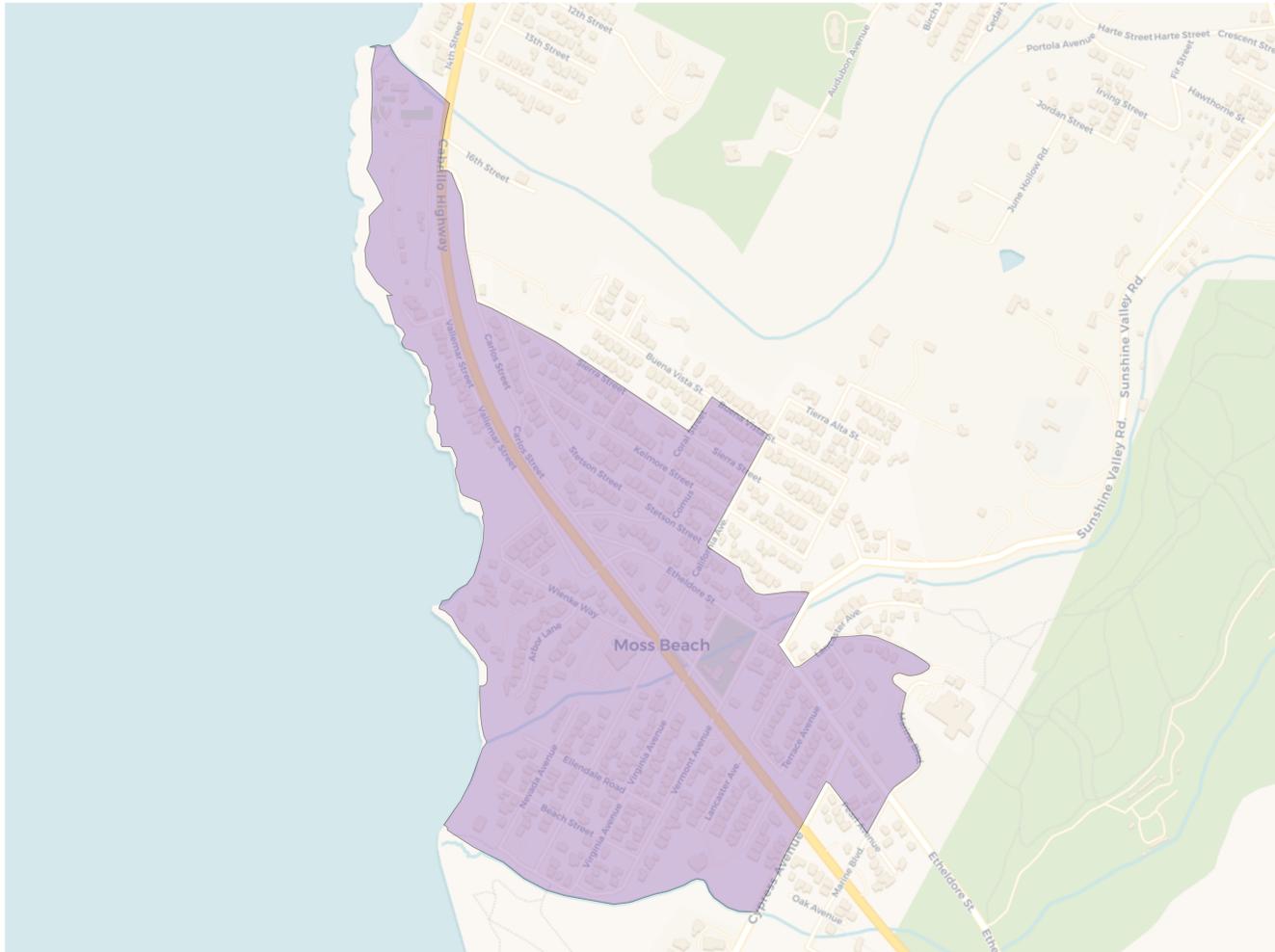


**Citizen Voting Age Population**

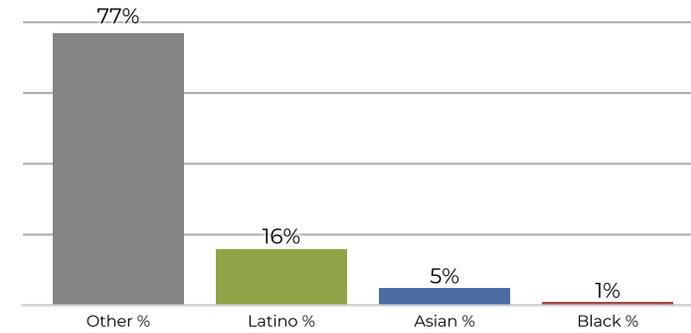


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,107	-8	-0.7%	641	82.6%	88	11.3%	44	5.7%	3	0.4%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
573	457	79.8%	69	12.0%	32	5.6%	15	2.6%		

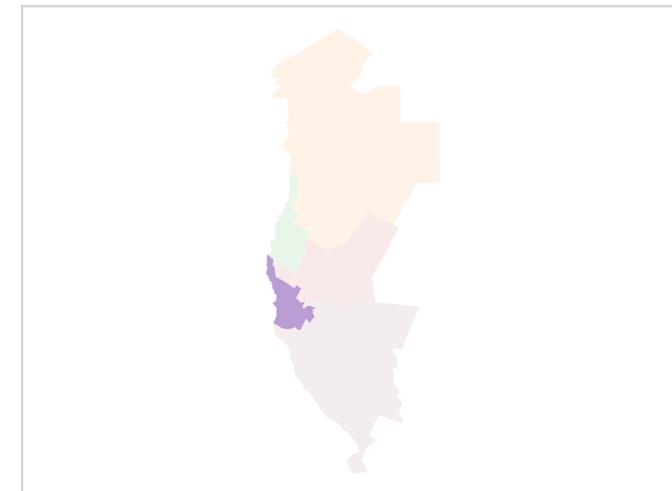
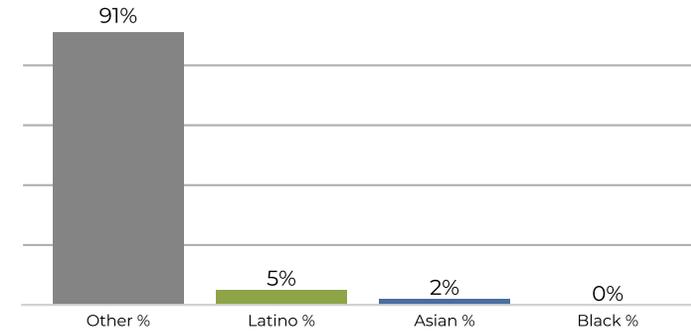
**District 4**



**2020 Census**

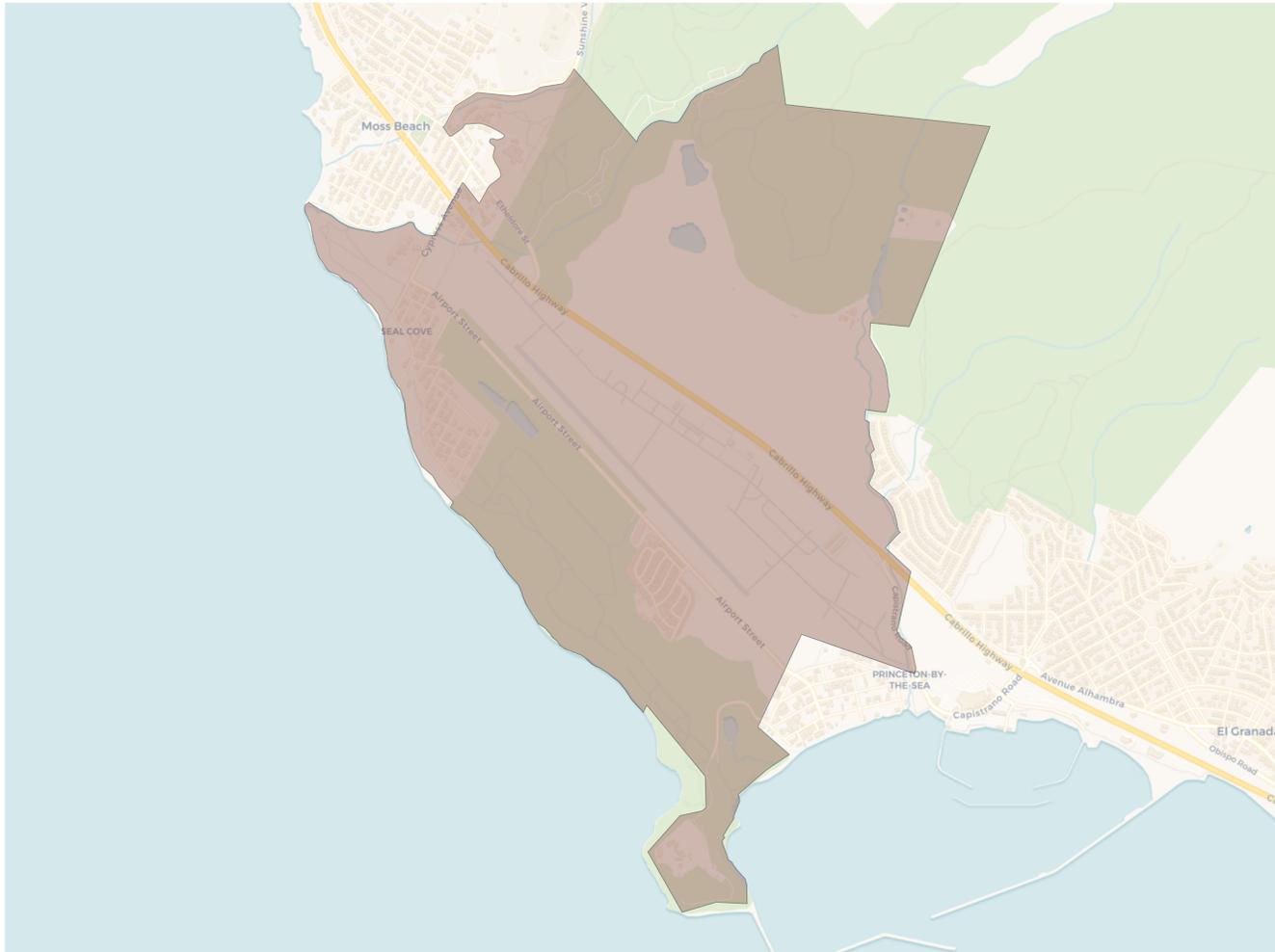


**Citizen Voting Age Population**

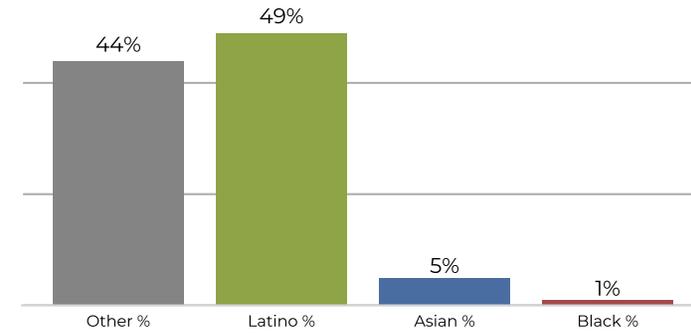


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,116	1	0.1%	863	77.3%	182	16.3%	57	5.1%	14	1.3%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
911	835	91.7%	50	5.5%	25	2.7%	1	0.1%		

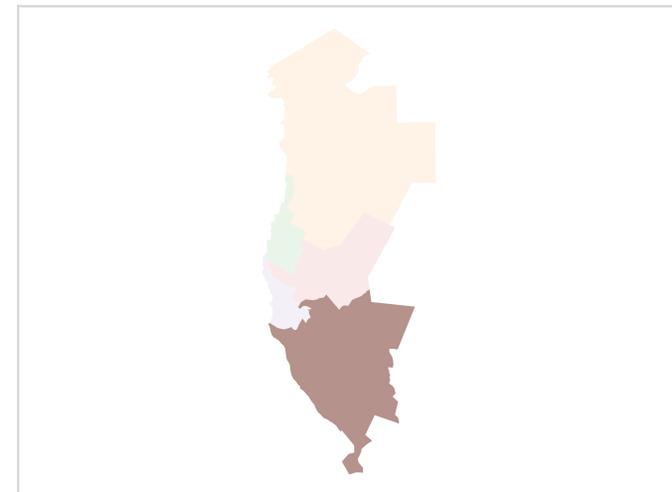
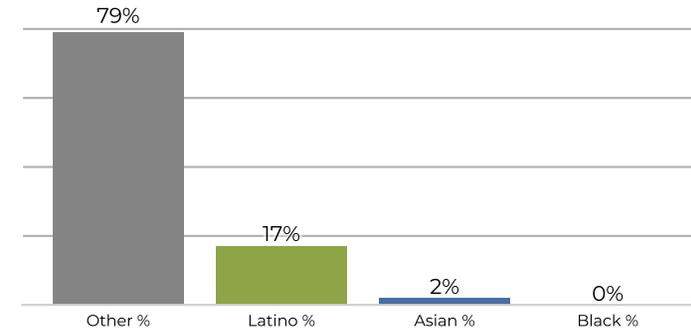
**District 5**



**2020 Census**



**Citizen Voting Age Population**



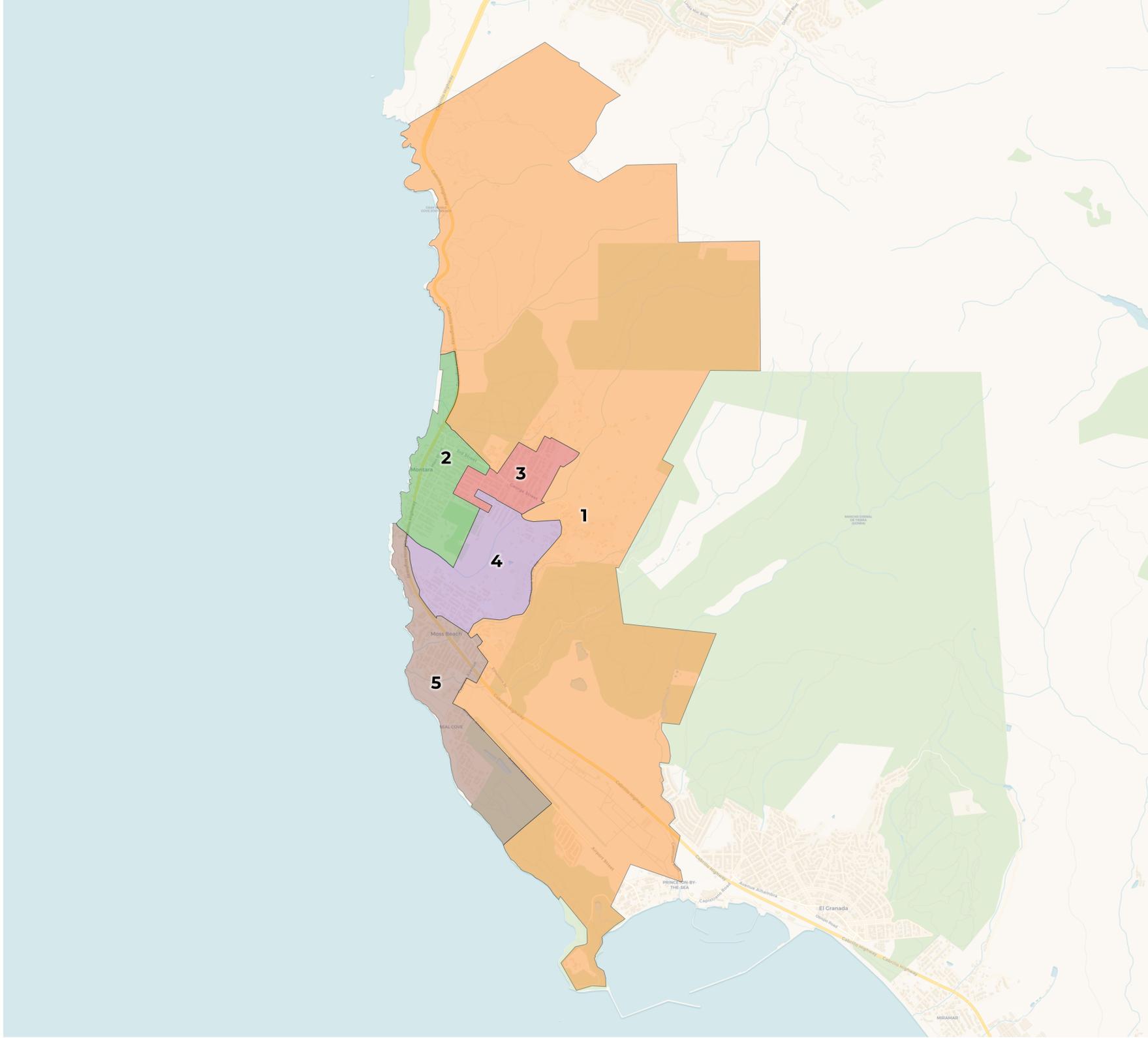
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,082	-33	-2.9%	539	44.7%	591	49.0%	60	5.0%	16	1.3%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
758	604	79.7%	134	17.7%	17	2.2%	3	0.4%		



**REDISTRICTING  
PARTNERS**

# Montara Water and Sanitary District

Draft B



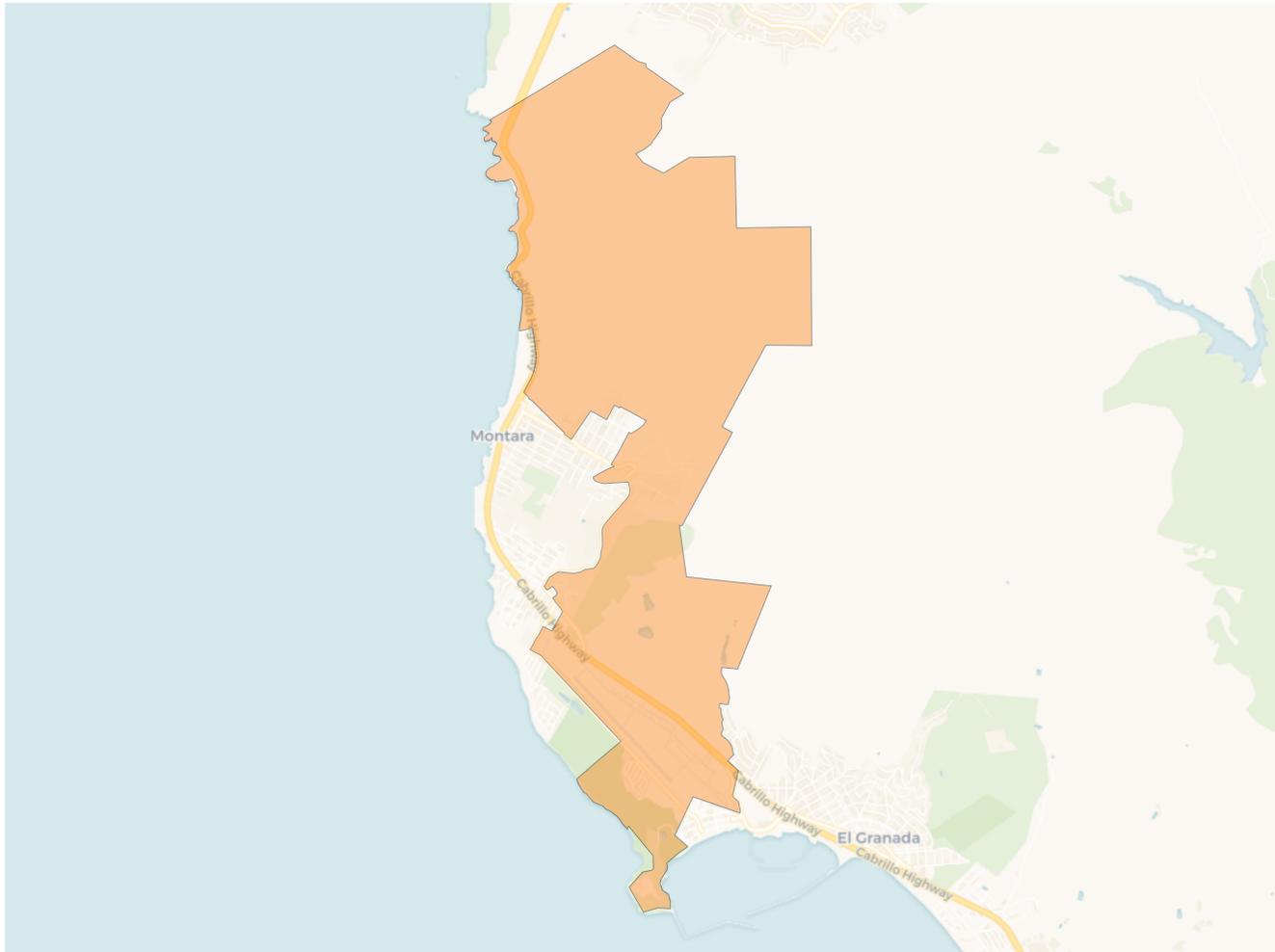
**2020 Census**

	1	2	3	4	5
Population	1,127	1,100	1,103	1,146	1,098
Deviation	12	-15	-12	31	-17
Deviation %	1.1%	-1.3%	-1.1%	2.8%	-1.5%
Other	458	1,041	925	758	867
Other %	40.6%	79.6%	83.9%	80.8%	79.0%
Latino	588	189	130	127	160
Latino %	52.2%	14.4%	11.8%	13.5%	14.6%
Asian	65	65	46	50	56
Asian %	5.8%	5.0%	4.2%	5.3%	5.1%
Black	16	13	2	3	15
Black %	1.4%	1.0%	0.2%	0.3%	1.4%

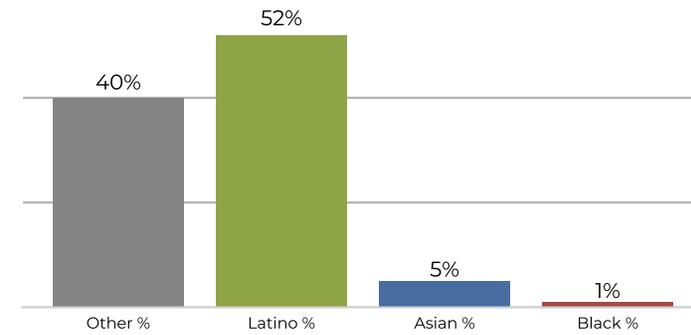
**Citizen Voting Age Population (CVAP)**

	1	2	3	4	5
Total CVAP	724	1,029	940	733	905
Other CVAP	571	851	878	597	855
Other CVAP %	78.9%	82.7%	93.4%	81.4%	94.5%
Latino CVAP	134	159	61	82	30
Latino CVAP %	18.5%	15.5%	6.5%	11.2%	3.3%
Asian CVAP	16	19	1	39	19
Asian CVAP %	2.2%	1.8%	0.1%	5.3%	2.1%
Black CVAP	3	0	0	15	1
Black CVAP %	0.4%	0.0%	0.0%	2.0%	0.1%

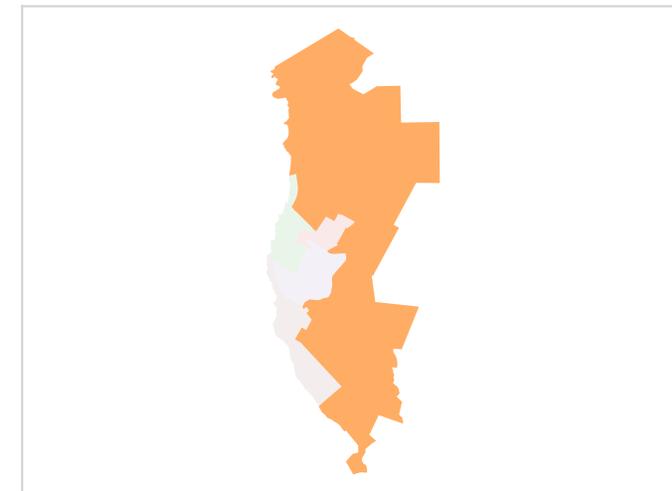
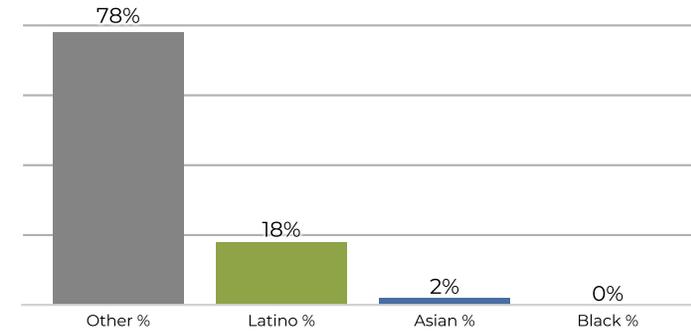
**District 1**



**2020 Census**

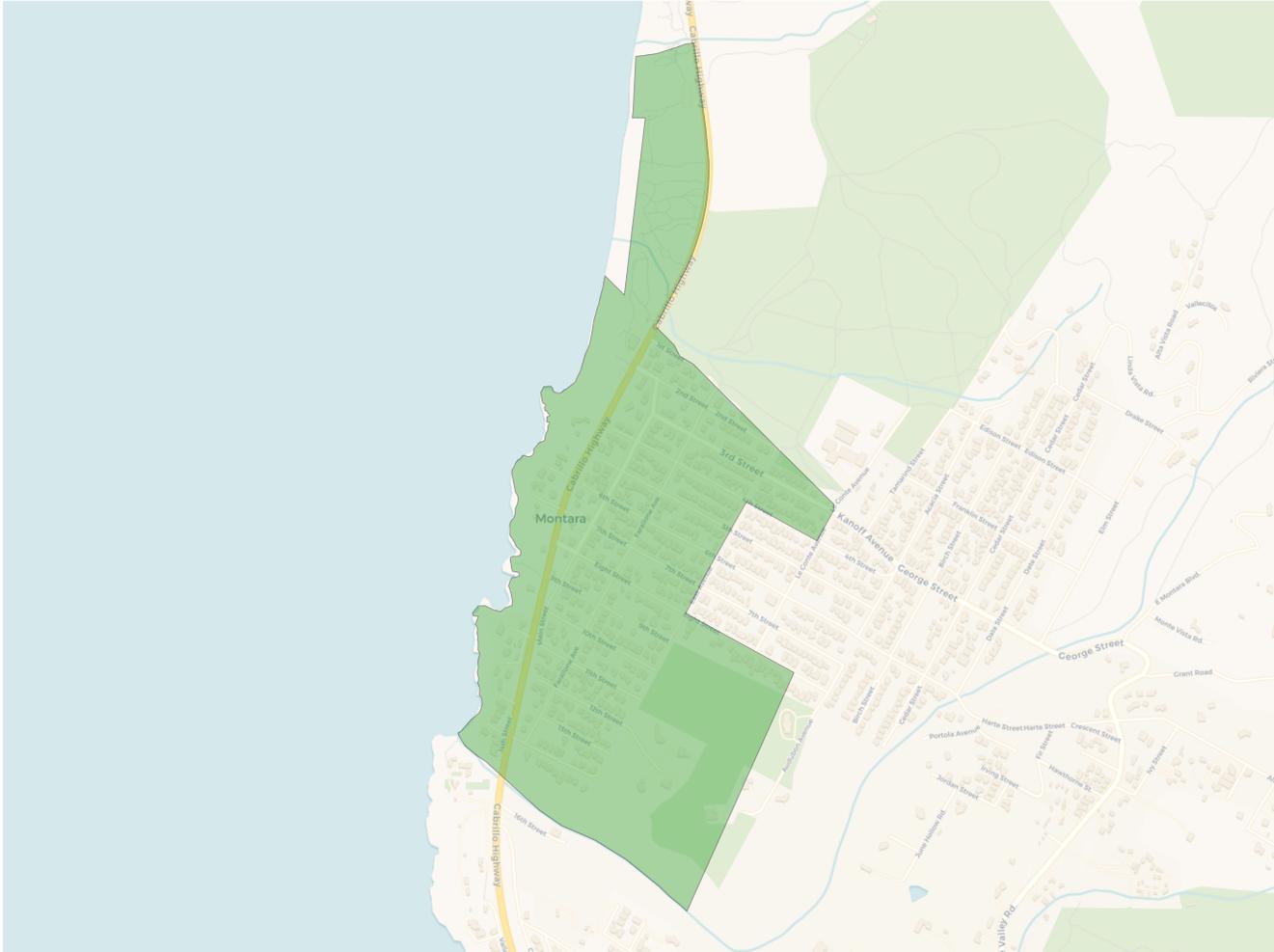


**Citizen Voting Age Population**

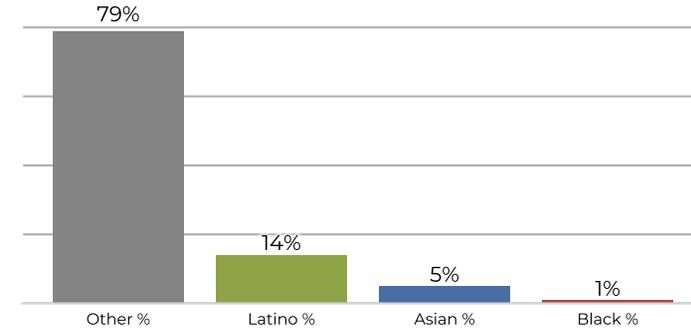


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,127	12	1.1%	458	40.6%	588	52.2%	65	5.8%	16	1.4%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
724	571	78.9%	134	18.5%	16	2.2%	3	0.4%		

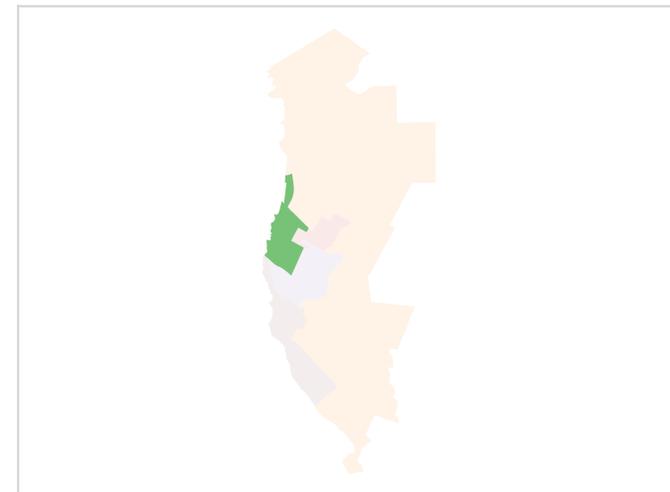
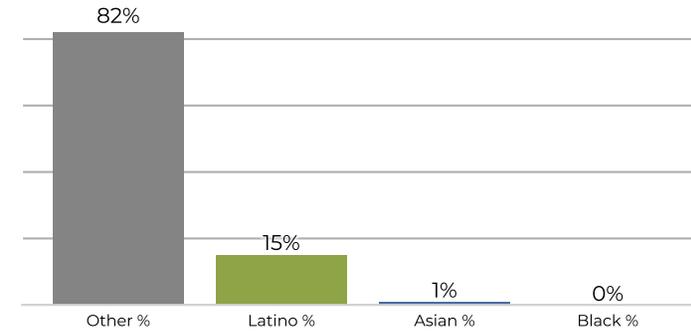
**District 2**



**2020 Census**

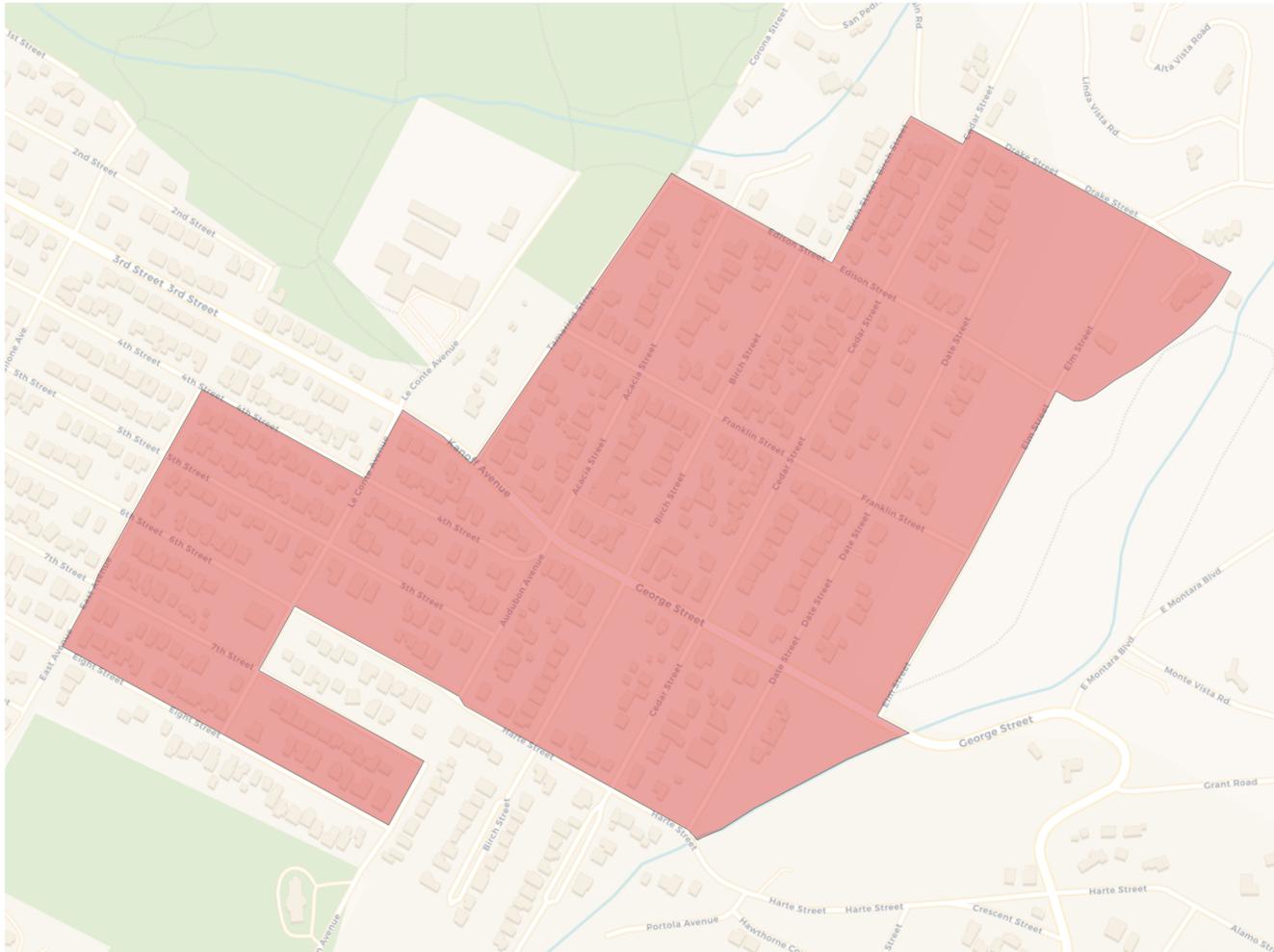


**Citizen Voting Age Population**

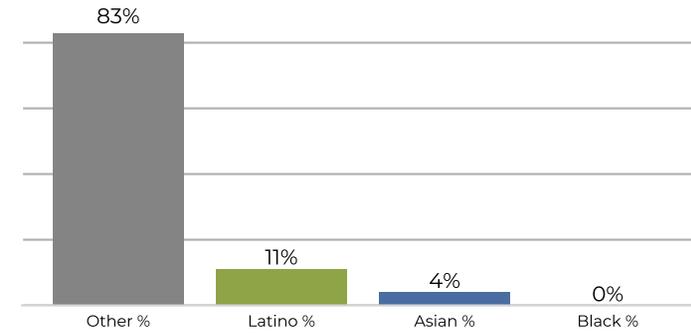


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,100	-15	-1.3%	1,041	79.6%	189	14.4%	65	5.0%	13	1.0%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
1,029	851	82.7%	159	15.5%	19	1.8%	0	0.0%		

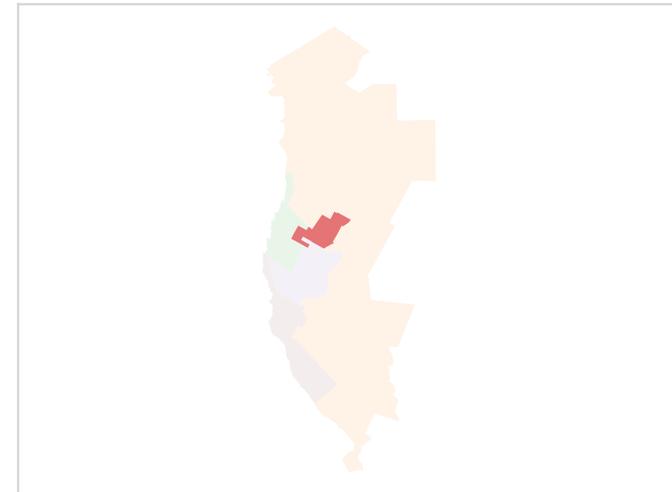
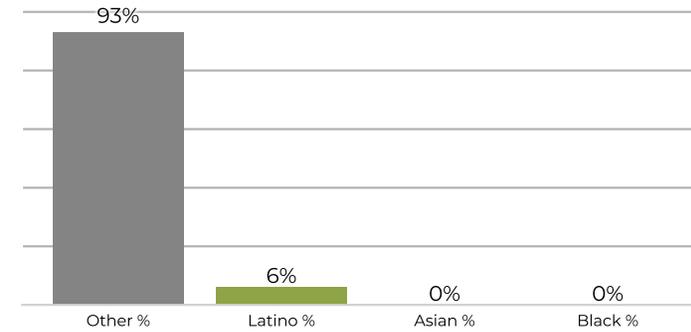
**District 3**



**2020 Census**

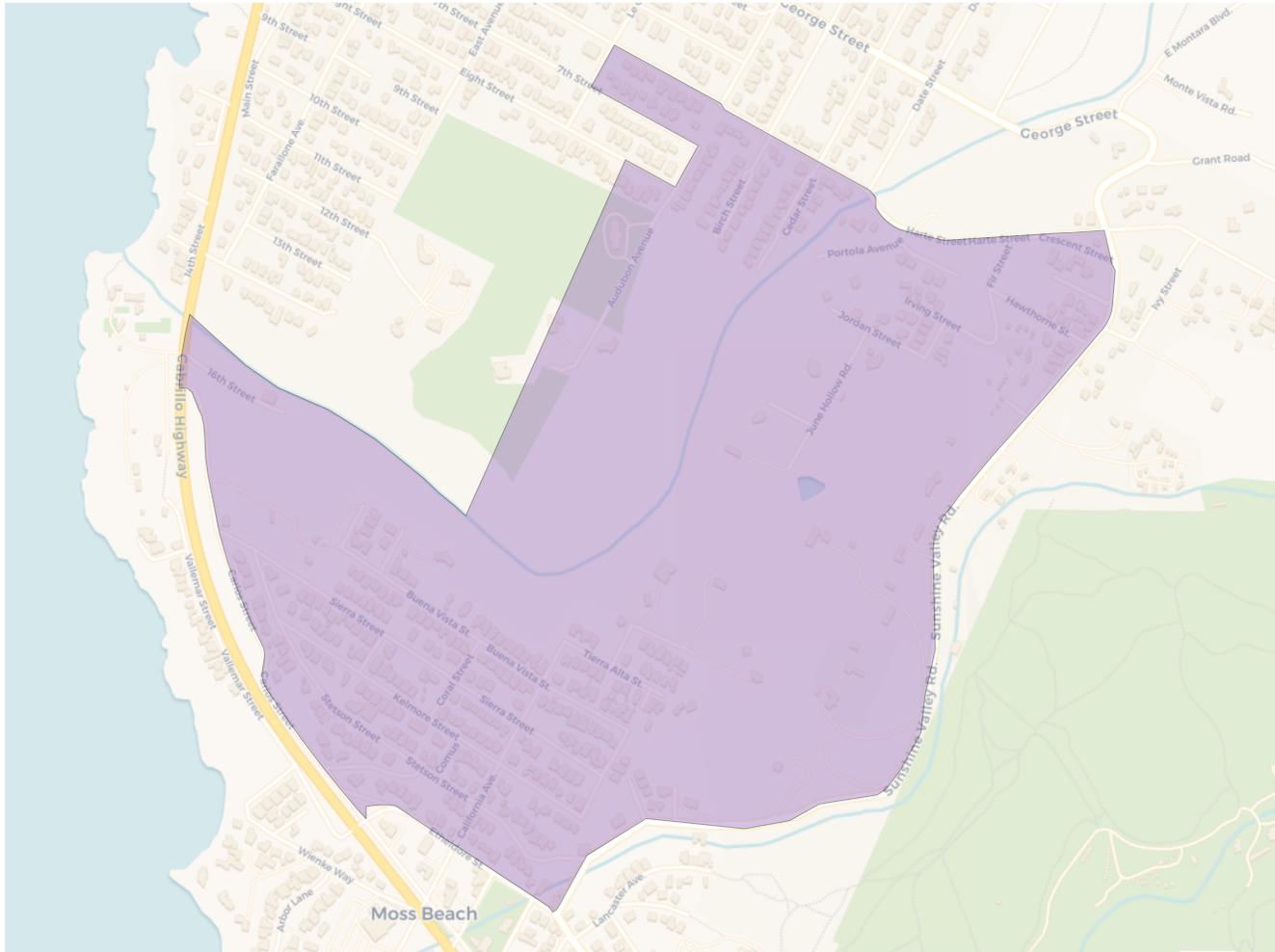


**Citizen Voting Age Population**

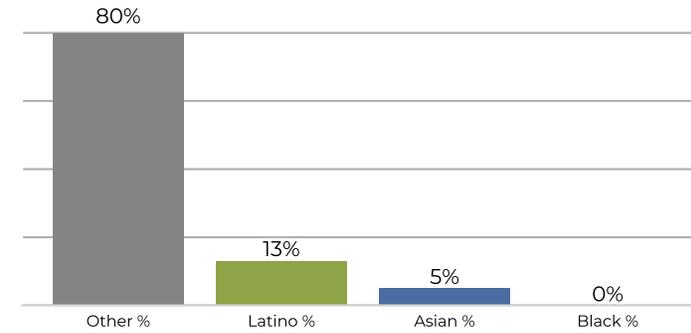


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,103	-12	-1.1%	925	83.9%	130	11.8%	46	4.2%	2	0.2%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
940	878	93.4%	61	6.5%	1	0.1%	0	0.0%		

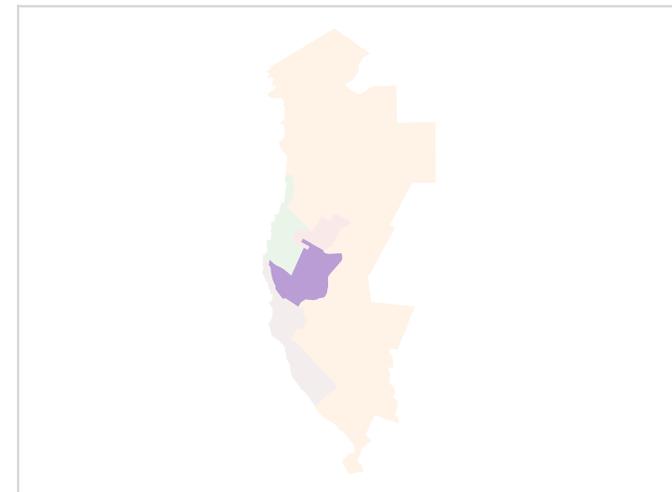
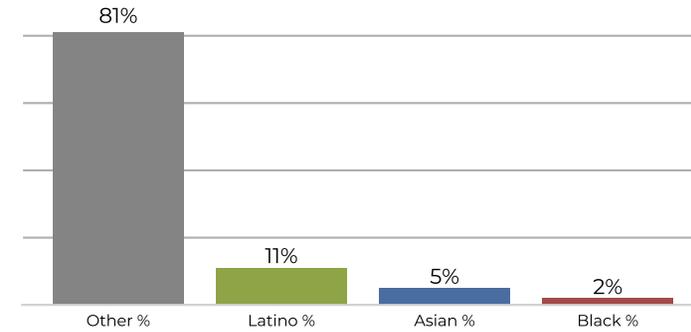
**District 4**



**2020 Census**

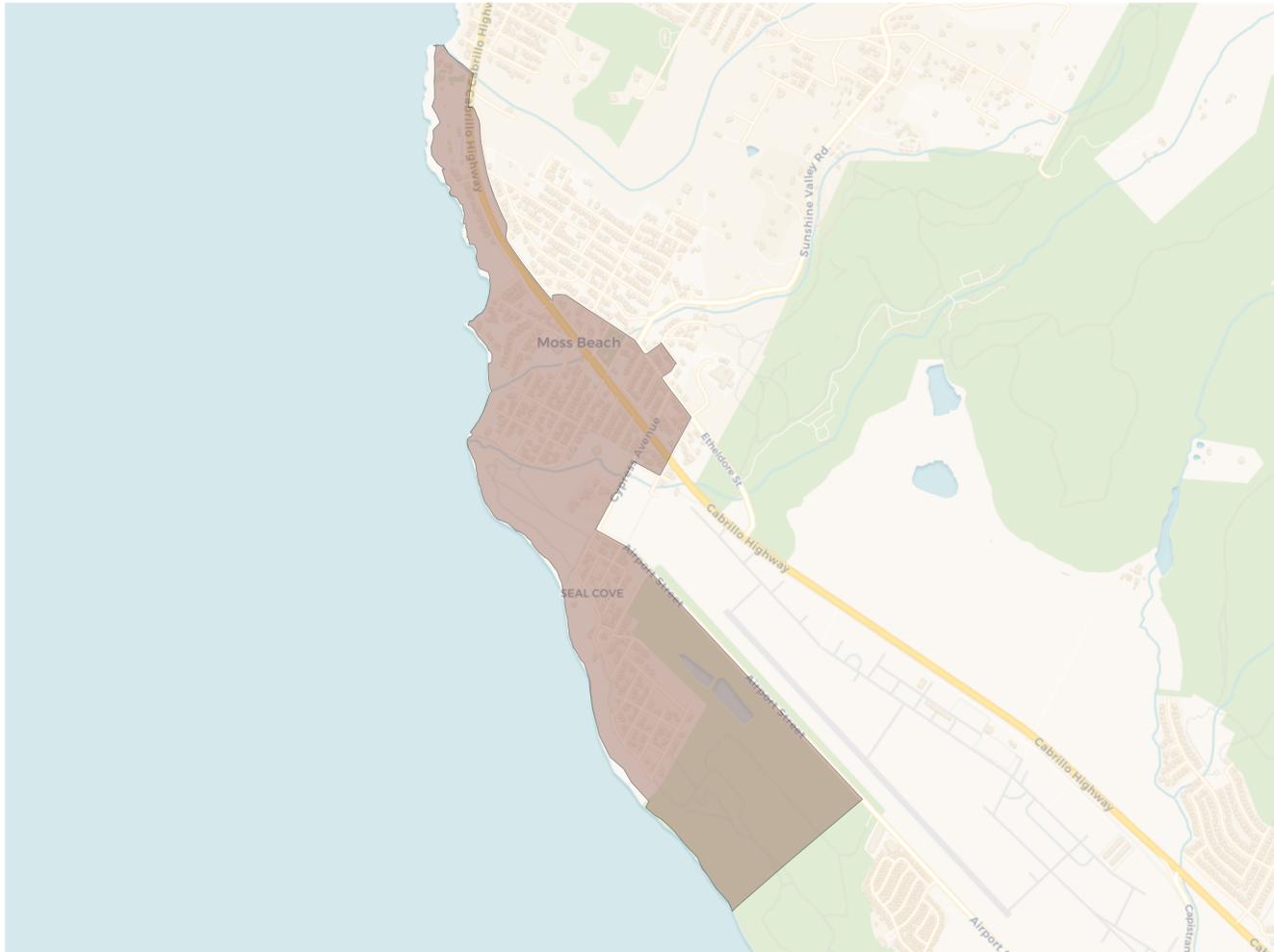


**Citizen Voting Age Population**

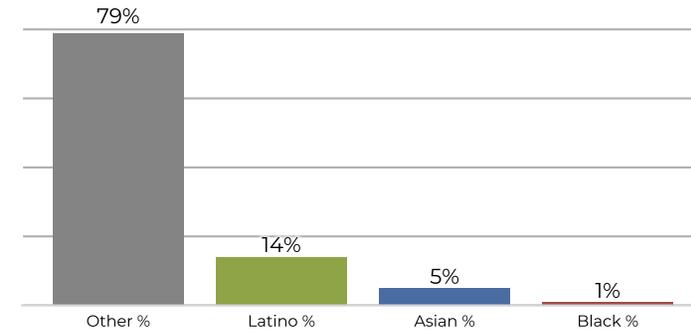


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,146	31	2.8%	758	80.8%	127	13.5%	50	5.3%	3	0.3%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
733	597	81.4%	82	11.2%	39	5.3%	15	2.0%		

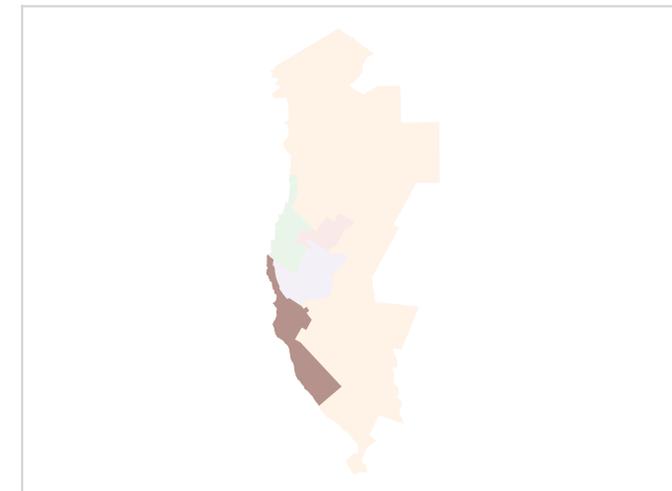
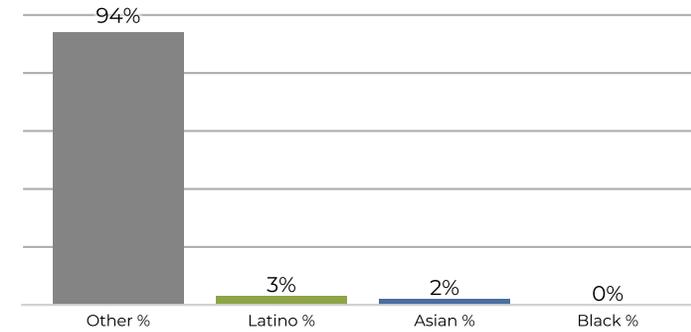
**District 5**



**2020 Census**



**Citizen Voting Age Population**



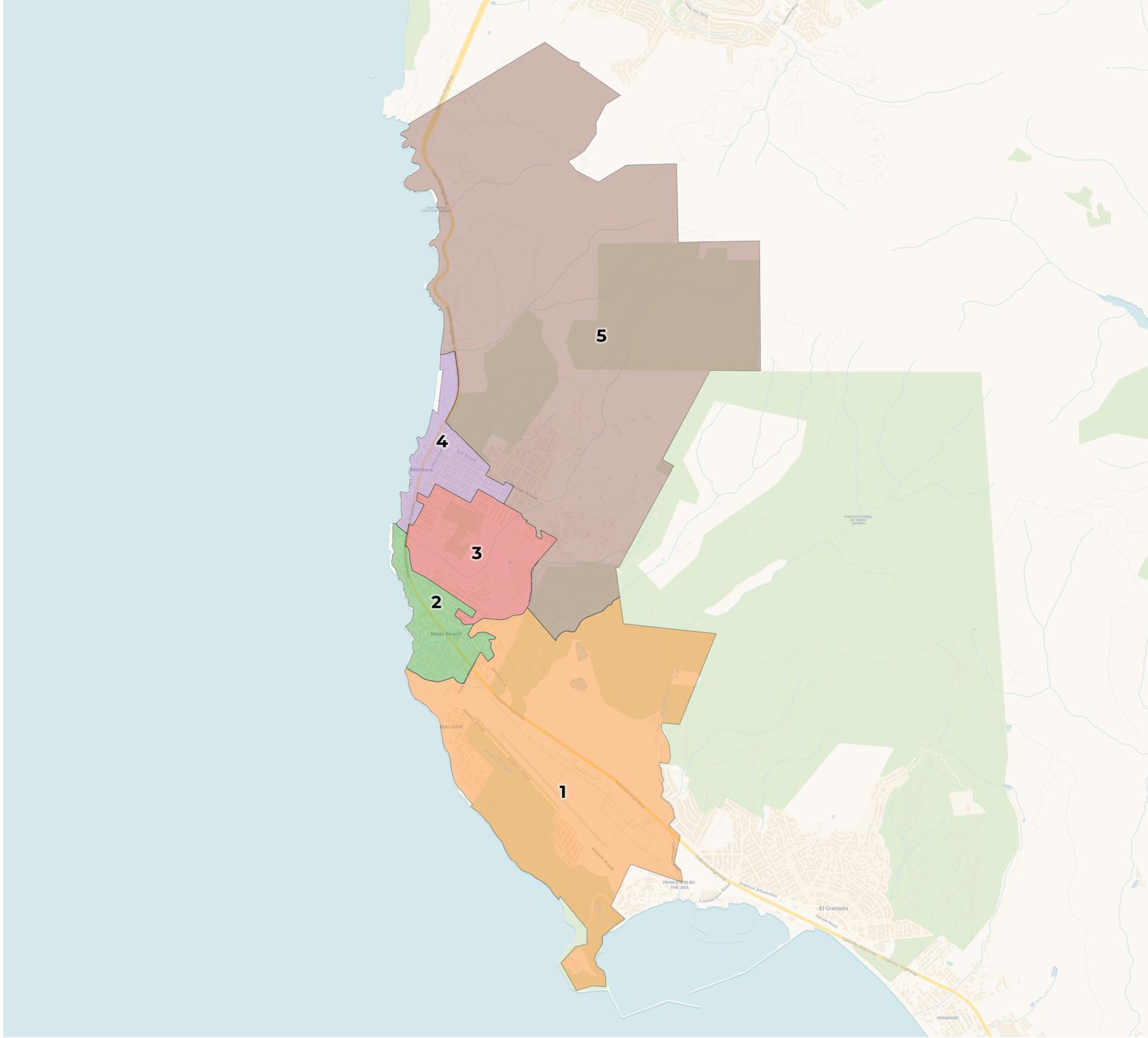
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,098	-17	-1.5%	867	79.0%	160	14.6%	56	5.1%	15	1.4%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
905	855	94.5%	30	3.3%	19	2.1%	1	0.1%		



# REDISTRICTING PARTNERS

## Montara Water and Sanitary District

Draft C



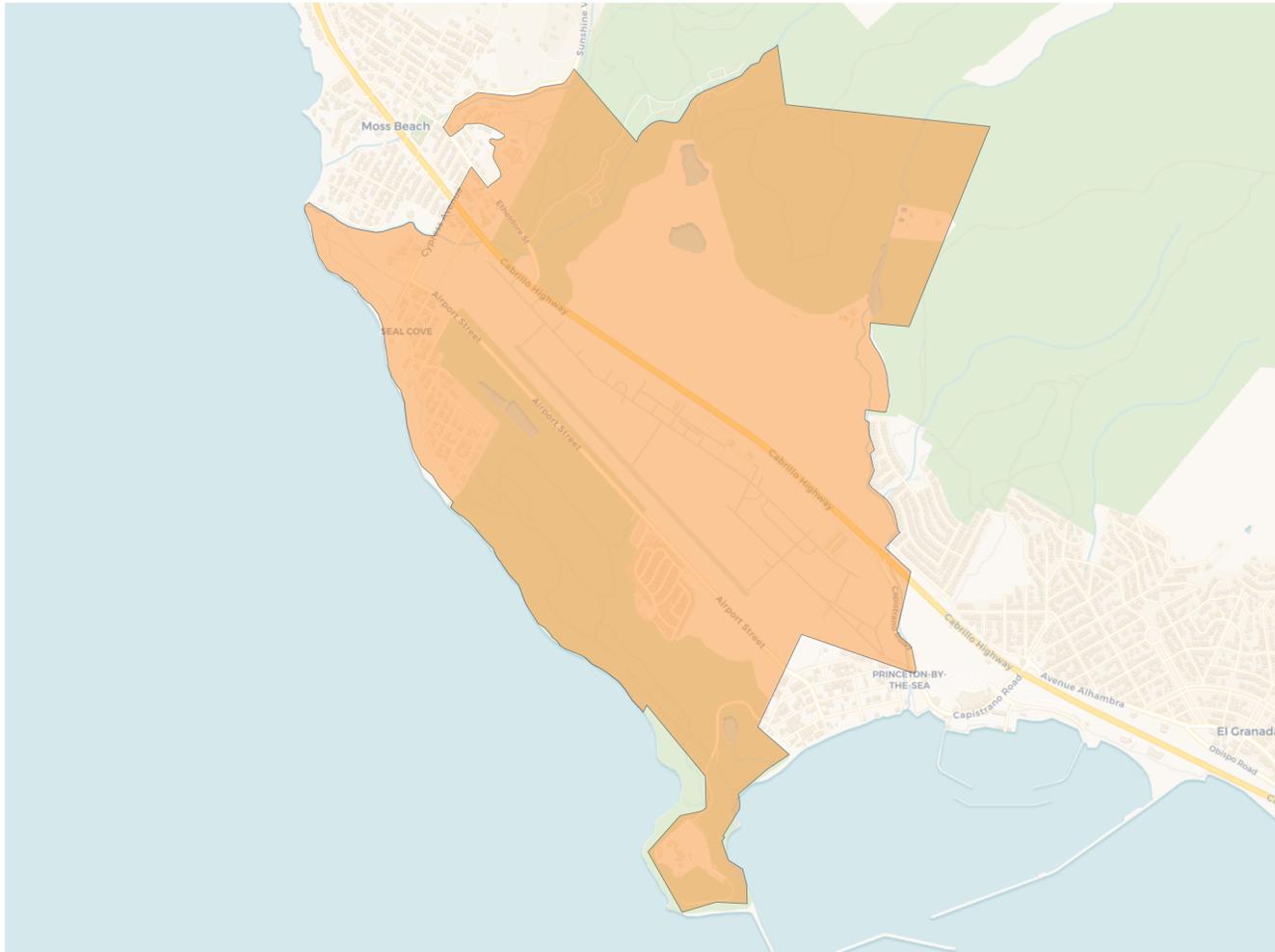
**2020 Census**

	1	2	3	4	5
Population	1,112	1,110	1,114	1,129	1,109
Deviation	-3	-5	-1	14	-6
Deviation %	-0.3%	-0.4%	-0.1%	1.3%	-0.6%
Other	560	851	930	894	814
Other %	45.3%	76.7%	83.5%	79.2%	82.6%
Latino	600	178	118	174	124
Latino %	48.5%	16.0%	10.6%	15.4%	12.6%
Asian	60	66	57	53	46
Asian %	4.9%	5.9%	5.1%	4.7%	4.7%
Black	16	15	9	8	1
Black %	1.3%	1.4%	0.8%	0.7%	0.1%

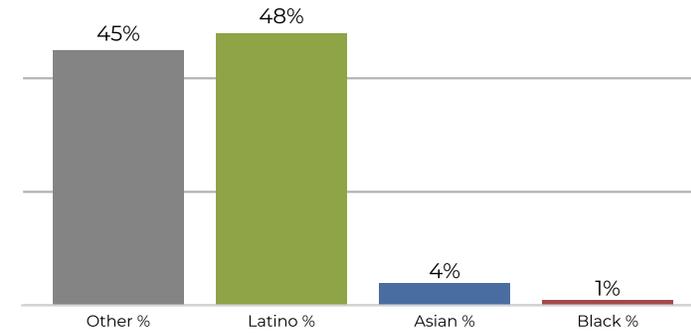
**Citizen Voting Age Population (CVAP)**

	1	2	3	4	5
Total CVAP	773	901	978	815	864
Other CVAP	618	825	762	703	844
Other CVAP %	79.9%	91.6%	77.9%	86.3%	97.7%
Latino CVAP	135	49	153	110	19
Latino CVAP %	17.5%	5.4%	15.6%	13.5%	2.2%
Asian CVAP	17	26	48	2	1
Asian CVAP %	2.2%	2.9%	4.9%	0.2%	0.1%
Black CVAP	3	1	15	0	0
Black CVAP %	0.4%	0.1%	1.5%	0.0%	0.0%

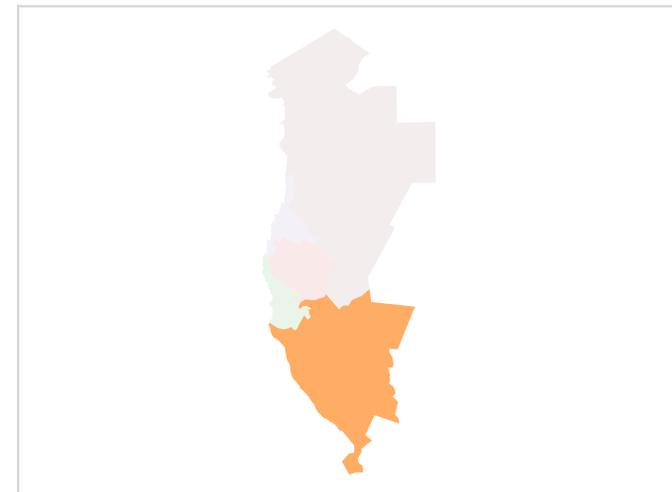
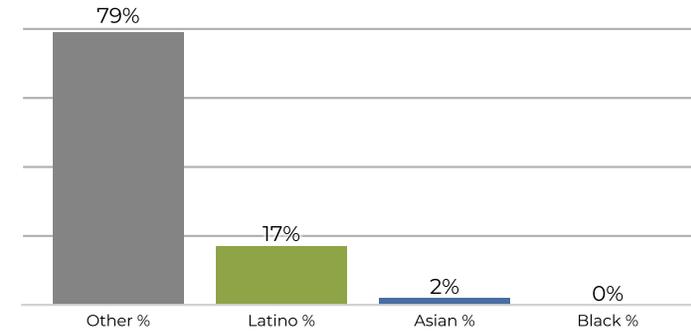
**District 1**



**2020 Census**

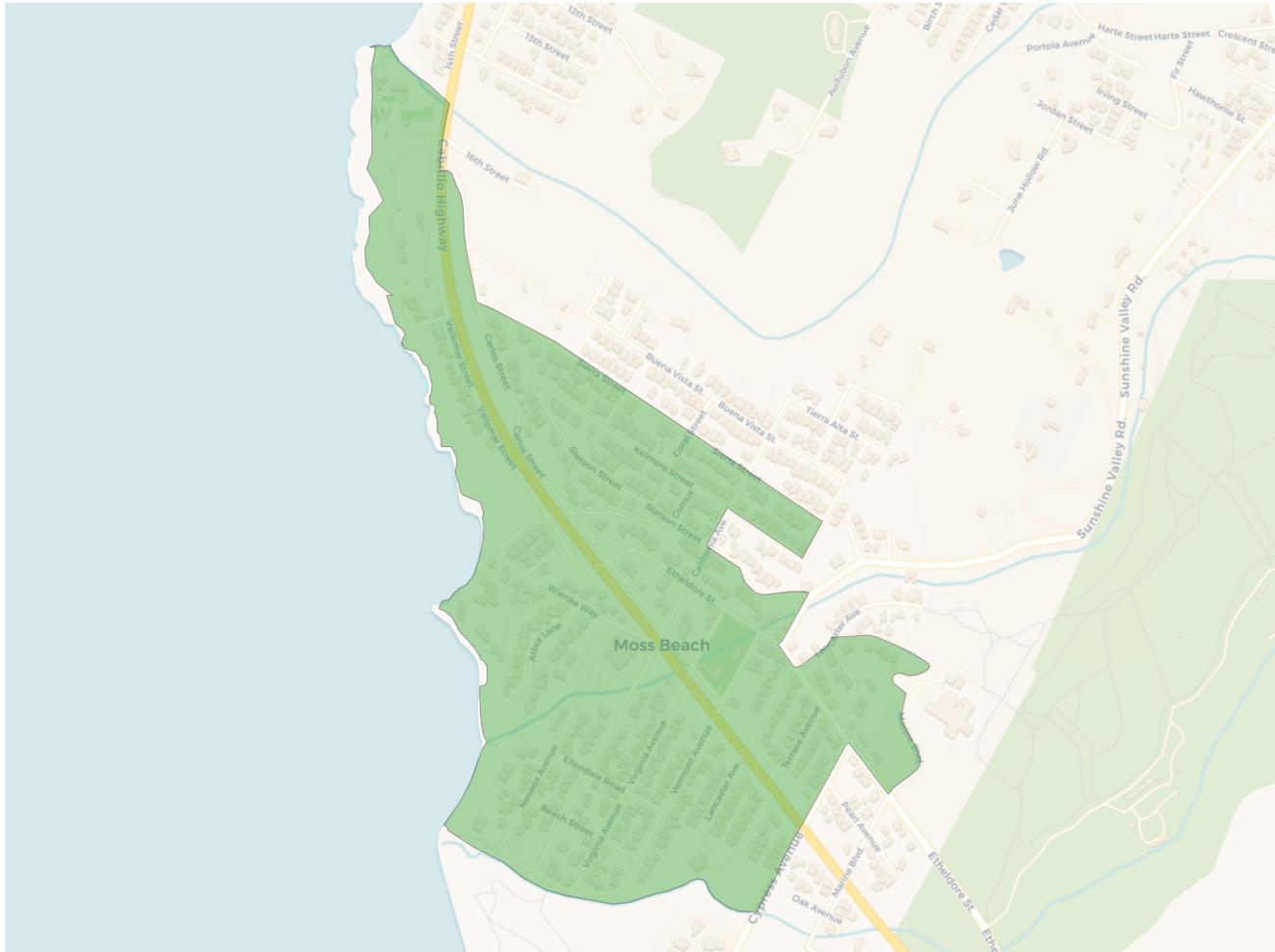


**Citizen Voting Age Population**

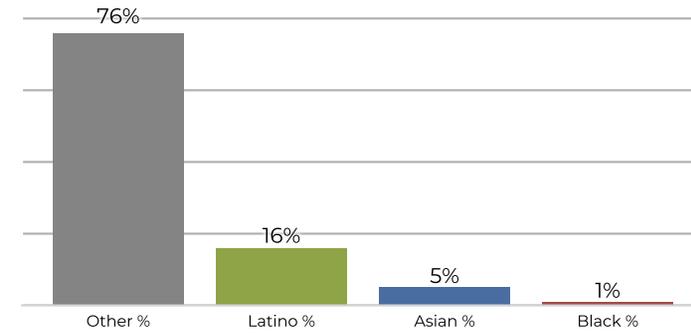


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,112	-3	-0.3%	560	45.3%	600	48.5%	60	4.9%	16	1.3%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
773	618	79.9%	135	17.5%	17	2.2%	3	0.4%		

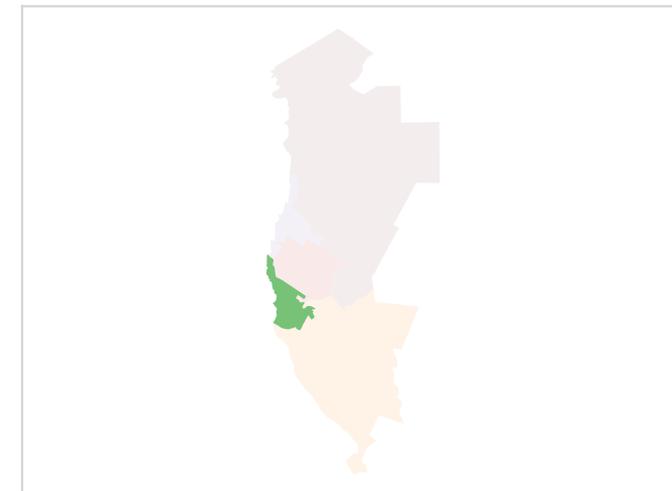
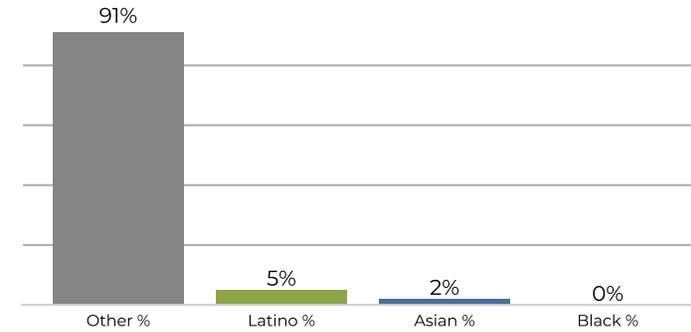
**District 2**



**2020 Census**

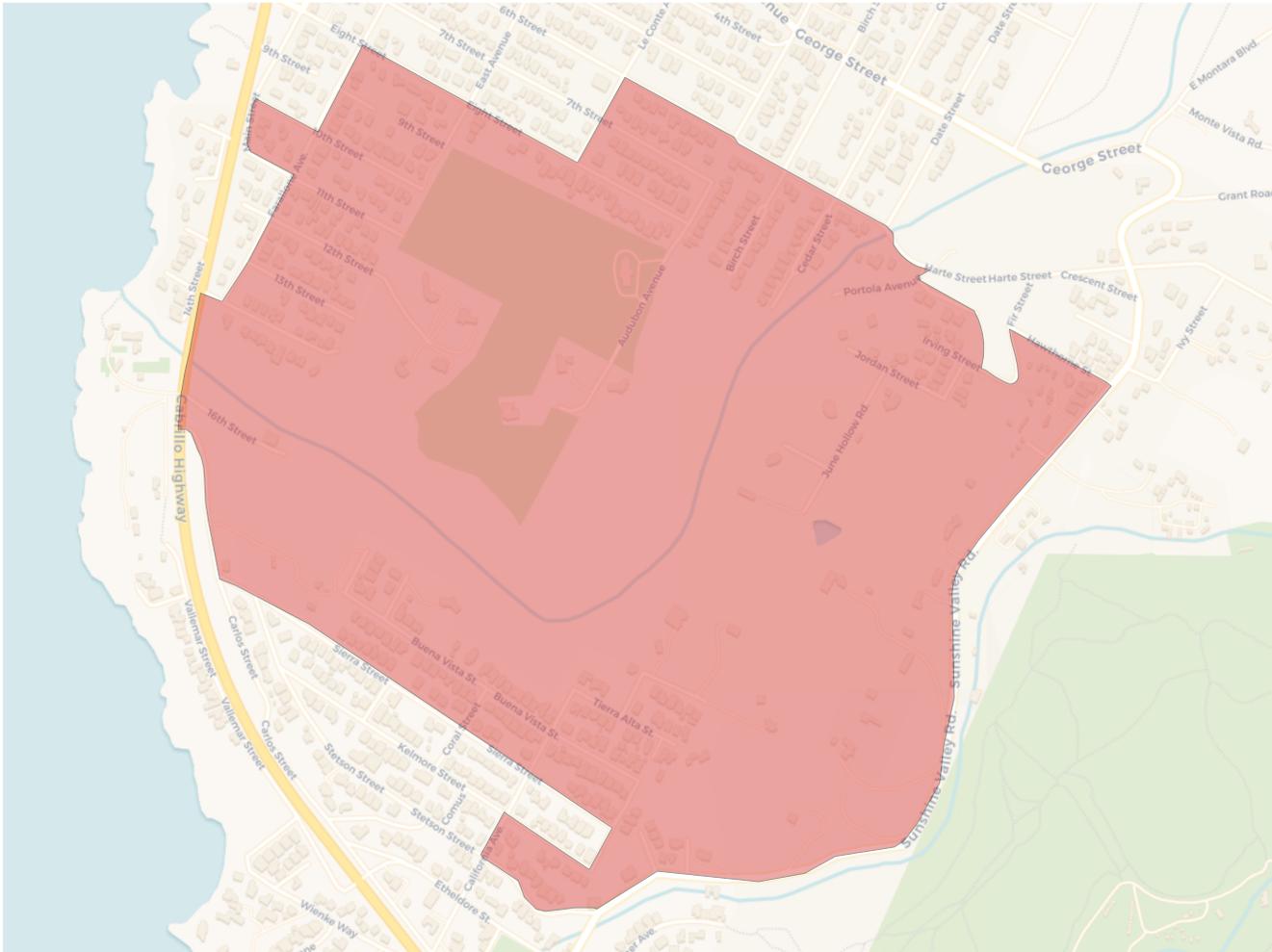


**Citizen Voting Age Population**

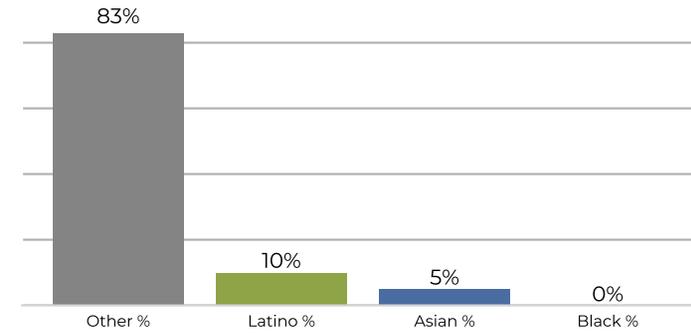


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,110	-5	-0.4%	851	76.7%	178	16.0%	66	5.9%	15	1.4%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
901	825	91.6%	49	5.4%	26	2.9%	1	0.1%		

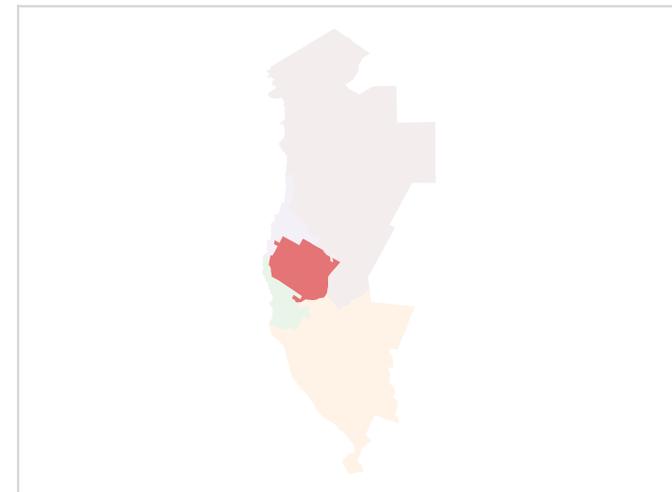
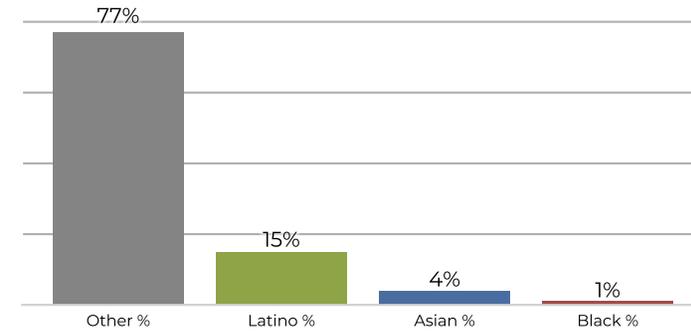
**District 3**



**2020 Census**

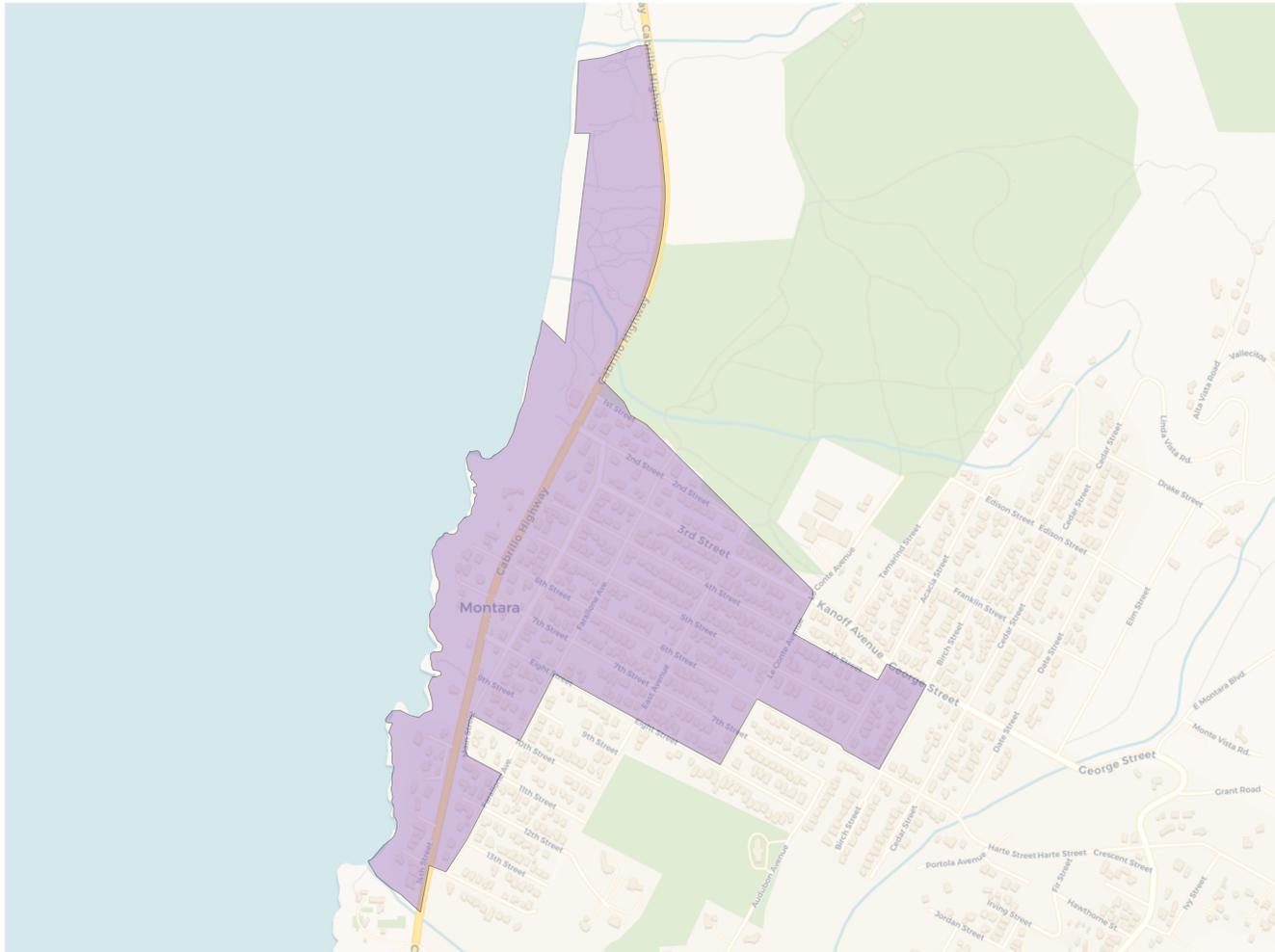


**Citizen Voting Age Population**

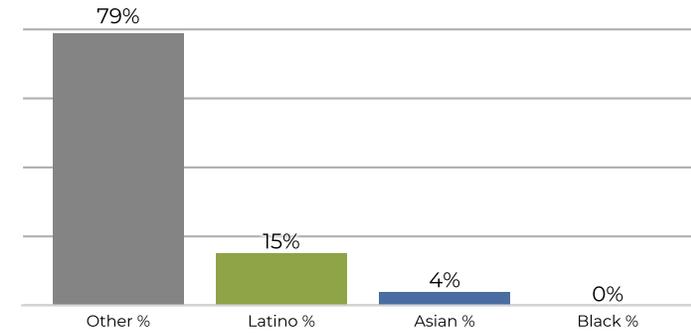


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,114	-1	-0.1%	930	83.5%	118	10.6%	57	5.1%	9	0.8%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
978	762	77.9%	153	15.6%	48	4.9%	15	1.5%		

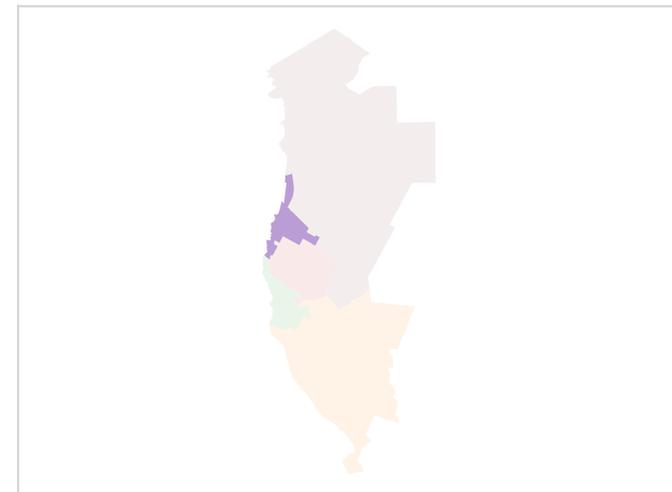
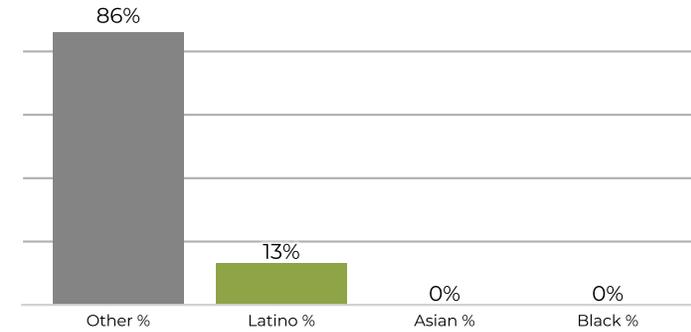
**District 4**



**2020 Census**

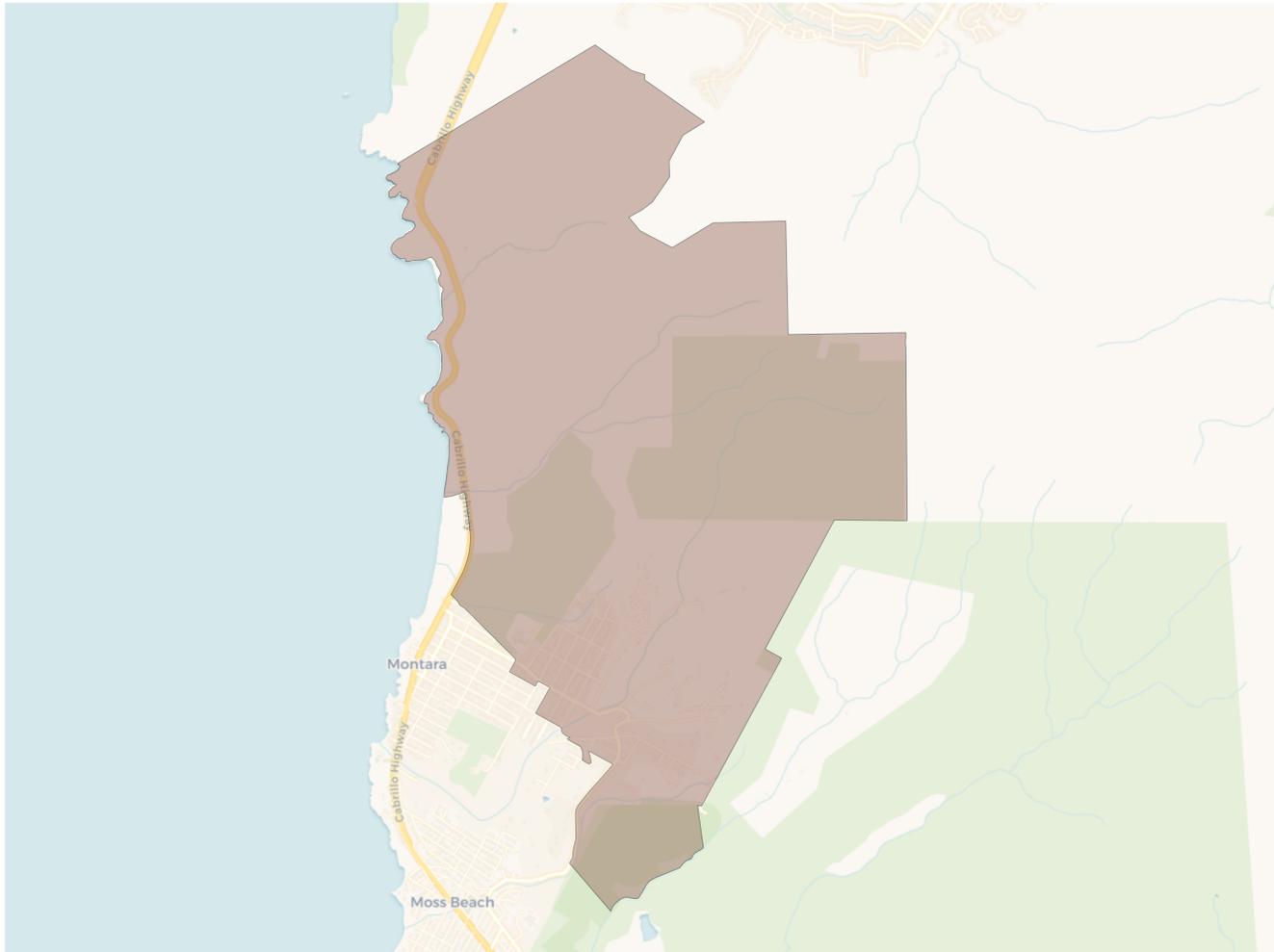


**Citizen Voting Age Population**

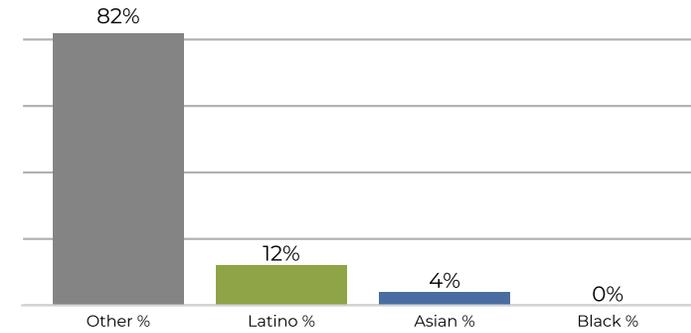


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,129	14	1.3%	894	79.2%	174	15.4%	53	4.7%	8	0.7%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
815	703	86.3%	110	13.5%	2	0.2%	0	0.0%		

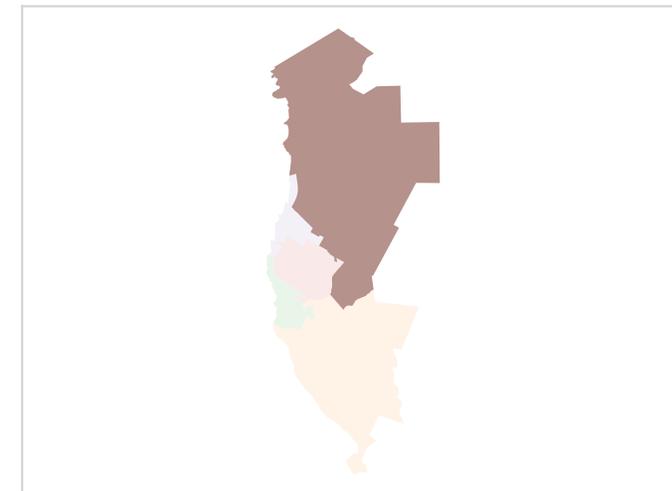
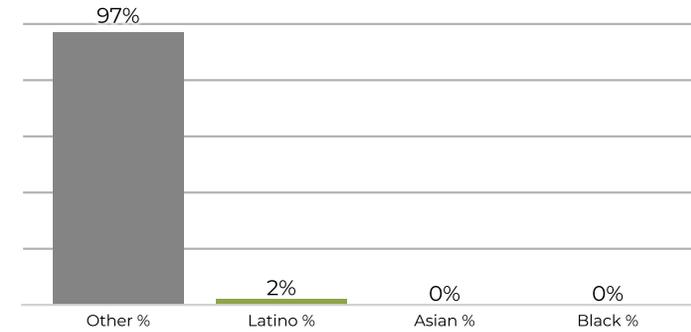
**District 5**



**2020 Census**



**Citizen Voting Age Population**



Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
1,109	-6	-0.6%	814	82.6%	124	12.6%	46	4.7%	1	0.1%
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %		
864	844	97.7%	19	2.2%	1	0.1%	0	0.0%		



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning  
Adoption of a Revised Master Fee Schedule.**

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Every year the Board adopts a Master Fee Schedule which contains updates to most charges and fees including the Water and Sewer connection charges. Staff has updated the connection charges and service fees based on the cost of construction and the consumer price index.

The new Sewer Service Charges, Water Rates, and Water System Reliability Charges, all approved through the 2023 Prop 218 process to increase by 6%, are also included in the proposed Master Fee Schedule.

The following are the major changes from the prior year:

- The Sewer Service Charge rate is suggested to be set at tonight's meeting to increase from \$27.29 to \$28.93. The increase is necessary to fund increased SAM assessments and capital improvement expenses.
- Monthly Water Meter Service Charges for standard 5/8 meters to increase from \$28,80 to \$30,86. Tier 1 rates to increase from \$8.36 to \$8.91, and the water system reliability charges to increase from \$558.66 to \$592.18.
- Connection Charges and other construction related fees have been increased by 1.38% in accordance with the California Construction Cost Index. The Application Fees and other Miscellaneous Fees that depend on District staff for review have been increased by 4.19% in accordance with the U.S. Bureau of Labor's Consumer Price Index (All Urban Consumers – SF-Bay).

## RECOMMENDATION:

Open the public hearing, consider relevant public testimony, close the public hearing, and adopt *Ordinance No. \_\_\_\_\_*. *Ordinance of the Montara Water and Sanitary District Restating and Amending Master Fee Schedule.*

Attachments

**ORDINANCE NO. \_\_\_\_**

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

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

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

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

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

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

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

**WHEREAS**, the fees and charges pertaining to water and sewer services and facilities are hereby amended, having heretofore been established by ordinance duly adopted; and

**WHEREAS**, notice was published twice in the Half Moon Bay Review, a newspaper of general circulation within the District, giving notice of a public hearing to take place on June 1, 2023 to consider adoption of amended fees or charges as set forth herein, effective July 1, 2023; and

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

**ORDINANCE NO. \_\_\_\_**

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

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

**SECTION 1.** The following provisions of the Master Fee Schedule are hereby amended to read as follows:

SEWER SERVICE CHARGE RATES

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

<u>Classification</u>	<u>Rate/HCF*</u>	<u>Minimum Charge</u>
Residential	\$28.93	\$1,388.64
Restaurants	\$50.18	\$2,408.64
Motels	\$30.45	\$1,461.60
Offices	\$26.05	\$1,250.40
General Commercial	\$27.90	\$1,339.20
Schools	\$26.47	\$1,270.56
Hospitals	\$28.84	\$1,384.32
Wells	\$28.93	\$1,475.43

\*Hundred cubic feet

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

**SECTION 2.** The following provisions of the Master Fee Schedule are hereby amended to read as follows:

<u>Description of Fee*</u>	<u>Fee</u>
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**ORDINANCE NO. \_\_\_\_**

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

Sewer Connection Permit (MWSD Code §3-9.500)	\$33,986.00
Fixture Unit Charge (MWSD Code §3-9.500)	\$1,359.00
Sewer Connection Permit for Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$22,109.00
Fixture Unit Charge – Conversion from Septic System to Sewerage System (MWSD Code §§3-4.800, 3-9.500)	\$884.00
Connection Permit Administrative Fee (MWSD Code §3-9.600)	Actual Cost (\$622.00 minimum)
Connection Permit Inspection Fee (MWSD Code §3-9.600)	Actual Cost (\$589.00 minimum)
Remodel Permit Fee (MWSD Code §3-9.500)	Actual Cost (\$437.00 minimum)
Minor Remodel Inspection Fee, No additional fixture units (MWSD Code §3-9.500)	\$136.00
Private Sewer System Permit (MWSD Code §3-4.200)	Actual Cost (\$201.00 minimum)
Private Sewer System Hydrologic Investigation (MWSD Code §3-4.1200 (c))	Actual Cost (\$3,939.00 minimum)
Connection Permit Administrative Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600)	Actual Cost (\$622.00 minimum)
Connection Permit Inspection Fee - Subdivisions & Commercial Units (MWSD Code §3-9.600,)	Actual Cost (\$589.00 minimum)

**ORDINANCE NO. \_\_\_\_**

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

Administrative Fee for Reimbursement Agreement (MWSD Code §3-9.500)	Actual Cost (\$622.00 minimum)
Administrative Fee for Main Line Extension Agreement (MWSD Code §3-9.500)	Actual Cost (\$622.00 minimum)
Connection Fee to Connect to Interceptor (MWSD Code §3-9.500)	Prorata share of current value of interceptor
Miscellaneous Inspection Fee (MWSD Code §3-9.500)	Actual Cost (\$589.00 minimum)
Accessory Dwelling Unit contained within the existing space of a single-family residence or accessory structure – no connection fee	n.c.
Accessory Dwelling Unit Additional Fixture Units: (MWSD Code §3-10.200)	\$1,359.00
Accessory Dwelling Unit Permit Application Fee (MWSD Code §3-10.400)	Actual Cost (\$622.00 minimum)
Developer Service Fee for processing application: (MWSD Code §§5-3.102, 5-3.210)	Actual Cost (\$3,374.00 minimum)
Administrative Charge for Processing Collection of Delinquent Refuse and Water Charges on Tax Roll (MWSD Code §1-5.200)	\$55.00 per account
Charge to Photocopy Documents	\$1.79 per page for first four pages; \$0.46 for each page over four.
Charge for Failure to Obtain Permit	Double amount of Permit

**ORDINANCE NO. \_\_\_\_**

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

(MWSD Code §1-5.200)

Fee or actual collection cost,  
whichever is greater

SPECIAL PROVISIONS  
(MWSD Code §4-2.800)

Financial hardship discount rate  
(PGE CARE PROGRAM)

\$400 per annum

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

**SECTION 3.** The following provisions of the Master Fee Schedule are hereby amended to read as follows:

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

<u>Rate Components</u>	<u>Rate**</u>
Tier 1 0 to 6 HCF*	\$8.91 per HCF
Tier 2 7 – 13 HCF	\$11.75 per HCF
Tier 3 14 – 27 HCF	\$14.57 per HCF
Tier 4 over 27 HCF	\$19.55 per HCF
Meter Service Charge-5/8" (standard residential size)	\$30.86 per month
Meter Service Charge-3/4"	\$34.97 per month
Meter Service Charge-1"	\$45.26 per month
Meter Service Charge-1 ½"	\$78.18 per month
Meter Service Charge-2"	\$125.50 per month



**ORDINANCE NO. \_\_\_\_**

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

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

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

5/8 x 3/4 inch meter	\$23,887.00
3/4 inch meter	\$26,277.00
1 inch meter	\$33,442.00
1-1/2 inch meter	\$43,001.00
2 inch meter	\$69,273.00
3 inch meter	\$262,759.00
4 inch meter	\$334,419.00

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

**(e) WATER SYSTEM RELIABILITY CHARGE**  
(MWSD Code §5-3.313)

**Water Service Accounts**

Meter Size:	
5/8 x 3/4 inch meter	\$592.18
3/4 inch meter	\$888.27
1 inch meter	\$1,480.45
1-1/2 inch meter	\$2,960.90
2 inch meter	\$4,737.44
3 inch meter	\$8,882.70
4 inch meter	\$14,804.50

**Accounts with Private Fire Service Only**

Connection:	
Up to 4-inch	\$296.09
6-inch	\$592.18
8-inch	\$947.49
10-inch	\$1,421.23
12-inch	\$2,013.41

**(f) MISCELLANEOUS WATER SYSTEM SERVICE FEES:\***

Check not honored by bank:	\$35.00
(MWSD Code §§1-5.200, 5-5.122)	

**ORDINANCE NO. \_\_\_\_**

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

Poor credit history deposit: (MWSD Code §§1-5.200, 5-3.210)	Twice estimated first payment
Reconnection Charge due to Non-Payment: (MWSD Code §§5-3.210, 5-5.120)	\$86.00
Developer Service Fee against which all District costs to process application are charged (MWSD Code §§5-3.102, 5-3.210)	\$3,374.00 minimum deposit
Hydrant Meter Deposit against which water use is charged: (MWSD Code §5-4.227)	\$1,525.00 deposit
Hydrant Test Fee (MWSD Code §§5-3.208, 5-5.202)	\$681.00
Connection Administrative Fee (minimum deposit applied to actual hourly costs to process application) (MWSD Code §§5-3.202, 5-3.203)	\$622.00 minimum deposit
Connection Inspection Fee (MWSD Code §5-3.210)	\$589.00
Connection construction cost deposit applied to actual cost (MWSD Code §§5-3.202, 5-3.203)	\$3,374.00 deposit
Service Charge for Posting Door Tag for Delinquent Account (MWSD Code §§1-5.200, 5-3.210)	<u>\$39.00</u> per customer per incident
Credit for Customer paying bill using ACH: (MWSD Code §5-3.200)	\$3.95 per bill
Service Charge for Unauthorized Use of Fire Hydrant (Total charge includes Service Charge plus water usage plus damages). (MWSD Code §5-5.202)	\$180.00 per incident plus actual water usage & damages
Service Charge for Cross Connection Control Device Test:	\$136.00 per tested device

**ORDINANCE NO. \_\_\_\_**

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

(MWSD Code §5-6.400)

(g) SPECIAL PROVISIONS  
(MWSD Code §5-3.217)

Financial hardship discount rate (PGE CARE PROGRAM)	\$400 per annum; \$66.66 discount applied to each bi-monthly bill
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\*Where minimums or deposits are specified, no District services will be provided when the estimated costs to complete the services exceed the minimum paid or when the deposit has been exhausted unless and until an amount equal to the estimated cost for completion has been deposited with the District. Balances remaining upon completion of services will be refunded.

**SECTION 4.** The following provisions of the Master Fee Schedule are hereby restated:

The monthly rates to be charged by the District's Franchisee for the collection, removal, and disposal of refuse for all occupied premises (except agricultural premises) and recycling services within the District commencing on July 1, 2022 and until thereafter revised are:  
(MWSD Code §2-7.100)

**RESIDENTIAL**

1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:
  - a. Container limits: volume - 20 gals. (3/10 cu yd), weight 40 lbs, per mo charge \$31.22
  - b. Container limits: volume - 32 gals (1/4 cu yd), weight 60 lbs, per mo charge \$38.25
  - c. Container limits: volume - 64 gals (1/2 cu yd), weight 100 lbs, per mo charge \$125.68
  
2. Special Services (charges added to above, basic changes):
  - a. Container placed at side or rear of dwelling - per container \$9.56
  - b. Container not placed at specified collection point and return call required- per container \$19.96
  - c. Extra 30 gallon bag with collection (excludes 20 gallon cart service), per bag \$10.31
  - d. Special collections combined with regular service, including collections for estimate estimate

**ORDINANCE NO. \_\_\_\_**

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

brush, yard clippings, boxes, etc.

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

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

5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) 30 gallon containers – customers own containers incl. w/service

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

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

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

**MULTIFAMILY, COMMERCIAL AND INDUSTRIAL SERVICE**

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

a. Regular collections:

1-64 gallon collection once per week	\$150.91
1-96 gallon collection once per week	\$246.94

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

2. Commercial Container Rental:

a. 1 cubic yard box - per mo.	\$68.66
b. 2 cubic yard box - per mo.	\$89.00

3. Commercial Container Collections:

**ORDINANCE NO. \_\_\_\_**

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

a. 1 cubic yard box - per collection	\$58.01
b. 2 cubic yard box - per collection	\$115.43
4. Compacted Commercial Container Service:	
a. 1 cubic yard box - per collection	\$113.24
b. 2 cubic yard box - per collection	\$228.74
5. Recyclable material collection up to five times a week	incl. w/service

**DEBRIS BOX SERVICE**

1. 7, 14, 20 and 30 yard size containers:	\$456.05
a. Container rental, delivery and pickup charge	Tonnage
b. \$67 per ton confirmed by disposal site weight slip	based

**SPECIAL PROVISIONS**

1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 30 gallon can (PGE CARE PROGRAM)	
a. 15% reduction 20-gallon can	\$26.53
b. 15% reduction 32-gallon can	\$31.47

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

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

\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

**ORDINANCE NO. \_\_\_\_**

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

\* \* \*

I HEREBY CERTIFY that the foregoing Ordinance No. **XX** 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 1<sup>st</sup> day of June 2023 by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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Secretary, Montara Water and Sanitary District

**CPI for All Urban Consumers (CPI-U)**  
**Original Data Value**

**Series Id:** CUURS49BSA0

**Not Seasonally Adjusted**

**Series Title:** All items in San Francisco-Oakland-Hayward, CA, all

**Area:** San Francisco-Oakland-Hayward, CA

**Item:** All items

**Base Period:** 1982-84=100

**Years:** 2013 to 2023

<b>Year</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>
<b>2013</b>		242.677		244.675		245.935		246.072		246.617	
<b>2014</b>		248.615		251.495		253.317		253.354		254.503	
<b>2015</b>		254.910		257.622		259.117		259.917		261.019	
<b>2016</b>		262.600		264.565		266.041		267.853		270.306	
<b>2017</b>		271.626		274.589		275.304		275.893		277.570	
<b>2018</b>		281.308		283.422		286.062		287.664		289.673	
<b>2019</b>		291.227		294.801		295.259		295.490		298.443	
<b>2020</b>		299.690		298.074		300.032		300.182		301.736	
<b>2021</b>		304.387		309.419		309.497		311.167		313.265	
<b>2022</b>		320.195		324.878		330.539		328.871		332.062	
<b>2023</b>		337.173		338.496							

Bureau of Labor Statistics

<b>Dec</b>	<b>Annual</b>	<b>HALF1</b>	<b>HALF2</b>
245.711	245.023	243.894	246.152
252.273	251.985	250.507	253.463
260.289	258.572	256.723	260.421
269.483	266.344	263.911	268.777
277.414	274.924	273.306	276.542
289.896	285.550	282.666	288.435
297.007	295.004	293.150	296.859
302.948	300.084	299.109	301.059
315.805	309.721	306.724	312.718
331.222	327.060	323.408	330.711

PLEASE DO NOT SUBMIT PERSONALLY IDENTIFIABLE INFORMATION.

### California Construction Cost Index 2021-2025

Month	2025	2024	2023	2022	2021
January			9246	8151	7090
February			9166	8293	7102
March			9118	8736	7130
April			9026	8903	7150
May			9621	9001	7712
June				8925	7746
July				9110	7892
August				8729	8122
September				8604	7900
October				8712	8080
November				8765	8141
December				8823	8072
Annual % *				9.3%	13.4%

*\*Annual Percentage is calculated from December to December.*

# NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of the Montara Water and Sanitary District proposes to adopt an ordinance revising the Master Fee Schedule. This document contains most of the fees levied by the District including Sewer and Water Service Charges. The District proposes to update these fees in accordance with increases occurring since the last update. The Board shall consider adoption of this ordinance at a meeting of the Board as follows:

DATE: June 1, 2023

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

PLACE: District Board Chambers

8888 Cabrillo Highway  
Montara, CA 94037

**Remote and telephonic attendance will additionally be permitted by visiting [www.mwsd.montara.org](http://www.mwsd.montara.org) for access information.**

Published in the Half Moon Bay Review May 31, 2023



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Confirming Reports on Sewer Service Charges and Water System Reliability Charges for FY 2023-2024, and Delinquent Refuse Collection Charges and Water Service Charges for FY 2022-2023.**

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The Health and Safety Code requires that in order for sewer service charges and water system reliability charges to be placed on the property tax roll, a public hearing must be held. The Code also provides for collection of delinquent water service and refuse collection charges under the tax roll. The District has previously adopted ordinances enabling collection of the sewer service and delinquent water and refuse collection charges under the property tax roll.

The attached notice regarding collection of the foregoing charges and delinquent charges was published in the HMB Review in accordance with the Code. The Board must now hold a public hearing at which time everyone is given the opportunity to speak regarding their proposed charges. Once the public hearing is held, the Board may then adopt the attached resolution that confirms the final charges, including any Board-directed changes, for the coming fiscal year.

#### RECOMMENDATION:

Open the public hearing, allow pertinent public testimony, close the public hearing, and adopt RESOLUTION NO. \_\_\_\_\_, *Resolution of the Montara Water and Sanitary District Overruling Protests and Confirming Reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year 2023-2024 and Delinquent Refuse Collection and Water Service Charges for Fiscal Year 2022-2023, Certifying List of Lots or Parcels of Land and Corresponding Charges Against Said Lots or Parcels and Directing Transmittal of Said Certified List and Charges to County Controller for Entry on the Current Assessment Roll.*

Attachments

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE  
CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL  
YEAR 2023-2024 AND DELINQUENT REFUSE COLLECTION AND WATER  
SERVICE CHARGES FOR FISCAL YEAR 2022-2023, CERTIFYING LIST OF  
LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST  
SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID  
CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY  
ON THE CURRENT ASSESSMENT ROLL**

**WHEREAS**, a written Report containing a description of each parcel of real property that shall receive sewerage services and facilities from the District and the amount of the service charge for each such parcel for Fiscal Year 2023-2024 was prepared and filed with the Secretary of the District; and

**WHEREAS**, a written Report containing a description of each parcel of real property that shall receive water services and facilities from the District and the amount of the Water System Reliability Charge for each such parcel for Fiscal Year 2023-2024 was prepared and filed with the Secretary of the District; and

**WHEREAS**, a written Report containing a description of each parcel of real property receiving refuse collection and recycling services from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2022-2023 was prepared and filed with the District Secretary; and

**WHEREAS**, a written Report containing a description of each parcel of real property receiving water services and facilities from the District for which charges are delinquent and the amount of such delinquency for each designated parcel for Fiscal Year 2022-2023 was prepared and filed with the Secretary of the District; and

**WHEREAS**, hearing was set for consideration of the Reports on Sewer Service Charges and Water System Reliability Charges for Fiscal Year July 1, 2023 - June 30, 2024, Delinquent Refuse Collection Charges and Delinquent Water Service Charges for Fiscal Year July 1, 2022 - June 30, 2023 for the purpose of collecting said charges on the assessment roll of the County of San Mateo pursuant to Sections 5470 through 5473.11 of the California Health and Safety Code; and

**WHEREAS**, notice was given of the date, time and place of the above-mentioned hearing in accordance with the provisions of said Code; and

**WHEREAS**, said matter came on regularly for hearing as so noticed; and

## RESOLUTION NO. \_\_\_\_

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE  
CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL  
YEAR 2023-2024 AND DELINQUENT REFUSE COLLECTION AND WATER  
SERVICE CHARGES FOR FISCAL YEAR 2022-2023, CERTIFYING LIST OF  
LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST  
SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID  
CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY  
ON THE CURRENT ASSESSMENT ROLL**

**WHEREAS**, such written protests or other written communications objecting to the aforesaid Reports, or any of them, or any matter therein contained, that were submitted were considered by this Board at said hearing and all persons present and desiring to be heard were given the opportunity to be heard.

**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. Objections to, and protests against, the above-described Reports of Sewer Service Charges and Water System Reliability Charges for Fiscal Year 2023-2024 and Delinquent Refuse Collection Charges and Delinquent Water Service Charges, respectively, for fiscal year 2022-2023 proposed for collection on the assessment roll of the County of San Mateo were not made by owners of a majority of the separate parcels of property described in each of said Reports against which such charges for the corresponding services and facilities provided by the District were fixed.

2. Any and all objections to, and protests against, said Reports of Sewer Service Charges, Water System Reliability Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges have been heard and considered by this Board and said objections and protests shall be, and each of them is, hereby overruled.

3. Said Reports of Sewer Service Charges, Water System Reliability Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges are hereby adopted in full without revision, change, reduction, or modification of any charge specified therein for entry of said charges on the assessment roll, and the list of the lots or parcels of land as they appear on the current assessment roll subject to such charges and the amounts of the installments of such charges and the interest to be entered against such lots or parcels on the assessment roll are hereby certified.

4. The Secretary of the District is hereby authorized and directed to file with the County Controller of the County of San Mateo, on or before the 30th day

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE  
CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL  
YEAR 2023-2024 AND DELINQUENT REFUSE COLLECTION AND WATER  
SERVICE CHARGES FOR FISCAL YEAR 2022-2023, CERTIFYING LIST OF  
LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST  
SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID  
CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY  
ON THE CURRENT ASSESSMENT ROLL**

of July 2023, copies of the above-described Reports, or a document combining said Reports, upon each of which, or upon the combined Report, shall be endorsed over his or her signature a statement that each such Report had been finally adopted by the Board of the Montara Water and Sanitary District.

5. The County Controller of the County of San Mateo shall, upon receipt of said Reports or the document combining said Reports, enter the amounts of the charges therein described against the corresponding lots or parcels of real property therein described, as said lots or parcels appear on the current assessment roll, and the County Treasurer/Tax Collector shall include the amounts of the installments of such charges and the interest on bills for taxes levied against the said respective lots and parcels of land.

\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE  
CHARGES AND WATER SYSTEM RELIABILITY CHARGES FOR FISCAL  
YEAR 2023-2024 AND DELINQUENT REFUSE COLLECTION AND WATER  
SERVICE CHARGES FOR FISCAL YEAR 2022-2023, CERTIFYING LIST OF  
LOTS OR PARCELS OF LAND AND CORRESPONDING CHARGES AGAINST  
SAID LOTS OR PARCELS AND DIRECTING TRANSMITTAL OF SAID  
CERTIFIED LIST AND CHARGES TO COUNTY CONTROLLER FOR ENTRY  
ON THE CURRENT ASSESSMENT ROLL**

\* \* \* \*

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, County of San Mateo, California, at a regular meeting thereof held on the 1<sup>st</sup> day of June 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District





## **MONTARA WATER & SANITARY DISTRICT**

### **REGULAR BOARD OF DIRECTORS MEETING May 4, 2023**

#### **MINUTES**

**This meeting took place at the district office located at the above address. Simultaneous public access and participation was also available remotely, via telephone or the ZOOM application.**

**REGULAR SESSION began at 7:35 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Boyd, Dekker, Softky, Slater-Carter and Young

Directors Absent: None

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

Others Present: District Counsel, Christine Fitzgerald  
Kastama Consulting, Alison Kastama  
District Sewer Engineer, Pippin Cavagnaro  
District Accountant, Peter Medina  
District Financial Advisor Alex Handlers  
Sewer Authority Mid-Coastside, General Manager Kishen Prathivadi  
Sewer Authority Mid-Coastside, Supervisor of Treatment/Field Operations, Tim Costello

## **PRESIDENT'S STATEMENT**

Director Boyd said may the fourth be with you for those who are *Star Wars* fans. Even though it seems like there was lot of rain this year, this is historically an average year. It is good to remember wise water management is important for the long haul. They still have a big job to manage what they have and work on finding more resources.

## **ORAL COMMENTS**

Director Slater-Carter said today is the 24-hour giving day to support charities and non-profits on the Coast. Everyone please contribute. The Dream Machines was last Sunday and an amazing event. There were several Coastal non-profits and a lot of locals at the event.

Director Dekker said the Sewer Authority Mid-Coastside (SAM) was at the event, handing out reminders on what not to flush.

Director Slater-Carter reminded people they can take a tour at SAM or browse their website and take a virtual tour [www.samcleanswater.org](http://www.samcleanswater.org).

Director Young asked if there was a website for the 24-hour giving day event.

Director Boyd said there the website is [www.coastsidegives.org](http://www.coastsidegives.org).

## **PUBLIC HEARING**

### **1. Receive Final Water and Sewer Rate Studies and Review and Possible Action Concerning Prop 218 Rate Limits for Water and Sewer Rates and Water System Reliability Charges.**

General Manager Clemens Heldmaier stated this has been a long process with many discussions about this. The Prop 218 notices have been sent to all property owners in the district. Tonight, there will be a water and sewer rate study presentation, and will be deciding on a 6% rate increase for the water and sewer rates, and the water system reliability charges, effective July 1, 2023, and 9% for the next two years. These are the maximum limits, so this gives the district flexibility to reduce the rate increase as needed. Staff recommendation is for the Chair to open the public hearing, hear the presentation, receive public testimony, the Chair should close the hearing and ask the clerk to complete the tabulation and announce the final number of written protests, have a board discussion, and decide whether to adopt the increase. If the Board adopts the rate increase, then they should Adopt the Resolution of the Montara Water and Sanitary District

(MWSD) Establishing Maximum Rates and Charges Pertaining to Water and Sewer Services, and Water System Facilities, Effective July 1, 2023.

Director Boyd announced the public hearing is now open.

District Financial Advisor Alex Handlers began his presentation. He summarized the history and background. The water and sewer utilities are self-supporting enterprises. Rates are the main source of funding and need adequate funding to provide service including replacing aging infrastructure. And 100% of rate revenues go to fund water and sewer operations. MWSD has provided strong financial management through rate increases to help meet funding needs, and will need to continue to do so in future years. The financial challenges are mostly due to infrastructure needs—replacing aging replacement and repairs—but also addressing current deficiencies. MWSD also faces higher operation costs, and needs to keep up with cost inflation. The proposed rate increase, effective July 1, 2023, would be 6% this year for the water and sewer rates and the Water System Reliability Charge, then maximum increases of 9% in 2024 and 2025. These are maximum rates and can be adjusted. MWSD is trying to balance objectives taking steps to meet the funding needs with gradual steps. There are some water rate structure modifications (which haven't been updated in a long time) as follows: aligning fixed meter charges with standard meter capacity ratios. So, commercial customers with meters larger than 1" will pay a uniform rate (weighted average rate) instead of the tier system. No change to the structure of the sewer side. The district also has an Economic Hardship Discount program, which is proposed to increase from a \$200 to \$400 dollar credit for water and for sewer accounts. Eligibility is based on participation in the PG&E CARE program or Recology's Low Income discount program. MWSD also participates in the federally funded program, Low Income Household Water Assistance Program to help pay for water and sewer bills. This also applies to folks in Pillar Ridge. People interested can contact [www.csd.ca.gov](http://www.csd.ca.gov).

General Manager Clemens Heldmaier stated that the Economic Hardship Discount is a separate agenda item and will be discussed later.

Gregg Dieguez said he supports the rate increases. However, he is not satisfied with the financial analysis and projections that were done in these rate studies. He sent a long email in February detailing the kinds of work that needed to be done to calculate reserve accounts going forward, to show the adequacy of reserves, etc. There are a few things that need to be addressed: connection fees are too low, and donated assets become a donated burden. He hasn't seen any consideration given to incremental asset replenishment fees for those assets dedicated to a specific property. By not charging that, MWSD is passing on to the rest of the rate payers the burden of maintaining and replenishing those assets. He also reiterated that the bond will end in 2028, and they need to preserve that revenue stream for asset replenishment even without a bond.

Director Dekker made a motion to close the public hearing. Director Softky seconded the motion, and all were in agreement and the public hearing was closed.

Director Boyd asked the District Clerk to complete the tabulation and announce the final number of written protests and whether a major exists.

The District Clerk stated the District received one written protest and no majority exists.

Director Slater-Carter thanked the community for supporting the District. And to Mr. Dieguez's comment, she would like to see a future Bond. That way it is good for 30 years and can't be repealed by another Board. It is expensive to have our own water district.

Director Softky said he appreciates how the large customers will pay the weighted average instead of the tier system. It has an algorithm which implements symmetry and equity. That general principle of fairness through mathematics is wonderful. Mr. Dieguez is making some good points. He would like to discuss Mr. Dieguez's points integrated with other things in the future.

Director Young asked if the 8 million and 14 million dollars needed for infrastructure needs include the consent decree and is it district wide.

General Manager Clemens Heldmaier said the 14 million dollars needed by SAM is to replace the Intertie Pipeline System (IPS).

Director Boyd said MWSD would pay a little over 20% and that applies to both of those numbers.

Director Young said to Director Slater-Carter's point about the bond, she understands that MWSD needs to maintain a stream of revenue, but customers are already paying the Water System Reliability charge. She asked who the large users are.

General Manager Clemens Heldmaier replied it would be the hospital, school, restaurants, and the building along Airport.

Director Young asked when the GO Bond ends.

District Accountant Peter Medina said the last debt service payment is due August 31, 2028.

Director Young asked if the new developments will be paying a residential or commercial rate.

General Manager Clemens Heldmaier said they don't have an application, so he doesn't know. It will likely be residential.

Director Young asked what the extra capacity cost recovery charge is on page 22 in the board packet.

District Financial Advisor Alex Handlers replied that this is an internal note for the basis of calculating the tiered water rates, and is not an extra charge. It is part of the rationale underlying the tiered water rates. The extra capacity means it is thinking in terms of maximum capacity during peak demand.

Director Boyd thanked everyone involved in getting this prepared. He stated that every year they consider what is needed balanced with what people can afford and it is not easy. Everything needs to be replaced at some point, and he appreciates the community's support. Keeping the system in good shape costs much less in the long run than letting it get to a broken and disrepaired state.

Director Slater-Carter added that often times the community needs are not what it thinks it needs. Often times the regulatory agencies decide they need to pay for something they feel they shouldn't, like the carbon footprint from water extraction, or updating equipment. But it goes on the bill. All of these things, along with operating costs increases and employee retention, are all things that have to be considered.

Director Young asked if the proposed rate increases include the added costs if MWSD loses the lawsuit or the ERF lawsuit fees.

General Manager Clemens Heldmaier replied no. If the agencies lose the lawsuit, and there is a cost shift within SAM that would require additional financing.

Director Boyd added that Director Young is referring to Half Moon Bay suing MWSD and Granada Community Services District (GCSD), because they were no longer willing to pay their share for the Intertie Pipeline (IPS)—the pipeline that carries sewage from Montara, Moss Beach and El Granada to the plant in Half Moon Bay, although an agreement was formed 45 years ago among the three agencies and they had all paid their portion for the last 40 years. It is important to note that the sewer plant could have been in any location on the Coast—Montara had a new sewer plant--but it was decided to be built in Half Moon Bay. The court made a judgement in their favor, but Half Moon Bay appealed the decision. They are confident they will prevail again. However, if they lose, then the costs for replacement of the IPS will be double what it is now. They have not budgeted for the possibility of losing the lawsuit. Additionally, a few years ago, the Sewer Authority had a sewer spill, and were sued by an environmental group, Ecological Resource Foundation (ERF). Upon settlement, SAM agreed to improve the sewer infrastructure—which they need anyway. That will require 8 million dollars' worth of work. However, right now Half Moon Bay is balking what they agreed to. If ERF

decides they are not abiding by the agreement, they are concerned what that will mean for all of them. Half Moon Bay is balking at the SAM budget which includes work to get that underway.

General Manager Clemens Heldmaier said the share of the pipeline replacement is included in this cost. Any additional costs that may arise through outcomes of lawsuits in the future are not included.

Director Young asked for clarification of the maximum limits of the rates.

Director Boyd said this sets a ceiling on whatever increase can happen this year and the subsequent two years. When they do the budget, they will decide how close to get to the ceiling.

Director Softky made a motion to Adopt the Resolution of the Montara Water and Sanitary District Establishing Maximum Rates and Charges Pertaining to Water and Sewer Services, and Water System Facilities, Effective July 1, 2023. Director Dekker seconded the motion. A roll vote was taken, and the motion passed unanimously 5-0.

## **CONSENT AGENDA**

- 1. Approve Minutes for Regular Scheduled Board Meeting April 6 and 20, 2023 and Finance Committee Meeting April 27, 2023.**
- 2. Approve Financial Statements for Marcy 2023**
- 3. Approve Warrants for May 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 February 2023**

Director Slater-Carter made a motion to approve the consent agenda items 1-10, and Director Dekker seconded it. All directors were in favor, and the motion passed 5-0.

## **OLD BUSINESS - none**

## **NEW BUSINESS**

- 1. Review and Possible Action Concerning the District's Economic Hardship Assistance Policy.**

General Manager Clemens Heldmaier said they just heard District Financial Advisor Alex Handler's presentation on the rate increases and the Board asked for an increase in the level of assistance for customers who qualify for this Economic Hardship program. It was implemented in 2020 and the suggestion is to double the discount to \$400 dollars on the water side and \$400 dollars on the sewer side. Eligibility is based on enrollment in the PG&E CARE program or the Recology Discount program. Fiscal impact would be approximately \$10,000 dollars. Staff recommendation is to Adopt the Resolution of the Montara Water and Sanitary District Amending the Economic Hardship Discount Program for Sewer and Water Services and Designating Funding Source Therefor.

Lisa Ketcham asked if the Board had a chance to read her email comments from yesterday. She asked if all customers in the district are charged the same sewer rates based on water usage during the four winter months.

General Manager Clemens Heldmaier replied different classes pay different rates, which have different strength factors.

Lisa Ketcham asked if all residential customers pay the same rate.

General Manager Clemens Heldmaier replied that the residential rate is a volumetric rate based on water usage and there is a minimum charge.

Lisa Ketcham said the Pillar Ridge Management sub-bills the residents by the same method. They make every effort to be fair and match what you are charging single family homes in the district. She feels like the district is excluding Pillar Ridge from the Economic Hardship program. Recology has included some residents in their discount program (5 residents) and so does PG&E (5 residents). They are also excluded from the MWSD leak policy.

General Manager Clemens Heldmaier said that the district has worked hard to include the Pillar Ridge system as part of the MWSD system. However, the Pillar Ridge distribution system is owned by Millennium Housing, and thus, MWSD is a water wholesale provider providing water to the community. The rates that Pillar Ridge management are charging are not MWSD rates. They are based on MWSD's rates. They have been trying very hard to recognize the situation Pillar Ridge is in. They have been running the system for ten years, spent a great deal of money for operating and maintaining the system that only provides water for Pillar Ridge. Additionally, the agreement was structured to bill Pillar Ridge as one customer. This is very advantageous to the residents of Pillar Ridge, because instead of 227 separate meter charges, Pillar Ridge pays only one meter charge. This also applies to the Water System Reliability charges. That financial advantage for each resident is more than the amount given on the Economic Hardship program. He encouraged her to speak with Pillar Ridge management and they are willing to work with them to find a solution.

Lisa Ketcham replied that General Manager Heldmaier is referring to the water plant. They have the water rights to the wells, and can pump from their wells for no charge. Also, the District was asked if they wanted to take over the distribution and the billing, and they didn't. So, they retained the distribution system, the water meters and the billing, saving the district money.

Director Softky said there are a dozen different interlocking effects and is very complicated and something to be discussed at another time.

Director Boyd said the Low-Income Household Water Assistance Program is available to Pillar Ridge residents. The Economic Hardship Discount program is not available for Pillar Ridge right now.

Director Softky asked why the Economic Hardship discount number is a block number and not a proportion.

General Manager Clemens Heldmaier replied they don't have the staff to vet each applicant. This is fairly standard in agencies. It is a blanket discount and is legally the easiest solution.

Director Boyd added that it leans on qualification mechanisms that have been well worked out by other agencies. It is straightforward to administrate. It requires no extra work for someone who has qualified for the PG&E CARE program to qualify for this program.

Director Young made a motion to Adopt the Resolution of the Montara Water and Sanitary District Amending the Economic Hardship Discount Program for Sewer and Water Services and Designating Funding Source Therefor. Director Dekker seconded the motion. A roll call vote was taken, and the motion passed unanimously 5-0.

## **2. Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2023-2024 Collections Budget.**

General Manager Clemens Heldmaier said MWSD owns the collection system in Montara and Moss Beach and contracts SAM to provide these services. This budget was approved to be sent out by the member agencies. The Collections budget is proposed to be \$294,000 dollars, a 4% increase of \$28,400 dollars. Staff recommendation is to Adopt Resolution of the Montara Water and Sanitary District Approving and Adopting Fiscal Year 2023-2024 Sewer Authority Mid-Coastside Wastewater Collection System Contract Services Budget.

General Manager of Sewer Authority Mid-Coastside, Kishen Prathivadi said this is a budget to provide maintenance services for the collections system for the three member agencies. They maintain the pipe lines, lift stations, and provide emergency services. The overall cost to provide services for the member agencies

is \$809,592 dollars. Montara pays 38% based on the number of lift stations, line cleaning, etc. They pay more because there are 13 lift stations in Montara, Half Moon Bay has 3 lift stations (34%), and El Granada has 1 lift station (28%). The increase primarily due to increased personnel costs, and about \$50,000 for repairs and maintenance.

Director Dekker commended the team at SAM and strongly suggest they adopt this collection budget.

Director Slater-Carter said SAM keeps a very complex system running, and she commended the team for doing a great job.

Director Young asked if 86% is from employee salaries and benefits.

General Manager of Sewer Authority Mid-Coastside, Kishen Prathivadi replied that is correct. He referred to the pie chart for all the expenditures.

Director Boyd commented that this budget is for a lot of hard work. He referred to the storms in December and this covers the incident response in that kind of weather. He thanked the team for their hard work.

Director Young made a motion to Adopt Resolution of the Montara Water and Sanitary District Approving and Adopting Fiscal Year 2023-2024 Sewer Authority Mid-Coastside Wastewater Collection System Contract Services Budget. Director Softky seconded it. A roll call vote was taken and the motion passed unanimously 5-0.

Director Slater-Carter commented that she sat in the FEMA team review of the spills in the plant in January, and the meeting went incredibly well. The FEMA team were impressed by the level of organization and preparation of documents. They said that SAM should be able to be reimbursed for their damages including some of the damages in Montara.

### **3. Review and Possible Action Concerning Authorization to Advertise for Bids – Sewer Improvement Project and Spot Repairs 2020 - 2023 and Cabrillo Highway Sewer Improvement PHASE 1B.**

General Manager Clemens Heldmaier said it has been a few years since they did a capital improvement project on the sewer side. District Sewer Engineer put together two projects, the Cabrillo Highway Sewer Improvement Project Phase 1B which is a continuation of Phase 1A. Some funds were already collected for this. Staff recommendation is to Authorize Advertisement for Bids for bids for SEWER IMPROVEMENT PROJECT and SPOT REPAIRS 2022-2023, and CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B and authorize filing Notice of Exemption(s) under the California Environmental Quality Act (repair/replacement of existing facilities).

District Sewer Engineer, Pippin Cavagnaro said they have two projects. The Cabrillo Highway project is one that they have been planning for many years and the other project is to continue their goal of hardening and sealing neighborhood sewers. This year they are planning to spend 2.4 million dollars for sewer work, and have structured the project such that there is a base bid and an alternate bid. This will give them control over how much they spend depending on pricing. If the bid comes out high up to 2.65 million, they may have to take some money from reserves. Some funds were already collected 1.25 million on the Cabrillo Hwy project. The Cabrillo Highway project was not put out to bid in 2020-2021 due to COVID, and they do expect it could exceed the original budget, due to increased costs, and some additional work Caltrans might require. This might cause the project to exceed what was budgeted and may require some additional funds from reserves. The second project is for rehabilitating sewer lines in specific neighborhoods. He went over the site map for the planned areas for rehabilitation. They are doing some work on 7<sup>th</sup> Street, Birch and Harte (by the pumpstation) and up the hill, north end of Moss Beach, and some spot repairs on Bernal. The Cabrillo Highway project will be moving the pipeline off the main highway and extending the pipeline from 14<sup>th</sup> street to 16<sup>th</sup> street and improve the connection between all the sewers. They received the Coastal Exemption for both of the projects, so the County is ready for them to apply for the permits when the contractor comes in.

Director Young asked about the term pipe bursting.

District Sewer Engineer, Pippin Cavagnaro said that there are three common methods for rehabilitating the sewers: one is open cut or open trenching, which involves taking out the pipe and replacing it with a new one. Two, for clay pipes and similar pipes that are fairly fragile, they use pipe bursting, which includes pulling a cable through a steel expanding head and a new pipe the whole length of the pipeline all welded together and they burst the pipe out into the soil. Three, is when they fold in an epoxy coated liner that goes inside the pipe and cure with hot steam.

Director Young asked for some clarification on the Cabrillo project. It looks like they are moving the sewer pipe past the guard rail on the other side.

District Sewer Engineer, Pippin Cavagnaro said this is in the northbound lane. They have three goals for this project: one, to make the sewer work better, two, move it to the side of Highway One to make it safer for staff to work on it, and three, there is a plan in place at the County to improve this corridor and we don't want to have to corridor improved and come back later and have to fix the sewer pipe.

General Manager Clemens Heldmaier said that they will continue to offer any customer in the district to provide their contractor's services while on-site. With the

equipment already in the area, they would be able to provide repairs or replacement at a reasonable quote.

Director Softky asked for clarification regarding this. Are they voting on replacing customers' laterals tonight?

District Sewer Engineer, Pippin Cavagnaro replied that when the pipe is connected to a district project, they automatically replace it. There are cases where people can't wait or are located in another part of town that need some sewer work done. They can call MWSD and they will do their best to coordinate with the contractor to do the work for a reasonable rate.

Director Boyd commented that this does not affect the cost of the project. The additional work would be paid by the homeowner directly to the contractor.

Director Young made a motion to Authorize Advertisement for Bids for bids for SEWER IMPROVEMENT PROJECT and SPOT REPAIRS 2022-2023, and CABRILLO HIGHWAY SEWER IMPROVEMENT PHASE 1B and authorize filing Notice of Exemption(s) under the California Environmental Quality Act (repair/replacement of existing facilities). Director Dekker seconded the motion. A roll call vote was taken and the motion passed unanimously 5-0.

#### **4. Review and Possible Action Concerning Selection of Auditor**

General Manager Clemens Heldmaier said they have discussed this at a prior meeting, and was authorized to issue Requests for Proposal (RFP) for auditing services. They have been with their current services for a long time, and this year the current audit is extremely late. They have not received their 2020-2021 audit yet. Also, the Treasurer suggested it is time to change firms. They received two responses for the RFP. They interviewed Maze and Associates and Cropper Accountancy, and decided Cropper would best suit their needs. Staff recommendation is to Adopt Resolution of The Montara Water and Sanitary District Authorizing the General Manager to Execute a Contract with Cropper Accountancy through 2024-2025 with two additional one-year extensions excisable at their option.

Director Dekker stated that they looked carefully at both firms' proposals, and the Cropper Accountancy proposal had 50 hours more working hours in general and three times more time with the partner for approximately the same cost; that was the deciding factor.

District Accountant Peter Medina added that the number of hours from the top level to the bottom level and the expectations differentiated the two firms. Outside of that, they were both equally qualified.

Director Dekker made a motion to Adopt Resolution Of The Montara Water And Sanitary District Authorizing The General Manager To Execute A Contract With Cropper Accountancy. Director Slater-Carter seconded the motion. A roll call vote was taken, and the motion passed unanimously 5-0.

## **REPORTS**

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

Director Slater-Carter said there is a meeting on Monday. Hopefully, they can approve the SAM general budget. They have an agreement with ERF, and they agreed under federal law to complete the work by 2024. Now, they are trying to negotiate with ERF to get an extension. Half Moon Bay wants MWSD and Granada to sign a stipulation, indicating that if they win the lawsuit they won't have to pay for the pipe. On attorney's advice signing the stipulation is a problem. SAM's budget included 3.5 million dollars to get started on this project. Montara has taken the position they should just replace the pipe in the existing alignment—a simple neg dec, which means they are replacing like for like and there won't be any negative impacts to the Coast. Half Moon Bay wants a bigger pipe, and perhaps to move it. Also, SAM approved sending out a letter indicating a need for reliable competent internet on the Coast.

Director Dekker added that SAM is also selecting an auditor.

Director Softky asked about the damage caused to the pipeline in Montara, being attributed to water hammer. Is water hammer real, what is the likelihood it happened, where was the decision made, and what is the causal reason.

Director Dekker said they have already commissioned a study for that.

Director Boyd said the need to make adjustments upstream along the IPS seems to be exacerbated by the heavy flow into the plant by Half Moon Bay. He wants to see the circumstances that led up the necessity to try to manage the real crisis of the massive inflow to the plant that the crew had to deal with. If aging infrastructure played a part in this, he notes that SAM received a report about areas that needed to be replaced, and if it had been acted on, it might have been more resilient to the stress.

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

Gregg Dieguez said that study is a result of MCC's demand for a public discussion of the need for an analysis of the last two December overflows at the SAM plant that Kishen has agreed to do. He also noted that SAM's attorney said a stipulation was not necessary, and Half Moon Bay could vote under protest. On the telecommunications issue they have done a report, and sent a letter to every

telecommunications vendor in the area asking what they are doing about the problems they flagged in the report. They also asked agencies, including MWSD, to augment their problem statement. They will add it to the report and push it up the chain. He is hoping to get the middle mile broadband initiative which the state is funding to come down their way. There are a lot of people that will be competing to get fiber extension in their neighborhoods, and Half Moon Bay has agreed to work with the MCC to explore a community fiber cooperative. After the telecommunications report, they are going to do a report on stormwater. Do you have a problem with stormwater in your area? They had a presentation from the City County Associations of Governments (C/CAG) at their last meeting, and they listed a need for half a billion dollars in stormwater infrastructure, and the current funding for this is 3.5 million per year. The MCC will have a planning retreat with Supervisor Mueller on May 17<sup>th</sup> at 6:00pm. If the community has any issue that they want to be addressed at the retreat please email him at MCCGreggD@gmail.com or the MCC email through the website <https://midcoastcommunitycouncil.org/>

Director Young asked if the session will be recorded.

Gregg Dieguez said it is a public event and he will be recording it on his computer.

Director Young said on stormwater, C/CAG mostly ignores the Coastside because they are unincorporated. If they do something, they should do it separate from CCAG, because they are putting a lot of money in the bayside for One Shoreline for sea level rise issues.

Gregg Dieguez replied he already met with One Shoreline and her concerns are valid and that is why they are doing this report.

Director Slater-Carter asked when C/CAG gave the presentation to the MCC.

Gregg Dieguez replied it was on April 26<sup>th</sup> and it is posted on the MCC website. Reed Bogert was the presenter.

Director Slater-Carter recommended everyone watch the video.

- 3. California Special Districts Associations Report (Slater-Carter)-none**
- 4. Local Agency Formation Commission (LAFCo) Report (Slater-Carter)-none**
- 5. Attorney's Report (Fitzgerald) - none**
- 6. Directors' Report**

Director Young is working on the paperwork for the Anniversary celebration. She confirmed the time 1-4pm.

**7. General Manager's Report (Heldmaier) - none**

Director Boyd asked who came up with the acronym O.D.E.A.R.

**FUTURE AGENDAS - none**

**BRIEF RECESS at 10:05 pm**

**CONVENE IN CLOSED SESSION 10:12 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)*

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 (3 potential case)

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code §54957(b)(1))**

Title: General Manager

**CONFERENCE WITH LABOR NEGOTIATORS (Government Code §54957.6)**

Unrepresented Employee: General Manager

**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

Negotiation: Price and Terms of Payment.

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

**ADJOURNMENT at 11:15 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 1st, June 2023

Signed \_\_\_\_\_  
President



## **MONTARA WATER & SANITARY DISTRICT**

### **REGULAR BOARD OF DIRECTORS MEETING May 18, 2023**

#### **MINUTES**

**This meeting took place at the district office located at the above address. Simultaneous public access and participation was also available remotely, via telephone or the ZOOM application.**

**REGULAR SESSION began at 7:32 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Boyd, Dekker, Softky, Slater-Carter and Young

Directors Absent: None

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

Others Present: District Counsel, Christine Fitzgerald  
Redistricting Partners, Elizabeth Stitt

#### **PRESIDENT'S STATEMENT**

Director Boyd stated that he read an opinion piece in the Half Moon Bay Review and the most important thing was left out--that a lawsuit was filed, considered by the Court, and Half Moon Bay lost the lawsuit.

## **ORAL COMMENTS**

Gregg Dieguez said he will be on the radio tomorrow, Coastal Windage with Michelle Dragony. He asked what neighborhoods are served by the IPS (Intertie Pipeline System) flow besides Frenchman's Creek and the Cherry Stem.

General Manager Clemens Heldmaier replied Rocket Farms, and all sections of Miramar.

Director Slater-Carter added Gregg will be on KHMB, am 1710, FM 100.9 at 9:00 am. She noted that those areas are served by Granada Sanitary District. She also suggested watching the Sewer Authority Mid-Coastside meeting on Monday.

Gregg Dieguez said he just wanted to address the claim that the IPS doesn't provide any benefits, when in fact, it serves many of Half Moon Bay's neighborhoods, in addition to the wet weather storage, etc. He will be also writing an article on this for Coastside Buzz and a letter to the Half Moon Bay Review.

Michelle Dragony added that people can go on the website, and click on KHMB to listen to the interview.

## **PUBLIC HEARING**

### **1. Review and Possible Action Concerning Transition from At-Large to By-Division Based Election**

General Manager Clemens Heldmaier stated they are required to transition from at-large to by-division election system. Tonight, is the second of a series of public hearing meetings focusing on community outreach. The first public hearing was in April and can be accessed on PCT. Elizabeth Stitt of Redistricting Partners will be making a presentation. Staff recommendation is to listen to the presentation, open the public hearing, allow for public testimony, close the public hearing and direct staff accordingly.

Elizabeth Stitt reviewed information presented at the last meeting. Districting is the initial process of creating election district boundaries. It determines who is eligible to run for office and who can vote for those candidates running for office. Only one person per district can be elected and only the people that live in that district can vote for their representative. The following criteria will be used, based on the Fair Maps Act as best practices: each district is to be relatively equal size of people—under 10% total deviation, each district must be contiguous (literal and functional), maintain communities of interest (group of people living close together with similar policy concerns), easily identifiable and understandable lines, keeping districts compact. Communities of interest are groups with shared culture or characteristics, geographic in nature (mappable), and relationship to the agency and/or policies. A

community of interest includes ethnic and language minorities, and other groups (LGBTQ+, seniors, rural, urban, renters, homeowners, etc.). People can get involved by speaking directly to the Board, emailing the district and drawing maps. A map is provided for the public to draw your districts. Each district should have approximately 1,100 people. At the next meeting, three different draft maps will be presented with options. At the last meeting, she mentioned one small district, Clay Joint Elementary School District and the deviation was one person. They only had 7 Census blocks.

Director Boyd opened the public hearing.

Lisa Ketcham said she was irritated by this process. You hardly get to vote. Pillar Ridge is a unique community, in that they are homeowners on rented land, and they deserve special consideration.

General Manager Clemens Heldmaier stated he received a comment via email from Bob Ptacek. During the last public hearing, he participated and shared some data with the Board. Tonight, he was unable to attend personally, and stated that the public needs to know a very small percentage can gain control of the Board and recommended the Board looks at his data once again.

Director Boyd hearing no more comments from the public, closed the public hearing. Director Slater-Carter made a motion to close the public hearing and Director Young seconded the motion. All were in favor and the motion passed unanimously 5-0.

Director Slater-Carter said she agreed with Lisa Ketcham about this process. Montara and Moss Beach are a single community with common interests. They are stuck by one complainant and a bad set of laws. But they need to make the best of it that they can. She hopes people will go to the website and get involved. She suggested printing out maps and handing them out at the post offices.

Director Young said that the maps provided don't show enough details. When are they going to see a full district map.

Elizabeth Stitt replied that this map was for people to draw district lines on. At the next meeting they will have draft detailed maps with URL links to see the streets, boundaries, along with the data breakdown.

Director Softky said he is concerned that when a district becomes too small there may not be someone who is competent or interested in that district. If nobody runs for office, they have a non-functional government. MWSD manages water and sewage and everyone has the need for clean water and managing sewage. That need doesn't depend on any of those other things, except rural urban thing. Pillar Ridge is the only community of interest. What have you studied which is relevant for communities of interest for their water and sanitary customers there.

Elizabeth Stitt replied the most common arguments they hear from special districts, particularly water and sewer districts is homeowners and renters or urban and rural. In reference to smaller districts, people feel that it easier to run for office if the district is smaller.

Director Softky asked for the statics of what actually happens relative to what people want to happen.

Elizabeth Stitt said there aren't any statistics. She suggested contacting Westborough Water District.

Director Softky commented the numbers are there, but no one assembled them.

Director Boyd stated that Director Softky can look at the numbers but when the numbers get small enough strong personalities may influence. They were given an example of a small district with very small population, and what happened there probably had to do with interpersonal dynamics with people who know each other well. Montara and Moss Beach is a district where it is possible to not know other people on the other side of the district. Working on the tunnel project caused him to know a lot of people in the district and an event like can really change the dynamic. He is looking forward to having a more detailed map, so they can look at the streets. He received an email with the actual person count in Pillar Ridge community. Are they restricted to using the Census data or can they use information that they know to be better?

Elizabeth Stitt said by law they have to use the Census data. However, they can include that in their 10% deviation.

Director Young said she a volunteer on the Census non-response follow-up team in 2020, and knocked on doors. She was the one that did Pillar Ridge. With COVID and President Trump ending it early, there may be a lot of people not counted.

Elizabeth Stitt said she will also send them a document with a breakdown of all the Census blocks and their populations.

Director Boyd said this requirement that the district is forced to do is difficult. While he strongly supports what the California Voting Rights Act is intended to do, it poses problems for small districts. He is concerned about empty seats and how things can be unduly swayed. They should find some people to work with in going to Sacramento and push for a more nuanced approach to achieve the CVRA goal. It is important for a community like Pillar Ridge, which was likely undercounted, when that is the community of interest that most clearly stands out as possibly underrepresented and they are the ones with the undercount.

Director Young asked if the maps contain the total population.

Elizabeth Stitt stated those maps only have the total population. When they get the draft map, they will get a lot more details.

Director Softky said he would volunteer to go to Sacramento. He can work out the mathematical question of what you do when a district gets too small and he would love the opportunity to tell the legislature the mathematical answers to it.

Director Boyd said they are directing staff to draft the maps.

## **CONSENT AGENDA - none**

## **OLD BUSINESS**

## **NEW BUSINESS**

1. Review and Possible Action Concerning Disagreement about Sewer Authority Mid-Coastside Fiscal Year 2023-2024 General Budget.

General Manager Clemens Heldmaier said there is a disagreement among the member agencies in approving the SAM general budget. Half Moon Bay has a history of not approving any improvements on the SAM owned Intertie Pipeline System (IPS). The JPA agreement is clear that this is part of the system that all three member agencies maintain. This was confirmed in the lawsuit that Half Moon Bay filed and lost. There have been some failures in the pipeline due to intended improvements being blocked by Half Moon Bay. In 2017, a sewer spill occurred and SAM was sued by an environmental group, ERF, and entered a consent decree that requires the replacement of the pipe by 2024. They have one year to replace the pipe. There was a second rupture in January. Accordingly, SAM budgeted some money for the pipe repair. Half Moon Bay sent a letter indicating that they would not approve a budget that contains funds for this pipe replacement. He feels it is time the public knows what is going on. The letter published in the Half Moon Bay by Mayor Penrose, left out a lot of facts. Thus, this topic was agendized to allow the Board to discuss this situation and they have prepared a resolution that summarizes the facts and Montara's position for distribution to the other member agencies.

Jim Harvey asked if the resolution can be shared with the public.

General Manager Clemens Heldmaier replied once it is approved, they can share it.

Director Young said that in watching the SAM meetings, Half Moon Bay does not want to pay for anything outside their city limits.

Director Slater-Carter said as Mr. Dieguez pointed out, one third of their city is served by Granada Community Services District (GCSD). They won't even pay for everything in their city limits.

Director Dekker stated that at the last meeting it was clear that Half Moon Bay refused to pay for anything related to the IPS. GCSD's position was slightly different. They wanted more numbers about how the 3.5 million dollars will be spent for the IPS and projects carried forward. SAM still needs to convince GCSD with the numbers that show how much of the 3.5 million dollars would be needed initially to start the IPS work and what numbers are being carried forward for those projects that are pending that have not yet been paid for.

Director Softky said he read the letter from Mayor Penrose and it doesn't make sense. What Mayor Penrose is complaining about is something they asked for years ago, signed a contract for, and are legally obliged to do. Paying under protest is not a legally cognizable thing and if they are going to agree to something not recognized by lawyers, they are getting themselves in trouble. He would love for someone in Half Moon Bay to explain it to him.

Director Boyd added it was 45 years ago, and they all agreed and signed the contract and operated under the terms of the contract for decades. This is a recent development. Half Moon Bay appealed the lawsuit that they lost, so talking to the individuals is fraught with danger. All the parties are represented by counsel.

Director Slater-Carter commented Half Moon Bay asked them to sign a stipulation indicating that if they win the lawsuit, they can get the money they spent back to repair the pipeline. Additionally, the ERF lawsuit is about federal clean water laws. Now that they know the pipe is broken and spilled millions of gallons, if they don't act quickly to replace it, some board members are facing federal charges and could go to jail under the Clean Water Act. Montara was insistent that they would approve the budget as presented. She said they would sign the stipulation if it were amended to add that if Half Moon Bay loses the lawsuit, they would pay MWSD and GCSD's court costs for the entire case. She doesn't understand their rationale for the stipulation. The problem is that instead of handling this as an emergency project in January and replacing the pipeline, Half Moon Bay decided that SAM should go out for a Request for Proposal, which took about six weeks. Only one company responded. Now they have to do a request for proposal analysis, so they don't know what the various elements of the project will be. Half Moon Bay said they want to expand the pipeline and change the footprint and turn it into a project which in the language of the JPA means Half Moon Bay is no longer responsible for new projects. They want to wiggle out of paying by slowing the project down and expanding it, and making them sign the stipulation. Meanwhile, SAM is trying to pass the budget to get this started and they are trying to work with ERF to give them an extension. The budget must be passed, and the funds can be adjusted. It is very convoluted and they are all at risk for increased fines and costs.

Director Boyd summarized the details. Half Moon Bay is playing brinksmanship using a game of chicken trying to put one lawsuit that they created and lost, pitting them between that lawsuit and the ERF lawsuit. They don't want to pay, and they are putting everyone at risk for not complying with the terms of the agreement that settled the lawsuit. The obligation of SAM is to get the work done, and Half Moon Bay is saying they are willing to put all that at risk to try to make their point about the lawsuit they created.

Gregg Dieguez read a quote from 1976, "Mr. Robert Magnasco was appalled that a sewer plant functioning at 50% capacity would be abandoned and the raw sewage pumped 9 miles for treatment." That was what was forced upon Montara. A few meetings ago, Half Moon Bay raised the stipulation objection, but then the meeting after they came up with a reason for it, including borrowing to smooth costs. That is a financial decision which is up to each agency. Did something in the judge's ruling of the lawsuit cause Half Moon Bay from approving things under protest to now requiring a stipulation? It is normal business practice to approve an amount that meshes with what you know overall to be true, and refine later. GCSD would go into it with a clear expectation of that money being spent over three years. He doesn't understand why GCSD are concerned about that. He endorses the resolution and would like a copy tonight.

Director Dekker added the appeal will not be decided on until July 2024. The SAM attorney stated that if the ERF does not see a line item in their financials for the investment of repairing the IPS, it may cause them to levy heavy penalties and we should not get into this situation.

Jim Harvey said the JPA has specific language for what happens when a member agency doesn't participate. Can that be included in the resolution?

Director Boyd said the budget hasn't been approved for circulation of the member agencies yet. So, not yet.

Director Young said she thinks that Half Moon Bay doesn't have the money. MWSD is always the nice guy, and hold back sewage so Half Moon Bay can use 100% of the plant.

Director Slater-Carter said she asked Kishen how much has been spent between 2017 to present on the IPS in Montara and partially in El Granada, and he replied 6.2 million, and this doesn't include the new pipe replacement which is going to be 10-13 million dollars over three years. Every year, costs go up about 20% per year. So, this year it is 3.5 million and next year it will be 4.2 million. ERF is a serious risk, and that is why Half Moon Bay is trying to play chicken. They think MWSD will cave.

General Manager Clemens Heldmaier said Half Moon Bay planned to spend 1.5 million dollars on SAM infrastructure project and then the priorities changed. It is clear that this project has to be done this year and they are saying no to the type of improvement not the money.

Director Boyd said SAM crew operates the system. The water is held to the north when Half Moon Bay is sending far more into the plan than they are allow to send. The crew is making the decision to spill the least possible amount. It really goes to the issue of joint ownership. They are taking advantage of their northern neighbors to behave in the way they do—on the money, on the flow and the risk to comply with the lawsuit settlement. He asked Clemens to show the five points in the resolution.

General Manager Clemens Heldmaier read the five things in the resolution.

Director Young said Half Moon Bay has never made any effort to have their own wet weather storage. Why do they let SAM turn off their wet weather flow?

Director Boyd replied it is a problem. The SAM staff to best trade off decisions. It is frustrating.

Director Slater-Carter said she has been asking for that for many years.

General Manager Clemens Heldmaier said he had an opportunity to attend a conference call this week with SAM and contractors for CAL OES that are helping through the FEMA process that SAM is looking to improve the actual plant, and it was made clear the entire scope of the project changes because sewage can't be withheld from that section and requires a much larger approach.

Director Young asked if SAM can get grants or borrow.

Director Slater-Carter said according to the JPA they can go after funding, but it has to go out to vote from every district plus one.

Director Young said then they have to go after their own funding if Half Moon Bay steps away from funding Montara.

Director Young made a motion to adopt the Resolution of the Montara Water and Sanitary District Identifying actions by City of Half Moon Bay which will cause the Sewer Authority Mid-Coastside to fail to comply with judicial consent decree and Director Softky seconded the motion. A roll call vote was taken and the motion passed unanimously 5-0.

## **REPORTS**

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

Director Slater-Carter said the meeting was interesting. Please attend the next meeting and comment.

**2. Midcoast Community Council Meeting (Slater-Carter).**

Gregg Dieguez said they sent the telecommunication report and sent it to every agency and hopes for an endorsement from MWSD. They are also doing a stormwater report as well and will send a draft copy for review before it is distributed. The top of Montara Mountain will be closed at the end of May for about 10 days. They are having trouble getting fuel to the backup generators on the cell towers. They had a long session on priorities at the MCC. He will write an article on it. The feeling at the Council is that they have been paying taxes to the County for a long time, and they are not getting the services they deserve. They are asking for an audit of the flow of funds from the Mid-Coast. They will be attending an emergency preparedness fair and will have a booth on June 10<sup>th</sup>. There is a lot going in transportation issues, Surfers Beach and Highway One is of major concern. They are going to have an update on Fentanyl and public health. He is trying to get the Public Health department to pay for detection of dangerous substances at SAM. There was a presentation of the new Moss Beach fire station from Coastside Fire Protection District, and they are also going to hear about the Quarry Park off-leash dog filing.

Director Slater-Carter said people make sure they address the lighting and noise levels in the neighborhood.

Gregg Dieguez said that was discussed at the meeting.

Director Softky said he has some specialized equipment to measure the toxicity of lighting and the flicker spectrum and light spectrum.

**3. CSDA Report (Slater-Carter) - none**

**4. LAFCo Report (Slater-Carter).**

**5. Attorney's Report (Fitzgerald) – none**

**6. Directors' Reports**

Director Young said Ana Eshoo and possibly Supervisor Mueller will be in Half Moon Bay on Saturday at the Boys and Girls Club for a farm worker event.

**7. General Manager's Report (Heldmaier)**

General Manager Clemens Heldmaier said he will send them a telecommunications letter by next week.

**FUTURE AGENDAS - none**

**BRIEF RECESS at 9:30 pm**

**CONVENE IN CLOSED SESSION 9:40 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)*

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 case)

(Government Code §54956.9(b)) Significant exposure to Litigation (1 potential case)

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code §54957(b)(1))

Title: General Manager

**CONFERENCE WITH LABOR NEGOTIATORS (Government Code §54957.6)**

Unrepresented Employee: General Manager

**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.

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

**ADJOURNMENT at 11:00 pm**

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

Respectfully Submitted,

Signed \_\_\_\_\_  
Secretary

Approved on the 1st, June 2023

Signed \_\_\_\_\_  
President

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT IDENTIFYING ACTIONS BY CITY OF HALF MOON BAY WHICH WILL CAUSE SEWER AUTHORITY MID-COASTSIDE TO FAIL TO COMPLY WITH JUDICIAL CONSENT DECREE**

**WHEREAS**, the Sewer Authority Mid-Coastside (“SAM”) is a public entity established under the Joint Exercise of Powers Agreement (“Agreement”) entered into among Granada Community Services District, City of Half Moon Bay and Montara Water and Sewer District (collectively “Member Agencies”, individually “Member”), to carry out the Authority’s purpose to use the common powers of its Members to construct, maintain and operate a common publicly owned treatment works for the treatment and disposal of wastewater generated by the collection systems of the Member Agencies.

**WHEREAS**, five years ago, on or about May 7, 2018, Ecological Rights Foundation (ERF) provided Sewer Authority Mid-Coastside (SAM) with a Notice of Violations and Intent to File Suit under Section 505 of the Federal Water Pollution Control Act (“Clean Water Act”); and provided this notice to the Administrator of the United States Environmental Protection Agency (“EPA”); the Administrator of EPA Region IX; the U.S. Attorney General; the Executive Director of the State Water Resources Control Board (“State Water Board”); the Executive Officer of the Regional Water Quality Control Board, San Francisco Bay Region (“Regional Water Board”); and

**WHEREAS**, ERF as a nonprofit public benefit corporation dedicated to the preservation, protection, and defense of the environment, wildlife, and natural resources of California’s waters, filed suit to protect our coastal environment (“Action”); and

**WHEREAS**, ERF’s 2018 lawsuit identified SAM’s operation of the wastewater sewage collection system in the City of Half Moon Bay, El Granada, Montara, Moss Beach and Princeton by the Sea to have caused at least 65 separate discharges of inadequately treated or raw sewage in the last 5 years alone. Over 557,103 gallons of sewage illegally released, the vast majority of it released into the Pacific Ocean and Half Moon Bay. The inadequacy of the wastewater sewage collection system and the serious ecological problems resulting therefrom have been known to SAM for years; and

**WHEREAS**, SAM, through its Member Agencies, agreed to resolve the Action and enter into a Consent Decree; and

**WHEREAS**, under the Consent Decree, SAM, by and through its Member Agencies, agreed to comply with the requirements of its National Pollutant Discharge Elimination System Permit and the Clean Water Act, and complete the following SAM system improvement projects on or before the deadlines set forth:

- (a) Granada Force Main. SAM shall complete the replacement of the fourth

and final original segment of the Granada Force Main, by June 30, 2020;

(b) Montara Force Main. SAM shall complete the replacement of the original Montara Force Main by June 30, 2024;

(c) Princeton Force Main. SAM shall implement the feasible recommendations of the Princeton Force Main condition assessment and the pump station feasibility study by no later than June 30, 2024; and

**WHEREAS**, SAM completed the Granada Force Main project within the required time deadline set forth in the Consent Decree, and was and is capable of adhering to the required time deadline for completing construction of the Montara Force Main project, which SAM Member Agency Montara Water and Sanitary District voted to fund as part of SAM's General Budget (FY2023-24); however, the City of Half Moon Bay consciously and deliberately delayed and obstructed this project by 1) disapproving the necessary General Budget (FY2023-24) funding, 2) insisting on the creation of an engineer's committee to prepare a Request for Proposals (RFP) instead of utilizing SAM's engineering consultant SRT, 3) attempting to expand the work into a new project requiring time-consuming CEQA review and creating an opt-out for the City, and 4) disapproving the full SRT suggested scope of work, all in an effort to circumvent the obligations of the Consent Decree; and

**WHEREAS**, Montara Water and Sanitary District is committed to protection of this community and coastside, and is cognizant of its duty to strengthen SAM's infrastructure to serve its environmental and public health protection mission and comply with the Consent Decree; and

**WHEREAS**, since 2009, the City of Half Moon Bay has continuously obstructed SAM system improvements, including repairs and maintenance of the Intertie Pipeline System (IPS), a SAM asset, the failures of which led to SSO spills and the ERF lawsuit; and

**WHEREAS**, in 2009, SAM was provided with an evaluation of the IPS condition by SRT Consultants which clearly identified the high risk of the IPS failures and resulting Sewer System Overflows (SSO) such that SAM 'must consider options for improving the IPS condition...Based on the Report analyses, the large number of high risk pipelines sections identified, and the high cost of emergency repairs and SSO fines, SAM needs to conduct activities to rehabilitate or replace the force mains.'; and

**WHEREAS**, the 2009 SRT IPS condition evaluation stated 'Sanitary Sewer Overflow (SSO) is a violation of SAM's National Pollutant Discharge Elimination System (NPDES) permit. In 1995, SAM had been fined by the Regional Water Quality Control Board (RWQCB), received a warning letter and a cease-and-desist order for its WWTP in 1996, underwent a federal investigation in 2003, and was once threatened with a \$212-million-dollar fine by the United States Environmental Protection Agency (USEPA). Any future SSOs will likely expose SAM and its member agencies to high risk of fines and litigation due to potential public health impacts.'; and

**WHEREAS**, since 2009, despite the clear need identified in the SRT evaluation, the City of Half Moon Bay has continuously and intentionally obstructed SAM system improvements to the IPS by deliberate omission or removal of agenda items, by refusal to approve budgets with necessary funding for required improvements, or through delays under guise of requests for new information, studies, or redesign; and

**WHEREAS**, as early as 2011, to fully daylight obstructive actions by the City of Half Moon Bay, the District adopted Resolution 1497 putting the City of Half Moon Bay on notice that it be held fully answerable for all adverse consequences arising from its refusal to approve the funding of essential IPS repair/replacement projects for FY2011-12, designated by SAM staff as Priority One projects due to the risk of losing a significant asset and facing high-cost emergency repairs, fines and endangering public health, welfare and safety; and

**WHEREAS**, in 2017, the City of Half Moon Bay took further obstructive action and filed a lawsuit against its SAM partners attempting to recharacterize work on the IPS so as to avoid paying its fair share under the Agreement. The City lost said suit, but has continued the fight with an appeal of the ruling. To date, this lawsuit has caused more than \$600,000 in legal fees for the District, all while preventing critical work on the IPS; and

**WHEREAS**, obstructive actions by the City of Half Moon Bay continue in 2023 as evidenced by a May 8, 2023 letter from City Manager Matthew Chidester indicating approval of the 2023/2024 SAM Budget by Half Moon Bay Board members only if funding for the Montara Force Main is removed; and

**WHEREAS**, Montara Water and Sanitary District is compelled to identify and daylight actions that prevent the protection of the Coastsides and will likely cause not only significant financial, but environmental harm; and

**WHEREAS**, this Board desires to place the City of Half Moon Bay on notice that it shall be held fully answerable for all adverse consequences arising from SAM's failure to comply with the Consent Decree as well as the City's refusal to fund necessary IPS projects that benefit all Member Agencies.

**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 forgoing recitals are hereby incorporated as true statements of fact, findings and conclusions of this Board.
2. The approval hereby is made and restated with reservation of all rights by this District to recover from the City of Half Moon Bay all other consequential damages from said City's failure to participate in the Consent Decree and/or fund essential IPS projects.
3. The City of Half Moon Bay is hereby notified that it shall be held fully answerable for any and all SSOs, or other adverse occurrences and the

consequences thereof arising from its failure to approve funding to comply with the Consent Decree including, without limitation, liability for personal injuries and property damage, citizen suits, civil penalties and liabilities, assessments and criminal liability.

4. Authorize the Manager to distribute information related to this Resolution to the communities served by SAM.

5. The District Secretary is hereby authorized and directed to transmit a certified copy of this resolution to Sewer Authority Mid-Coastside, the Granada Sanitary District and the City of Half Moon Bay.

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President, Montara Water and Sanitary District

COUNTERSIGNED:

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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 18<sup>th</sup> day of May 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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Secretary, Montara Water and Sanitary District



## **MONTARA WATER & SANITARY DISTRICT**

**PERSONNEL COMMITTEE SPECIAL MEETING**

**May 8, 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**

**SPECIAL SESSION began at 11:45 a.m.**

**CALL TO ORDER**

**ROLL CALL**

**Committee Members Present:** Boyd and Slater-Carter

**Others Present:** Labor Counsel, Christopher Boucher

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

**ORAL COMMENTS - none**

**NEW BUSINESS - none**

**REPORTS – none**

**CLOSED SESSION**

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

The Committee convened in Closed Session at 11:47 a.m. and reconvened in Open Session at 1:00 p.m.

Committee Member Scott Boyd announced that no action was taken in closed session.

**ADJOURNMENT at 1:05 p.m.**

Respectfully Submitted,

Signed \_\_\_\_\_  
Director Slater-Carter

Approved on the 1st, June 2023

Signed \_\_\_\_\_  
Director Scott Boyd

Signed \_\_\_\_\_  
Director Slater-Carter



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 1, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

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**Budget vs. Actual – Sewer July 1, 2022 through April 30, 2023 - Variances  
over \$2,000:**

- 4220 Cell Tower Lease, \$2,545 above Budget – Annual adjustment was larger than anticipated during last year's budget process.
- 4400 Fees, \$7,801 below Budget – all fee categories have lagged behind expectations for various economic reasons.
- 4610 Property Tax Receipts, \$342,113 above Budget – \$378,218 in Excess ERAF has been collected this current fiscal year. \$303K in property tax receipts collected thus far.
- 4710 Sewer Service Charges, \$667,133 above Budget – The District received another Sewer service apportionment in April in the amount of \$1,336,548. \$283,619 is to be recognized as Water Reliability Charges.
- 4720 Sewer Service Refunds, Customer, \$3,668 below Budget – less refunds issued than anticipated through Q3.
- **Overall Total Operating Income for the period ending April 30, 2023 was \$1,012,072 above budget. Total operating income received to date is \$4,349,401.**
- 5200 Board of Directors, \$63,322 below Budget – Funds have been budgeted for the District to begin a District re-mapping. The District has decided on a demographer with the project expected to be completed by October 2023. Contractor presented at last board meeting.
- 5250 Conference attendance, \$3,574 below Budget – Attendance to ACWA conference occurred in March. Additional conferences planned in the future.
- 5300 Insurance, \$4,407 below Budget – Actuals less than anticipated.
- 5350 LAFCO Assessment, \$2,083 below Budget – Bill is typically received and paid in June.
- 5400 Legal, \$32,762 below Budget – Costs related to the defense of various legal proceedings is less than expected.
- 5510 Maintenance, Office, \$2,305 below Budget – Boardroom upgrades were completed and the cost was less than anticipated.
- 5540 Office Supplies, \$3,782 above Budget – Various pieces of office equipment purchased including battery back-ups and computer equipment.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 1, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5560 Printing & Publishing, \$2,185 above Budget – Kastama Strategic consulting invoices have been reclassified from strictly consulting into constituent accounts based on detail activity.
- 5610 Accounting, \$4,671 above Budget – Variance due to additional work related to audit RFP as well as timing (budget & audit process).
- 5620 Audit, \$13,750 below Budget – Audit fieldwork was completed, we are currently working through the draft process.
- 5640 Data Services, \$2,353 above Budget – Annual fee for Parcel Management system paid. Budget variance will decrease as year moves forward.
- 5720 Telephone & Internet, \$16,715 above Budget – Increased per month service costs.
- 5800 Labor, \$2,347 below Budget – See detail of account grouping to see variances by account.
- 6170 Claims, Property Damage, \$16,667 below Budget – No claims to date.
- 6200 Engineering, \$31,723 above Budget – Payment for general engineering and pump station mechanical engineering and GIS facility mapping.
- 6400 Pumping, \$9,199 above Budget – Catch-up bill received and paid in February 2023. Bill was 3X typical amount. In addition, Costs related the Agency fees have been incurred, but unexpected. These fees amount to approximately \$5K.
- 6600 Collection/Transmission, \$8,333 below Budget – No activity to date.
- 6900 SAM Expenses, \$19,164 above Budget – Pump station repair costs in March amounted to \$18K, costs are a pass-thru from SAM.
- **Overall Total Operating Expenses for the period ending April 30, 2023, were \$36,226 above Budget.**
- **Total overall Expenses for the period ending April 30, 2023, were \$55,575 below budget. For a net ordinary income of \$1,067,647 above Budget. Actual net ordinary income is \$1,782,441.**
- 7110 Connection Fees (New Construction), \$51,971 above Budget – No new connections issued in April.
  - Refund issued in July 2022.
- 7200 Interest Income, LAIF, \$60,185 above budget – Due to the increase in rates.
- 8000 CIP, \$661,144 below Budget – Minimal activity to date, mainly engineering support and generator expenses.
- 9200 I-Bank Loan, \$8,423 below Budget – Due to timing.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 1, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **Budget vs. Actual – Water July 1, 2022 thru April 30, 2023 - Variances over \$2,000:**

- 4400 Fees, \$9,745 below Budget – Water administration fees have lagged behind expectations.
- 4610 Property Tax Receipts, \$342,113 above Budget – \$378,218 in Excess ERAF has been collected this current fiscal year. \$303K in property tax receipts collected thus far.
- 4740 Testing, Backflow, \$6,233 above Budget – Difference due to timing of testing and collections.
- 4810 Water Sales, Domestic, \$121,628 below Budget - Difference mainly due to timing of collections.
- 4850 Water Refunds, Customer, \$3,340 above budget – meter adjustment refund issued in March of \$4,500.
- **Overall Total Operating Income for the period ending April 30, 2023 was \$175,214 below budget. Total operating revenue received to date is \$1,767,594.**
- 5200 Board of Directors, \$63,322 below Budget – Funds have been budgeted for the District to begin a District re-mapping. The District has decided on a demographer with the project expected to be completed by October 2023. Contractor presented at last board meeting.
- 5240 CDPH Fees, \$5,026 above Budget – Annual permit fee paid in January.
- 5250 Conference attendance, \$3,574 below Budget – Attendance to ACWA conference occurred in March. Additional conferences planned in the future.
- 5300 Insurance, \$8,093 above Budget – CSRMA annual renewal premium paid in September.
- 5350 LAFCO Assessment, \$4,167 below Budget – Bill is typically received and paid in June.
- 5400 Legal, \$41,358 below Budget – Majority of time spent on Sewer related issues.
- 5510 Maintenance, Office, \$2,305 below Budget – Boardroom upgrades were completed and the cost was less than anticipated.
- 5540 Office Supplies, \$11,219 above Budget – Purchase of battery back-ups and additional office equipment in January & February. Other costs are being investigated for possible movement into another category.
- 5610 Accounting, \$4,671 above Budget – Variance due to additional work related to audit RFP as well as timing (budget & audit process).
- 5620 Audit, \$13,750 below Budget – Audit fieldwork was completed, we are currently working through the draft process.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 1, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5630 Consulting, \$12,664 below Budget – Work related to the rate study has not yet been billed and paid for.
- 5640 Data Services, \$4,517 below Budget – Will be used later in Fiscal Year to assist with Water Reliability charge.
- 5720 Telephone & Internet, \$24,724 above Budget – Increased per month service costs.
- 5800 Labor, \$31,723 below Budget – Reflective of the loss of an experienced operator.
- 6170 Claims, Property Damage, \$8,193 below Budget – Reimbursement paid in November.
- 6180 Communications, \$24,335 below Budget – Minimal payments for SCADA maintenance paid to date.
- 6195 Education & Training, \$3,107 below Budget – Less activity than anticipated.
- 6200 Engineering, \$55,512 above Budget – Mainly due to costs related to water quality engineering.
- 6320 Equipment & Tools, expensed, \$2,904 below Budget – No purchases made in April.
- 6400 Pumping, \$12,731 above Budget - Catch-up bill received and paid in February 2023. Bill was 3X typical amount.
- 6500 Supply, \$7,354 below Budget – Q2 water purchases were less than anticipated.
- 6600 Collection/Transmission, \$134,560 above Budget – Unexpected costs arose in November & December due to water leaks and the need to pay for water main maintenance. Additional costs paid for in March are being inspected for possible capitalization.
- 6700 Treatment, \$32,584 below Budget – payments made for chemicals and related treatment costs are less than anticipated.
- 6800 Vehicles, \$3,172 below Budget – Truck equipment & repairs is under budget. Services as needed.
- **Overall Total Operating Expenses for the period ending April 30, 2023 were \$125,090 above Budget.**
- **Total overall Expenses for the period ending April 30, 2023 were \$7,697 above budget. For a net ordinary income of \$219,432 budgeted vs. actual. Actual net ordinary income is \$274,799.**
- 7100 Connection Fees, \$27,098 above Budget – No new construction connections purchased in April.
- 7250 CAMP interest, \$84,361 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.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

**Prepared for the Meeting Of: June 1, 2023**

**TO: BOARD OF DIRECTORS**

**FROM: Clemens H. Heldmaier, General Manager**

- 7600 Bond Revenues, G.O. \$55,737 above 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, \$244,567 below Budget – The District received another Water Reliability assessment in April. However, the entire amount was booked to Sewer Service Charges. \$283,619 will be reclassified to this account and it will be over budget.
- 8000 CIP, \$642,853 below Budget – Projects are currently on-going and others are being planned.
- 9150 SRF Loan, \$31,714 below Budget – Due to timing.
- 9210 Conservation Program/Rebates, \$2,300 below Budget – Less water reduction appliance rebates are being claimed.

**RECOMMENDATION:**

This is for Board information only

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

July 2022 through April 2023

	Jul '22 - Apr 23	Sewer Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	69,211.80	66,666.70	2,545.10
4400 · Fees			
4410 · Administrative Fee (New Constr)	2,360.00	5,000.00	-2,640.00
4420 · Administrative Fee (Remodel)	0.00	833.30	-833.30
4430 · Inspection Fee (New Constr)	2,233.00	5,000.00	-2,767.00
4440 · Inspection Fee (Remodel)	0.00	833.30	-833.30
4460 · Remodel Fees	5,939.00	6,666.70	-727.70
<b>Total 4400 · Fees</b>	<b>10,532.00</b>	<b>18,333.30</b>	<b>-7,801.30</b>
4510 · Grants	136.00		
4610 · Property Tax Receipts	486,542.67	144,430.00	342,112.67
4710 · Sewer Service Charges	3,760,865.14	3,093,732.50	667,132.64
4720 · Sewer Service Refunds, Customer	-4,664.88	-8,333.30	3,668.42
4760 · Waste Collection Revenues	24,354.37	22,500.00	1,854.37
4990 · Other Revenue	2,423.71		
<b>Total Income</b>	<b>4,349,400.81</b>	<b>3,337,329.20</b>	<b>1,012,071.61</b>
<b>Gross Profit</b>	<b>4,349,400.81</b>	<b>3,337,329.20</b>	<b>1,012,071.61</b>
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	4,524.01	5,833.30	-1,309.29
5200 · Board of Directors			
5210 · Board Meetings	4,327.84	2,500.00	1,827.84
5220 · Director Fees	3,600.00	6,250.00	-2,650.00
5230 · Election Expenses	0.00	62,500.00	-62,500.00
<b>Total 5200 · Board of Directors</b>	<b>7,927.84</b>	<b>71,250.00</b>	<b>-63,322.16</b>
5250 · Conference Attendance	1,425.56	5,000.00	-3,574.44
5270 · Information Systems	5,421.25	4,166.70	1,254.55
5300 · Insurance			
5310 · Fidelity Bond	0.00	416.70	-416.70
5320 · Property & Liability Insurance	8,509.72	12,500.00	-3,990.28
<b>Total 5300 · Insurance</b>	<b>8,509.72</b>	<b>12,916.70</b>	<b>-4,406.98</b>
5350 · LAFCO Assessment	0.00	2,083.30	-2,083.30
5400 · Legal			
5430 · General Legal	36,694.75	166,666.70	-129,971.95
5440 · Litigation	97,209.72		
<b>Total 5400 · Legal</b>	<b>133,904.47</b>	<b>166,666.70</b>	<b>-32,762.23</b>
5510 · Maintenance, Office	10,194.85	12,500.00	-2,305.15
5530 · Memberships	4,435.00	3,333.30	1,101.70
5540 · Office Supplies	5,865.24	2,083.30	3,781.94
5550 · Postage	1,050.01	333.30	716.71
5560 · Printing & Publishing	3,434.74	1,250.00	2,184.74

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

July 2022 through April 2023

	Jul '22 - Apr 23	Sewer Budget		\$ Over Budget
<b>5600 · Professional Services</b>				
5610 · Accounting	36,337.50	31,666.70		4,670.80
5620 · Audit	0.00	13,750.00		-13,750.00
5630 · Consulting	41,502.69	41,666.70		-164.01
5640 · Data Services	9,853.08	7,500.00		2,353.08
5650 · Labor & HR Support	2,135.00	2,083.30		51.70
5660 · Payroll Services	1,018.61	833.30		185.31
<b>Total 5600 · Professional Services</b>	<b>90,846.88</b>	<b>97,500.00</b>		<b>-6,653.12</b>
5710 · San Mateo Co. Tax Roll Charges	119.00	166.70		-47.70
5720 · Telephone & Internet	37,548.08	20,833.30		16,714.78
5730 · Mileage Reimbursement	112.06	1,250.00		-1,137.94
5740 · Reference Materials	0.00	166.70		-166.70
5790 · Other Administrative	2,560.36			
<b>5800 · Labor</b>				
5810 · CalPERS 457 Deferred Plan	17,111.23	16,152.50		958.73
5820 · Employee Benefits	41,597.60	36,519.20		5,078.40
5830 · Disability Insurance	1,288.93	1,707.50		-418.57
5840 · Payroll Taxes	14,591.81	19,246.70		-4,654.89
5850 · PARS	17,304.85	15,783.30		1,521.55
<b>5900 · Wages</b>				
5910 · Management	95,815.30	102,973.30		-7,158.00
5920 · Staff	142,454.48	145,947.50		-3,493.02
5930 · Staff Certification	1,750.00	1,500.00		250.00
5940 · Staff Overtime	5,374.28	1,165.80		4,208.48
5950 · Staff Standby	43.02			
<b>Total 5900 · Wages</b>	<b>245,437.08</b>	<b>251,586.60</b>		<b>-6,149.52</b>
5960 · Worker's Comp Insurance	3,544.86	2,227.50		1,317.36
<b>Total 5800 · Labor</b>	<b>340,876.36</b>	<b>343,223.30</b>		<b>-2,346.94</b>
<b>Total 5000 · Administrative</b>	<b>658,755.43</b>	<b>750,556.60</b>		<b>-91,801.17</b>
<b>6000 · Operations</b>				
6170 · Claims, Property Damage	0.00	16,666.70		-16,666.70
6195 · Education & Training	42.00	833.30		-791.30
<b>6200 · Engineering</b>				
6220 · General Engineering	60,890.00	29,166.70		31,723.30
<b>Total 6200 · Engineering</b>	<b>60,890.00</b>	<b>29,166.70</b>		<b>31,723.30</b>
<b>6330 · Facilities</b>				
6335 · Alarm Services	5,015.69	4,583.30		432.39
6337 · Landscaping	4,800.00	5,000.00		-200.00
<b>Total 6330 · Facilities</b>	<b>9,815.69</b>	<b>9,583.30</b>		<b>232.39</b>
<b>6400 · Pumping</b>				
6410 · Pumping Fuel & Electricity	42,055.62	37,500.00		4,555.62
6420 · Pumping Maintenance, Generators	4,643.75			
<b>Total 6400 · Pumping</b>	<b>46,699.37</b>	<b>37,500.00</b>		<b>9,199.37</b>

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

July 2022 through April 2023

	Sewer		
	Jul '22 - Apr 23	Budget	\$ Over Budget
<b>6600 · Collection/Transmission</b>			
6660 · Maintenance, Collection System	0.00	8,333.30	-8,333.30
<b>Total 6600 · Collection/Transmission</b>	0.00	8,333.30	-8,333.30
<b>6770 · Uniforms</b>	0.00	166.70	-166.70
<b>6800 · Vehicles</b>			
6810 · Fuel	2,945.77	833.30	2,112.47
6820 · Truck Equipment, Expensed	111.32	133.30	-21.98
6830 · Truck Repairs	607.69	833.30	-225.61
<b>Total 6800 · Vehicles</b>	3,664.78	1,799.90	1,864.88
<b>6900 · Sewer Authority Midcoastside</b>			
6910 · SAM Collections	236,821.70	236,821.70	0.00
6920 · SAM Operations	1,411,696.60	1,439,440.00	-27,743.40
6940 · SAM Maintenance, Collection Sys	28,153.86	33,333.30	-5,179.44
6950 · SAM Maintenance, Pumping	109,129.74	58,333.30	50,796.44
6960 · SAM NDWSCP	1,290.53		
<b>Total 6900 · Sewer Authority Midcoastside</b>	1,787,092.43	1,767,928.30	19,164.13
<b>Total 6000 · Operations</b>	1,908,204.27	1,871,978.20	36,226.07
<b>Total Expense</b>	2,566,959.70	2,622,534.80	-55,575.10
<b>Net Ordinary Income</b>	1,782,441.11	714,794.40	1,067,646.71
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	151,677.00	135,833.30	15,843.70
7120 · Connection Fees (Remodel)	36,195.12	41,666.70	-5,471.58
7152 · Connection Fee Refunds	-26,922.00		
7153 · Add'l Fixture Units (New Const)	17,165.00		
7155 · Add'l Fixture Units (Remodel)	65,312.52		
7165 · Meter Pass Thru Costs	-7,005.13		
7170 · Mainline Ext. Pass Thru	-6,952.00		
<b>Total 7100 · Connection Fees</b>	229,470.51	177,500.00	51,970.51
<b>7200 · Interest Income - LAIF</b>	80,185.23	20,000.00	60,185.23
<b>Total 7000 · Capital Account Revenues</b>	309,655.74	197,500.00	112,155.74
<b>Total Other Income</b>	309,655.74	197,500.00	112,155.74
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8075 · Sewer	185,439.44	846,583.30	-661,143.86
<b>Total 8000 · Capital Improvement Program</b>	185,439.44	846,583.30	-661,143.86

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

	Jul '22 - Apr 23	Sewer Budget	\$ Over Budget
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	7,585.63	8,020.44	-434.81
9200 · I-Bank Loan	11,292.70	19,716.00	-8,423.30
<b>Total 9000 · Capital Account Expenses</b>	<b>18,878.33</b>	<b>27,736.44</b>	<b>-8,858.11</b>
<b>Total Other Expense</b>	<b>204,317.77</b>	<b>874,319.74</b>	<b>-670,001.97</b>
<b>Net Other Income</b>	<b>105,337.97</b>	<b>-676,819.74</b>	<b>782,157.71</b>
<b>Net Income</b>	<b>1,887,779.08</b>	<b>37,974.66</b>	<b>1,849,804.42</b>

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

July 2022 through April 2023

	Jul '22 - Apr 23	Water Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4400 · Fees</b>			
4410 · Administrative Fee (New Constr)	2,957.00	5,833.30	-2,876.30
4420 · Administrative Fee (Remodel)	0.00	500.00	-500.00
4430 · Inspection Fee (New Constr)	2,798.00	5,833.30	-3,035.30
4440 · Inspection Fee (Remodel)	0.00	833.30	-833.30
4450 · Mainline Extension Fees	0.00	2,500.00	-2,500.00
<b>Total 4400 · Fees</b>	5,755.00	15,499.90	-9,744.90
4510 · Grants	136.00		
4610 · Property Tax Receipts	486,542.58	144,430.00	342,112.58
4740 · Testing, Backflow	18,733.00	12,500.00	6,233.00
4810 · Water Sales, Domestic	1,461,704.97	1,583,333.30	-121,628.33
4850 · Water Sales Refunds, Customer	-5,839.83	-2,500.00	-3,339.83
4990 · Other Revenue	13,360.74		
<b>Total Income</b>	1,980,392.46	1,753,263.20	227,129.26
<b>Gross Profit</b>	1,980,392.46	1,753,263.20	227,129.26
<b>Expense</b>			
<b>5000 · Administrative</b>			
5190 · Bank Fees	4,524.07	3,333.30	1,190.77
<b>5200 · Board of Directors</b>			
5210 · Board Meetings	4,327.83	2,500.00	1,827.83
5220 · Director Fees	3,600.00	6,250.00	-2,650.00
5230 · Election Expenses	0.00	62,500.00	-62,500.00
<b>Total 5200 · Board of Directors</b>	7,927.83	71,250.00	-63,322.17
5240 · CDPH Fees	17,525.56	12,500.00	5,025.56
5250 · Conference Attendance	1,425.56	5,000.00	-3,574.44
5270 · Information Systems	5,421.25	4,166.70	1,254.55
<b>5300 · Insurance</b>			
5310 · Fidelity Bond	0.00	416.70	-416.70
5320 · Property & Liability Insurance	8,509.72	0.00	8,509.72
<b>Total 5300 · Insurance</b>	8,509.72	416.70	8,093.02
5350 · LAFCO Assessment	0.00	4,166.70	-4,166.70
<b>5400 · Legal</b>			
5430 · General Legal	41,855.75	83,333.30	-41,477.55
5440 · Litigation	120.00		
<b>Total 5400 · Legal</b>	41,975.75	83,333.30	-41,357.55
5510 · Maintenance, Office	10,194.85	12,500.00	-2,305.15
5530 · Memberships	22,175.00	22,500.00	-325.00
5540 · Office Supplies	14,968.95	3,750.00	11,218.95
5550 · Postage	13,228.64	11,666.70	1,561.94
5560 · Printing & Publishing	3,484.74	4,166.70	-681.96

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

July 2022 through April 2023

	Jul '22 - Apr 23	Water Budget	\$ Over Budget
<b>5600 · Professional Services</b>			
5610 · Accounting	36,337.50	31,666.70	4,670.80
5620 · Audit	0.00	13,750.00	-13,750.00
5630 · Consulting	41,502.70	54,166.70	-12,664.00
5640 · Data Services	899.50	5,416.70	-4,517.20
5650 · Labor & HR Support	2,135.00	2,083.30	51.70
5660 · Payroll Services	1,018.70	833.30	185.40
<b>Total 5600 · Professional Services</b>	<b>81,893.40</b>	<b>107,916.70</b>	<b>-26,023.30</b>
<b>5710 · San Mateo Co. Tax Roll Charges</b>	<b>1,625.00</b>	<b>166.70</b>	<b>1,458.30</b>
<b>5720 · Telephone &amp; Internet</b>	<b>45,557.66</b>	<b>20,833.30</b>	<b>24,724.36</b>
<b>5730 · Mileage Reimbursement</b>	<b>510.26</b>	<b>1,250.00</b>	<b>-739.74</b>
<b>5740 · Reference Materials</b>	<b>0.00</b>	<b>666.70</b>	<b>-666.70</b>
<b>5790 · Other Administrative</b>	<b>2,965.49</b>		
<b>5800 · Labor</b>			
5810 · CalPERS 457 Deferred Plan	40,579.86	41,647.50	-1,067.64
5820 · Employee Benefits	107,297.41	89,396.70	17,900.71
5830 · Disability Insurance	2,929.98	4,509.20	-1,579.22
5840 · Payroll Taxes	41,674.91	48,208.30	-6,533.39
5850 · PARS	37,002.35	36,580.80	421.55
<b>5900 · Wages</b>			
5910 · Management	95,815.50	102,973.30	-7,157.80
5920 · Staff	423,175.06	452,289.20	-29,114.14
5930 · Staff Certification	10,000.00	9,500.00	500.00
5940 · Staff Overtime	47,258.17	41,612.50	5,645.67
5950 · Staff Standby	23,210.88	23,794.20	-583.32
<b>Total 5900 · Wages</b>	<b>599,459.61</b>	<b>630,169.20</b>	<b>-30,709.59</b>
<b>5960 · Worker's Comp Insurance</b>	<b>9,562.40</b>	<b>19,717.50</b>	<b>-10,155.10</b>
<b>Total 5800 · Labor</b>	<b>838,506.52</b>	<b>870,229.20</b>	<b>-31,722.68</b>
<b>Total 5000 · Administrative</b>	<b>1,122,420.25</b>	<b>1,239,812.70</b>	<b>-117,392.45</b>
<b>6000 · Operations</b>			
6160 · Backflow Prevention	838.26	833.30	4.96
6170 · Claims, Property Damage	140.64	8,333.30	-8,192.66
<b>6180 · Communications</b>			
6185 · SCADA Maintenance	3,756.50	31,666.70	-27,910.20
6180 · Communications - Other	3,575.00		
<b>Total 6180 · Communications</b>	<b>7,331.50</b>	<b>31,666.70</b>	<b>-24,335.20</b>
<b>6195 · Education &amp; Training</b>	<b>1,059.60</b>	<b>4,166.70</b>	<b>-3,107.10</b>
<b>6200 · Engineering</b>			
6220 · General Engineering	16,338.32	16,666.70	-328.38
6230 · Water Quality Engineering	97,507.50	41,666.70	55,840.80
<b>Total 6200 · Engineering</b>	<b>113,845.82</b>	<b>58,333.40</b>	<b>55,512.42</b>
<b>6320 · Equipment &amp; Tools, Expensed</b>	<b>7,096.20</b>	<b>10,000.00</b>	<b>-2,903.80</b>

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

July 2022 through April 2023

	Jul '22 - Apr 23	Water Budget	\$ Over Budget
<b>6330 · Facilities</b>			
6335 · Alarm Services	744.88	1,666.70	-921.82
6337 · Landscaping	14,527.66	12,500.00	2,027.66
<b>Total 6330 · Facilities</b>	15,272.54	14,166.70	1,105.84
<b>6370 · Lab Supplies &amp; Equipment</b>	3,115.62	3,333.30	-217.68
6380 · Meter Reading	356.72	416.70	-59.98
<b>6400 · Pumping</b>			
6410 · Pumping Fuel & Electricity	81,491.19	75,000.00	6,491.19
6420 · Pumping Maintenance, Generators	19,015.01	8,333.30	10,681.71
6430 · Pumping Maintenance, General	308.24	4,166.70	-3,858.46
6440 · Pumping Equipment, Expensed	0.00	583.30	-583.30
<b>Total 6400 · Pumping</b>	100,814.44	88,083.30	12,731.14
<b>6500 · Supply</b>			
6510 · Maintenance, Raw Water Mains	45.43	2,083.30	-2,037.87
6520 · Maintenance, Wells	16,676.89	12,500.00	4,176.89
6530 · Water Purchases	19,673.89	29,166.70	-9,492.81
<b>Total 6500 · Supply</b>	36,396.21	43,750.00	-7,353.79
<b>6600 · Collection/Transmission</b>			
6610 · Hydrants	0.00	8,333.30	-8,333.30
6620 · Maintenance, Water Mains	110,374.34	41,666.70	68,707.64
6630 · Maintenance, Water Svc Lines	20,847.11	16,666.70	4,180.41
6640 · Maintenance, Tanks	2,670.61	4,166.70	-1,496.09
6650 · Maint., Distribution General	15,826.31	8,333.30	7,493.01
6670 · Meters	84,841.88	20,833.30	64,008.58
<b>Total 6600 · Collection/Transmission</b>	234,560.25	100,000.00	134,560.25
<b>6700 · Treatment</b>			
6710 · Chemicals & Filtering	14,925.33	33,333.30	-18,407.97
6720 · Maintenance, Treatment Equip.	5,994.35	12,500.00	-6,505.65
6730 · Treatment Analysis	25,662.87	33,333.30	-7,670.43
<b>Total 6700 · Treatment</b>	46,582.55	79,166.60	-32,584.05
<b>6770 · Uniforms</b>	2,397.51	1,666.70	730.81
<b>6800 · Vehicles</b>			
6810 · Fuel	8,837.32	8,333.30	504.02
6820 · Truck Equipment, Expensed	333.97	1,666.70	-1,332.73
6830 · Truck Repairs	1,823.08	4,166.70	-2,343.62
<b>Total 6800 · Vehicles</b>	10,994.37	14,166.70	-3,172.33
<b>6890 · Other Operations</b>	2,371.05		
<b>Total 6000 · Operations</b>	583,173.28	458,083.40	125,089.88
<b>Total Expense</b>	1,705,593.53	1,697,896.10	7,697.43
<b>Net Ordinary Income</b>	274,798.93	55,367.10	219,431.83

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

July 2022 through April 2023

	Jul '22 - Apr 23	Water Budget	\$ Over Budget
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 · Capital Account Revenues</b>			
<b>7100 · Connection Fees</b>			
7110 · Connection Fees (New Constr)	144,656.00	125,000.00	19,656.00
7130 · Conn. Fees, PFP (New Constr)	116,530.11	41,666.70	74,863.41
7152 · Connection Fee Refunds	-24,892.11		
7155 · Add'l Fixture Units (Remodel)	16,092.00		
7160 · PFP Pass Thru	12,701.11		
7165 · Meter Pass Thru Costs	228.08		
7170 · Mainline Ext. Pass Thru	-71,550.00		
<b>Total 7100 · Connection Fees</b>	193,765.19	166,666.70	27,098.49
7250 · CAMP Interest Income	84,361.15		
7600 · Bond Revenues, G.O.	875,358.95	819,621.70	55,737.25
7650 · Water System Reliability	588,766.63	833,333.30	-244,566.67
<b>Total 7000 · Capital Account Revenues</b>	1,742,251.92	1,819,621.70	-77,369.78
<b>Total Other Income</b>	1,742,251.92	1,819,621.70	-77,369.78
<b>Other Expense</b>			
<b>8000 · Capital Improvement Program</b>			
8100 · Water	389,646.43	1,032,500.00	-642,853.57
<b>Total 8000 · Capital Improvement Program</b>	389,646.43	1,032,500.00	-642,853.57
<b>9000 · Capital Account Expenses</b>			
9075 · PFP Connection Expenses	4,000.00		
9100 · Interest Expense - GO Bonds	38,261.27	67,450.00	-29,188.73
9125 · PNC Equipment Lease Interest	7,585.70	8,020.44	-434.74
9150 · SRF Loan	30,813.50	62,527.00	-31,713.50
9210 · Conservation Program/Rebates	200.00	2,500.00	-2,300.00
<b>Total 9000 · Capital Account Expenses</b>	80,860.47	140,497.44	-59,636.97
<b>Total Other Expense</b>	470,506.90	1,172,997.44	-702,490.54
<b>Net Other Income</b>	1,271,745.02	646,624.26	625,120.76
<b>Net Income</b>	1,546,543.95	701,991.36	844,552.59

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of April 30, 2023

5/22/23

Accrual Basis

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	5,648,698.52	0.00	5,648,698.52
LAIIF Investment Fund			
Capital Reserve	3,966,011.89	0.00	3,966,011.89
Connection Fees Reserve	213,000.00	0.00	213,000.00
Operating Reserve	524,507.00	0.00	524,507.00
<b>Total LAIF Investment Fund</b>	<b>4,703,518.89</b>	<b>0.00</b>	<b>4,703,518.89</b>
<b>Total Sewer - Bank Accounts</b>	<b>10,352,217.41</b>	<b>0.00</b>	<b>10,352,217.41</b>
<b>Water - Bank Accounts</b>			
<b>CAMP Investment Fund</b>			
Capital Reserve	0.00	2,754,899.32	2,754,899.32
Connection Fee Reserve	0.00	200,000.00	200,000.00
Operating Reserve	0.00	339,579.00	339,579.00
<b>Total CAMP Investment Fund</b>	<b>0.00</b>	<b>3,294,478.32</b>	<b>3,294,478.32</b>
Wells Fargo Operating - Water	0.00	22,697.17	22,697.17
<b>Restricted Cash</b>			
2020 GO Bonds Fund - Chase	0.00	1,044,268.50	1,044,268.50
<b>Total Restricted Cash</b>	<b>0.00</b>	<b>1,044,268.50</b>	<b>1,044,268.50</b>
<b>Total Water - Bank Accounts</b>	<b>0.00</b>	<b>4,361,443.99</b>	<b>4,361,443.99</b>
<b>Total Checking/Savings</b>	<b>10,352,217.41</b>	<b>4,361,443.99</b>	<b>14,713,661.40</b>
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	-3,666.76	0.00	-3,666.76
Sewer - Accounts Receivable - Other	-10,061.79	0.00	-10,061.79
<b>Total Sewer - Accounts Receivable</b>	<b>-13,728.55</b>	<b>0.00</b>	<b>-13,728.55</b>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	10,132.03	10,132.03
Accounts Rec. - Backflow	0.00	25,521.61	25,521.61
Accounts Rec. - Water Residents	0.00	147,768.61	147,768.61
Unbilled Water Receivables	0.00	236,983.89	236,983.89
<b>Total Water - Accounts Receivable</b>	<b>0.00</b>	<b>420,406.14</b>	<b>420,406.14</b>
<b>Total Accounts Receivable</b>	<b>-13,728.55</b>	<b>420,406.14</b>	<b>406,677.59</b>
<b>Other Current Assets</b>			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>42,656.32</b>	<b>42,656.32</b>
<b>Total Current Assets</b>	<b>10,338,488.86</b>	<b>4,824,506.45</b>	<b>15,162,995.31</b>
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	8,552,709.89	0.00	8,552,709.89
Land	5,000.00	0.00	5,000.00
<b>Other Capital Improv.</b>			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<b>3,250,409.57</b>	<b>0.00</b>	<b>3,250,409.57</b>
Seal Cove Collection System	995,505.00	0.00	995,505.00
<b>Sewage Collection Facility</b>			
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
<b>Total Sewage Collection Facility</b>	<b>5,340,307.33</b>	<b>0.00</b>	<b>5,340,307.33</b>
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-10,333,056.00	0.00	-10,333,056.00
<b>Total Sewer - Fixed Assets</b>	<b>8,055,415.63</b>	<b>0.00</b>	<b>8,055,415.63</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of April 30, 2023

5/22/23

Accrual Basis

<b>Water - Fixed Assets</b>			
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
<b>Total Water - Fixed Assets</b>	<b>0.00</b>	<b>16,519,401.03</b>	<b>16,519,401.03</b>
<b>Total Fixed Assets</b>	<b>8,055,415.63</b>	<b>16,519,401.03</b>	<b>24,574,816.66</b>
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Def'd Amts Related to Pensions	84,583.00	0.00	84,583.00
<b>Joint Power Authority</b>			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
<b>Total Joint Power Authority</b>	<b>2,687,547.08</b>	<b>0.00</b>	<b>2,687,547.08</b>
<b>Total Sewer - Other Assets</b>	<b>2,772,130.08</b>	<b>0.00</b>	<b>2,772,130.08</b>
<b>Water - Other Assets</b>			
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
<b>Total Water - Other Assets</b>	<b>0.00</b>	<b>1,546,171.25</b>	<b>1,546,171.25</b>
<b>Total Other Assets</b>	<b>2,772,130.08</b>	<b>1,546,171.25</b>	<b>4,318,301.33</b>
<b>TOTAL ASSETS</b>	<b>21,166,034.57</b>	<b>22,890,078.73</b>	<b>44,056,113.30</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable - Sewer	196,232.57	0.00	196,232.57
Accounts Payable - Water	0.00	102,365.68	102,365.68
<b>Total Accounts Payable</b>	<b>196,232.57</b>	<b>102,365.68</b>	<b>298,598.25</b>
<b>Other Current Liabilities</b>			
Water - Net Pension Liability	0.00	-40,021.00	-40,021.00
Sewer - Net Pension Liability	-17,981.00	0.00	-17,981.00
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	9,781.90	0.00	9,781.90
Deposits Payable	31,487.05	0.00	31,487.05
PNC Equip. Loan - S/T	12,549.02	0.00	12,549.02
<b>Total Sewer - Current Liabilities</b>	<b>53,817.97</b>	<b>0.00</b>	<b>53,817.97</b>
<b>Water - Current Liabilities</b>			
Accrued Vacations	0.00	22,072.48	22,072.48
Construction Deposits Payable	0.00	-589.09	-589.09
Deposits Payable	0.00	-32,745.35	-32,745.35
GO Bonds - S/T	0.00	456,745.89	456,745.89
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	12,548.95	12,548.95
SRF Loan Payable X109 - Current	0.00	90,766.74	90,766.74
Temporary Construction Meter	0.00	39,490.35	39,490.35
<b>Total Water - Current Liabilities</b>	<b>0.00</b>	<b>592,592.47</b>	<b>592,592.47</b>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	-1,407.98	0.00	-1,407.98
<b>Total Payroll Liabilities</b>	<b>-1,407.98</b>	<b>0.00</b>	<b>-1,407.98</b>
<b>Total Other Current Liabilities</b>	<b>34,428.99</b>	<b>552,571.47</b>	<b>587,000.46</b>
<b>Total Current Liabilities</b>	<b>230,661.56</b>	<b>654,937.15</b>	<b>885,598.71</b>
<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
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
<b>Total Sewer - Long Term Liabilities</b>	<b>2,286,343.56</b>	<b>0.00</b>	<b>2,286,343.56</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of April 30, 2023

5/22/23

Accrual Basis

<b>Water - Long Term Liabilities</b>			
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
	<hr/>		<hr/>
<b>Total Water - Long Term Liabilities</b>	0.00	7,595,698.32	7,595,698.32
<b>Deferred Inflows (Pensions)</b>			
Sewer	11,473.00	0.00	11,473.00
Water	0.00	25,537.00	25,537.00
	<hr/>		<hr/>
<b>Total Deferred Inflows (Pensions)</b>	11,473.00	25,537.00	37,010.00
<b>Total Long Term Liabilities</b>	<hr/>	<hr/>	<hr/>
	2,297,816.56	7,621,235.32	9,919,051.88
<b>Total Liabilities</b>	<hr/>	<hr/>	<hr/>
	2,528,478.12	8,276,172.47	10,804,650.59
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
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	-191,770.56	0.00	-191,770.56
	<hr/>		<hr/>
<b>Total Sewer - Equity Accounts</b>	11,862,774.51	0.00	11,862,774.51
<b>Water - Equity Accounts</b>			
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	191,770.56	191,770.56
	<hr/>		<hr/>
<b>Total Water - Equity Accounts</b>	0.00	2,882,825.57	2,882,825.57
<b>Equity Adjustment Account</b>	4,887,002.86	10,184,536.74	15,071,539.60
<b>Net Income</b>	1,887,779.08	1,546,543.95	3,434,323.03
	<hr/>		<hr/>
<b>Total Equity</b>	18,637,556.45	14,613,906.26	33,251,462.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<hr/> <b>21,166,034.57</b> <hr/>	<hr/> <b>22,890,078.73</b> <hr/>	<hr/> <b>44,056,113.30</b> <hr/>

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
<b>Sewer - Operations</b>															
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	5,147,134.07	5,173,568.50	4,232,736.86	5,648,698.52					
<b>Sewer Reserve Accounts</b>															
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	3,934,523.16	3,934,523.16	3,934,523.16	3,966,011.89			5,849,500.00	(1,883,488.11)	67%
Connection Fee	213,000.00	213,000.00	213,000.00	213,000.00	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	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	4,672,030.16	4,672,030.16	4,672,030.16	4,703,518.89	-	-			
<b>Water Operations</b>															
Wells Fargo Operating	13,871.26	29,591.21	43,574.79	59,858.11	76,149.30	92,082.78	106,921.76	122,507.24	8,446.14	22,697.17					
<b>Water - Reserve Accounts</b>															
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	2,030,795.03	2,030,795.03	2,741,484.69	2,754,899.32			4,371,523.00	(1,616,623.68)	63%
Connection Fee	200,000.00	200,000.00	200,000.00	200,000.00	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	384,821.84	394,319.83	339,579.00	339,579.00			339,579.00	-	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	2,615,616.87	2,625,114.86	3,281,063.69	3,294,478.32	-	-			
<b>Water - Restricted Accounts</b>															
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	1,141,109.35	720,495.45	724,078.99	1,044,268.50					
Sub-Total	1,147,781.98	656,009.18	662,595.35	665,187.48	678,886.51	1,138,086.81	1,141,109.35	720,495.45	724,078.99	1,044,268.50	-	-			
<b>Total Cash and Equivalents</b>	<b>12,331,414.73</b>	<b>11,733,664.61</b>	<b>11,457,170.35</b>	<b>11,099,272.90</b>	<b>10,873,210.80</b>	<b>13,749,359.23</b>	<b>13,682,812.21</b>	<b>13,313,716.21</b>	<b>12,918,355.84</b>	<b>14,713,661.40</b>	-	-			

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
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
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
4220 · Cell Tower Lease	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18	6,921.18			69,211.80	80,000.00	-10,788.20	86.52%
<b>4400 · Fees</b>																
4410 · Administrative Fee (New Constr)	569.00			597.00				597.00		597.00			2,360.00	6,000.00	-3,640.00	39.33%
4420 · Administrative Fee (Remodel)														1,000.00	-1,000.00	
4430 · Inspection Fee (New Constr)	538.00			565.00				565.00		565.00			2,233.00	6,000.00	-3,767.00	37.22%
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00	
4460 · Remodel Fees	1,016.00	597.00	1,325.00		597.00	419.00	1,016.00		131.00	838.00			5,939.00	8,000.00	-2,061.00	74.24%
<b>Total 4400 · Fees</b>	<b>2,123.00</b>	<b>597.00</b>	<b>1,325.00</b>	<b>1,162.00</b>	<b>597.00</b>	<b>419.00</b>	<b>1,016.00</b>	<b>1,162.00</b>	<b>131.00</b>	<b>2,000.00</b>			<b>10,532.00</b>	<b>22,000.00</b>	<b>-11,468.00</b>	<b>47.87%</b>
<b>4510 · Grants</b>																
4610 · Property Tax Receipts		90,614.66	264.26	803.79	21,224.70	143,248.81	100,082.15	24,835.73	859.80	104,608.77			486,542.67	288,860.00	197,682.67	168.44%
4710 · Sewer Service Charges		2,875.29	1,084.38			1,902,038.09		276,400.20	481.95	1,577,985.23			3,760,865.14	3,712,479.00	48,386.14	101.3%
4720 · Sewer Service Refunds, Customer				-1,554.96					-3,109.92				-4,664.88	-10,000.00	5,335.12	46.65%
4760 · Waste Collection Revenues	1,608.27	3,331.66	1,447.81	3,610.02	930.84	3,592.34	1,013.47	3,946.21	914.08	3,959.67			24,354.37	27,000.00	-2,645.63	90.2%
4990 · Other Revenue		5.25			9.55			14.71		2,394.20			2,423.71			
<b>Total Income</b>	<b>10,652.45</b>	<b>104,481.04</b>	<b>11,042.63</b>	<b>10,942.03</b>	<b>29,683.27</b>	<b>2,056,219.42</b>	<b>109,032.80</b>	<b>313,280.03</b>	<b>6,198.09</b>	<b>1,697,869.05</b>			<b>4,349,400.81</b>	<b>4,120,339.00</b>	<b>229,061.81</b>	<b>105.56%</b>
<b>Gross Profit</b>	<b>10,652.45</b>	<b>104,481.04</b>	<b>11,042.63</b>	<b>10,942.03</b>	<b>29,683.27</b>	<b>2,056,219.42</b>	<b>109,032.80</b>	<b>313,280.03</b>	<b>6,198.09</b>	<b>1,697,869.05</b>			<b>4,349,400.81</b>	<b>4,120,339.00</b>	<b>229,061.81</b>	<b>105.56%</b>
<b>Expense</b>																
<b>5000 · Administrative</b>																
5190 · Bank Fees	1,404.72	275.11	325.69	331.64	406.55	346.98	436.27	337.16	333.93	325.96			4,524.01	7,000.00	-2,475.99	64.63%
<b>5200 · Board of Directors</b>																
5210 · Board Meetings		300.00	300.00	150.00	300.00	300.00	300.00	847.02	1,430.82	400.00			4,327.84	3,000.00	1,327.84	144.26%
5220 · Director Fees		262.50		525.00	337.50		825.00	300.00	1,350.00				3,600.00	7,500.00	-3,900.00	48.0%
5230 · Election Expenses														75,000.00	-75,000.00	
<b>Total 5200 · Board of Directors</b>		<b>562.50</b>	<b>300.00</b>	<b>675.00</b>	<b>637.50</b>	<b>300.00</b>	<b>1,125.00</b>	<b>1,147.02</b>	<b>2,780.82</b>	<b>400.00</b>			<b>7,927.84</b>	<b>85,500.00</b>	<b>-77,572.16</b>	<b>9.27%</b>
5250 · Conference Attendance								1,114.50	311.06				1,425.56	6,000.00	-4,574.44	23.76%
5270 · Information Systems		720.00	273.75	916.75	891.75	225.00	1,187.75	318.75	162.50	725.00			5,421.25	5,000.00	421.25	108.43%
<b>5300 · Insurance</b>																
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%
<b>Total 5300 · Insurance</b>			<b>8,509.72</b>										<b>8,509.72</b>	<b>15,500.00</b>	<b>-6,990.28</b>	<b>54.9%</b>
5350 · LAFCO Assessment														2,500.00	-2,500.00	
<b>5400 · Legal</b>																
5430 · General Legal	3,594.75	3,128.00	1,178.00	4,272.50	6,290.25	5,555.75		5,437.50	7,238.00				36,694.75	200,000.00	-163,305.25	18.35%
5440 · Litigation	708.75	2,961.00	18,773.55	1,466.10	30,509.56	39,368.71		952.50	2,469.55				97,209.72			
<b>Total 5400 · Legal</b>	<b>4,303.50</b>	<b>6,089.00</b>	<b>19,951.55</b>	<b>5,738.60</b>	<b>36,799.81</b>	<b>44,924.46</b>		<b>6,390.00</b>	<b>9,707.55</b>				<b>133,904.47</b>	<b>200,000.00</b>	<b>-66,095.53</b>	<b>66.95%</b>
5510 · Maintenance, Office			325.00	497.38	130.00	152.92	130.00	1,663.92	4,969.48	2,326.15			10,194.85	15,000.00	-4,805.15	67.97%
5530 · Memberships				4,405.00				30.00					4,435.00	4,000.00	435.00	110.88%
5540 · Office Supplies	139.79	376.68	201.54	434.30	305.66	423.22	2,337.13	1,095.46	165.83	385.63			5,865.24	2,500.00	3,365.24	234.61%
5550 · Postage		65.26		478.69		65.26		68.70	372.10				1,050.01	400.00	650.01	262.5%
5560 · Printing & Publishing	88.05	218.96	76.34	939.94	319.18	530.28	56.85	339.16	647.50	218.48			3,434.74	1,500.00	1,934.74	228.98%
5600 · Professional Services																

**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
5610 · Accounting	2,330.00	4,372.50	4,327.50	3,610.00	3,265.00	2,860.00	3,757.50	4,042.50	3,727.50	4,045.00			36,337.50	38,000.00	-1,662.50	95.63%
5620 · Audit														16,500.00	-16,500.00	
5630 · Consulting	2,248.29	1,998.67	3,614.81	4,550.35	3,786.16	3,763.53	6,444.52	3,717.50	6,002.71	5,376.15			41,502.69	50,000.00	-8,497.31	83.01%
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	213.50	213.50	213.50	213.50			2,135.00	2,500.00	-365.00	85.4%
5660 · Payroll Services	79.76	84.54	118.20	84.54	85.90	87.26	87.26	189.77	116.84	84.54			1,018.61	1,000.00	18.61	101.86%
<b>Total 5600 · Professional Services</b>	<b>5,771.05</b>	<b>15,622.79</b>	<b>8,274.01</b>	<b>8,458.39</b>	<b>7,350.56</b>	<b>6,924.29</b>	<b>10,502.78</b>	<b>8,163.27</b>	<b>10,060.55</b>	<b>9,719.19</b>			<b>90,846.88</b>	<b>117,000.00</b>	<b>-26,153.12</b>	<b>77.65%</b>
5710 · San Mateo Co. Tax Roll Charges				119.00									119.00	200.00	-81.00	59.5%
5720 · Telephone & Internet	3,271.43	1,927.61	5,441.71	3,496.96	4,197.40	3,783.59	380.16	7,447.93	4,103.40	3,497.89			37,548.08	25,000.00	12,548.08	150.19%
5730 · Mileage Reimbursement										112.06			112.06	1,500.00	-1,387.94	7.47%
5740 · Reference Materials														200.00	-200.00	
5790 · Other Administrative									60.36	2,500.00			2,560.36			
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	1,726.73	1,619.40	1,851.38	1,603.30			17,111.23	19,383.00	-2,271.77	88.28%
5820 · Employee Benefits	4,100.05	4,100.05	4,100.05	4,100.05	4,100.05	4,219.47	4,219.47	4,219.47	4,219.47	4,219.47			41,597.60	43,823.00	-2,225.40	94.92%
5830 · Disability Insurance		295.04	147.52	147.52		295.04	147.52	147.52	108.77				1,288.93	2,049.00	-760.07	62.91%
5840 · Payroll Taxes	1,088.30	1,518.47	1,274.94	1,271.54	1,109.82	853.81	1,900.27	1,782.66	2,036.48	1,755.52			14,591.81	23,096.00	-8,504.19	63.18%
5850 · PARS	1,500.14	1,902.00	1,674.72	1,629.09	1,674.72	1,674.72	2,160.04	1,648.95	1,791.53	1,648.94			17,304.85	18,940.00	-1,635.15	91.37%
5900 · Wages																
5910 · Management	9,567.78	9,567.78	9,567.78	9,567.78	9,567.78	9,655.28	9,580.28	9,580.28	9,580.28	9,580.28			95,815.30	123,568.00	-27,752.70	77.54%
5920 · Staff	11,852.23	17,597.53	14,342.87	13,691.83	14,412.87	14,707.87	14,482.87	13,180.79	15,133.91	13,051.71			142,454.48	175,137.00	-32,682.52	81.34%
5930 · Staff Certification	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00			1,750.00	1,800.00	-50.00	97.22%
5940 · Staff Overtime	385.66	263.55	291.79	941.25	536.51	112.95	602.39	367.09	1,731.90	141.19			5,374.28	1,399.00	3,975.28	384.15%
5950 · Staff Standby			43.02										43.02			
<b>Total 5900 · Wages</b>	<b>21,980.67</b>	<b>27,603.86</b>	<b>24,420.46</b>	<b>24,375.86</b>	<b>24,692.16</b>	<b>24,651.10</b>	<b>24,840.54</b>	<b>23,303.16</b>	<b>26,621.09</b>	<b>22,948.18</b>			<b>245,437.08</b>	<b>301,904.00</b>	<b>-56,466.92</b>	<b>81.3%</b>
5960 · Worker's Comp Insurance			2,169.37			681.38				694.11			3,544.86	2,673.00	871.86	132.62%
<b>Total 5800 · Labor</b>	<b>30,206.39</b>	<b>37,349.39</b>	<b>35,495.06</b>	<b>33,228.94</b>	<b>33,298.87</b>	<b>34,083.74</b>	<b>34,994.57</b>	<b>32,721.16</b>	<b>36,628.72</b>	<b>32,869.52</b>			<b>340,876.36</b>	<b>411,868.00</b>	<b>-70,991.64</b>	<b>82.76%</b>
<b>Total 5000 · Administrative</b>	<b>45,184.93</b>	<b>63,207.30</b>	<b>79,174.37</b>	<b>59,720.59</b>	<b>84,337.28</b>	<b>91,759.74</b>	<b>51,150.51</b>	<b>60,837.03</b>	<b>70,303.80</b>	<b>53,079.88</b>			<b>658,755.43</b>	<b>900,668.00</b>	<b>-241,912.57</b>	<b>73.14%</b>
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	2,779.00	8,360.00	9,602.50	10,455.50			60,890.00	35,000.00	25,890.00	173.97%
<b>Total 6200 · Engineering</b>	<b>5,161.00</b>	<b>3,776.50</b>	<b>5,631.00</b>	<b>7,433.50</b>	<b>3,512.00</b>	<b>4,179.00</b>	<b>2,779.00</b>	<b>8,360.00</b>	<b>9,602.50</b>	<b>10,455.50</b>			<b>60,890.00</b>	<b>35,000.00</b>	<b>25,890.00</b>	<b>173.97%</b>
6330 · Facilities																
6335 · Alarm Services	548.36	427.08	427.08	554.10	427.08	548.36	554.10	427.08	548.35	554.10			5,015.69	5,500.00	-484.31	91.19%
6337 · Landscaping							3,700.00		1,100.00				4,800.00	6,000.00	-1,200.00	80.0%
6330 · Facilities - Other																
<b>Total 6330 · Facilities</b>	<b>548.36</b>	<b>427.08</b>	<b>427.08</b>	<b>554.10</b>	<b>427.08</b>	<b>548.36</b>	<b>4,254.10</b>	<b>427.08</b>	<b>1,648.35</b>	<b>554.10</b>			<b>9,815.69</b>	<b>11,500.00</b>	<b>-1,684.31</b>	<b>85.35%</b>
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,134.87	2,875.07	3,146.29	2,276.90	3,174.55	2,914.75	3,672.35	13,043.90	3,604.52	4,212.42			42,055.62	45,000.00	-2,944.38	93.46%
6420 · Pumping Maintenance, Generators	1,095.75	1,584.00	396.00		1,046.00	522.00							4,643.75			
<b>Total 6400 · Pumping</b>	<b>4,230.62</b>	<b>4,459.07</b>	<b>3,542.29</b>	<b>2,276.90</b>	<b>4,220.55</b>	<b>3,436.75</b>	<b>3,672.35</b>	<b>13,043.90</b>	<b>3,604.52</b>	<b>4,212.42</b>			<b>46,699.37</b>	<b>45,000.00</b>	<b>1,699.37</b>	<b>103.78%</b>

**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	
<b>6600 · Collection/Transmission</b>																	
6660 · Maintenance, Collection System																10,000.00	-10,000.00
<b>Total 6600 · Collection/Transmission</b>																10,000.00	-10,000.00
6770 · Uniforms																200.00	-200.00
<b>6800 · Vehicles</b>																	
6810 · Fuel				976.45	241.33	297.35	1,030.14	203.06	197.44				2,945.77	1,000.00	1,945.77	294.58%	
6820 · Truck Equipment, Expensed				24.68		42.63	44.01						111.32	160.00	-48.68	69.58%	
6830 · Truck Repairs				456.61		151.08							607.69	1,000.00	-392.31	60.77%	
<b>Total 6800 · Vehicles</b>				1,457.74	241.33	491.06	1,074.15	203.06	197.44				3,664.78	2,160.00	1,504.78	169.67%	
<b>6900 · Sewer Authority Midcoastside</b>																	
6910 · SAM Collections	23,682.17	23,682.17	23,682.17	23,682.17	23,682.17	23,682.17	23,682.17	23,682.17	23,682.17	23,682.17			236,821.70	284,186.00	-47,364.30	83.33%	
6920 · SAM Operations	141,169.66	141,169.66	141,169.66	141,169.66	141,169.66	141,169.66	141,169.66	141,169.66	141,169.66	141,169.66			1,411,696.60	1,727,328.00	-315,631.40	81.73%	
6940 · SAM Maintenance, Collection Sys		2,397.00	4,417.63					21,339.23					28,153.86	40,000.00	-11,846.14	70.39%	
6950 · SAM Maintenance, Pumping		8,964.23	8,705.03	20,082.39	14,808.95	28,809.93	1,332.13		17,856.12	8,570.96			109,129.74	70,000.00	39,129.74	155.9%	
6960 · SAM NDWSCP		166.50			150.00			974.03					1,290.53				
<b>Total 6900 · Sewer Authority Midcoastside</b>	164,851.83	176,379.56	177,974.49	184,934.22	179,810.78	193,661.76	166,183.96	187,165.09	182,707.95	173,422.79			1,787,092.43	2,121,514.00	-334,421.57	84.24%	
<b>Total 6000 · Operations</b>	174,791.81	185,042.21	187,574.86	196,656.46	188,253.74	202,316.93	177,963.56	209,199.13	197,760.76	188,644.81			1,908,204.27	2,246,374.00	-338,169.73	84.95%	
<b>Total Expense</b>	219,976.74	248,249.51	266,749.23	256,377.05	272,591.02	294,076.67	229,114.07	270,036.16	268,064.56	241,724.69			2,566,959.70	3,147,042.00	-580,082.30	81.57%	
<b>Net Ordinary Income</b>	-209,324.29	-143,768.47	-255,706.60	-245,435.02	-242,907.75	1,762,142.75	-120,081.27	43,243.87	-261,866.47	1,456,144.36			1,782,441.11	973,297.00	809,144.11	183.13%	
<b>Other Income/Expense</b>																	
<b>Other Income</b>																	
<b>7000 · Capital Account Revenues</b>																	
<b>7100 · Connection Fees</b>																	
7110 · Connection Fees (New Constr)	53,844.00				32,611.00	32,611.00	32,611.00						151,677.00	163,000.00	-11,323.00	93.05%	
7120 · Connection Fees (Remodel)		16,202.52	7,068.60				12,924.00						36,195.12	50,000.00	-13,804.88	72.39%	
7152 · Connection Fee Refunds	-26,922.00												-26,922.00				
7153 · Add'l Fixture Units (New Const)		1,073.00			2,682.00	2,682.00	10,728.00						17,165.00				
7155 · Add'l Fixture Units (Remodel)	6,462.00	17,543.52					6,705.00	14,751.00		19,851.00			65,312.52				
7165 · Meter Pass Thru Costs	-2,007.50		-2,423.63		-1,698.75		-875.25						-7,005.13				
7170 · Mainline Ext. Pass Thru		-6,952.00											-6,952.00				
<b>Total 7100 · Connection Fees</b>	31,376.50	27,867.04	4,644.97		33,594.25	35,293.00	62,092.75	14,751.00		19,851.00			229,470.51	213,000.00	16,470.51	107.73%	
7200 · Interest Income - LAIF	8,655.85			15,760.96			24,279.69			31,488.73			80,185.23	20,000.00	60,185.23	400.93%	
<b>Total 7000 · Capital Account Revenues</b>	40,032.35	27,867.04	4,644.97	15,760.96	33,594.25	35,293.00	86,372.44	14,751.00		51,339.73			309,655.74	233,000.00	76,655.74	132.9%	
<b>Total Other Income</b>	40,032.35	27,867.04	4,644.97	15,760.96	33,594.25	35,293.00	86,372.44	14,751.00		51,339.73			309,655.74	233,000.00	76,655.74	132.9%	
<b>Other Expense</b>																	
<b>8000 · Capital Improvement Program</b>																	
8075 · Sewer	5,078.49	17,882.76	11,450.48	7,068.49	26,294.49	16,176.99	9,104.99	48,685.73	27,176.53	16,520.49			185,439.44	1,015,900.00	-830,460.56	18.25%	
<b>Total 8000 · Capital Improvement Program</b>	5,078.49	17,882.76	11,450.48	7,068.49	26,294.49	16,176.99	9,104.99	48,685.73	27,176.53	16,520.49			185,439.44	1,015,900.00	-830,460.56	18.25%	
<b>9000 · Capital Account Expenses</b>																	
9125 · PNC Equipment Lease Interest	434.73	855.17	840.10	824.99	809.85	794.67	779.45	764.20	748.90	733.57			7,585.63	9,441.00	-1,855.37	80.35%	
9200 · I-Bank Loan	1,684.60						9,608.10						11,292.70	19,716.00	-8,423.30	57.28%	
<b>Total 9000 · Capital Account Expenses</b>	2,119.33	855.17	840.10	824.99	809.85	794.67	10,387.55	764.20	748.90	733.57			18,878.33	29,157.00	-10,278.67	64.75%	
<b>Total Other Expense</b>	7,197.82	18,737.93	12,290.58	7,893.48	27,104.34	16,971.66	19,492.54	49,449.93	27,925.43	17,254.06			204,317.77	1,045,057.00	-840,739.23	19.55%	

**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											
<b>Net Other Income</b>	32,834.53	9,129.11	-7,645.61	7,867.48	6,489.91	18,321.34	66,879.90	-34,698.93	-27,925.43	34,085.67		105,337.97	-812,057.00	917,394.97	-12.97%
<b>Net Income</b>	-176,489.76	-134,639.36	-263,352.21	-237,567.54	-236,417.84	1,780,464.09	-53,201.37	8,544.94	-289,791.90	1,490,230.03		1,887,779.08	161,240.00	1,726,539.08	1,170.79%

**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	
<b>Ordinary Income/Expense</b>																	
<b>Income</b>																	
<b>4400 · Fees</b>																	
4410 · Administrative Fee (New Constr)	569.00			597.00			597.00	597.00		597.00			2,957.00	7,000.00	-4,043.00	42.24%	
4420 · Administrative Fee (Remodel)														600.00	-600.00		
4430 · Inspection Fee (New Constr)	538.00			565.00			565.00	565.00		565.00			2,798.00	7,000.00	-4,202.00	39.97%	
4440 · Inspection Fee (Remodel)														1,000.00	-1,000.00		
4450 · Mainline Extension Fees														3,000.00	-3,000.00		
<b>Total 4400 · Fees</b>	1,107.00			1,162.00			1,162.00	1,162.00		1,162.00			5,755.00	18,600.00	-12,845.00	30.94%	
4510 · Grants		136.00											136.00				
4610 · Property Tax Receipts		90,614.65	264.25	803.79	21,224.69	143,248.79	100,082.14	24,835.72	859.79	104,608.76			486,542.58	288,860.00	197,682.58	168.44%	
4740 · Testing, Backflow	393.00			4,192.00	3,930.00	5,240.00	-131.00	3,144.00	917.00	1,048.00			18,733.00	15,000.00	3,733.00	124.89%	
4760 · Waste Collection Revenues																	
4810 · Water Sales, Domestic	160,170.12	186,375.59	150,247.08	162,843.35	144,638.37	129,211.25	159,917.83	103,150.52	161,565.42	103,585.44			1,461,704.97	1,900,000.00	-438,295.03	76.93%	
4850 · Water Sales Refunds, Customer	-37.44	-63.70		-1,216.23					-4,522.46				-5,839.83	-3,000.00	-2,839.83	194.66%	
4990 · Other Revenue		840.25			9.55		10,102.03	14.71		2,394.20			13,360.74				
<b>Total Income</b>	161,632.68	277,902.79	150,511.33	167,784.91	169,802.61	277,700.04	271,133.00	132,306.95	158,819.75	212,798.40			1,980,392.46	2,219,460.00	-239,067.54	89.23%	
<b>Gross Profit</b>	161,632.68	277,902.79	150,511.33	167,784.91	169,802.61	277,700.04	271,133.00	132,306.95	158,819.75	212,798.40			1,980,392.46	2,219,460.00	-239,067.54	89.23%	
<b>Expense</b>																	
<b>5000 · Administrative</b>																	
5190 · Bank Fees	1,404.72	275.11	325.69	331.65	406.56	346.98	436.29	337.16	333.94	325.97			4,524.07	4,000.00	524.07	113.1%	
<b>5200 · Board of Directors</b>																	
5210 · Board Meetings		300.00	300.00	150.00	300.00	300.00	300.00	847.02	1,430.81	400.00			4,327.83	3,000.00	1,327.83	144.26%	
5220 · Director Fees		262.50		525.00	337.50		825.00	300.00	1,350.00				3,600.00	7,500.00	-3,900.00	48.0%	
5230 · Election Expenses														75,000.00	-75,000.00		
<b>Total 5200 · Board of Directors</b>		562.50	300.00	675.00	637.50	300.00	1,125.00	1,147.02	2,780.81	400.00			7,927.83	85,500.00	-77,572.17	9.27%	
5240 · CDPH Fees						4,247.00	13,278.56						17,525.56	15,000.00	2,525.56	116.84%	
5250 · Conference Attendance								1,114.50	311.06				1,425.56	6,000.00	-4,574.44	23.76%	
5270 · Information Systems		720.00	273.75	916.75	891.75	225.00	1,187.75	318.75	162.50	725.00			5,421.25	5,000.00	421.25	108.43%	
<b>5300 · Insurance</b>																	
5310 · Fidelity Bond														500.00	-500.00		
5320 · Property & Liability Insurance			8,509.72										8,509.72		8,509.72	100.0%	
<b>Total 5300 · Insurance</b>			8,509.72										8,509.72	500.00	8,009.72	1,701.94%	
5350 · LAFCO Assessment														5,000.00	-5,000.00		
<b>5400 · Legal</b>																	
5430 · General Legal	4,914.75	4,253.00	1,178.00	5,652.50	6,890.25	5,555.75		5,821.50	7,590.00				41,855.75	100,000.00	-58,144.25	41.86%	
5440 · Litigation						120.00							120.00				
<b>Total 5400 · Legal</b>	4,914.75	4,253.00	1,178.00	5,652.50	6,890.25	5,675.75		5,821.50	7,590.00				41,975.75	100,000.00	-58,024.25	41.98%	
5510 · Maintenance, Office			325.00	497.37	130.00	152.93	130.00	1,663.92	4,969.48	2,326.15			10,194.85	15,000.00	-4,805.15	67.97%	
5530 · Memberships				4,405.00	16,840.00			930.00					22,175.00	27,000.00	-4,825.00	82.13%	
5540 · Office Supplies	139.78	376.69	201.51	434.27	305.65	423.22	2,378.85	1,095.45	165.82	9,447.71			14,968.95	4,500.00	10,468.95	332.64%	

**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
<b>5550 · Postage</b>	1,014.66	1,561.54	1,001.27	1,982.30	1,392.62	1,739.93	1,104.56	1,927.49	1,504.27				13,228.64	14,000.00	-771.36	94.49%
<b>5560 · Printing &amp; Publishing</b>	88.06	218.98	76.33	989.93	319.19	530.27	56.84	339.16	647.50	218.48			3,484.74	5,000.00	-1,515.26	69.7%
<b>5600 · Professional Services</b>																
<b>5610 · Accounting</b>	2,330.00	4,372.50	4,327.50	3,610.00	3,265.00	2,860.00	3,757.50	4,042.50	3,727.50	4,045.00			36,337.50	38,000.00	-1,662.50	95.63%
<b>5620 · Audit</b>														16,500.00	-16,500.00	
<b>5630 · Consulting</b>	2,248.29	1,998.67	3,614.82	4,550.36	3,786.15	3,763.55	6,444.50	3,717.50	6,002.70	5,376.16			41,502.70	65,000.00	-23,497.30	63.85%
<b>5640 · Data Services</b>	899.50												899.50	6,500.00	-5,600.50	13.84%
<b>5650 · Labor &amp; HR Support</b>	213.50	213.50	213.50	213.50	213.50	213.50	213.50	213.50	213.50	213.50			2,135.00	2,500.00	-365.00	85.4%
<b>5660 · Payroll Services</b>	79.76	84.54	118.22	84.54	85.91	87.28	87.28	189.78	116.85	84.54			1,018.70	1,000.00	18.70	101.87%
<b>Total 5600 · Professional Services</b>	5,771.05	6,669.21	8,274.04	8,458.40	7,350.56	6,924.33	10,502.78	8,163.28	10,060.55	9,719.20			81,893.40	129,500.00	-47,606.60	63.24%
<b>5710 · San Mateo Co. Tax Roll Charges</b>		1,506.00		119.00									1,625.00	200.00	1,425.00	812.5%
<b>5720 · Telephone &amp; Internet</b>	4,161.16	2,588.28	6,404.27	4,640.82	4,945.78	4,525.62	1,182.10	8,086.00	5,044.91	3,978.72			45,557.66	25,000.00	20,557.66	182.23%
<b>5730 · Mileage Reimbursement</b>	188.02			107.62	7.00	7.00	88.56						510.26	1,500.00	-989.74	34.02%
<b>5740 · Reference Materials</b>														800.00	-800.00	
<b>5790 · Other Administrative</b>	487.39					809.04		-891.29	60.35	2,500.00			2,965.49			
<b>5800 · Labor</b>																
<b>5810 · CalPERS 457 Deferred Plan</b>	4,064.03	4,213.89	4,148.01	4,067.98	4,202.41	4,207.83	4,286.11	4,176.48	3,933.15	3,279.97			40,579.86	49,977.00	-9,397.14	81.2%
<b>5820 · Employee Benefits</b>	10,990.24	10,990.24	10,990.24	10,990.24	10,990.24	11,007.43	11,007.43	11,007.43	9,213.47	10,110.45			107,297.41	107,276.00	21.41	100.02%
<b>5830 · Disability Insurance</b>		680.86	340.43	340.43		680.86	340.43	340.43	206.54				2,929.98	5,411.00	-2,481.02	54.15%
<b>5840 · Payroll Taxes</b>	3,958.16	4,122.86	4,083.01	3,955.51	3,925.36	3,696.75	4,824.22	4,682.90	4,579.43	3,846.71			41,674.91	57,850.00	-16,175.09	72.04%
<b>5850 · PARS</b>	3,498.71	3,823.22	3,674.04	3,537.53	3,686.26	3,686.26	4,745.00	3,927.36	3,386.63	3,037.34			37,002.35	43,897.00	-6,894.65	84.29%
<b>5900 · Wages</b>																
<b>5910 · Management</b>	9,567.80	9,567.80	9,567.80	9,567.80	9,567.80	9,655.30	9,580.30	9,580.30	9,580.30	9,580.30			95,815.50	123,568.00	-27,752.50	77.54%
<b>5920 · Staff</b>	41,146.90	45,568.75	43,788.09	41,444.55	43,654.29	44,603.42	43,767.32	44,926.88	39,569.83	34,705.03			423,175.06	542,747.00	-119,571.94	77.97%
<b>5930 · Staff Certification</b>	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	1,075.00	925.00	775.00	775.00			10,000.00	11,400.00	-1,400.00	87.72%
<b>5940 · Staff Overtime</b>	5,281.09	3,064.63	4,384.48	5,009.78	4,900.68	4,231.54	6,272.57	3,613.40	7,585.81	2,914.19			47,258.17	49,935.00	-2,676.83	94.64%
<b>5950 · Staff Standby</b>	2,424.10	2,371.93	2,311.48	2,362.92	2,298.28	2,247.61	2,366.30	2,168.78	2,350.69	2,308.79			23,210.88	28,553.00	-5,342.12	81.29%
<b>Total 5900 · Wages</b>	59,494.89	61,648.11	61,126.85	59,460.05	61,496.05	61,812.87	63,061.49	61,214.36	59,861.63	50,283.31			599,459.61	756,203.00	-156,743.39	79.27%
<b>5960 · Worker's Comp Insurance</b>			2,169.37			3,685.28				3,707.75			9,562.40	23,661.00	-14,098.60	40.41%
<b>Total 5800 · Labor</b>	82,006.03	85,479.18	86,531.95	82,351.74	84,300.32	88,777.28	88,264.68	85,348.96	81,180.85	74,265.53			838,506.52	1,044,275.00	-205,768.48	80.3%
<b>Total 5000 · Administrative</b>	100,175.62	104,210.49	113,401.53	111,562.35	124,417.18	114,684.35	119,735.97	115,401.90	114,812.04	104,018.82			1,122,420.25	1,487,775.00	-365,354.75	75.44%
<b>6000 · Operations</b>																
<b>6160 · Backflow Prevention</b>						709.69			128.57				838.26	1,000.00	-161.74	83.83%
<b>6170 · Claims, Property Damage</b>					140.64								140.64	10,000.00	-9,859.36	1.41%
<b>6180 · Communications</b>																
<b>6185 · SCADA Maintenance</b>									6.50	3,750.00			3,756.50	38,000.00	-34,243.50	9.89%
<b>6180 · Communications - Other</b>								3,575.00					3,575.00			
<b>Total 6180 · Communications</b>								3,575.00	6.50	3,750.00			7,331.50	38,000.00	-30,668.50	19.29%
<b>6195 · Education &amp; Training</b>	106.45			700.00			253.15						1,059.60	5,000.00	-3,940.40	21.19%
<b>6200 · Engineering</b>																
<b>6220 · General Engineering</b>	135.00	30.80	11.76			1,512.01	1,237.50		495.00	12,916.25			16,338.32	20,000.00	-3,661.68	81.69%

**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
6230 · Water Quality Engineering	6,153.75	9,735.00	3,190.00	10,566.25	1,953.75	11,146.25	16,107.00	7,575.50	20,622.50	10,457.50			97,507.50	50,000.00	47,507.50	195.02%
<b>Total 6200 · Engineering</b>	<b>6,288.75</b>	<b>9,765.80</b>	<b>3,201.76</b>	<b>10,566.25</b>	<b>1,953.75</b>	<b>12,658.26</b>	<b>17,344.50</b>	<b>7,575.50</b>	<b>21,117.50</b>	<b>23,373.75</b>			<b>113,845.82</b>	<b>70,000.00</b>	<b>43,845.82</b>	<b>162.64%</b>
6320 · Equipment & Tools, Expensed	212.76	1,262.75	208.97	291.13	2,019.72	1,120.25	77.14	641.31	1,262.17				7,096.20	12,000.00	-4,903.80	59.14%
6330 · Facilities																
6335 · Alarm Services	121.27			127.02		121.27	127.02		121.28	127.02			744.88	2,000.00	-1,255.12	37.24%
6337 · Landscaping		962.66	1,925.00		1,065.00	860.00	4,765.00	860.00	3,025.00	1,065.00			14,527.66	15,000.00	-472.34	96.85%
6330 · Facilities - Other																
<b>Total 6330 · Facilities</b>	<b>121.27</b>	<b>962.66</b>	<b>1,925.00</b>	<b>127.02</b>	<b>1,065.00</b>	<b>981.27</b>	<b>4,892.02</b>	<b>860.00</b>	<b>3,146.28</b>	<b>1,192.02</b>			<b>15,272.54</b>	<b>17,000.00</b>	<b>-1,727.46</b>	<b>89.84%</b>
6370 · Lab Supplies & Equipment				61.95	661.90	1,529.23			73.72	788.82			3,115.62	4,000.00	-884.38	77.89%
6380 · Meter Reading			113.10			113.46		130.16					356.72	500.00	-143.28	71.34%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	3,134.86	8,427.38	7,622.87	5,793.44	3,571.67	7,898.26	6,659.10	16,109.04	14,728.87	7,545.70			81,491.19	90,000.00	-8,508.81	90.55%
6420 · Pumping Maintenance, Generators	220.46				4,277.62	10,014.98	3,626.95			875.00			19,015.01	10,000.00	9,015.01	190.15%
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	
<b>Total 6400 · Pumping</b>	<b>3,355.32</b>	<b>8,427.38</b>	<b>7,862.29</b>	<b>5,862.26</b>	<b>7,849.29</b>	<b>17,913.24</b>	<b>10,286.05</b>	<b>16,109.04</b>	<b>14,728.87</b>	<b>8,420.70</b>			<b>100,814.44</b>	<b>105,700.00</b>	<b>-4,885.56</b>	<b>95.38%</b>
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						10,175.91				16,676.89	15,000.00	1,676.89	111.18%
6530 · Water Purchases				6,190.23	19.18		6,141.00			7,323.48			19,673.89	35,000.00	-15,326.11	56.21%
<b>Total 6500 · Supply</b>	<b>545.37</b>	<b>59.43</b>	<b>5,896.18</b>	<b>6,190.23</b>	<b>19.18</b>	<b>45.43</b>	<b>6,141.00</b>		<b>10,175.91</b>	<b>7,323.48</b>			<b>36,396.21</b>	<b>52,500.00</b>	<b>-16,103.79</b>	<b>69.33%</b>
6600 · Collection/Transmission																
6610 · Hydrants														10,000.00	-10,000.00	
6620 · Maintenance, Water Mains		13,165.04	7,310.75		49,804.19	18,976.09	4,823.42	2,620.00	13,674.85				110,374.34	50,000.00	60,374.34	220.75%
6630 · Maintenance, Water Svc Lines	71.94	454.45	62.66	1,838.64	4,138.45		2,862.96	3,644.79		7,773.22			20,847.11	20,000.00	847.11	104.24%
6640 · Maintenance, Tanks					2,456.87	61.21		125.05	27.48				2,670.61	5,000.00	-2,329.39	53.41%
6650 · Maint., Distribution General	4,222.60		4,449.17						3,697.43	3,457.11			15,826.31	10,000.00	5,826.31	158.26%
6670 · Meters	1,626.98	1,166.73	10,296.78		7,567.44		113.52	2,031.13	57,234.91	4,804.39			84,841.88	25,000.00	59,841.88	339.37%
<b>Total 6600 · Collection/Transmission</b>	<b>5,921.52</b>	<b>14,786.22</b>	<b>22,119.36</b>	<b>1,838.64</b>	<b>63,966.95</b>	<b>19,037.30</b>	<b>7,799.90</b>	<b>8,420.97</b>	<b>74,634.67</b>	<b>16,034.72</b>			<b>234,560.25</b>	<b>120,000.00</b>	<b>114,560.25</b>	<b>195.47%</b>
6700 · Treatment																
6710 · Chemicals & Filtering	5,248.00	1,601.41	90.03		4,327.47	1,474.38			1,013.28	1,170.76			14,925.33	40,000.00	-25,074.67	37.31%
6720 · Maintenance, Treatment Equip.		1,119.08	1,515.32		1,685.35	1,202.81		367.91	103.88				5,994.35	15,000.00	-9,005.65	39.96%
6730 · Treatment Analysis	3,086.62	1,693.43	4,228.36	5,055.07	4,035.01	2,234.10	537.64	1,114.41	1,964.36	1,713.87			25,662.87	40,000.00	-14,337.13	64.16%
<b>Total 6700 · Treatment</b>	<b>8,334.62</b>	<b>4,413.92</b>	<b>5,833.71</b>	<b>5,055.07</b>	<b>10,047.83</b>	<b>4,911.29</b>	<b>537.64</b>	<b>1,482.32</b>	<b>3,081.52</b>	<b>2,884.63</b>			<b>46,582.55</b>	<b>95,000.00</b>	<b>-48,417.45</b>	<b>49.03%</b>
6770 · Uniforms	109.38		65.60	633.95	656.90		64.50	510.29	356.89				2,397.51	2,000.00	397.51	119.88%
6800 · Vehicles																
6810 · Fuel	769.58	1,231.03	644.42	284.33	723.96	892.07	3,090.43	609.18	592.32				8,837.32	10,000.00	-1,162.68	88.37%
6820 · Truck Equipment, Expensed			21.65	52.38		127.91	132.03						333.97	2,000.00	-1,666.03	16.7%
6830 · Truck Repairs	1,123.07	703.35		-456.61		453.27							1,823.08	5,000.00	-3,176.92	36.46%
<b>Total 6800 · Vehicles</b>	<b>1,892.65</b>	<b>1,934.38</b>	<b>666.07</b>	<b>-119.90</b>	<b>723.96</b>	<b>1,473.25</b>	<b>3,222.46</b>	<b>609.18</b>	<b>592.32</b>				<b>10,994.37</b>	<b>17,000.00</b>	<b>-6,005.63</b>	<b>64.67%</b>
6890 · Other Operations								171.05		2,200.00			2,371.05			

**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
<b>Total 6000 · Operations</b>	26,888.09	41,612.54	47,892.04	31,206.60	89,105.12	60,492.67	50,618.36	40,084.82	129,304.92	65,968.12			583,173.28	549,700.00	33,473.28	106.09%
<b>Total Expense</b>	127,063.71	145,823.03	161,293.57	142,768.95	213,522.30	175,177.02	170,354.33	155,486.72	244,116.96	169,986.94			1,705,593.53	2,037,475.00	-331,881.47	83.71%
<b>Net Ordinary Income</b>	34,568.97	132,079.76	-10,782.24	25,015.96	-43,719.69	102,523.02	100,778.67	-23,179.77	-85,297.21	42,811.46			274,798.93	181,985.00	92,813.93	151.0%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 · Capital Account Revenues</b>																
<b>7100 · Connection Fees</b>																
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			15,751.00	14,546.00			116,530.11	50,000.00	66,530.11	233.06%
7152 · Connection Fee Refunds	-24,892.11												-24,892.11			
7155 · Add'l Fixture Units (Remodel)				16,092.00									16,092.00			
7160 · PFP Pass Thru	341.11							12,360.00					12,701.11			
7165 · Meter Pass Thru Costs			855.33		-1,423.50	330.00	-875.25	681.50	660.00				228.08			
7170 · Mainline Ext. Pass Thru			-71,550.00										-71,550.00			
<b>Total 7100 · Connection Fees</b>	28,380.00	11,800.00	-27,269.06	16,092.00	36,246.50	85,392.50	-875.25	13,041.50	16,411.00	14,546.00			193,765.19	200,000.00	-6,234.81	96.88%
7250 · CAMP Interest Income	3,056.73	5,014.98	5,532.38	6,877.60	8,305.13	9,490.06	10,022.69	9,497.99	13,148.96	13,414.63			84,361.15			
7600 · Bond Revenues, G.O.			1,913.00	2,592.13	13,699.03	459,200.30	4,402.87	69,778.57	3,583.54	320,189.51			875,358.95	983,546.00	-108,187.05	89.0%
7650 · Water System Reliability		1,163.88	628.49			512,336.39		74,451.65	186.22				588,766.63	1,000,000.00	-411,233.37	58.88%
<b>Total 7000 · Capital Account Revenues</b>	31,436.73	17,978.86	-19,195.19	25,561.73	58,250.66	1,066,419.25	13,550.31	166,769.71	33,329.72	348,150.14			1,742,251.92	2,183,546.00	-441,294.08	79.79%
<b>Total Other Income</b>	31,436.73	17,978.86	-19,195.19	25,561.73	58,250.66	1,066,419.25	13,550.31	166,769.71	33,329.72	348,150.14			1,742,251.92	2,183,546.00	-441,294.08	79.79%
<b>Other Expense</b>																
<b>8000 · Capital Improvement Program</b>																
8100 · Water	41,627.18	23,909.89	24,730.00	24,397.50	42,253.25	49,842.61	56,976.56	26,990.35	40,213.01	58,706.08			389,646.43	1,239,000.00	-849,353.57	31.45%
<b>Total 8000 · Capital Improvement Program</b>	41,627.18	23,909.89	24,730.00	24,397.50	42,253.25	49,842.61	56,976.56	26,990.35	40,213.01	58,706.08			389,646.43	1,239,000.00	-849,353.57	31.45%
<b>9000 · Capital Account Expenses</b>																
9075 · PFP Connection Expenses						4,000.00							4,000.00			
9100 · Interest Expense - GO Bonds		5,837.82						32,423.45					38,261.27	67,450.00	-29,188.73	56.73%
9125 · PNC Equipment Lease Interest	434.73	855.17	840.11	825.00	809.86	794.68	779.46	764.20	748.91	733.58			7,585.70	9,441.00	-1,855.30	80.35%
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			200.00	3,000.00	-2,800.00	6.67%
<b>Total 9000 · Capital Account Expenses</b>	434.73	6,792.99	840.11	31,638.50	809.86	4,794.68	779.46	33,187.65	748.91	833.58			80,860.47	142,418.00	-61,557.53	56.78%
<b>Total Other Expense</b>	42,061.91	30,702.88	25,570.11	56,036.00	43,063.11	54,637.29	57,756.02	60,178.00	40,961.92	59,539.66			470,506.90	1,381,418.00	-910,911.10	34.06%
<b>Net Other Income</b>	-10,625.18	-12,724.02	-44,765.30	-30,474.27	15,187.55	1,011,781.96	-44,205.71	106,591.71	-7,632.20	288,610.48			1,271,745.02	802,128.00	469,617.02	158.55%
<b>Net Income</b>	23,943.79	119,355.74	-55,547.54	-5,458.31	-28,532.14	1,114,304.98	56,572.96	83,411.94	-92,929.41	331,421.94			1,546,543.95	984,113.00	562,430.95	157.15%

## Montara Water & Sanitary District Check Detail

May 23 - 26, 2023

Date	Num	Name	Paid Amount	
<b>Warrants For the Board of Directors Consent Agenda 6/1/2023</b>				
<b>SPLIT</b>				
05/03/2023	13902	ACWA/JPIA	-14,329.92	PAID
05/03/2023	13892	Comcast	-311.14	PAID
05/03/2023	13893	Employee Relations, Inc.	-20.60	PAID
05/03/2023	13894	Fitzgerald Law Offices	-24,300.73	PAID
05/03/2023	13895	Huntington National Bank	-13,975.00	PAID
05/03/2023	13896	IEDA	-427.00	PAID
05/03/2023	13903	Premier Drafting	-1,000.00	PAID
05/03/2023	13897	Rauch Communication Consultants, Inc.	-585.00	PAID
05/03/2023	13898	RVE ACCOUNTING & ADVISORY SERVICES	-8,090.00	PAID
05/03/2023	13900	Standard Insurance Co.	-435.70	PAID
05/03/2023	13901	Tech Solutions	-793.75	PAID
05/10/2023	13905	Coastside Printers	-148.75	PAID
05/10/2023	13906	Herc Rentals	-4,879.49	PAID
05/03/2023	13904	Lina Allen	-14,673.52	PAID
05/10/2023	13908	PCT	-800.00	PAID
05/10/2023	13909	Techno Copier Systems	-186.55	PAID
05/12/2023	13911	Cruzio Internet	-94.42	PAID
05/23/2023	13913	A-B Communications	-175.08	
05/23/2023	13918	Bill Softky	-600.00	
05/23/2023	13949	Bryan Michelsen Construction	-1,343.84	
05/23/2023	13920	Carlisle Young	-600.00	
05/23/2023	13921	Cintas	-84.43	
05/23/2023	13950	Column Software PBC	-528.00	
05/23/2023	13925	Fitzgerald Law Offices	-20,383.38	
05/23/2023	13928	Kathryn Slater-Carter	-600.00	
05/23/2023	13953	Kathryn Slater-Carter replaces ch 13518,13627,13639	-450.00	
05/23/2023	13929	KBA Document Solutions	-67.98	
05/23/2023	13954	ODP Business Solutions	-206.83	
05/23/2023	13934	Pacific Gas & Electric	-6,256.47	
05/23/2023	13935	PARS	-869.46	
05/23/2023	13936	Peter Dekker	-450.00	
05/23/2023	13937	Rauch Communication Consultants, Inc.	-555.00	
05/23/2023	13951	Ruth Clawson	-1,224.00	
05/23/2023	13938	Scott Boyd	-450.00	
05/23/2023	13952	Standard Insurance Co.	-441.90	
05/23/2023	13947	White Glove Housekeeping	-260.00	

## Montara Water & Sanitary District Check Detail

May 23 - 26, 2023

Date	Num	Name	Paid Amount	
<b>WATER</b>				
05/10/2023	13910	Gerald Santini REPLACES check #13889	-4,489.20	PAID
05/10/2023	13907	Pacific Gas & Electric	-2,403.67	PAID
05/03/2023	13899	SRT Consultants	-28,350.85	PAID
05/23/2023	13914	Andreini Brothers, Inc.	-7,385.82	
05/23/2023	13915	AT&T Mobility	-480.83	
05/23/2023	13916	Badger Meter, Inc.	-33,140.29	
05/23/2023	13917	Balance Hydrologics, Inc.	-1,634.76	
05/23/2023	13919	BSK Lab	-637.00	
05/23/2023	13924	Esbro Chemical	-1,688.44	
05/23/2023	13926	Grainger	-164.34	
05/23/2023	13930	MWSD Sewer to GO BOND	-3,070.60	
05/23/2023	13931	North Coast County Water District	-730.00	
05/23/2023	13943	State Water Resources Control Board	-120,555.57	
05/23/2023	13945	Underground Republic Water Works	-2,493.96	
05/23/2023	13946	Wells Fargo Remittance Center	-4,627.89	

## Montara Water & Sanitary District Check Detail

May 23 - 26, 2023

Date	Num	Name	Paid Amount	
<b>SEWER</b>				
05/18/2023	13912	Sewer Authority Mid-Coastside	-2,330.00	PAID
05/23/2023	13927	Hue & Cry Security Systems, Inc.	-427.08	
05/23/2023	13932	Nute Engineering	-29,117.40	
05/23/2023	13939	Sewer Authority Mid-Coastside	-41,099.14	
05/23/2023	13940	Sewer Authority Mid-Coastside	-3,856.32	
05/23/2023	13941	Sewer Authority Mid-Coastside	-141,169.66	
05/23/2023	13942	Sewer Authority Mid-Coastside	-23,682.17	
05/23/2023	13944	Telstar Instruments, Inc.	-1,546.16	



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'CH' or similar initials.

**SUBJECT: SAM Flow Report for April 2023**

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The Sewer Authority Mid-Coastside (SAM) has not approved the April flows to date. The report will be submitted to this board as soon as it becomes available.

RECOMMENDATION:

For information only



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: June 1, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review of Current Investment Portfolio**

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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 April 2023 was 2.87%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 5/24/23 was 5.19%.
- 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: **June 1, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Connection Permit Applications Received**

As of June 1, 2023 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size
03-06-23	Andrew & Kim Dellins	560 Stetson, Moss Beach	SFD

As of June 1, 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
03-06-23	Andrew & Kim Dellins	560 Stetson, Moss Beach	SFD

As of June 1, 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
03-06-23	Andrew & Kim Dellins	560 Stetson, Moss Beach	SFD	Dom

RECOMMENDATION:

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: June 1st, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Water Production Report**

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

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 2023 (GALLONS)

GALLONS



	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,626,741	6,800,003	7,982,946	7,975,195								

MONTH



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of June 1st, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Rain Report**

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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.

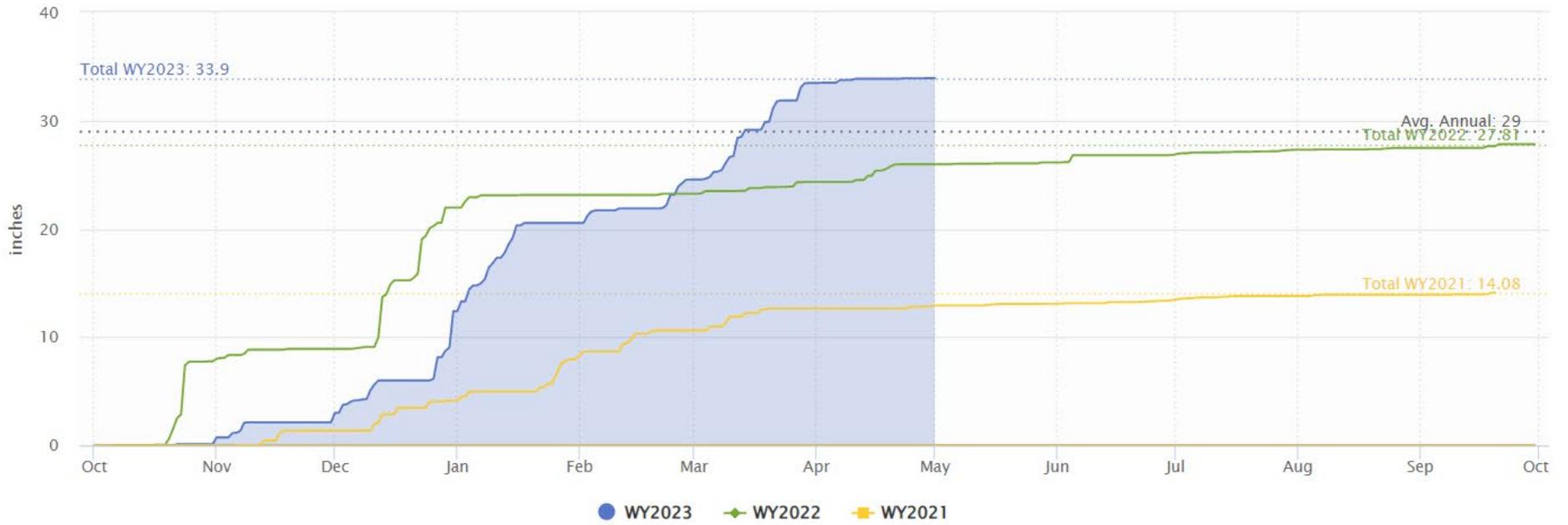
## RECOMMENDATION:

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

Attachments: 2

# Annual Cumulative Rainfall

Cumulative Rainfall by Water Year



# Monthly Cumulative Rainfall

Monthly Rainfall for Current Water Year





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: June 1st, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Solar Energy Report**

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The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 49,860 kWh and saved 84,767 lbs of CO<sub>2</sub>.

## RECOMMENDATION:

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

Attachments: 1





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Monthly Public Agency Retirement  
Service Report for March 2023.**

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The District has received the monthly PARS report for March 2023.

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  
3/1/2023 to 3/31/2023**

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 3/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 3/31/2023
Contributions	\$1,267,855.24	\$11,496.39	\$22,762.24	\$582.13	\$1,151.02	\$0.00	\$1,300,380.72
<b>TOTAL</b>	<b>\$1,267,855.24</b>	<b>\$11,496.39</b>	<b>\$22,762.24</b>	<b>\$582.13</b>	<b>\$1,151.02</b>	<b>\$0.00</b>	<b>\$1,300,380.72</b>

### Investment Selection

## PARS Capital Appreciation INDEX PLUS

### Investment Objective

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

### Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
GENERAL	1.79%	5%	-6.51%	11.46%	6.02%	-	03/08/16

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

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

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

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





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to read 'Clemens'.

**SUBJECT: Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2023-2024 General Budget.**

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At the SAM Board of Directors meeting on May 21, 2023, the SAM Board approved the SAM General Budget for Fiscal Year 2023/24 to be sent to the member agencies for consideration and approval.

The overall General Budget is suggested to increase by \$874,400 or 10% over the prior Fiscal Year to a total of \$9,205,026. The 2023/24 assessment for MWSD for the General Budget is \$1,771,834 and would increase by \$77,798 or 5%.

The SAM Collections Budget was approved separately at the May 4, 2023 MWSD board meeting.

The SAM General Manager will be available to present the General Budget.

## RECOMMENDATION:

Adopt Resolution, No.\_\_\_\_, Resolution of the Montara Water and Sanitary District Consenting to Approval by Sewer Authority Mid-Coastside of its General Budget for Fiscal Year 2023-2024.

Attachments

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO APPROVAL BY SEWER AUTHORITY MID-COASTSIDE OF ITS GENERAL BUDGET FOR FISCAL YEAR 2023-2024**

**WHEREAS**, Sewer Authority Mid-Coastside has, pursuant to Article III, Section (F)(3) of the joint exercise of powers agreement dated February 3, 1976, as amended, establishing said Authority, submitted its General Budget for fiscal year July 1, 2023 – June 30, 2024 for the consent of this District; and

**WHEREAS**, this Board has reviewed the aforesaid budget and desires to signify its approval thereof;

**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. Consent is hereby given to the approval by Sewer Authority Mid-Coastside of its General Budget for fiscal year 2023-2024 entitled, “General Budget – Fiscal Year 2023/24,” a copy of which is on file in the District’s Administrative Offices to which reference is hereby made for the particulars thereof.

2. The District Secretary is hereby authorized and directed to transmit a certified copy of this resolution to Sewer Authority Mid-Coastside, the Granada Community Services District and the City of Half Moon Bay.

\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO APPROVAL BY SEWER AUTHORITY MID-COASTSIDE OF ITS GENERAL BUDGET FOR FISCAL YEAR 2023-2024**

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Meeting thereof held on the 1<sup>st</sup> day of June, 2023, by the following vote:

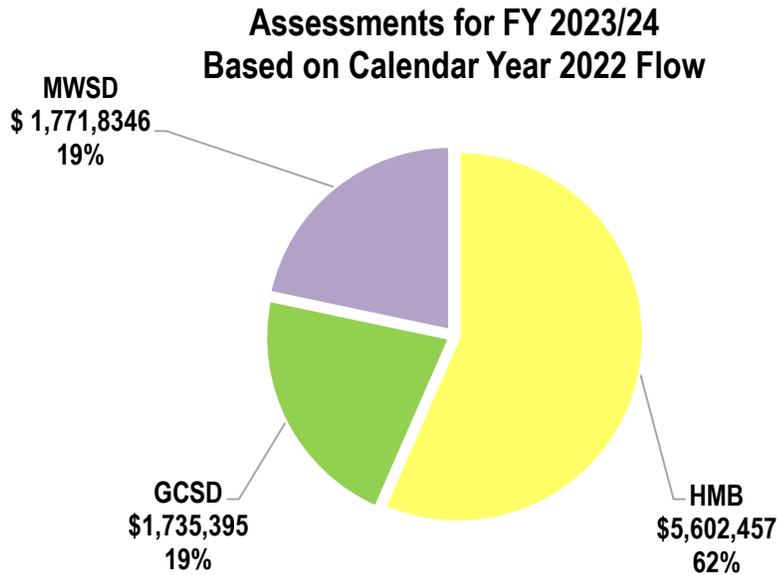
AYES, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District





**Strategic Plan Compliance**

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 3: “Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”

**Background and Discussion/Report**

The General Budget includes all operation and maintenance (O&M) costs for SAM and are allocated to four divisions: Administrative Services, Treatment, Environmental Compliance, and Infrastructure. The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Staff made the following assumptions in determining changes from the FY 2023/24 adopted budget.

- The position of Engineering & Construction Contracts Manager continues to be defunded.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- All authorized positions are funded. Salaries for filled positions are estimated at one step up. Salaries for currently vacant positions are estimated at mid-step. There are a total of 13 positions:
  - The vacant position for a Utility Worker has been defunded in favor of adding an additional Operator position which is expected to be filled during FY 2022/23, budgeted at mid-step.
  - 6 employees are scheduled for a step increase.
  - 6 employees are currently at the top step.

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**BOARD MEMBERS:**

M. Clark  
 D. Penrose

B. Dye  
 D. Ruddock

P. Dekker  
 K. Slater-Carter

**ALTERNATE MEMBERS:**

S. Boyd  
 J. Grant

B. Softky  
 H. Rarback

J. Randle

- One is the General Manager who is on a contract.
- All services, supplies, and utilities will be increased by a 3% CPI unless specific adjustment was deemed necessary based on actual experience or known factors.

**Budget Overview**

The General Budget, including the proposed infrastructure projects, has been discussed by the Member Agency Managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Boards for comment. Final approval of the proposed budget will take place later in the process.

The overall increase from the adopted budget for Fiscal Year 2022/23 to the proposed budget for Fiscal Year 2023/24 is \$874,401 (10%). This is primarily due to an increase in the infrastructure budget and wages.

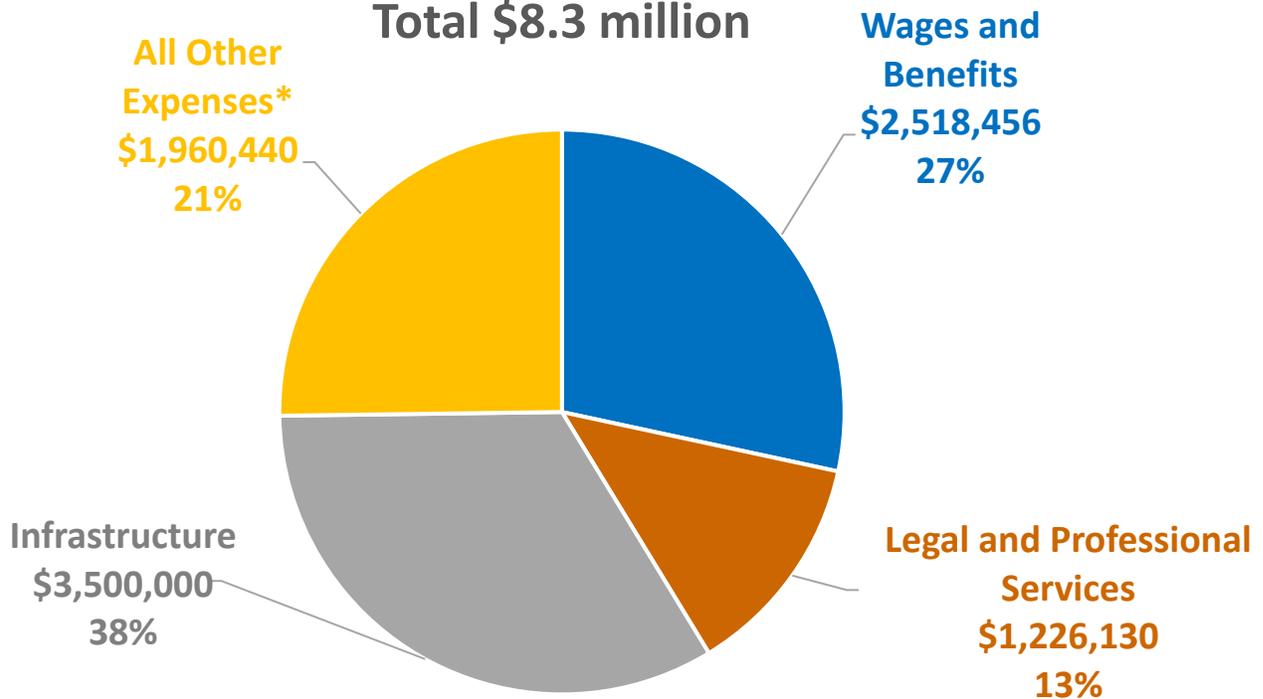
Of the total General Budget, \$2.52 million (27%) is for wages and benefits. The cost of infrastructure improvements is \$3.5 million (38%). Legal, Engineering and Professional Services is \$1.23 million (13%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services.

All other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent the remaining \$1.96 million (21%) of the budget.

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<b>BOARD MEMBERS:</b>	<b>M. Clark</b>	<b>B. Dye</b>	<b>P. Dekker</b>
	<b>D. Penrose</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>B. Softky</b>	<b>J. Randle</b>
	<b>J. Grant</b>	<b>H. Rarback</b>	

**Expenses by Category**  
**Total \$8.3 million**



\*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

**Significant Budget Changes**

The Administrative Services division increased \$243,326 (18%). The net increase is a result from COLA increase of 3% and related merit increase. The Authority also approved a long term agreement with General Counsel which established a three year not to exceed amount.

The Treatment division increased \$152,705 (4%), which is due to the COLA increase of 3% and an increase in engineering services and chemicals. Other costs have decreased over the prior year.

The Environmental Compliance division budget decreased \$12,234 (5%) primarily due to projected decrease in the use of various supplies.

The Infrastructure division increased \$490,603 to address the projects in the approved FY2023-2024 Capital Improvement Plan.

**BOARD MEMBERS:**

M. Clark  
 D. Penrose

B. Dye  
 D. Ruddock

P. Dekker  
 K. Slater-Carter

**ALTERNATE MEMBERS:**

S. Boyd  
 J. Grant

B. Softky  
 H. Rarback

J. Randle

**Detail Changes in Expenses**

The significant overall changes in the expense categories are as follows. The numbers are correlated to the line items on the budget spreadsheets.

1. Wages: Increase of \$187,130 due to staffing changes.
2. Premium Pay: Decrease of \$15,444 due to standby pay, certification pay, and overtime pay associated with changes in staffing resulting. Decrease due to less out of class pay.
3. Health Benefits: Increase of \$23,910 due to the rising cost of healthcare insurance.
4. Retirement Contributions: Increase of \$29,179 primarily due to the estimation of retirement costs related to the unfunded liability portion in the prior year's budget. (Every year this amount is estimated but the actual amount is not in our control and is not known until we are officially notified by CalPERS after the year is over)
5. Retirement Medical: Decrease of \$332 for contributions as negotiated in the MOU and the Unrepresented Employees.
6. Misc. Benefits: Increase of \$3,960 for benefits as negotiated in the MOU and the Unrepresented Employees.
7. Personnel Subtotal: Increase of \$228,404 in personnel costs primarily due to anticipated increase in staffing.
8. Legal Services: Increase of \$181,666 due to long term not to exceed contract with General Counsel.
9. Engineering Services: No increase budgeted.
10. Professional Services: Decrease of \$76,353.

The major contracting firms and the status of their contracts, if applicable, are as follows:

- Calcon Systems, electrical services: Existing contract not to exceed \$350,000.
  - RVE Accounting, financial & accounting services: As Needed.
  - Alpha Analytical Laboratories, essential lab services: As Needed.
  - Peninsula Pump: handles pump repair, generally an emergency repair: As Needed.
11. Precision IT, computer equipment maintenance: IT support as and when needed.
  12. Professional Memberships: Increase of \$2,669 based on current year expected increase in dues.

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<b>BOARD MEMBERS:</b>	<b>M. Clark</b>	<b>B. Dye</b>	<b>P. Dekker</b>
	<b>D. Penrose</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>B. Softky</b>	<b>J. Randle</b>
	<b>J. Grant</b>	<b>H. Rarback</b>	

13. Insurance Premiums: Decrease of \$15,334 due to the lack of prior year adjustments that occurred last year.
14. Misc. Expenses: Increase of \$23,897 anticipated based on detailed review of current year expenditures.
15. Utilities: Increase of \$44,017 for electricity, gas, and water consistent with current costs.
16. Travel & Training: Decrease of \$24,985 based on expectation that conference attendance will continue to wane.
17. Equipment Rental: Decrease of \$90,820 consistent with actual rent experiences in the current year.
18. Building & Maintenance Services: Decrease of \$18,081 based on current year expenditures.
19. Chemicals: Increase of \$125,066 based on anticipated expenses consistent with recent experience and expected industry increases.
20. Permits & Licenses: Increase of \$6,406 based on current year expenditures.
21. Supplies: Decrease of \$61,461 based on current year expenditures.
22. Equipment: Decrease of \$6,633 based on current year expenditures.
23. Infrastructure: Increase of \$490,603 to address the projects identified in the approved FY 2023/24 Capital Improvement Plan budget.
24. Claims/Penalties: Increase of \$65,340 due to anticipated penalties stemming from the flooding in January 2023.
25. Repairs & Maintenance: No change anticipated.
26. Non-Personnel Subtotal: Total Increase of \$645,996 (11%).

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**BOARD MEMBERS:**

M. Clark  
D. Penrose

B. Dye  
D. Ruddock

P. Dekker  
K. Slater-Carter

**ALTERNATE MEMBERS:**

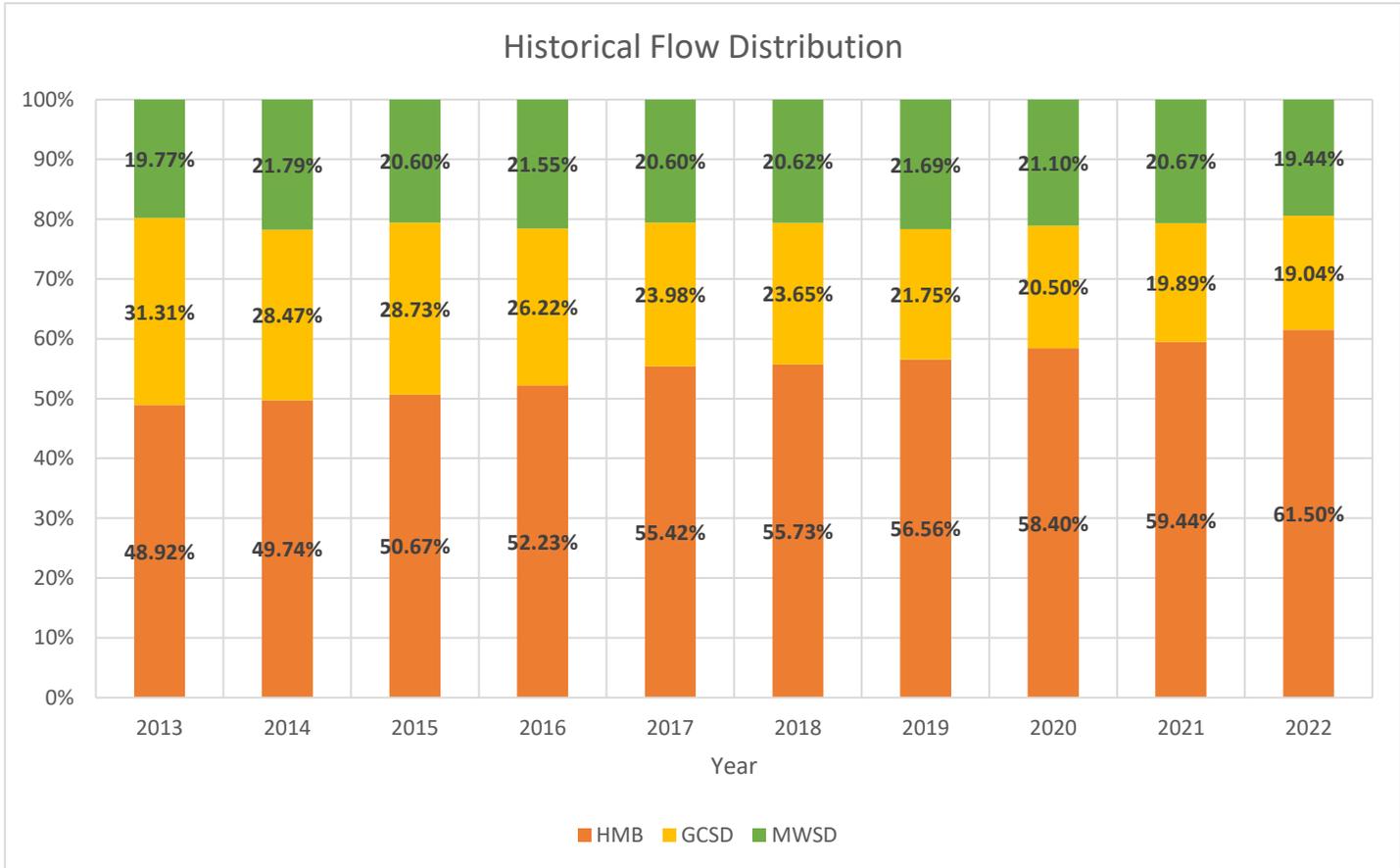
S. Boyd  
J. Grant

B. Softky  
H. Rarback

J. Randle

**Revenue Allocation**

Of the total O&M revenue, the majority (98.96%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.



The remaining revenue comes from Waste Processing Services that are currently classified in the Non-Domestic Waste Source Control Program Fees category of our AR System (1.35%), and interest earnings (0.24%).

**BOARD MEMBERS:**

M. Clark  
 D. Penrose

B. Dye  
 D. Ruddock

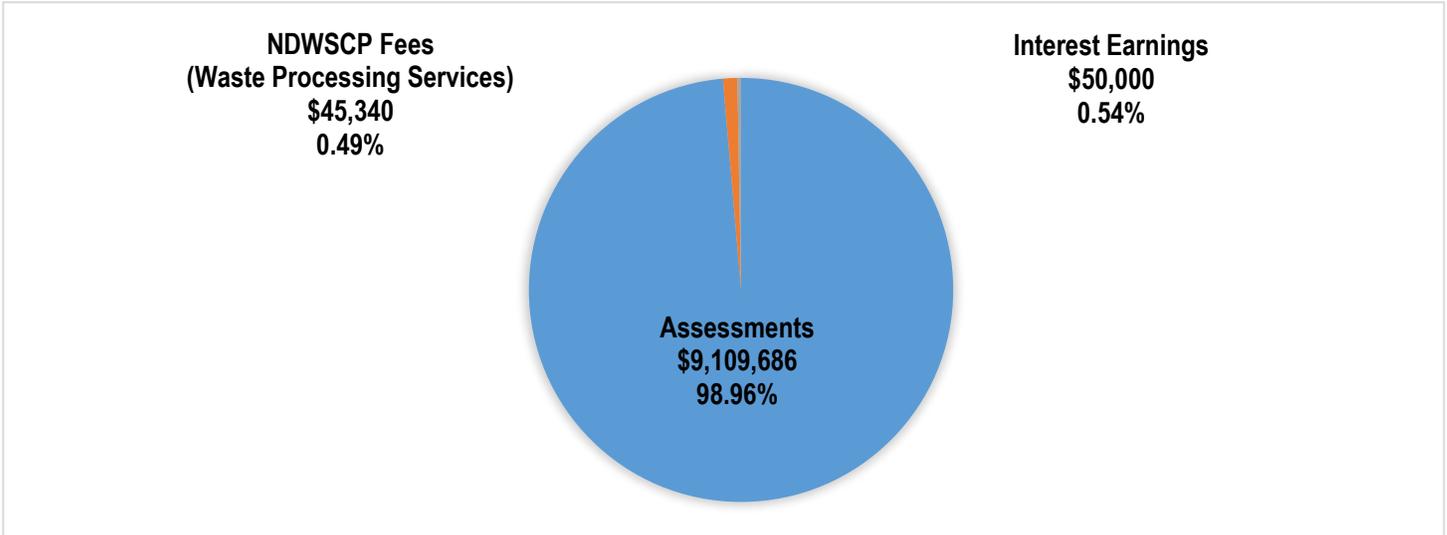
P. Dekker  
 K. Slater-Carter

**ALTERNATE MEMBERS:**

S. Boyd  
 J. Grant

B. Softky  
 H. Rarback

J. Randle



**Staff Recommendation**

Staff recommends that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before May 31, 2023, for evaluation and approve a final budget before June 26, 2023.

**Supporting Documents**

Attachment A: SAM General Budget for FY 2023/24

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**BOARD MEMBERS:**

M. Clark  
 D. Penrose

B. Dye  
 D. Ruddock

P. Dekker  
 K. Slater-Carter

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J. Randle



General Budget  
Fiscal Year 2023/24

## OPERATIONS BUDGET



## EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that “The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated plant. The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The General Budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

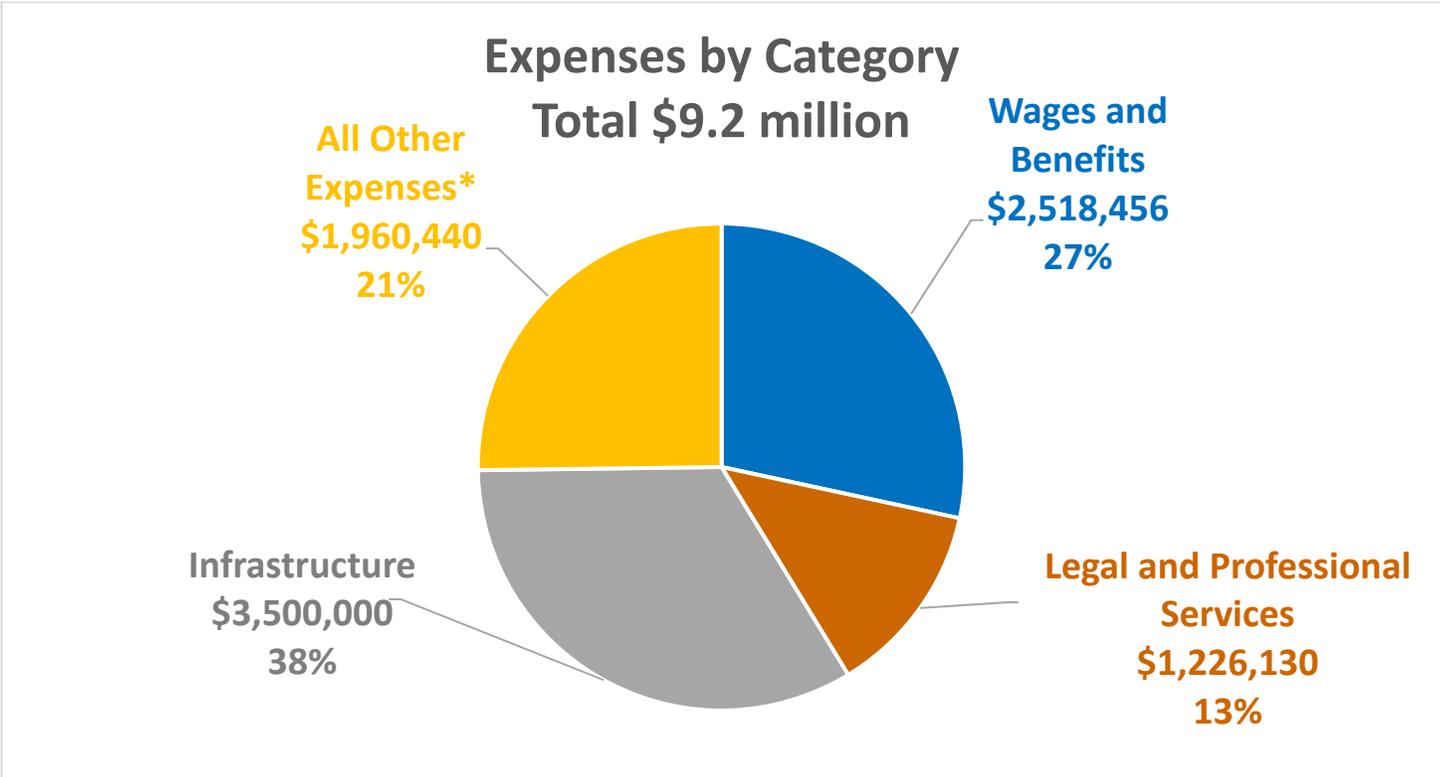
### JPA Income & Expenses – General Budget

<b>Operating Income</b>		
Assessments - City of Half Moon Bay	5,602,457	
Assessments - Granada Community Services District	1,735,395	
Assessments - Montara Water & Sanitary District	1,771,834	
Interest Income	50,000	
NDWSCP Fees	45,340	
<b>Total Operating Income</b>		<b>\$ 9,205,026</b>
<b>Operating Expenses</b>		
Wages	1,724,516	
Benefits	793,941	
Legal Services	356,666	
Engineering Services	128,750	
Professional & Technical Services	740,714	
Professional Memberships	57,421	
Insurance Premiums	112,053	
Miscellaneous Expenses	92,354	
Utilities	707,831	
Travel & Training	16,397	
Equipment Rental/Lease	7,281	
Building & Maintenance Services	187,890	
Chemicals	412,114	
Permits & Licenses	51,777	
Supplies	67,220	

Equipment	17,583	
Infrastructure Projects	3,500,000	
Claims & Penalties	80,340	
Repairs & Maintenance	150,179	
<b>Total Expenses</b>		\$ 9,205,026
<b>Total Operating Expenses (less Infrastructure)</b>		\$ 5,705,026
<b>Contribution to Reserve Funds (Revenues less Expenses)</b>		\$ 0

The overall increase from the adopted budget for Fiscal Year 2022/23 to the proposed budget for Fiscal Year 2023/24 is \$874,401 (10%). This is primarily due to an increase in the infrastructure budget, wages legal services, and chemicals.

Of the total General Budget, \$2.52 million (27%) is for wages and benefits. The cost of infrastructure improvements is \$3.5 million (38%). Legal, Engineering and Professional Services is \$.837 million (13%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent 21% of the budget.



\*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

## Division Budgets by Fiscal Year

	FY 2020/21 <u>Actual</u>	FY 2021/22 <u>Actual</u>	FY 2022/23 <u>Adopted</u>	FY 2023/24 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
<b>Administration</b>	\$1,720,904	\$1,465,910	\$1,339,194	\$1,582,520	\$243,326	18%
<b>Treatment</b>	\$3,714,449	\$3,662,645	\$3,732,405	\$3,885,110	\$152,705	4%
<b>Environmental Compliance</b>	<u>\$271,905</u>	<u>\$308,206</u>	<u>\$249,630</u>	<u>\$237,396</u>	<u>\$(12,234)</u>	<u>(5)%</u>
<b>Total Operating Budget</b>	\$5,707,258	\$5,436,761	\$5,321,229	\$5,705,026	\$383,797	7%
<b>Infrastructure</b>	<u>\$149,562</u>	<u>\$1,412,419</u>	<u>\$3,009,397</u>	<u>\$3,500,000</u>	<u>\$490,603</u>	<u>16%</u>
<b>Total General Budget</b>	\$5,856,820	\$6,849,180	\$8,330,626	\$9,205,026	\$874,400	10%

The Administrative Services division increased \$243,326 (18%). The net increase is a result from COLA increase of 3% and related merit increase. The Authority also approved a long term agreement with General Counsel which established a three year not to exceed amount.

The Treatment division increased \$152,705 (4%), which is due to the COLA increase of 3% and an increase in engineering services and chemicals. Other costs have decreased over the prior year.

The Environmental Compliance division budget decreased \$12,234 (5%) primarily due to projected decrease in the use of various supplies.

The Infrastructure division increased \$490,603 to address the projects in the approved FY2023-2024 Capital Improvement Plan.

### BUDGET ALLOCATION AND ASSESSMENTS

The Joint Exercise of Powers Agreement (JEPA) stipulates that the total expenses of operation and maintenance of all of the components of the Present Project (intertie pipeline and attendant pump facilities, ocean outfall, treatment plant) shall be shared in a manner based on flows.

#### Flow Results for Budget Allocations\*

	<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	
<b>FY 2023/24</b>	61.5%	19.05%	19.45%	(Based on Calendar Year 2022)
<b>FY 2022/23</b>	<u>59.4%</u>	<u>19.90%</u>	<u>20.70%</u>	(Based on Calendar Year 2021)
<b>Variance</b>	2.10%	-0.85%	-1.25%	

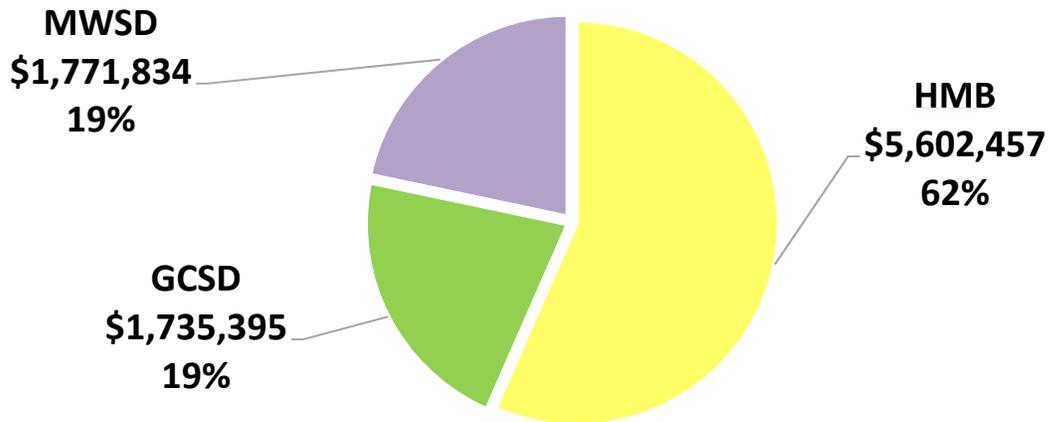
\* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

**Total Assessments for Each Member Agency\***

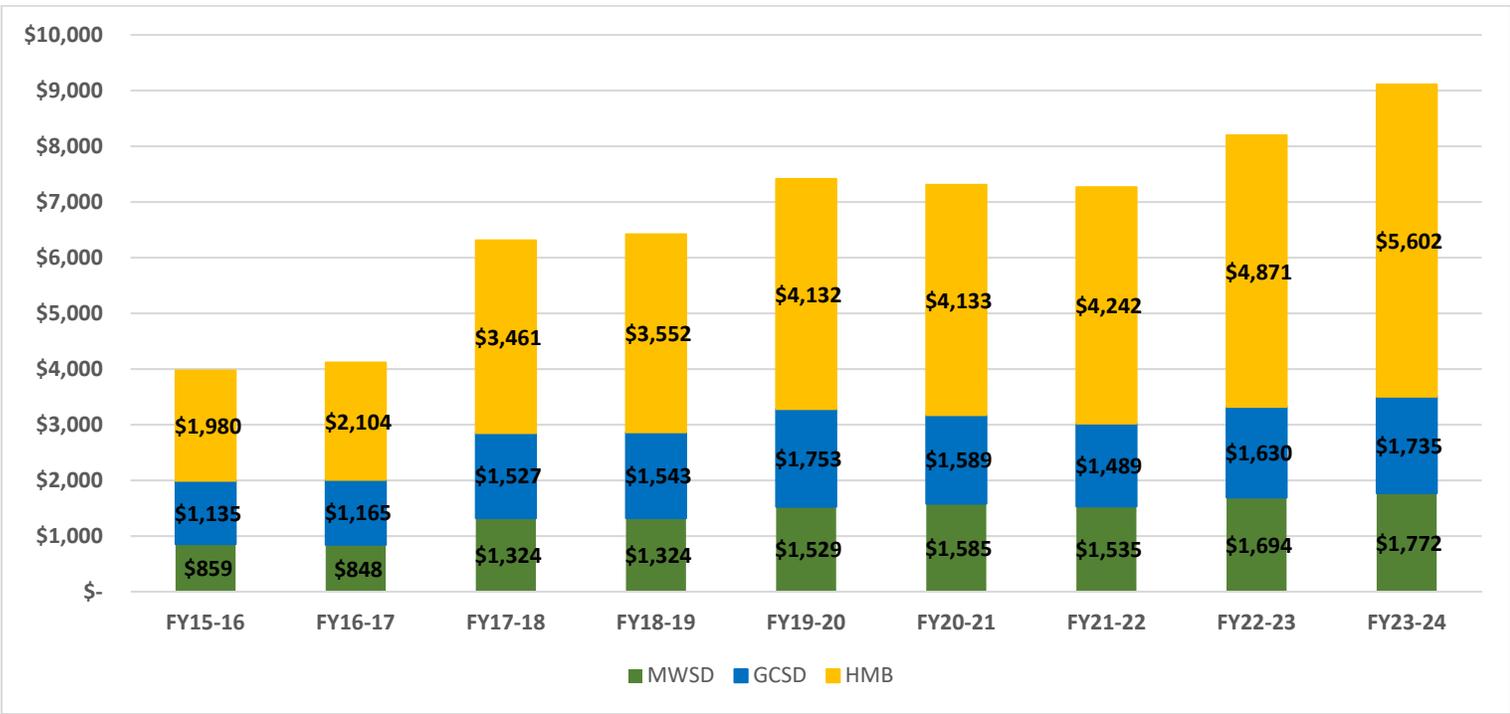
	<b>FY 2020/21 <u>Actual</u></b>	<b>FY 2021/22 <u>Adopted</u></b>	<b>FY 2022/23 <u>Adopted</u></b>	<b>FY 2023/24 <u>Proposed</u></b>	<b>\$ <u>Change</u></b>	<b>% <u>Change</u></b>
<b>Half Moon Bay</b>	\$4,133,125	\$4,241,911	\$4,871,480	\$5,602,457	\$730,977	15%
<b>Granada CSD</b>	\$1,589,305	\$1,489,027	\$1,630,110	\$1,735,395	\$105,285	6%
<b>Montara WSD</b>	\$1,584,637	\$1,532,608	\$1,694,036	\$1,771,834	\$ 77,798	5%
<b>Total</b>	<b>\$7,307,067</b>	<b>\$7,263,546</b>	<b>\$8,195,626</b>	<b>\$9,109,686</b>	<b>\$914,061</b>	<b>11%</b>

\* The assessments to the Member Agencies are rounded to nearest dollar.

**Assessments for FY 2023-24  
Based on Calendar Year 2022 Flow**



### Assessments History by Agency (in 1,000's)



## OVERALL OPERATIONS BUDGET SUMMARY

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED		CHANGE FROM FY 2022/23 ADOPTED
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### EXPENDITURES

#### Personnel

1	Wages	1,442,622	1,537,386	1,478,321	1,724,516	187,130	12%
2	Premium Pay	126,623	113,626	98,966	98,182	(15,444)	(14%)
3	Health Benefits	236,967	265,562	272,911	289,472	23,910	9%
4	Retirement Cont.	318,790	253,580	252,035	282,760	29,179	12%
5	Retiree Med/OPEB	16,078	33,389	32,337	33,057	(332)	(1%)
6	Misc. Benefits	88,845	86,509	88,336	90,470	3,960	5%
7	<b>Subtotal</b>	<b>2,229,925</b>	<b>2,290,052</b>	<b>2,222,906</b>	<b>2,518,456</b>	<b>228,404</b>	<b>10%</b>

#### Non-Personnel

8	Legal Services	241,931	175,000	124,955	356,666	181,666	104%
9	Engineering Services	184,173	128,750	125,000	128,750	-	0%
10	Professional Services	1,175,257	817,067	712,318	740,714	(76,353)	(9%)
11	Prof. Memberships	50,537	54,752	55,749	57,421	2,669	5%
12	Insurance Premiums	125,690	127,386	108,789	112,053	(15,334)	(12%)
13	Misc. Expenses	120,677	68,457	106,104	92,354	23,897	35%
14	Utilities	575,612	663,814	687,214	707,831	44,017	7%
15	Travel & Training	30,018	41,382	15,919	16,397	(24,985)	(60%)
16	Equipment Rental	88,388	98,101	7,069	7,281	(90,820)	(93%)
17	Bldg & Maint Services	154,178	205,971	86,638	187,890	(18,081)	(9%)
18	Chemicals	290,207	287,048	400,111	412,114	125,066	44%
19	Permits & Licenses	45,462	45,372	49,314	51,777	6,406	14%
20	Supplies	85,203	128,681	65,262	67,220	(61,461)	(48%)
21	Equipment	20,983	24,216	17,071	17,583	(6,633)	(27%)
22	Infrastructure	1,407,212	3,009,397	2,209,676	3,500,000	490,603	16%
23	Claims/Penalties	23,729	15,000	78,000	80,340	65,340	436%
24	Repairs & Maintenance	-	150,179	86,050	150,179	(0)	(0%)
25	<b>Subtotal</b>	<b>4,619,255</b>	<b>6,040,574</b>	<b>4,935,239</b>	<b>6,686,570</b>	<b>645,996</b>	<b>11%</b>

26	<b>TOTAL</b>	<b>6,849,180</b>	<b>8,330,626</b>	<b>7,158,145</b>	<b>9,205,026</b>	<b>874,401</b>	<b>10%</b>
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### Key Changes

Personnel costs: net increase due COLA and merit increases	\$ 228,404
Legal Services:	\$ 181,666
Professional services: Increase due to estimates based on Year-to-Date Actuals	\$ (76,353)
Claims/Penalties	\$ 65,340
Utilities:	\$ 44,017
Equipment Rental:	\$ (90,820)
Chemicals: Based on Year-to-Date Actuals	\$ 125,066
Supplies:	\$ (61,461)
All other operating expenses: net increase due to CPI and adjustments to other operating expenses	\$ (32,061)
<b>TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE</b>	<b>\$ 383,798</b>
Infrastructure: net increase result of CIP (includes engineering costs, reclassified)	\$ 490,603
<b>TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE</b>	<b>\$ 874,401</b>

	FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED	
<b>REVENUE</b>						
<b>By Type:</b>						
26 JPA Assessments	7,263,546	8,195,626	8,195,626	9,109,686	914,061	11%
27 Contract Services	-	-	-	-	-	0%
28 NDWSCP Fees	37,288	115,000	45,340	45,340	(69,660)	(61%)
29 Misc. Fees	-	-	-	-	-	0%
30 Interest Earnings	13,701	20,000	50,965	50,000	30,000	150%
31 Misc. Revenue	-	-	-	-	-	-
32 From/(To) Reserves	-	-	-	-	-	-
	-	-				
33 TOTAL	<b>7,314,535</b>	<b>8,330,626</b>	<b>8,291,931</b>	<b>9,205,026</b>	874,401	10%
<b>By Agency:</b>						
34 Half Moon Bay	4,241,911	4,871,480	4,871,480	5,602,457	730,977	15%
35 Granada CSD	1,489,027	1,630,110	1,630,110	1,735,395	105,285	6%
36 Montara WSD	1,532,608	1,694,036	1,694,036	1,771,834	77,798	5%
37 TOTAL	<b>7,263,546</b>	<b>8,195,626</b>	<b>8,195,626</b>	<b>9,109,686</b>	<b>914,061</b>	<b>11%</b>

### Key Changes

Assessments reflect increased funding for infrastructure projects, maintenance, staff

\$ 914,061

**TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE**

**\$ 914,061**

## FINANCIAL DETAILS

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The following is a list of key budget lines for FY2022/23 and 2023/24 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
1. <u>Wages</u> Increase as results of COLA increase and staffing changes.	\$1,537,386	\$1,724,516
2. <u>Premium Pay</u> Overtime paid for staff to perform tasks outside of normal work times.	\$113,626	\$98,182
3. <u>Health Benefits</u> The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$265,562	\$289,472
4. <u>Retirement Contributions</u> SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$253,580	\$282,760
5. Retiree Medical/OPEB Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$33,389	\$33,057
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$86,509	\$90,470
7. <b>Personnel Subtotal</b> Subtotal of all wage and benefit costs.	<b>\$2,290,052</b>	<b>\$2,518,456</b>
8. <u>Legal Services</u> Includes general counsel and employment legal fees	\$175,000	\$356,666
9. Engineering Services Increased to provide design and project management related to treatment division.	\$128,750	\$128,750

Budget Line #	FY 2021/22	FY 2022/23
10. <u>Professional Services</u> Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$817,067	\$740,714
11. <u>Professional Memberships</u> Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$54,752	\$47,421
12. <u>Insurance Premiums</u> Property, liability, and pollution premiums based on utilization rates.	\$127,386	\$112,053
13. <u>Misc. Expenses</u> Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	\$68,457	\$95,354
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$663,814	\$707,831
15. <u>Travel &amp; Training</u> Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$41,382	\$16,397
16. <u>Equipment Rental/Lease</u> Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$98,101	\$7,281
17. <u>Building &amp; Maintenance Services</u> Includes janitorial, landscaping, and other regular building maintenance services.	\$205,971	\$187,890
18. <u>Chemicals</u> Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$287,048	\$412,114
Budget Line #	FY 2022/23	FY 2023/24

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19.	Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$45,372	\$51,777
20.	Supplies Office, computer, breakroom, and safety supplies.	\$128,681	\$67,220
21.	Equipment Purchase Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$24,216	\$17,583
22.	<u>Infrastructure Projects</u> Includes costs of projects included in 5-Year CIP. Includes engineering costs associated. Includes costs associated with projects that exceed \$50,000 each.	\$3,009,397	\$3,500,000
23.	<u>Claims/Penalties</u> Reflects claims expenses not covered by insurance.	\$15,000	\$80,340
24.	Repairs & Maintenance Maintenance for plant equipment	\$150,179	\$150,179
25.	<b>Non-Personnel Subtotal</b> Subtotal of all costs not associated with wages and benefits.	<b>\$6,040,574</b>	<b>\$6,686,570</b>
26.	<b>Total</b> Total of all costs (sum of Personnel and Non-Personnel subtotals).	<b>\$8,330,626</b>	<b>\$9,205,026</b>

# ADMINISTRATIVE SERVICES

## By Category

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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### EXPENDITURES

#### Personnel

1	Wages	543,861	515,459	568,265	587,126	71,667	14%
2	Premium Pay	2,816	4,290	3,500	5,815	1,525	36%
3	Health Benefits	61,713	58,408	60,977	62,307	3,899	7%
4	Retirement Cont.	10,209	49,483	49,679	60,158	10,675	22%
5	Retiree Med/OPEB	38,374	16,348	17,067	16,728	380	2%
6	Misc. Benefits	21,935	20,705	25,576	18,642	(2,062)	(10%)
7	<b>Subtotal</b>	<b>678,909</b>	<b>664,693</b>	<b>725,064</b>	<b>750,777</b>	<b>86,084</b>	<b>13%</b>

#### Non-Personnel

8	Legal Services	241,931	175,000	124,955	356,666	181,666	104%
9	Engineering Services	-	-	-	-	-	0%
10	Professional Services	226,656	200,411	169,935	192,280	(8,131)	(4%)
11	Prof. Memberships	38,950	39,509	41,757	43,009	3,500	9%
12	Insurance Premiums	125,690	127,386	108,789	112,053	(15,334)	(12%)
13	Misc. Expenses	34,263	32,163	56,181	40,933	8,770	27%
14	Utilities	37,379	36,569	37,499	38,624	2,055	6%
15	Travel & Training	3,622	8,892	3,099	3,191	(5,701)	(64%)
16	Equipment Rental	6,599	6,426	7,069	7,281	855	13%
17	Bldg & Maint Services	39,844	22,561	28,264	29,112	6,551	29%
18	Chemicals	-	-	-	-	-	0%
19	Permits & Licenses	-	-	-	-	-	0%
20	Supplies	8,340	10,583	8,342	8,593	(1,990)	(19%)
21	Equipment	-	-	-	-	-	0%
22	Infrastructure	-	-	-	-	-	0%
23	Claims/Penalties	23,729	15,000	-	-	(15,000)	(100%)
24	Repairs & Maintenance	-	-	-	-	-	
25	<b>Subtotal</b>	<b>787,001</b>	<b>674,502</b>	<b>585,891</b>	<b>831,743</b>	<b>157,241</b>	<b>23%</b>

26	<b>TOTAL</b>	<b>1,465,910</b>	<b>1,339,194</b>	<b>1,310,955</b>	<b>1,582,520</b>	<b>243,326</b>	<b>18%</b>
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## TREATMENT By Category

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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### EXPENDITURES

#### Personnel

1	Wages	862,052	983,383	873,788	1,098,699	115,316	12%
2	Premium Pay	122,060	107,492	93,636	90,446	(17,046)	(16%)
3	Health Benefits	169,897	201,593	206,836	221,245	19,653	10%
4	Retirement Cont.	289,780	191,792	190,159	209,980	18,187	9%
5	Retiree Med/OPEB	(21,420)	16,459	14,695	15,743	(716)	(4%)
6	Misc. Benefits	64,658	63,744	60,749	69,336	5,593	9%
7	<b>Subtotal</b>	<b>1,487,028</b>	<b>1,564,462</b>	<b>1,439,863</b>	<b>1,705,449</b>	<b>140,987</b>	<b>9%</b>

#### Non-Personnel

8	Legal Services	-	-	-	-	-	
9	Engineering Services	178,966	128,750	125,000	128,750	-	0%
10	Professional Services	741,528	466,656	463,131	398,434	(68,222)	(15%)
11	Prof. Memberships	11,587	15,243	13,992	14,412	(831)	(5%)
12	Insurance Premiums	-	-	-	-	-	
13	Misc. Expenses	79,314	36,294	49,923	51,421	15,127	42%
14	Utilities	538,233	627,245	649,715	669,206	41,962	7%
15	Travel & Training	26,214	32,303	12,631	13,010	(19,293)	(60%)
16	Equipment Rental	81,789	91,675	-	-	(91,675)	(100%)
17	Bldg & Maint Services	114,335	183,410	58,374	158,778	(24,631)	(13%)
18	Chemicals	285,382	282,740	397,114	409,027	126,288	45%
19	Permits & Licenses	45,462	45,372	49,314	51,777	6,406	14%
20	Supplies	56,439	93,366	43,674	44,984	(48,382)	(52%)
21	Equipment	16,368	14,710	9,071	9,343	(5,368)	(36%)
22	Infrastructure	-	-	-	-	-	
23	Claims/Penalties	-	-	78,000	80,340	80,340	
24	Repairs & Maintenance	-	150,179	86,050	150,179	(0)	(0%)
25	<b>Subtotal</b>	<b>2,175,617</b>	<b>2,167,942</b>	<b>2,035,988</b>	<b>2,179,661</b>	<b>11,719</b>	<b>1%</b>

26	<b>TOTAL</b>	<b>3,662,645</b>	<b>3,732,405</b>	<b>3,475,851</b>	<b>3,885,111</b>	<b>152,706</b>	<b>4%</b>
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#### Key Changes

Personnel: net increase due to COLA and merit increases	\$ 140,987
Professional Services:	\$ (68,222)
Utilities:	\$ 41,962
Equipment Rental	\$ (91,675)
Chemicals	\$ 126,288
Claims/Penalties	\$ 80,340
Increase services, supplies, chemicals, etc. by 3% CPI	<u>\$ (76,973)</u>

**TOTAL TREATMENT EXPENDITURES BUDGET INCREASE**      **\$ 152,706**

**TREATMENT  
By Category**

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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**REVENUE**

**By Type:**

27 JPA Assessments	3,342,060	3,617,405	3,617,405	3,839,771	222,366	6%
28 Contract Services	-	-	-	-	-	0%
29 NDWSCP Fees	37,288	115,000	45,340	45,340	(69,660)	(61%)
30 Misc. Fees	-	-	-	-	-	0%
31 Interest Earnings	-	-	-	-	-	0%
32 Misc. Revenue	-	-	-	-	-	0%
33 From/(To) Reserves	-	-	-	-	-	0%
34 TOTAL	<b>3,379,348</b>	<b>3,732,405</b>	<b>3,662,745</b>	<b>3,885,111</b>	152,706	4%

**By Agency:**

34 Half Moon Bay	1,951,763	2,150,185	2,161,703	2,361,459	211,274	10%
35 Granada CSD	685,122	719,502	831,237	731,476	11,975	2%
36 Montara WSD	705,175	747,718	828,795	746,835	(882)	(0%)
37 TOTAL	<b>3,342,060</b>	<b>3,617,405</b>	<b>3,821,735</b>	<b>3,839,771</b>	<b>222,366</b>	<b>6%</b>

**Key Changes**

Assessments reflect net increased funding for wages, benefits, and other expenses	\$ 222,366
<b>TOTAL TREATMENT REVENUE BUDGET INCREASE</b>	<b>\$ 222,366</b>

## ENVIRONMENTAL COMPLIANCE By Category

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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### EXPENDITURES

#### Personnel

1	Wages	36,709	38,543	36,268	38,690	147	0%
2	Premium Pay	1,746	1,844	1,830	1,922	78	4%
3	Health Benefits	5,357	5,561	5,098	5,919	358	6%
4	Retirement Cont.	18,800	12,305	12,198	12,622	317	3%
5	Retiree Med/OPEB	(875)	582	575	586	4	1%
6	Misc. Benefits	2,252	2,061	2,011	2,491	430	21%
7	<b>Subtotal</b>	<b>63,988</b>	<b>60,897</b>	<b>57,979</b>	<b>62,230</b>	<b>1,333</b>	<b>2%</b>

#### Non-Personnel

8	Legal Services	-	-	-	-	-	-
9	Engineering Services	-	-	-	-	-	-
10	Professional Services	207,073	150,000	79,251	150,000	-	0%
11	Prof. Memberships	-	-	-	-	-	0%
12	Insurance Premiums	-	-	-	-	-	0%
13	Misc. Expenses	7,100	-	-	-	-	0%
14	Utilities	-	-	-	-	-	0%
15	Travel & Training	182	187	190	196	8	4%
16	Equipment Rental	-	-	-	-	-	0%
17	Bldg & Maint Services	-	-	-	-	-	0%
18	Chemicals	4,825	4,308	2,997	3,087	(1,221)	(28%)
19	Permits & Licenses	-	-	-	-	-	0%
20	Supplies	20,424	24,732	13,246	13,643	(11,089)	(45%)
21	Equipment	4,614	9,505	8,000	8,240	(1,265)	(13%)
22	Infrastructure	-	-	-	-	-	0%
23	Claims/Penalties	-	-	-	-	-	0%
24	Repairs & Maintenance	-	-	-	-	-	
25	<b>Subtotal</b>	<b>244,218</b>	<b>188,733</b>	<b>103,684</b>	<b>175,166</b>	<b>(13,567)</b>	<b>(7%)</b>

26	<b>TOTAL</b>	<b>308,206</b>	<b>249,630</b>	<b>161,663</b>	<b>237,396</b>	<b>(12,234)</b>	<b>(5%)</b>
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#### Key Changes

Professional services: increase based on year-to-date actual	\$ (11,089)
Net increase in wages, utilities, services, and supplies	\$ (1,153)
<b>TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET</b>	<b>\$ (12,234)</b>

**ENVIRONMENTAL COMPLIANCE  
By Category**

FY 2020/21 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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**REVENUE**

**By Type:**

27 JPA Assessments	183,267	249,630	249,630	237,396	(12,234)	(5%)
28 Contract Services	-	-	-	-	-	0%
29 NDWSCP Fees	-	-	-	-	-	0%
30 Misc. Fees	-	-	-	-	-	0%
31 Interest Earnings	-	-	-	-	-	0%
32 Misc. Revenue	-	-	-	-	-	0%
33 From/(To) Reserves	-	-	-	-	-	0%
<b>34 TOTAL</b>	<b>183,267</b>	<b>249,630</b>	<b>249,630</b>	<b>237,396</b>	<b>(12,234)</b>	<b>(5%)</b>
<b>By Agency:</b>						
34 Half Moon Bay	107,028	148,380	153,522	145,998	(2,381)	(2%)
35 Granada CSD	37,570	49,651	47,555	45,224	(4,427)	(9%)
36 Montara WSD	38,669	51,598	48,553	46,173	(5,425)	(11%)
<b>37 TOTAL</b>	<b>183,267</b>	<b>249,630</b>	<b>249,630</b>	<b>237,396</b>	<b>(12,234)</b>	<b>(5%)</b>

**Key Changes**

Assessments reflect net decreased funding for wages, benefits, and other expenses	\$ (12,234)
<b>TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE</b>	<b>\$ (12,234)</b>

# INFRASTRUCTURE

## By Category

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED	
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### EXPENDITURES

#### Personnel

1 Wages	-	-	-	-	-	0%
2 Premium Pay	-	-	-	-	-	0%
3 Health Benefits	-	-	-	-	-	0%
4 Retirement Cont.	-	-	-	-	-	0%
5 Retiree Med/OPEB	-	-	-	-	-	0%
6 Misc. Benefits	-	-	-	-	-	0%
7 <b>Subtotal</b>	-	-	-	-	-	0%

#### Non-Personnel

8 Legal Services	-	-	-	-	-	0%
9 Engineering Services	5,207	-	-	-	-	0%
10 Professional Services	-	-	-	-	-	0%
11 Prof. Memberships	-	-	-	-	-	0%
12 Insurance Premiums	-	-	-	-	-	0%
13 Misc. Expenses	-	-	-	-	-	0%
14 Utilities	-	-	-	-	-	0%
15 Travel & Training	-	-	-	-	-	0%
16 Equipment Rental	-	-	-	-	-	0%
17 Bldg & Maint Services	-	-	-	-	-	0%
18 Chemicals	-	-	-	-	-	0%
19 Permits & Licenses	-	-	-	-	-	0%
20 Supplies	-	-	-	-	-	0%
21 Equipment	-	-	-	-	-	0%
22 Infrastructure	1,407,212	3,009,397	2,209,676	3,500,000	490,603	16%
23 Claims/Penalties	-	-	-	-	-	0%
24 Repairs & Maintenance	-	-	-	-	-	0%
25 <b>Subtotal</b>	<b>1,412,419</b>	<b>3,009,397</b>	<b>2,209,676</b>	<b>3,500,000</b>	490,603	16%

26 TOTAL	<b>1,412,419</b>	<b>3,009,397</b>	<b>2,209,676</b>	<b>3,500,000</b>	<b>490,603</b>	<b>16%</b>
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#### Key Changes

Increased to address the projects identified in the approved  
FY2023-24 capital improvement plan budget, including engineering costs

**TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE      \$ 490,603**

**INFRASTRUCTURE  
By Category**

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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**REVENUE**

**By Type:**

27 JPA Assessments	2,478,320	3,009,397	3,009,397	3,500,000	490,603	16%
28 Contract Services	-	-	-	-	-	0%
29 NDWSCP Fees	-	-	-	-	-	0%
30 Misc. Fees	-	-	-	-	-	0%
31 Interest Earnings	-	-	-	-	-	0%
32 Misc. Revenue	-	-	-	-	-	0%
33 From/(To) Reserves	-	-	-	-	-	0%
	-					
34 TOTAL	<b>2,478,320</b>	<b>3,009,397</b>	<b>3,009,397</b>	<b>3,500,000</b>	490,603	16%
<b>By Agency:</b>						
34 Half Moon Bay	1,447,339	1,788,786	1,447,339	2,152,500	363,714	20%
35 Granada CSD	508,056	598,569	508,056	666,750	68,181	11%
36 Montara WSD	522,926	622,042	522,926	680,750	58,708	9%
37 TOTAL	<b>2,478,320</b>	<b>3,009,397</b>	<b>2,478,320</b>	<b>3,500,000</b>	<b>490,603</b>	<b>16%</b>

**Key Changes**

Increased to address the projects identified in the approved  
FY2023-24 capital improvement plan budget, including engineering costs

**TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE**           \$ 490,603

## HIGHLIGHTS

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- Infrastructure Projects in progress in FY 2021/22:
  - ✓ Montara PS - Replace Pump 1
  - ✓ Montara PS - Install Grit Removal
  - ✓ Rehabilitate/Replace Vehicle Fleet
  - ✓ Portola PS - Replace Pump 1 with Grinder Pump
  - ✓ Replace Bar Screen Drives and Screens
  - ✓ Replace Influent Pump and Motors 1 – 5
  - ✓ Electrical Improvements for Influent Pumps 1 – 8
  - ✓ Install Shade Canopy at Chemical Feed Pumps
  - ✓ Replace Effluent Pumps 1 and 2
  - ✓ Replace Sludge Mixing Pumps 1 and 2 with Chopper Pumps
  
- Infrastructure Projects in progress in FY 2022/23:
  - ✓ Princeton PS - Replace w/Package PS and Rehabilitate Bypass System
  - ✓ Replace Effluent Pumps 1, 2 & 3
  - ✓ Plant and Cyber Security Measures Implementation
  - ✓ Replace Chain & Flights, Collectors Gear Reducer, and Weirs in Primary Clarifier
  - ✓ Replace Primary Scum Pump and Motor
  - ✓ Replace Grit Pumps 1 & 2 and Appurtenances
  - ✓ Replace Primary Sludge Pumps and Motors 1, 2 & 3
  - ✓ Secondary Treatment - Replace/Rehabilitate Secondary Clarifier Drive Mechanism
  - ✓ Water Supply and Piping - Replace No. 3 Water Pumps
  
- These projects are in various stages- order placed, awaiting deliveries, or awaiting order placement. There has been a delay in deliveries and cost increases too due to the pandemic situation.

**SEWER AUTHORITY MID-COASTSIDE**  
CAPITAL IMPROVEMENT PROGRAM

**Project 1: Montara Force Main Rehabilitation**

**Priority: Rehabilitation/Replacement/Safety**

The Montara Force Main Rehabilitation (MFM) Project addresses aging, at-risk pipeline within the Intertie Pipeline System. The MFM conveys wastewater from the Montara and Moss Beach communities to SAM’s Wastewater Treatment Plant in Half Moon Bay. The MFM is approximately 16,750 feet in length, ranging from 12 to 14-inches in diameter and was constructed of ductile iron pipe (DIP) in the early 1980s.

A 2017 project replaced the first 2,500 feet of MFM from Montara Pump Station to the end of Vallemar Street with high-density polyethylene (HDPE) pipe and replaced the associated air/vacuum relief valves. A 12-inch-diameter DIP portion of the MFM experienced failure during the atmospheric river storm that started on December 31, 2022, which was declared as a disaster at both the State and Federal levels. SAM’s emergency response included replacement of an 850-ft portion of the impacted force main with HDPE. It is proposed to replace the remaining 13,400 feet of the MFM project over four years starting from July 2023 to June 2027. The proposed \$2.0M for the fiscal year 23-24 entails Planning, Environmental, Legal & Admin costs of \$1.5M and Design costs of \$0.5M.



**CIP Total Cost:** \$10,686,000

**Project Funding:** This project will be funded by SAM’s Infrastructure Program.

**Basis of Priority:** This priority project continues the best practice of rehabilitating aging force main to mitigate sanitary sewer overflows, human health risks, environmental damages, and other regulatory violations.

**Annual Cost Distribution and Schedule**

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$10.686M	\$2.0M	\$3.0M	\$3.0M	\$2.686	\$0

**SEWER AUTHORITY MID-COASTSIDE**  
CAPITAL IMPROVEMENT PROGRAM

**Project 2: Replacement/Rehabilitation of Boilers at the Treatment Plant**

**Priority: Rehabilitation/Replacement/Safety**

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SAM has two (2) Dual Gas Hot Water Boilers. They provide heat to keep the Digester Sludge at a constant temperature between 95.0 to 96.0 degrees Fahrenheit. This allows the microbes that break down the fecal matter to function properly. If we do not supply the boilers with either Digester Gas or Natural Gas we will not be in compliance with our NPDES permit, which will lead to violations and penalties.

Boiler # 1 is out of compliance and Boiler #2 is barely below the acceptable limit.

The proposed \$0.5M is to replace one of the boilers and refurbish the other.



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**CIP Total Cost:** \$500,000

**Project Funding:** This project will be funded by SAM's Infrastructure Program.

**Basis of Priority:** This priority project continues the best practice of rehabilitating aging equipment to mitigate regulatory violations.

**Annual Cost Distribution and Schedule**

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$0.5M	\$0.5M	\$0	\$0	\$0	\$0

**SEWER AUTHORITY MID-COASTSIDE**  
CAPITAL IMPROVEMENT PROGRAM

**Project 3: WWTP – Replace Emergency Generator**

**Priority: Replacement and Rehabilitation**

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This project focuses on replacing the emergency generator at the WWTP. The existing generator is old, has exceeded its useful life, and replacement parts are becoming difficult to obtain. The backup power generator is an essential asset that must be reliable. In the event of a power loss to the WWTP, the generator provides temporary power so that operation of the WWTP may continue. Frequent repairs are being done to make it functional. Therefore, it is more economical to procure a new generator.



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**CIP Total Cost:** \$1,500,000

**Project Funding:** This project will be funded by SAM’s Infrastructure Program.

**Basis of Priority:** This generator needs to be maintained in peak stand-by condition in the event of a power failure at the WWTP. A prolonged power outage, without a reliable and sufficient back-up power supply, will result in significant disruption to the plants, clarification, biological treatment, and disinfection processes that may result in a violation of SAM’s NPDES permit requirements.

**Annual Cost Distribution and Schedule**

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$1.5M	\$1M	\$0.5M	\$0	\$0	\$0

## Position Control List

<u>Classifications</u>	<u>Authorized Positions</u>
<b><u>Administrative Services:</u></b>	
General Manager	1.0
Finance Officer	1.0
Accounting Technician	1.0
Administrative Assistant	<u>1.0</u>
	4.0
<b><u>Operations &amp; Maintenance:</u></b>	
<i>Engineering &amp; Construction Contracts Manager (Defunded)</i>	0.0
Supervisor of Treatment / Field Operations	0.75
Maintenance Mechanic I/II/III	2.0
Operator I/II/III	2.0
Lead Operator	4.0
<i>Utility Worker (Defunded)</i>	<u>0.0</u>
	8.75
<b><u>Environmental Compliance:</u></b>	
Supervisor of Treatment / Field Operations	.25
<b>Total Authorized – General Budget</b>	<b>13.0</b>
<b><u>Collection Services:</u></b>	
Collection Maintenance Worker I/II/III	3.0
Maintenance Mechanic I/II/III	<u>1.0</u>
<b>Total Authorized – Collections Services</b>	<b>4.0</b>
<b>Grand Total Authorized Authority</b>	<b>17.0</b>



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Approval of 2023/2024 Water and Sewer Budget and Capital Improvement Programs.**

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The Board reviewed a draft version of the FY 2023-24 budget in April this year. The Finance Committee provided input throughout the process and met on April 27<sup>th</sup> to review the draft Budget and suggest changes. The draft budget has been updated on a monthly basis based on month end actuals in order to more accurately reflect our estimates for FY 23-24.

The Budget contains a maximum 6% increase to Water Rates, Sewer Rates and the Water Reliability Charge, as suggested and approved in the Prop 218 notice. Based on this increase, Water sales revenue is budgeted to increase by \$114,000 to \$2,014,000. This increase represents the first increase in Water rates since FY 2018-19. Due to the increase in Sewer Service charges, an increase in revenue of \$170,752 is expected.

As noted above, the District's Water Reliability Charge, which is used to partially fund the District's CIP projects, is approved for a 6% increase. Since its establishment in FY 2020-21, the rate has not been increased.

Property tax income was budgeted with a 3.86% increase or \$11,140 for FY 2023-24 for a total of \$600,000 (\$300K per fund) to account for increased assessed value and recent home sales in the District.

A 4.19% Cost of Living increase for all non-exempt employees is also included in the Budget. The number of Full Time Position at MWSD will remain at 7, no new FTE hires are planned at this time. In hopes of alleviating the growing burden on our administrative staff, the budget is building in a part-time admin position to be overseen by the District Clerk. In FY 2022-23 the position was filled and vacated twice.

As discussed in the past, the time needed for the permitting process on various customer projects within the District has grown to a level where our current staffing is not able to keep up with the demand. Of the overall expenses \$1,579,597, are expected personnel costs. This is an increase of \$123,456.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

Sewer Authority Mid-Coastside assessment for the next fiscal year will be \$2,276,314, a combined increase of 7.30% over the prior year. Costs are a combination of O&M, Collections, & expected pass through costs.

Financing activities which represent Loan and Bond payments for both Sewer and Water Fund amount to \$1,452,329. Interest expense equal to \$148,438 & principal payments of \$1,303,890.

District-wide Infrastructure improvement costs total \$7,864,285 (\$3,999,285 Sewer & \$3,865,000 Water) as detailed in the 5 year CIP program provided by the District's engineers. The large increase is representative of recent year's scheduled projects not taking place due to the impacts of supply chain issues and the availability of contractors.

Connection fee income is projected to be higher due to increased demand to connect to the system. The District has seen the increase in demand in each of the past 3 fiscal years.

MWSD expects a total combined cash flow income of \$9,598,672 and combined expenses of \$14,949,725. In total, both Sewer and Water funds are expected to pull from reserves a total of \$5,351,053. Please note, both funds have sufficient reserves to cover the expected revenue shortfall.

## RECOMMENDATION:

Authorize a 4.19% Cost of Living increase for all non-exempt employees, and adopt Resolution No.\_\_\_\_\_, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING BUDGET FOR THE FISCAL YEAR 2022-2023.

Attachments

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND  
SANITARY DISTRICT APPROVING BUDGET FOR THE  
FISCAL YEAR 2023-2024**

RESOLVED, by the Board of the Montara Water and Sanitary District, San Mateo County, California, as follows:

1. That the balances on hand as of June 30, 2023, in each of funds of the District, shall be reserved for use by the District during the Fiscal Year 2023-2024.
2. That the budget for said District for the Fiscal Year 2023-2024 heretofore presented to this Board and a copy of which is hereto attached and the same is hereby approved.
3. That the Secretary of this District be, and hereby is, authorized and directed to file a certified copy of this resolution with the budget of this District thereto attached, with the County Controller of San Mateo County.

\_\_\_\_\_  
President, Montara Water and Sanitary District

COUNTERSIGNED:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District

\* \* \*

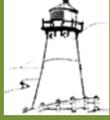
I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting held on the 1<sup>st</sup> day of June 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District



# Montara Water & Sanitary

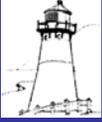
## Budgeted Cash Flow - Sewer

### Fiscal year 2023-2024

Cash flow summary  
Operating cash flow

Operating income		FY 2022-23		FY 2023-24	Variance (%)		Variance (\$)
Sewer Service Charges	\$	3,702,479	\$	3,873,231	4.61%	\$	170,752
Cell Tower Lease	\$	80,000	\$	83,000	3.75%	\$	3,000
Permits, Fees & Other	\$	22,000	\$	18,000	-18.18%	\$	(4,000)
Property Tax	\$	288,860	\$	300,000	3.86%	\$	11,140
Waste Collection Revenues	\$	27,000	\$	30,000	11.11%	\$	3,000
<b>Total operating income</b>	<b>\$</b>	<b>4,120,339</b>	<b>\$</b>	<b>4,304,231</b>			
<b>Operating expenses</b>							
Personnel	\$	(411,868)	\$	(458,282)	11.27%	\$	(46,414)
Professional Services	\$	(317,000)	\$	(318,250)	0.39%	\$	(1,250)
Facilities & Administration	\$	(55,900)	\$	(88,650)	58.59%	\$	(32,750)
Engineering	\$	(35,000)	\$	(70,000)	100.00%	\$	(35,000)
Pumping	\$	(45,000)	\$	(65,000)	44.44%	\$	(20,000)
Sewer Authority Mid-Coastside	\$	(2,121,514)	\$	(2,276,314)	7.30%	\$	(154,800)
All other Accounts	\$	(160,760)	\$	(99,600)	-38.04%	\$	61,160
<b>Total operating expenses</b>	<b>\$</b>	<b>(3,147,042)</b>	<b>\$</b>	<b>(3,376,096)</b>			
<b>Net Cash Flow Provided by Operations</b>	<b>\$</b>	<b>973,297</b>	<b>\$</b>	<b>928,135</b>			
<b>Investment cash flow</b>							
<b>Investment income</b>							
Interest Revenue	\$	20,000	\$	60,000	200.00%	\$	40,000
<b>Total investment income</b>	<b>\$</b>	<b>20,000</b>	<b>\$</b>	<b>60,000</b>			
<b>Investment expenses</b>							
Capital Improvement Program	\$	(2,121,275)	\$	(3,849,285)	81.46%	\$	(1,728,010)
Capital Improvement Program - Non Project	\$	-	\$	(150,000)		\$	(150,000)
<b>Total investment expenses</b>	<b>\$</b>	<b>(2,121,275)</b>	<b>\$</b>	<b>(3,999,285)</b>			
<b>Net Cash Flow Used by Investments</b>	<b>\$</b>	<b>(2,101,275)</b>	<b>\$</b>	<b>(3,939,285)</b>			
<b>Financing cash flow</b>							
<b>Financing income</b>							
Connection Fees	\$	213,000	\$	295,000	38.50%	\$	82,000
<b>Total financing income</b>	<b>\$</b>	<b>213,000</b>	<b>\$</b>	<b>295,000</b>			
<b>Financing expenses</b>							
Loan Interest Expense	\$	(29,157)	\$	(25,877)	-11.25%	\$	3,280
Loan Principal Payment	\$	(106,831)	\$	(113,805)	6.53%	\$	(6,974)
<b>Total financing expenses</b>	<b>\$</b>	<b>(135,988)</b>	<b>\$</b>	<b>(139,683)</b>			
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$</b>	<b>77,012</b>	<b>\$</b>	<b>155,317</b>			
<b>Overall projected cash flow</b>	<b>\$</b>	<b>(1,050,966)</b>	<b>\$</b>	<b>(2,855,833)</b>			
<b>Transfer from/(to) Sewer Reserves</b>	<b>\$</b>	<b>1,050,966</b>	<b>\$</b>	<b>2,855,833</b>		*	
<b>Net cash flow</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>			

\* Please see discussion of Sewer operating reserve funds on page 15. In addition, please review the Sewer CIP project summary list on page 11.



# Montara Water & Sanitary

## Budgeted Cash Flow - Water

### Fiscal year 2023-2024

Cash flow summary  
Operating cash flow

Operating income		FY 2022-2023		FY 2023-2024	Variance (%)	Variance (\$)
Water Sales	\$	1,897,000	\$	2,006,000	5.75%	\$ 109,000
Permits, Fees & Other	\$	18,600	\$	8,600	-53.76%	\$ (10,000)
Property Tax	\$	288,860	\$	300,000	3.86%	\$ 11,140
Backflow Testing & Other	\$	15,000	\$	18,000	20.00%	\$ 3,000
<b>Total operating income</b>	<b>\$</b>	<b>2,219,460</b>	<b>\$</b>	<b>2,332,600</b>		
<b>Operating expenses</b>						
Personnel	\$	(1,044,274)	\$	(1,121,315)	7.38%	\$ (77,041)
Professional Services	\$	(229,500)	\$	(199,250)	-13.18%	\$ 30,250
Facilities & Administration	\$	(80,500)	\$	(128,750)	59.94%	\$ (48,250)
Engineering	\$	(70,000)	\$	(125,000)	78.57%	\$ (55,000)
Pumping	\$	(105,700)	\$	(130,700)	23.65%	\$ (25,000)
Supply	\$	(52,500)	\$	(57,500)	9.52%	\$ (5,000)
Collection/Transmission	\$	(120,000)	\$	(250,000)	108.33%	\$ (130,000)
Treatment	\$	(95,000)	\$	(75,000)	-21.05%	\$ 20,000
All Other Accounts	\$	(240,000)	\$	(179,500)	-25.21%	\$ 60,500
<b>Total operating expenses</b>	<b>\$</b>	<b>(2,037,474)</b>	<b>\$</b>	<b>(2,267,015)</b>		
<b>Net Cash Flow Provided by Operations</b>	<b>\$</b>	<b>181,986</b>	<b>\$</b>	<b>65,585</b>		
<b>Investment cash flow</b>						
<b>Investment income</b>						
Interest Revenue	\$	-	\$	60,000		\$ 60,000
GO Bonds, Assessment Receipts	\$	983,546	\$	1,195,381	21.54%	\$ 211,835
Water System Reliability Charge	\$	1,000,000	\$	1,111,460	11.15%	\$ 111,460
<b>Total investment income</b>	<b>\$</b>	<b>1,983,546</b>	<b>\$</b>	<b>2,366,841</b>		
<b>Investment expenses</b>						
Capital Improvement Program	\$	(1,239,000)	\$	(3,715,000)	199.84%	\$ (2,476,000)
Capital Improvement Program - Non Project	\$	-	\$	(150,000)		\$ (150,000)
<b>Total investment expenses</b>	<b>\$</b>	<b>(1,239,000)</b>	<b>\$</b>	<b>(3,865,000)</b>		
<b>Net Cash Flow Used by Investments</b>	<b>\$</b>	<b>744,546</b>	<b>\$</b>	<b>(1,498,159)</b>		
<b>Financing cash flow</b>						
<b>Financing income</b>						
Connection Fees	\$	200,000	\$	240,000	20.00%	\$ 40,000
<b>Total financing income</b>	<b>\$</b>	<b>200,000</b>	<b>\$</b>	<b>240,000</b>		
<b>Financing expenses</b>						
Long Term Debt - Interest Expense	\$	(139,419)	\$	(122,561)	-12.09%	\$ 16,858
Long Term Debt - Principal Payment	\$	(1,169,517)	\$	(1,190,085)	1.76%	\$ (20,568)
<b>Total financing expenses</b>	<b>\$</b>	<b>(1,308,936)</b>	<b>\$</b>	<b>(1,312,646)</b>		
<b>Net Cash Flow Provided by Financing Activities</b>	<b>\$</b>	<b>(1,108,936)</b>	<b>\$</b>	<b>(1,072,646)</b>		
<b>Overall projected cash flow</b>	<b>\$</b>	<b>(182,405)</b>	<b>\$</b>	<b>(2,505,220)</b>		
<b>Transfer from/(to) Water Reserves</b>	<b>\$</b>	<b>182,405</b>	<b>\$</b>	<b>2,505,220</b>	*	
<b>Net cash flow</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>		

\* Please see discussion of Water operating reserve funds on page 14. In addition, please review the Water CIP project summary list on page 12.

## MWSD – Fiscal Year 2023-24 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	Income/Expenditures as of April 30, 2023	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2023-24	Increase/(Decrease) from 2022-2023 \$	Increase/(decrease) %
Cell Tower Lease:	4220	42,687	34,032	80,315	80,000	69,212	86.52%	83,054	103.82%	83,000	3,000	3.75%
Administrative Fees (New Construction):	4410	3,794	4,932	7,397	6,000	2,360	39.33%	2,832	47.20%	4,000	(2,000)	-33.33%
Administrative Fees (Remodel):	4420	542	548	569	1,000	0	0.00%	0	0.00%	1,000	0	0.00%
Inspection Fees (New Construction):	4430	3,584	3,626	6,994	6,000	2,233	37.22%	2,680	44.66%	4,000	(2,000)	-33.33%
Inspection Fees (Remodel):	4440	512	518	1,000	1,000	0	0.00%	0	0.00%	1,000	0	0.00%
Mainline Extension Fees:	4450			6,000	0		0.00%	0	0.00%	0	0	#DIV/0!
Remodel Fees:	4460	2,999	10,601	18,826	8,000	5,939	74.24%	7,127	89.09%	8,000	0	0.00%
Other Fees:	4470		7,500		0			0				
Grants:	4510	112	136		0	136	100.00%	163	100.00%		0	#DIV/0!
Property Tax Receipts:	4610	407,337	455,194	516,917	288,860	486,543	168.44%	583,852	202.12%	300,000	11,140	3.86%
Sewer Service Charges:	4710	3,086,734	3,429,746	3,582,585	3,712,479	3,477,246	93.66%	3,712,479	100.00%	3,883,231	170,752	4.60%
Sewer Service Refunds, Customer:	4720	(7,751)	(42,650)	(8,166)	(10,000)	(4,665)	46.65%	(5,598)	55.98%	(10,000)	0	0.00%
Waste Collection Revenues:	4760	24,353	27,202	26,055	27,000	24,354	90.20%	29,225	108.24%	30,000	3,000	11.11%
Other Revenue:	4990	2,018	189,253	2,902	2,424	2,424	100.00%	2,909	100.00%			
<b>Total Operating Revenue:</b>		<b>3,566,921</b>	<b>4,120,638</b>	<b>4,240,394</b>	<b>4,120,339</b>	<b>4,065,782</b>	<b>98.68%</b>	<b>4,418,722</b>	<b>107.24%</b>	<b>4,304,231</b>	<b>183,892</b>	<b>4.46%</b>
<b>Operating Expenses</b>												
Bank Fees:	5190	6,592	8,517	4,811	7,000	4,524	64.63%	5,429	77.55%	6,000	(1,000)	-14.29%
Board Meetings:	5210	3,861	4,050	3,856	3,000	4,328	144.27%	5,194	173.12%	4,000	1,000	33.33%
Director Fees:	5220	4,125	3,525	4,925	7,500	3,600	48.00%	4,320	57.60%	10,000	2,500	33.33%
Election Expenses:	5230	0	0		75,000	0	0.00%	0	0.00%	15,000	(60,000)	-80.00%
Conference Attendance:	5250	35	0	1,918	6,000	1,426	23.77%	1,711	28.52%	10,000	4,000	66.67%
Information Systems:	5270	9,746	6,875	4,099	5,000	5,421	108.42%	6,505	130.10%	6,000	1,000	20.00%
Fidelity Bond:	5310	0	438		500		0.00%	0	0.00%	500	0	0.00%
Property & Liability Insurance:	5320	1,394	9,851	8,057	15,000	8,510	56.73%	8,510	56.73%	10,000	(5,000)	-33.33%
LAFCO Assessment:	5350	2,060	5,318	2,708	2,500		0.00%	2,460	98.40%	3,000	500	20.00%
Meeting Attendance, Legal:	5420				0		0.00%	0	0.00%	0	0	#DIV/0!
General Legal:	5430	89,445	59,250	99,681	200,000	36,695	18.35%	44,034	22.02%	200,000	0	0.00%
Litigation:	5440	49,445	203,505	176,781	97,210	97,210	116.652					
Maintenance, Office:	5510	4,614	4,096	3,382	15,000	10,195	67.97%	12,234	81.56%	25,000	10,000	66.67%
Meetings, Local:	5520						0.00%	0	0.00%	0	0	
Memberships:	5530	600	600	4,408	4,000	4,435	110.88%	5,000	125.00%	5,000	1,000	
Office Supplies:	5540	6,388	4,094	6,692	2,500	5,865	234.60%	7,038	281.52%	8,250	5,750	230.00%
Postage:	5550	654	463	112	400	1,050	262.50%	1,260	315.00%	1,150	750	187.50%
Printing & Publishing:	5560	980	1,397	943	1,500	3,435	229.00%	4,122	274.80%	2,250	750	50.00%
Accounting:	5610	37,875	34,978	38,590	38,000	36,338	95.63%	43,606	114.75%	39,000	1,000	2.63%
Audit:	5620	8,150	13,150	13,661	16,500	0	0.00%	0	0.00%	13,500	(3,000)	-18.18%
Consulting:	5630	50,500	66,299	51,037	50,000	41,503	83.01%	49,804	99.61%	52,250	2,250	4.50%
Data Services:	5640	7,173	6,386	9,283	9,000	9,853	109.48%	9,853	109.48%	10,000	1,000	11.11%
Labor & HR Support:	5650	2,562	2,562	2,562	2,500	2,135	85.40%	2,562	102.48%	2,500	0	0.00%
Payroll Services:	5660	967	968	1,000	1,000	1,019	101.90%	1,223	122.28%	1,000	0	0.00%
Other Professional Services:	5690						0.00%	0	0.00%	0	0	
San Mateo County Tax Roll Charges:	5710	119	119	119	200	119	59.50%	143	71.40%	2,500	2,300	1150.00%
Telephone & Internet:	5720	31,129	32,546	38,358	25,000	37,548	150.19%	45,058	180.23%	40,000	15,000	60.00%
Mileage Reimbursement:	5730	327	0	254	1,500	112	7.47%	134	8.96%	2,000	500	33.33%
Reference Materials:	5740	0	55		200		0.00%	0	0.00%	200	0	0.00%
Other Administrative:	5790	608	94	(287)		2,560	100.00%	3,072	100.00%		0	
CalPERS 457 Deferred Plan:	5810	20,180	18,545	21,689	19,383	17,111	88.28%	20,533	105.93%	21,486	2,102	10.85%
Employee Benefits:	5820	50,680	55,091	40,493	43,823	41,598	94.92%	49,918	113.91%	52,135	8,312	18.97%
Disability Insurance:	5830	1,709	1,747	1,769	2,049	1,289	62.91%	1,547	75.49%	2,271	222	10.85%
Payroll Taxes:	5840	16,217	17,028	17,451	23,096	14,592	63.18%	17,510	75.82%	25,393	2,298	9.95%
PARS:	5850	20,480	25,388	18,497	18,940	17,305	91.37%	20,766	109.64%	22,147	3,207	16.93%
Management:	5910	114,041	128,011	131,607	123,568	95,815	77.54%	114,978	93.05%	122,617	(951)	-0.77%
Staff :	5920	132,421	131,838	140,442	175,137	142,454	81.34%	170,945	97.61%	205,767	30,630	17.49%
Staff Certification:	5930	2,225	1,913	2,100	1,800	1,750	97.22%	2,100	116.67%	1,800	0	0.00%
Staff Overtime:	5940	1,888	3,411	4,813	1,399	5,374	384.25%	6,449	461.10%	1,754	355	25.38%
Staff Standby:	5950				0	43	100.00%	52	100.00%		0	
Worker's Compensation Insurance:	5960	2,837	2,699	2,585	2,673	3,545	132.61%	4,254	159.13%	2,913	239	8.95%
Claims, Property Damage:	6170	632	976	3,076	2,000		0.00%	10,000	50.00%	10,000	(10,000)	-50.00%
Education & Training:	6195	0		93	1,000	42	4.20%	50	5.04%	2,000	1,000	100.00%
Meeting Attendance, Engineering:	6210				0		0.00%	0	0.00%	0	0	#DIV/0!
General Engineering:	6220	35,060	24,889	56,067	35,000	60,890	173.97%	73,068	208.77%	70,000	35,000	100.00%
Equipment & Tools, Expensed:	6320						0.00%	0	0.00%	0	0	#DIV/0!
Alarm Services:	6335	6,133	6,688	5,432	5,500	5,016	91.20%	6,019	109.44%	6,000	500	9.09%
Landscaping:	6337	4,468	4,875	8,525	6,000	4,800	80.00%	5,400	90.00%	6,000	0	0.00%
Pumping Fuel & Electricity:	6410	39,587	45,778	44,443	45,000	42,056	93.46%	50,467	112.15%	50,000	5,000	11.11%



## MWSD — Fiscal Year 2023-24 Operations Budget - SEWER ENTERPRISE

Operating Revenue	GL Codes	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	Income/Expenditures as of April 30, 2023	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2023-24	Increase/(Decrease) from 2022-2023 \$	Increase/(decrease) %
Pumping Maintenance, Generators:	6420			903		4,644		5,573		15,000	15,000	#DIV/0!
Pumping Maintenance, General:	6430			8,959				0			0	#DIV/0!
Maintenance, Collection System:	6660			0	10,000		0.00%	0	0.00%	10,000	0	0.00%
Uniforms:	6770	126		0	200		0.00%	0	0.00%	200	0	0.00%
Fuel:	6810	848	687	1,297	1,000	2,946	294.60%	3,535	353.52%	2,000	1,000	100.00%
Truck Equipment, Expensed:	6820	439	38	209	160		69.38%	133	83.25%	200	40	25.00%
Truck Repairs:	6830	622	88	343	1,000		60.80%	730	72.96%	1,000	0	0.00%
Total Other Operations:	6890	(29,919)					0.00%	0	0.00%		0	
SAM Collections:	6910	341,549	281,817	304,309	284,186	236,822	83.33%	284,186	100.00%	294,862	10,676	3.76%
SAM Operations:	6920	1,529,139	1,584,637	1,532,608	1,727,328	1,411,697	81.73%	1,694,036	98.07%	1,806,452	79,124	4.58%
SAM Maintenance, Collection System:	6940				40,000	28,154	70.39%	33,785	84.46%	45,000	5,000	12.50%
SAM Maintenance, Pumping:	6950				70,000	109,130	155.90%	130,956	187.08%	130,000	60,000	85.71%
SAM NDWSCP:	6960			24,482		1,291		1,549				
<b>Total Operations Expense:</b>		<b>2,610,711</b>	<b>2,805,280</b>	<b>2,849,142</b>	<b>3,147,042</b>	<b>2,566,964</b>	81.57%	<b>3,088,462</b>	98.14%	<b>3,376,096</b>	<b>229,054</b>	7.28%
<b>Net Change in position from Operations:</b>		<b>956,210</b>	<b>1,315,358</b>	<b>1,391,252</b>	<b>973,297</b>	<b>1,498,818</b>	153.99%	<b>1,330,260</b>	136.68%	<b>928,135</b>	<b>(45,162)</b>	-4.64%

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5/26/2023



## MWSD — Fiscal Year 2023-24 Non-Operating Budget - SEWER ENTERPRISE

	<u>GL Codes</u>	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Actual</u>	<u>2022-23 Budget</u>	<u>Income/Expenditures</u> <u>as of April 30, 2023</u>	<u>% To date</u>	<u>Projected</u>	<u>Projected as</u> <u>% of Budget</u>	<u>Proposed Budgeted</u> <u>amounts 2023-24</u>	<u>Increase/(Decrease)</u> <u>from 2022-2023 \$</u>	<u>Increase/(decrease)</u> <u>%</u>
<b>Non Operating Revenue</b>												
Connection Fees, Residential New Const:	7110	225,264	183,873	242,298	163,000	151,677	93.05%	182,012	111.66%	220,000	57,000	34.97%
Connection Fees, Residential Remodel:	7120	55,708	2,774	53,312	50,000	36,195	72.39%	43,434	86.87%	55,000	5,000	10.00%
Connection Fee Refunds:	7152					(26,922)		(32,306)	100.00%	(20,000)		
Additional Fixture Units New Const:	7153			22,617		17,165		20,598	100.00%	20,000		
Additional Fixture Units Remodel:	7155			79,005		65,313		78,376	100.00%	20,000		
PFP Pass Thru:	7160			12,869				0	0.00%			
Meter Pass Thru Costs:	7165					(7,005)		(8,406)	100.00%			
Mainline Extension Pass Thru:	7170					(6,952)		(8,342)	100.00%			
Employee loans:	7700							0				
LAIF, Interest:	7200	105,107	38,726	12,872	20,000	80,185	400.93%	96,222	481.11%	60,000	40,000	200.00%
<b>Total Non Operating Revenue:</b>		<b>386,079</b>	<b>225,373</b>	<b>422,973</b>	<b>233,000</b>	<b>309,656</b>	<b>132.90%</b>	<b>371,587</b>	<b>159.48%</b>	<b>355,000</b>	<b>102,000</b>	<b>43.78%</b>
<b>Non Operating Expense</b>												
PNC Equipment Lease:	9125	15,151	11,535		9,441	7,586	80.35%	11,535	122.18%	7,176	(2,265)	-23.99%
Capital Assessment, SAM:	9175					0	0.00%		0.00%		0	#DIV/0!
I-Bank Loan:	9200	23,801	21,263		19,716	11,293	57.28%	20,700	104.99%	18,702	(1,014)	-5.15%
<b>Total Non Operating Expense:</b>		<b>38,952</b>	<b>32,798</b>	<b>0</b>	<b>29,157</b>	<b>18,879</b>	<b>64.75%</b>	<b>32,235</b>	<b>110.56%</b>	<b>25,877</b>	<b>(3,280)</b>	<b>-11.25%</b>
<b>Net Change in position from Non Operating activities:</b>		<b>347,127</b>	<b>192,575</b>	<b>422,973</b>	<b>203,843</b>	<b>290,777</b>		<b>339,352</b>		<b>329,123</b>	<b>105,280</b>	

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# MWSD — Fiscal Year 2023-24 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2019-20	2020-21	2021-22	2022-23 Budget	Income/Expenditures as		Projected	Projected as % of Budget	Proposed Budgeted amounts 2023-24	Increase/(Decrease) from 2022-2023 \$	Increase/(decrease) %
		Actual	Actual	Actual		of April 30, 2023	% To date					
Cell Tower Lease:	4220	42,687	33,985	0	0		0.00%	0	0.00%		0	#DIV/0!
Administrative Fees (New Construction):	4410	4,336	6,028	8,535	7,000	2,957	42.24%	3,548	50.69%	4,000	(3,000)	-42.86%
Administrative Fees (Remodel):	4420	1,084	548	569	600		0.00%	0	0.00%	600	0	0.00%
Inspection Fees (New Construction):	4430	4,096	5,698	8,415	7,000	2,798	39.97%	3,358	47.97%	4,000	(3,000)	-42.86%
Inspection Fees (Remodel):	4440	1,536	518	538	1,000		0.00%	0	0.00%	0	(1,000)	-100.00%
Mainline Extension Fees:	4450		85,905	82,882	3,000		0.00%	0	0.00%	0	(3,000)	
Remodel Fees:	4460	1,421	0				0.00%	0	0.00%		0	#DIV/0!
Other Fees:	4470	4,400	489	186				0				
Grants:	4510	112	136				100.00%	163	100.00%		0	#DIV/0!
Property Tax Receipts:	4610	407,337	455,194	516,917	288,860	486,543	168.44%	583,852	202.12%	300,000	11,140	3.86%
Testing, Backflow:	4740	25,761	15,828	25,730	15,000	18,733	124.89%	18,000	120.00%	18,000	3,000	20.00%
Water Sales:	4810	1,973,134	1,952,964	1,752,213	1,900,000	1,461,705	76.93%	1,754,046	92.32%	2,014,000	114,000	6.00%
Water Sales, Fire Protection:	4820							0				
Water Sales Refunds, Customer:	4850	(1,338)	(2,817)	(3,210)	(3,000)	(5,840)	194.67%	(7,008)	233.60%	(8,000)	(5,000)	166.67%
Other Revenue:	4990	56,424	6,393	3,541		13,361	100.00%	16,033	100.00%		0	
<b>Total Operating Revenue:</b>		<b>2,520,990</b>	<b>2,560,869</b>	<b>2,396,316</b>	<b>2,219,460</b>	<b>1,980,393</b>	<b>89.23%</b>	<b>2,371,992</b>	<b>106.87%</b>	<b>2,332,600</b>	<b>113,140</b>	<b>5.10%</b>
<b>Operating Expenses</b>												
Bank Fees:	5190	1,434	1,777	4,811	4,000	4,524	113.10%	5,429	135.72%	5,500	1,500	37.50%
Board Meetings:	5210	3,861	4,050	3,856	3,000	4,328	144.27%	5,194	173.12%	4,000	1,000	33.33%
Director Fees:	5220	4,125	3,525	4,925	7,500	3,600	48.00%	4,320	57.60%	10,000	2,500	33.33%
Election Expenses:	5230		0		75,000		0.00%	0	0.00%	15,000	(60,000)	-80.00%
Bond Issue Cost:	5235		66,381					0				
CDPH Fees:	5240	12,405	12,004	15,707	15,000	17,526	116.84%	17,526	116.84%	18,000	3,000	20.00%
Conference Attendance:	5250	243	0	1,918	6,000	1,426	23.77%	1,711	28.52%	15,000	9,000	150.00%
Information Systems:	5270	18,631	6,875	13,989	5,000	5,421	108.42%	6,505	130.10%	6,500	1,500	30.00%
Fidelity Bond:	5310		438		500		0.00%	0	0.00%	500	0	0.00%
Property & Liability Insurance:	5320	1,173	0	7,987	0	8,510	100.00%	10,212	100.00%	10,000	10,000	#DIV/0!
LAFCO Assessment:	5350	2,759	5,872	2,755	5,000		0.00%	0	0.00%	3,000	(2,000)	-40.00%
Meeting Attendance, Legal:	5420				0		0.00%	0	0.00%		0	#DIV/0!
General Legal:	5430	123,406	116,294	74,809	100,000	41,856	41.86%	50,227	50.23%	75,000	(25,000)	-25.00%
Litigation:	5440					120		144				
Maintenance, Office:	5510	6,414	10,653	3,524	15,000	10,195	67.97%	12,234	81.56%	25,000	10,000	66.67%
Meetings, Local:	5520	(142)			0		0.00%	0	0.00%		0	
Memberships:	5530	23,026	24,540	20,318	27,000	22,175	82.13%	22,175	82.13%	25,000	(2,000)	-7.41%
Office Supplies:	5540	6,525	4,098	6,797	4,500	14,969	332.64%	17,963	399.17%	6,250	1,750	38.89%
Postage:	5550	11,567	13,451	14,890	14,000	13,229	94.49%	15,875	113.39%	14,750	750	5.36%
Printing & Publishing:	5560	2,171	1,397	1,488	5,000	3,485	69.70%	4,182	83.64%	5,750	750	15.00%
Accounting:	5610	37,875	34,978	38,590	38,000	36,338	95.63%	43,606	114.75%	39,000	1,000	2.63%
Audit:	5620	8,150	13,150	13,661	16,500	0	0.00%	13,661	82.79%	13,500	(3,000)	-18.18%
Consulting:	5630	56,893	64,713	52,892	65,000	41,503	63.85%	49,804	76.62%	67,250	2,250	3.46%
Data Services:	5640	900	6,386	10,400	6,500	900	13.85%	900	13.85%	1,000	(5,500)	-84.62%
Labor & HR Support:	5650	2,641	2,562	2,562	2,500	2,135	85.40%	2,562	102.48%	2,500	0	0.00%
Payroll Services:	5660	967	968	1,000	1,000	1,019	101.90%	1,223	122.28%	1,000	0	0.00%
Other Professional Services:	5690						0.00%	0	0.00%		0	
San Mateo County Tax Roll Charges:	5710	119	119	119	200	1,625	812.50%	1,950	975.00%	2,500	2,500	100.00%
Telephone & Internet:	5720	36,093	40,647	45,606	25,000	45,558	182.23%	54,670	218.68%	50,000	25,000	100.00%
Mileage Reimbursement:	5730	623	75	525	1,500	510	34.00%	612	40.80%	2,000	500	33.33%
Reference Materials:	5740		55		800		0.00%	0	0.00%	500	(300)	-37.50%
Other Administrative:	5790	500	729	685	0	2,965	100.00%	3,558	100.00%		0	
CalPERS 457 Deferred Plan:	5810	42,604	44,923	48,201	49,977	40,580	81.20%	48,696	97.44%	51,461	1,484	2.97%
Employee Benefits:	5820	85,042	120,304	116,781	107,276	107,297	100.02%	128,756	120.02%	155,291	48,015	44.76%
Disability Insurance:	5830	3,564	4,041	4,129	5,411	2,930	54.15%	3,516	64.98%	5,572	161	2.98%
Payroll Taxes:	5840	43,195	47,306	47,682	57,850	41,675	72.04%	50,010	86.45%	59,514	1,665	2.88%
PARS:	5850	42,031	26,477	40,261	43,897	37,002	84.29%	44,402	101.15%	47,101	3,204	7.30%
Management:	5910	114,042	128,011	131,608	123,568	95,816	77.54%	114,979	93.05%	122,617	(951)	-0.77%
Staff:	5920	407,112	446,737	451,291	542,747	423,175	77.97%	507,810	93.56%	554,440	11,693	2.15%
Staff Certification:	5930	10,625	11,213	12,125	11,400	10,000	87.72%	12,000	105.26%	11,400	0	0.00%
Staff Overtime:	5940	45,849	48,498	52,669	49,935	47,258	94.64%	56,710	113.57%	60,420	10,485	21.00%
Staff Standby:	5950	25,485	26,514	26,564	28,553	23,211	81.29%	27,853	97.55%	29,086	533	1.87%
Worker's Compensation Insurance:	5960	14,274	14,332	13,072	23,661	9,562	40.41%	11,474	48.50%	24,413	752	3.18%
Backflow Prevention:	6160	326	1,528	1,020	1,000	838	83.80%	1,006	100.56%	1,000	0	0.00%
Claims, Property Damage:	6170	392	0		10,000	141	1.41%	169	1.69%	10,000	0	0.00%
SCADA Maintenance:	6185	2,468	4,816	2,910	38,000	7,332	19.30%	8,798	23.15%	20,000	(18,000)	-47.37%

## MWSD — Fiscal Year 2023-24 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	Income/Expenditures as of April 30, 2023	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2023-24	Increase/(Decrease) from 2022-2023 \$	Increase/(decrease) %
Internet & Telephone, Communications:	6187			24			0.00%	0	0.00%		0	
Education & Training:	6195	4,372	639	3,428	5,000	1,060	21.20%	1,272	25.44%	5,000	0	0.00%
Meeting Attendance, Engineering:	6210				0		0.00%	0	0.00%		0	#DIV/0!
General Engineering:	6220	12,390	1,352	6,749	20,000	16,339	81.70%	19,607	98.03%	10,000	(10,000)	-50.00%
Water Quality Engineering:	6230	116,823	68,993	70,999	50,000	97,508	195.02%	117,010	234.02%	115,000	65,000	130.00%
Equipment & Tools, Expensed:	6320	17,500	6,943	12,363	12,000	7,096	59.13%	8,515	70.96%	10,000	(2,000)	-16.67%
Alarm Services:	6335	1,040	1,249	1,087	2,000	745	37.25%	894	44.70%	2,000	0	0.00%
Landscaping:	6337	6,950	13,932	19,989	15,000	14,528	96.85%	17,434	116.22%	15,000	0	0.00%
Facilities other:	6330						0.00%	0	0.00%		0	#DIV/0!
Lab Supplies & Equipment:	6370	9,432	993	5,357	4,000	3,116	77.90%	3,739	93.48%	4,000	0	0.00%
Meter Reading:	6380	10	121	119	500	357	71.40%	428	85.68%	500	0	0.00%
Pumping Fuel & Electricity:	6410	75,074	75,172	83,871	90,000	81,491	90.55%	97,789	108.66%	95,000	5,000	5.56%
Pumping Maintenance, Generators:	6420	20,908	8,014	12,043	10,000	19,015	190.15%	22,818	228.18%	30,000	20,000	200.00%
Pumping Maintenance, General:	6430	17	751	1,153	5,000	308	6.16%	370	7.39%	5,000	0	0.00%
Pumping Equipment, Expensed:	6440	8,562	13	129	700		0.00%	0	0.00%	700	0	0.00%
Maintenance, Raw Water Mains:	6510	27	37	253	2,500	45	1.80%	54	2.16%	2,500	0	0.00%
Maintenance, Wells:	6520	13,281	9,193	5,975	15,000	16,677	111.18%	20,012	133.42%	25,000	10,000	66.67%
Water Purchases:	6530	33,976	34,355	33,040	35,000	19,674	56.21%	23,609	67.45%	30,000	(5,000)	-14.29%
Hydrants:	6610	6,841	10,557	5,690	10,000		0.00%	0	0.00%	10,000	0	0.00%
Maintenance, Water Mains:	6620	40,201	43,561	101,071	50,000	110,374	220.75%	132,449	264.90%	170,000	120,000	240.00%
Maintenance, Water Service Lines:	6630	6,384	40,898	8,245	20,000	20,847	104.24%	25,016	125.08%	20,000	0	0.00%
Maintenance, Tanks:	6640	5,141	4,510	438	5,000	2,671	53.42%	3,205	64.10%	5,000	0	0.00%
Maintenance, Distribution General:	6650	10,890	8,623	22,202	10,000	15,826	158.26%	18,991	189.91%	15,000	5,000	50.00%
Maintenance, Collection System:	6660			724			0.00%	0	0.00%			
Meters:	6670	6,253	11,456	21,176	25,000	84,842	339.37%	101,810	407.24%	30,000	5,000	20.00%
Chemicals & Filtering:	6710	39,914	38,934	43,341	40,000	14,925	37.31%	17,910	44.78%	25,000	(15,000)	-37.50%
Maintenance, Treatment Equipment:	6720	13,805	5,546	12,226	15,000	5,994	39.96%	7,193	47.95%	15,000	0	0.00%
Treatment Analysis:	6730	18,718	29,278	37,846	40,000	25,663	64.16%	30,796	76.99%	35,000	(5,000)	-12.50%
Uniforms:	6770	3,702	1,635	1,687	2,000	2,398	119.90%	2,878	143.88%	2,500	500	25.00%
Fuel:	6810	6,237	6,677	8,879	10,000	8,837	88.37%	10,604	106.04%	12,000	2,000	20.00%
Truck Equipment, Expensed:	6820	3,433	217	1,186	2,000	334	16.70%	401	20.04%	2,000	0	0.00%
Truck Repairs:	6830	3,694	498	2,075	5,000	1,823	36.46%	2,188	43.75%	5,000	0	0.00%
Other Operations:	6890	4,265		2,492	0	2,371	100.00%	2,845	100.00%		0	
<b>Total Operations Expense:</b>		<b>1,689,208</b>	<b>1,784,584</b>	<b>1,817,984</b>	<b>2,037,474</b>	<b>1,705,598</b>	<b>83.71%</b>	<b>2,052,258</b>	<b>100.73%</b>	<b>2,267,015</b>	<b>227,241</b>	<b>11.15%</b>
<b>Net Change in position from Operations:</b>		<b>831,782</b>	<b>776,285</b>	<b>578,332</b>	<b>181,986</b>	<b>274,795</b>	<b>151.00%</b>	<b>319,734</b>	<b>175.69%</b>	<b>65,585</b>	<b>(114,101)</b>	<b>-62.70%</b>

**MWSD — Fiscal Year 2023-2024 Non-Operating Budget - WATER ENTERPRISE**

	GL Codes	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	Income/Expenditures as of April 30, 2023		Projected	Projected as % of Budget	Proposed Budgeted amounts 2023-24	Increase/(Decrease) from 2021-22 \$	Increase/(decrease) %
<b>Non Operating Revenue</b>												
Connection Fees, Residential New Const:	7110	223,718	89,474	255,753	150,000	144,656	96.44%	173,587	115.73%	185,000	35,000	23.33%
Connection Fees, Residential Remodel:	7120			13,199			0.00%	0	0.00%		0	
Connection Fees, Residential Fire:	7130	84,517	155,910	111,063	50,000	116,530	233.06%	139,836	279.67%	55,000	5,000	10.00%
Connection Fees, Residential Remodel Fire:	7140		3,823				0.00%	0	0.00%		0	
Connection Fees, Well Conversion:	7150						0.00%	0	0.00%		0	
Connection Fee refunds:	7152					(24,892)		(29,870)			0	
Additional fixture units Remodel:	7155					16,092		19,310			0	
PFP Pass Thru:	7160			49,955		12,701		15,241			0	
Meter Pass Thru Costs:	7165			9,358		228		274			0	
Mainline Extension Pass Thru:	7170			22,444		(71,550)		(85,860)			0	
CAMP interest income:	7250			1,808		84,361		101,233		60,000	60,000	
General Obligation Bonds, Assessment Receipts:	7600	1,191,631	1,195,387	1,015,063	983,546	875,359	89.00%	1,195,381	121.54%	1,195,381	211,835	21.54%
Water System Reliability:	7650	0	949,243	1,027,699	1,000,000	872,386	87.24%	1,000,000	100.00%	1,111,460	111,460	11.15%
<b>Total Non Operating Revenue:</b>		<b>1,499,866</b>	<b>2,393,837</b>	<b>2,506,342</b>	<b>2,183,546</b>	<b>2,025,871</b>	<b>92.78%</b>	<b>2,529,132</b>	<b>115.83%</b>	<b>2,606,841</b>	<b>423,295</b>	<b>19.39%</b>
<b>Non Operating Expense</b>												
PFP Connection Expenses:	9075					4,000		5,333				
General Obligation Bonds:	9100	221,777	126,949	73,617	67,450	38,261	56.73%	77,805	115.35%	56,977	(10,473)	-15.53%
PNC Equipment Lease:	9125	15,151	13,384	11,451	9,441	7,586	80.35%	11,535	122.17%	7,176	(2,266)	-24.00%
State Revolving Fund Loan:	9150	72,938	69,614	65,810	62,527	30,814	49.28%	66,647	106.59%	58,408	(4,119)	-6.59%
Water Rebates :	9210	1,350	850	700	3,000	200	6.67%	267	8.89%		(3,000)	-100.00%
<b>Total Non Operating Expense:</b>		<b>311,216</b>	<b>210,797</b>	<b>151,578</b>	<b>142,419</b>	<b>80,861</b>	<b>56.78%</b>	<b>161,587</b>	<b>113.46%</b>	<b>122,561</b>	<b>(16,858)</b>	<b>-11.84%</b>
<b>Net Change in position from Non Operating activities:</b>		<b>1,188,650</b>	<b>2,183,040</b>	<b>2,354,764</b>	<b>2,041,127</b>	<b>1,945,010</b>		<b>2,367,545</b>		<b>2,484,280</b>	<b>440,153</b>	<b>21.56%</b>

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**SALARY RANGE**  
**MONTARA WATER AND SANITARY DISTRICT**  
**July 1, 2023**

Position	Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>Operations Manager</b>	\$174,126										
	\$139,428	\$139,428 \$67.03	\$142,914 \$68.71	\$146,486 \$70.43	\$150,149 \$72.19	\$153,902 \$73.99	\$157,750 \$75.84	\$161,694 \$77.74	\$165,736 \$79.68	\$169,879 \$81.67	\$174,126 \$83.71
<b>Superintendent</b>	\$163,187										
	\$130,668	\$130,668 \$62.82	\$133,935 \$64.39	\$137,283 \$66.00	\$140,715 \$67.65	\$144,233 \$69.34	\$147,839 \$71.08	\$151,535 \$72.85	\$155,324 \$74.67	\$159,207 \$76.54	\$163,187 \$78.46
<b>Senior Operator</b>	\$127,392										
	\$102,006	\$102,006 \$49.04	\$104,557 \$50.27	\$107,170 \$51.52	\$109,850 \$52.81	\$112,596 \$54.13	\$115,411 \$55.49	\$118,296 \$56.87	\$121,254 \$58.29	\$124,285 \$59.75	\$127,392 \$61.25
<b>Water System Operator</b>	\$99,528										
	\$79,695	\$79,695 \$38.31	\$81,687 \$39.27	\$83,729 \$40.25	\$85,823 \$41.26	\$87,968 \$42.29	\$90,167 \$43.35	\$92,422 \$44.43	\$94,732 \$45.54	\$97,101 \$46.68	\$99,528 \$47.85
<b>Maintenance Worker I</b>	\$86,414										
	\$69,194	\$69,194 \$33.27	\$70,924 \$34.10	\$72,697 \$34.95	\$74,514 \$35.82	\$76,377 \$36.72	\$78,287 \$37.64	\$80,244 \$38.58	\$82,250 \$39.54	\$84,306 \$40.53	\$86,414 \$41.55
<b>Account Specialist</b>	\$82,620										
	\$66,156	\$66,156 \$31.81	\$67,810 \$32.60	\$69,505 \$33.42	\$71,243 \$34.25	\$73,024 \$35.11	\$74,849 \$35.99	\$76,721 \$36.88	\$78,639 \$37.81	\$80,605 \$38.75	\$82,620 \$39.72
<b>District Clerk</b>	\$82,620										
	\$66,156	\$66,156 \$31.81	\$67,810 \$32.60	\$69,505 \$33.42	\$71,243 \$34.25	\$73,024 \$35.11	\$74,849 \$35.99	\$76,721 \$36.88	\$78,639 \$37.81	\$80,605 \$38.75	\$82,620 \$39.72
<b>District Clerk/Admin. Services Manager</b>	\$118,345										
	\$94,762	\$94,762 \$45.56	\$97,131 \$46.70	\$99,559 \$47.86	\$102,048 \$49.06	\$104,599 \$50.29	\$107,214 \$51.55	\$109,895 \$52.83	\$112,642 \$54.15	\$115,458 \$55.51	\$118,345 \$56.90

**2.5 % step increases**

	Increase 4.01%	1-Jul-19	Increase 1.11%	1-Jul-20	Increase 3.81%	1-Jul-21	Increase 5.00%	1-Jul-22	Increase 4.19%	1-Jul-23
Operations Manager	1.0401	\$121,435	1.011	\$122,771	1.0381	\$127,448	1.05	\$133,821	1.0419	\$139,428
Superintendent	1.0401	\$113,806	1.011	\$115,058	1.0381	\$119,441	1.05	\$125,413	1.0419	\$130,668
Senior Operator	-	-	-	-	-	93,242	1	97,904	1.0419	\$102,006
Water System Operator	1.0401	\$69,410	1.011	\$70,174	1.0381	\$72,848	1.05	\$76,490	1.0419	\$79,695
Maintenance Worker	1.0401	\$60,265	1.011	\$60,927	1.0381	\$63,249	1.05	\$66,411	1.0419	\$69,194
Account Specialist	1.0401	\$57,619	1.011	\$58,252	1.0381	\$60,472	1.05	\$63,496	1.0419	\$66,156
District Clerk	1.0401	\$57,619	1.011	\$58,252	1.0381	\$60,472	1.05	\$63,496	1.0419	\$66,156
District Clerk/Admin. Services Manager								\$90,951	1.0419	\$94,762

Payroll	Water	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Water
										7%	7.30%	1.45%	6.20%	
GM	\$ 122,616.80					\$ 122,616.80	\$ 15,171.84	\$ 907.36	\$ 1,152.60	\$ 8,583.18	\$ 8,951.03	\$ 1,777.94	\$ 7,602.24	\$ 166,762.99
Superintendent	\$ 83,634.49	\$ 1,333.59	\$ 419.96		\$ 1,800.00	\$ 87,188.05	\$ 15,171.84	\$ 645.19	\$ 3,539.83	\$ 6,103.16	\$ 6,105.32	\$ 1,264.23	\$ 5,405.66	\$ 125,423.28
Account Specialist	\$ 76,721.55					\$ 76,721.55	\$ 30,343.68	\$ 567.74	\$ 590.76	\$ 5,370.51	\$ 5,600.67	\$ 1,112.46	\$ 4,756.74	\$ 125,064.10
Senior Operator	\$ 104,558.07	\$ 9,790.40	\$ 7,489.24	\$ 5,532.83	\$ 2,400.00	\$ 129,770.53	\$ 11,086.67	\$ 960.30	\$ 5,268.68	\$ 9,083.94	\$ 7,632.74	\$ 1,881.67	\$ 8,045.77	\$ 173,730.31
Water Operator	\$ 90,169.37	\$ 7,609.49	\$ 5,279.15	\$ 4,436.80	\$ 2,400.00	\$ 109,894.80	\$ 22,830.03	\$ 813.22	\$ 4,461.73	\$ 7,692.64	\$ 6,582.36	\$ 1,593.47	\$ 6,813.48	\$ 160,681.73
Water Operator	\$ 85,823.82	\$ 6,381.77	\$ 7,537.09	\$ 4,515.65	\$ 2,400.00	\$ 106,658.34	\$ 30,343.68	\$ 789.27	\$ 4,330.33	\$ 7,466.08	\$ 6,265.14	\$ 1,546.55	\$ 6,612.82	\$ 164,012.20
Water Operator	\$ 81,688.66	\$ 6,362.29	\$ 7,611.18	\$ 4,244.35	\$ 2,400.00	\$ 102,306.49	\$ 30,343.68	\$ 757.07	\$ 4,153.64	\$ 7,161.45	\$ 5,963.27	\$ 1,483.44	\$ 6,343.00	\$ 158,512.05
Part-Time Operator	\$ 6,843.75	\$ 606.31		\$ 10,356.58		\$ 17,806.64		\$ 131.77	\$ 722.95			\$ 258.20	\$ 1,104.01	\$ 20,023.57
Part-Time Admin	\$ 25,000.00			\$ -		\$ 25,000.00			\$ 192.50			\$ 362.50	\$ 1,550.00	\$ 27,105.00
<b>Totals</b>	<b>\$ 677,056.51</b>	<b>\$ 32,083.85</b>	<b>\$ 28,336.62</b>	<b>\$ 29,086.22</b>	<b>\$ 11,400.00</b>	<b>\$ 777,963.20</b>	<b>\$ 155,291.41</b>	<b>\$ 5,571.93</b>	<b>\$ 24,413.02</b>	<b>\$ 51,460.96</b>	<b>\$ 47,100.53</b>	<b>\$ 11,280.47</b>	<b>\$ 48,233.72</b>	<b>\$ 1,121,315.23</b>
Payroll	Sewer	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Sewer
GM	\$ 122,616.80					\$ 122,616.80	\$ 15,171.84	\$ 907.36	\$ 1,152.60	\$ 8,583.18	\$ 8,951.03	\$ 1,777.94	\$ 7,602.24	\$ 166,762.99
Superintendent	\$ 83,634.49	\$ 1,333.59	\$ 419.96		\$ 1,800.00	\$ 87,188.05	\$ 15,171.84	\$ 645.19	\$ 819.57	\$ 6,103.16	\$ 6,105.32	\$ 1,264.23	\$ 5,405.66	\$ 122,703.01
District Clerk	\$ 97,132.50					\$ 97,132.50	\$ 21,791.55	\$ 718.78	\$ 747.92	\$ 6,799.28	\$ 7,090.67	\$ 1,408.42	\$ 6,022.22	\$ 141,711.33
Part-Time Admin	\$ 25,000.00					\$ 25,000.00			\$ 192.50			\$ 362.50	\$ 1,550.00	\$ 27,105.00
<b>Totals</b>	<b>\$ 328,383.80</b>	<b>\$ 1,333.59</b>	<b>\$ 419.96</b>	<b>\$ -</b>	<b>\$ 1,800.00</b>	<b>\$ 331,937.35</b>	<b>\$ 52,135.22</b>	<b>\$ 2,271.34</b>	<b>\$ 2,912.59</b>	<b>\$ 21,485.61</b>	<b>\$ 22,147.02</b>	<b>\$ 4,813.09</b>	<b>\$ 20,580.12</b>	<b>\$ 458,282.33</b>

# MWSD SEWER Capital Improvement Program

2023-24

## SEWER SYSTEM

PROJECT	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
<b>MWSD CAPITAL PROJECTS</b>					
Mechanical System Repairs & Replacements	\$ 15,000	\$ 135,250	\$ 75,000	\$ 374,875	\$ 728,000
Inflow & Infiltration Testing / Televising	\$ 25,000	\$ 12,500	\$ 30,000	\$ 25,000	\$ 30,000
Seal Cove Area Repair and Maint. Project	\$ 75,000	\$ 5,000	\$ 15,000	\$ 50,000	\$ 30,000
Replace Pump Station Pumps	\$ 30,000	\$ 21,000	\$ 5,000	\$ 40,000	\$ 40,000
Replace Medium High Priority Sewer Mains	\$ 1,176,025	\$ 1,560,000	\$ 1,901,625	\$ 2,240,000	\$ 1,367,000
Spot Repairs Program	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,500
Distillery Pump Station repalce/repair	\$ 5,000	\$ 5,000	\$ 15,000	\$ 15,000	\$ 150,000
Pump Station Repairs (ongoing)	\$ 762,750				
Pump Station Communication Upgrades	\$ 12,500	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,500
<b>MWSD CAPITAL PROJECTS TOTAL:</b>	<b>\$ 2,121,275</b>	<b>\$ 1,761,250</b>	<b>\$ 2,069,125</b>	<b>2,772,875</b>	<b>2,369,000</b>
Alternative Budget Items					
Express Sewer					
Cabrillo Hyw Phase 1B-3b, Phase 4	\$ 1,526,760	\$ 790,244	\$ 1,199,900	\$ 789,750	\$ 1,944,000
Pump Station MCC and Coatings					\$ 1,210,000
Design Vallemar Sewer Relocation	\$201,250				
Dependant on RCD Grant					
<b>TOTAL ANNUAL COST</b>	<b>3,849,285</b>	<b>2,551,494</b>	<b>3,269,025</b>	<b>3,562,625</b>	<b>5,523,000</b>

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**MWSD**  
**Five Year Capital Improvement Program**  
**WATER SYSTEM**

Existing Customer CIP - WATER		FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	5-Year CIP Total
<b>Distribution System Renewal and Replacement Program (1)</b>							
<i>Misc. Repair&amp;Replacement</i>	\$ 25,000	\$ 27,500	\$ 30,250	\$ 33,275	\$ 36,603	\$ 152,628	
<i>Water Meters</i>	\$ 35,000	\$ 38,500	\$ 42,350	\$ 46,585	\$ 51,244	\$ 213,679	
<i>Water Lateral Services</i>	\$ 25,000	\$ 27,500	\$ 30,250	\$ 33,275	\$ 36,603	\$ 152,628	
<i>Water Main Replacements</i>	\$ 200,000	\$ 220,000	\$ 242,000	\$ 242,000	\$ 500,000	\$ 1,162,000	
<i>Fire Hydrants Replacements and Addition</i>	\$ 45,000	\$ 49,500	\$ 54,450	\$ 59,895	\$ 65,885	\$ 274,730	
<b>Distribution System Renewal and Replacement Program (1) subtotal</b>		\$ 130,000	\$ 343,000	\$ 377,300	\$ 415,030	\$ 690,333	\$ 1,955,663
<b>Water Conservation Program</b>		\$ 10,000	\$ 11,000	\$ 12,100	\$ 13,310	\$ 14,641	\$ 61,051
<b>Storage Tank Rehabilitation Program (2)</b>					\$ 1,000,000	\$ 1,500,000	\$ 2,500,000
<b>Pillar Ridge Water Treatment Plant Rehabilitation</b>		\$ 1,800,000					\$ 1,800,000
<b>Emergency Generator Replacement Program</b>		\$ 60,000	\$ 66,000	\$ 72,600	\$ 79,860	\$ 87,846	\$ 366,306
<b>Vehicle Replacement Fund</b>		\$ 65,000	\$ 71,500	\$ 78,650			\$ 215,150
<b>Staff Retention Program</b>		\$ 100,000	\$ 100,000	\$ 400,000			\$ 500,000
<b>EXISTING CUSTOMER CIP TOTAL</b>		\$ 2,065,000	\$ 591,500	\$ 940,650	\$ 1,508,200	\$ 2,292,820	\$ 7,398,170
New Customer CIP - WATER		FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	5-Year CIP Total
<b>Water Main Upgrade Program (1)</b>		\$ 1,000,000	\$ 1,100,000	\$ 1,210,000	\$ 1,331,000	\$ 1,464,100	\$ 6,105,100
<b>Existing Well Upgrade Program (3)</b>		\$ 320,000	\$ 352,000	\$ 387,200	\$ 425,920	\$ 468,512	\$ 1,953,632
<b>New and Upgraded PRV Stations' Program (4)</b>		\$ 250,000	\$ 275,000	\$ 302,500	\$ 332,750	\$ 366,025	\$ 1,526,275
<b>Emergency Generator Upgrade Program</b>		\$ 80,000	\$ 88,000	\$ 96,800	\$ 106,480	\$ 117,128	\$ 488,408
<b>Portola Tank Telemetry Upgrade</b>				\$ 300,000			\$ 300,000
<b>Develop Additional Supply Reliability</b>				\$ 350,000	\$ 1,000,000	\$ 1,000,000	\$ 2,350,000
<b>NEW CUSTOMER CIP TOTAL</b>		\$ 1,650,000	\$ 1,815,000	\$ 2,646,500	\$ 3,196,150	\$ 3,415,765	\$ 12,723,415
<b>Total Annual Capital Cost</b>		\$ 3,715,000	\$ 2,406,500	\$ 3,587,150	\$ 4,704,350	\$ 5,708,585	\$ 20,121,585
Notes:							
(1) 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. The proposed cost split between new and existing customers is 50/50. In the following years of the CIP, these programs include a replacement of a failed main under and along Hwy 1. 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 the replacement of the Pillar Ridge tanks, urgent repairs needed to the Portola Tank, which are coupled with the project (1) above 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							

## Fiscal year 2023-2024 Budget Debt Service

	Original Issue Amount	Balance June 30, 2023	Additions	Retirements	Balance June 30, 2024	Interest Expense
<b>Sewer</b>						
CIEDB Loan (I Bank)	\$ 1,010,000	\$ 630,041		\$ 33,751	\$ 596,289	\$ 18,702
PNCEF Lease Obligation	\$ 927,222	\$ 279,565		\$ 80,054	\$ 199,511	\$ 7,176
Subtotal - Sewer		<u>\$ 909,606</u>	<u>\$ -</u>	<u>\$ 113,805</u>	<u>\$ 795,801</u>	<u>\$ 25,877</u>
<b>Water</b>						
GO Bonds - 2020 Series	\$ 7,524,000	\$ 5,228,976		\$ 926,568	\$ 4,302,407	\$ 56,977
PNCEF Lease Obligation	\$ 927,222	\$ 279,565		\$ 80,054	\$ 199,511	\$ 7,176
SRF Loan	\$ 4,248,354	\$ 4,608,064		\$ 183,462	\$ 4,424,601	\$ 58,408
Subtotal - Water		<u>10,116,605</u>	<u>-</u>	<u>1,190,085</u>	<u>8,926,520</u>	<u>122,561</u>
Total Debt Service		<u>\$ 11,026,210</u>	<u>\$ -</u>	<u>\$ 1,303,890</u>	<u>\$ 9,722,320</u>	<u>\$ 148,438</u>

PNCEF lease obligation is split evenly between Sewer and Water.

The District entered into an agreement with the State of California Department of health under the Safe Drinking Water State Revolving Fund Law of 1947. This agreement constitutes funding in the form of a loan and a grant made by the State to the District to assist in financing the cost of studies, planning and other preliminary activities for a project which will enable the district to meet safe drinking water standards.

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# Fiscal year 2023-2024 Budget Impact Area

## Capital Reserves

### WATER

#### Water Operating Account as of April 30, 2023

Wells Fargo Checking:       \$     22,697

#### Current Operating Reserves as of March 31, 2023

CAMP                               \$     339,579

#### Operating Reserve:

The District's Water Operating Reserve target is six months of operating expenses. Based on fiscal year 2023-24 budget the amount of operating reserves is as follows:

#### Target calculation

\$	2,267,015	Budgeted fiscal year 2023-24
	12	Months
<hr/>		
\$	188,918	Monthly budgeted operating expenses
	x 6	Two months expenditures
<hr/>		
\$	1,133,508	Target Reserve
<hr/>		

#### Conclusion:

Currently, the District has **insufficient** Operating Water Reserves for Fiscal Year 2023-2024.

Based on the above, the District has sufficient reserves for the minimum Capital Reserve target.

# Fiscal year 2023-2024 Budget Impact Area

## Capital Reserves

### SEWER

Based on the above, the District has sufficient reserves for the minimum Capital Reserve target.

Wells Fargo Checking           \$ 5,648,699

**Current Reserves as of April 30, 2023**

Operating:                         \$ 524,507

**Operating Reserve:**

For the District's Sewer Operating Reserve, the maximum target amount shall equal ten months' of operating expenses and the minimum target amount shall equal six months' of operating expenses.

Based on fiscal year 2022-23 budget the amount of operating reserves is as follows:

<b>Minimum Target</b>		
\$	3,376,096	Budgeted fiscal year 2023-24
	12	Months
<hr/>		
\$	281,341	Monthly budgeted operating expenses
	x 6	Monthly budgeted operating expenses
<hr/>		
\$	1,688,048	Minimum Target Reserve
<hr/> <hr/>		

<b>Maximum Target</b>		
\$	3,376,096	Budgeted fiscal year 2023-24
	12	Months
<hr/>		
\$	281,341	Monthly budgeted operating expenses
	x 10	Monthly budgeted operating expenses
<hr/>		
\$	2,813,414	Maximum Target Reserve
<hr/> <hr/>		

**Conclusion:** Year

Currently, the District has **insufficient** dedicated operating Sewer Reserves for Fiscal Year 2023-24

Beginning in Fiscal Year 2023-24 the minimum target reserve amount will be set aside in the District's LAIF account and displayed on the balance sheet.

# Fiscal year 2023-2024 Budget Impact Area

## Capital Reserves

### CAPITAL RESERVE

#### Capital Reserve:

For the Water and Sewer capital reserves, the target amounts are based on district engineers' estimates of the annual costs to replace water and sewer facilities and the five year capital improvement plans (CIP). Each Utility enterprise shall have a separate capital reserve. The maximum target amount shall equal the highest total annual amount shown in the CIP applicable to existing customers plus the district engineer's estimate of annual replacement capital project costs. The minimum target amount shall equal the lowest total annual amount shown in the CIP applicable to existing customers plus the district engineers' estimate of annual replacement capital project costs.

### WATER

#### Current Capital Reserves as of April 30, 2023

Capital: \$ 2,754,899

#### Minimum Target

\$ 591,500	Lowest year CIP existing customers (fiscal year 2024-25)
\$ 750,000	Engineer estimate
<u>\$ 1,341,500</u>	Minimum target

#### Maximum Target

\$ 2,292,820	Highest year CIP existing customers (fiscal year 2027-28)
\$ 750,000	Engineer estimate
<u>\$ 3,042,820</u>	Maximum target

#### Conclusion:

Based on the above, the District has sufficient reserves for the minimum Capital Reserve target.

# Fiscal year 2023-2024 Budget Impact Area

## Capital Reserves

### SEWER

#### Current Capital Reserves as of April 30, 2023

Capital: \$ 3,966,012

#### Minimum Target

\$ 2,551,494	Lowest year annual CIP (fiscal year 2024-25)
<u>\$ 1,177,000</u>	Engineer estimate
<u><u>\$ 3,728,494</u></u>	Minimum target

#### Maximum Target

\$ 5,523,000	Highest year CIP existing customers (fiscal year 2027-28)
<u>\$ 1,177,000</u>	Engineer estimate
<u><u>\$ 6,700,000</u></u>	Maximum target

#### Conclusion:

Based on the above, the District has sufficient reserves for the minimum Capital Reserve target.

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## Sewer

### **Personnel**

CalPERS 457 Deferred Plan:	5810
Employee Benefits:	5820
Disability Benefits:	5830
Payroll Taxes:	5840
Worker's Compensation Insurance:	5960
Management:	5910
Staff :	5920
Staff Certification:	5930
Staff Overtime:	5940
Staff Standby:	5950
PARS:	5850

### **Professional Services**

Accounting:	5610
Audit:	5620
Consulting:	5630
Data Services:	5640
Labor & HR Support:	5650
Payroll Services:	5660
Other Professional Services:	5690
Meeting Attendance, Legal:	5420
General Legal:	5430
Litigation:	5440

### **Facilities & Administration**

Alarm Services:	6335
Landscaping:	6337
Office Supplies:	5540
Postage:	5550
Printing & Publishing:	5560
Telephone & Internet:	5720
Other Administrative:	5790
Maintenance, Office:	5510

### **Engineering**

Meeting Attendance, Engineering:	6210
General Engineering:	6220

## Water

### **Personnel**

CalPERS 457 Deferred Plan:	5810
Employee Benefits:	5820
Disability Benefits:	5830
Payroll Taxes:	5840
Worker's Compensation Insurance:	5960
Management:	5910
Staff :	5920
Staff Certification:	5930
Staff Overtime:	5940

### **Pumping**

Pumping Fuel & Electricity:	6410
Pumping Maintenance, Generators:	6420
Pumping Maintenance, General:	6430

### **Sewer Authority Mid-Coastside**

SAM Collections:	6910
SAM Operations:	6920
SAM Prior-Year Adjustment:	6930
SAM Maintenance, Collection System:	6940
SAM Maintenance, Pumping:	6950
SAM NDWSCP:	6960

### **All other Accounts**

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Conference Attendance:	5250
Information Systems:	5270
Fidelity Bond:	5310
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Membership:	5530
San Mateo County Tax Roll Charges:	5710
Mileage Reimbursement:	5730
Reference Materials:	5740
Claims, Property Damage:	6170
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Maintenance, Collection System:	6660
Treatment Analysis:	6730
Uniform:	6770
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Total Other Operations:	6890

### **Supply**

Maintenance, Raw Water Mains:	6510
Maintenance, Wells:	6520
Water Purchases:	6530
Supply - Other:	6500

### **Collection/Transmission**

Collection/Transmission - Other:	6600
Hydrants:	6610
Maintenance, Water Mains:	6620

Staff Standby:	5950	Maintenance, Water Service Lines:	6630
PARS:	5850	Maintenance, Tanks:	6640
		Maintenance, Distribution General:	6650
		Maintenance, Collection System:	6660
		Meters:	6670
<b>Professional Services</b>		<b>Treatment</b>	
Accounting:	5610	Treatment - Other:	6700
Audit:	5620	Chemicals & Filtering:	6710
Consulting:	5630	Maintenance, Treatment Equipment:	6720
Data Services:	5640	Treatment Analysis:	6730
Labor & HR Support:	5650		
Payroll Services:	5660		
Other Professional Services:	5690		
Meeting Attendance, Legal:	5420		
General Legal:	5430		
Litigation:	5440		
		<b>All other Accounts</b>	
<b>Facilities &amp; Administration</b>		Bank Fees:	5190
Alarm Services:	6335	Board Meetings:	5210
Landscaping:	6337	Director Fees:	5220
Office Supplies:	5540	Election Expenses:	5230
Postage:	5550	Bond Issue Costs - Expense:	5235
Printing & Publishing:	5560	CDPH Fees:	5240
Maintenance, Office:	5510	Conference Attendance:	5250
Telephone & Internet:	5720	Information Systems:	5270
Other Administrative:	5790	Fidelity Bond:	5310
Facilities other:	6330	Property & Liability Insurance:	5320
		LAFCO Assessment:	5350
		Meetings, Local:	5520
		Memberships:	5530
<b>Engineering</b>		Mileage Reimbursement:	5730
Meeting Attendance, Engineering:	6210	Reference Materials:	5740
General Engineering:	6220	Backflow Prevention:	6160
Water Quality Engineering:	6230	Claims, Property Damage:	6170
		SCADA Maintenance:	6185
		Internet & Telephone, Communications:	6187
<b>Pumping</b>		Education & Training:	6195
Pumping Fuel & Electricity:	6410	Equipment & Tools, Expensed:	6320
Pumping Maintenance, Generators:	6420	Lab Supplies & Equipment:	6370
Pumping Maintenance, General:	6430	Meter Reading:	6380
Pumping Equipment, Expensed:	6440	Uniforms:	6770
Pumping - Other:	6400	Fuel:	6810
		Truck Equipment, Expensed:	6820
		Truck Repairs:	6830
		Other Operations:	6890
		San Mateo Co. Tax Roll Charges:	5710

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**Montara Water and Sanitary District**

**2023 - 2028**

**Draft - Sewer Repairs - 5 Year Capital Improvement Program**

**Long Range Priority (CIP) List**

**Status: Updated March 30, 2023**

<b>Fiscal Year</b>	<b>CIP Capital Improvement Needs</b>	<b>Notes/Status</b>	
<b>2023-2024 Fiscal Year Capital Improvement Needs</b>			
<b>2023-2024</b>	Various Sewers Seal Cove/Moss Beach.		
	1,200 LF @ \$375 /LF Oak, Marine West Reha	\$450,000 I&I / Root issues	
	750 LF @ \$375 /LF Park Way Rehab	\$281,250 I&I issues	
	Contingencies (30%)	\$219,375	
		<u>\$500,625</u>	
	Montara Street/Easements Sewers 7th-4th St and PS leaks		
	1,050 LF @ \$350 /LF Pipe Rehabilitation	\$367,500 I&I / Root issues	
	650 LF @ \$350 /LF Birch-Cedar Easmt Reh	\$227,500 I&I / Root issues	
	1 EA @ \$5,000 /EA 7th WetWell I&I	\$5,000	
	Contingencies (30%)	\$180,000	
		<u>\$780,000</u>	
	Pump Station -Additional Date Harte Emergency PS Repairs		
	1 EA @ \$350,000 /LF Date Harte Upgrades	\$350,000 Finish Emergency Repair	
	1 EA @ \$200,000 Pipe/Utility relocations	\$200,000 Additional work for repairs	
	1 EA @ \$15,000 Mapping rework/SAM	\$15,000 required to avoid creek	
	Contingencies (35%)	\$197,750 Update Maps	
		<u>\$762,750</u>	
	Pump Station Mechanical, Electrical and Coating Upgrades		
	3 EA @ \$5,000 /EA pipe works	\$15,000 High Priority	
	1 EA @ \$30,000 /EA New Pumps	\$30,000 Corrosion/I&I Risks	
	1 EA @ \$12,500 /EA Electrical/Radios	\$12,500 Scheduled Repairs,	
	Contingencies (35%)	\$20,400 Portable Pump/Gen	
		<u>\$77,900</u>	
		<b>BASE BUDGET FOR FY 2023-2024</b>	<b>\$2,121,275</b>
	<u>2023-2024: ALTERNATIVE BUDGET ITEM 1 (Rescheduled from last year)</u>		
	Cabrillo Highway PHASE 1B - Trunk Sewer (16th to 14th)		Rescheduled due to Caltrans
	990 LF @ \$1,020 /LF Open Trench	\$1,009,800	Potential permit delays,
750 LF @ \$350 /LF Pipe Burst	\$262,500	Continuation of previous	
Contingencies and Incidentals Est (20%)	\$254,460	project.	

	<u>\$1,526,760</u>	
<b>2023-2024: ALTERNATIVE BUDGET ITEM 2 (Accelerated from future work)</b>		
Design Vallemar Sewer Relocations		
0.1 EA @ \$1,750,000 /EA Pipes/Pumps/Lining	\$175,000	Design for Grants, Permits, RCD costs
Contingencies (15%)	\$26,250	
	<u>\$201,250</u>	
<b>BASE + ALTERNATIVE BUDGET FOR FY 2023-2024</b>	<b>\$3,849,285</b>	
<b>2024-2025 Fiscal Year Capital Improvement Needs</b>		
Various Moss Beach Sewers Near Carlos St., Seal Cove, Marine Easte		
3,500 LF @ \$350 /LF Pipe Burst	\$1,225,000	I&I / Root issues
Contingencies (30%)	\$367,500	
	<u>\$1,592,500</u>	
Cabrillo Highway PHASE 2 - Trunk Sewer (14th - 11th)		
900 LF @ \$650 /LF CIPP-Lining	\$585,385	SSO Risk Clean CCTV PSI/SAM Longitudinal Cracks
Contingencies (35%)	\$204,885	
(alternative Item)	\$790,244	
Pump Station Mechanical, Electrical and Coating Upgrades		
2 EA @ \$25,000 /EA Coatings/Mechan.	\$50,000	High Priority Corrosion Corrosion/Leak Risk Un-scheduled Repairs Geo Movement damage expected
2 EA @ \$8,000 /EA pipe works	\$16,000	
1 EA @ \$9,000 /EA Electrical Work	\$9,000	
1 EA @ \$50,000 /LF Distillary Forcemain	\$50,000	
Contingencies (35%)	\$43,750	
	<u>\$168,750</u>	
<b>BASE BUDGET FOR FY 2024-2025</b>	<b>\$2,551,494</b>	
<b>2025-2026 Fiscal Year Capital Improvement Needs</b>		
Cabrillo Highway PHASE 3a - Parallel Pipes (10th St to 6th Street)		
1,420 LF @ \$650 /LF Open Cut	\$923,000	Caltrans Permit Delay (Pending above project) Clean CCTV PSI/SAM Monitor Condition
Contingencies (30%)	\$276,900	
	<u>\$1,199,900</u>	
Montara Montara Easements Sewers Various Locations.		
1,500 LF @ \$375 /LF Pipe Burst and Open Ct	\$562,500	I&I / Root issues
Contingencies (30%)	\$168,750	
	<u>\$728,650</u>	
Various Moss Beach Sewers Near Terrace, Ellen East Easement		
2,750 LF @ \$375 /LF Pipe Burst and Open Ct	\$1,031,250	Monitor with Smart Cover I&I / Root issues
Contingencies (30%)	\$309,225	
	<u>\$1,340,475</u>	
<b>BASE BUDGET FOR FY 2025-2026</b>	<b>\$3,269,025</b>	

2026-2027 Fiscal Year Capital Improvement Needs			
Cabrillo Highway PHASE 3b - Trunk Sewer (11th - 7th + Crossing)			
900 LF @ \$650 /LF CIPP	\$585,000		Caltrans Permit Delay
Contingencies (35%)	\$204,750		(Pending above projects)
	\$789,750		Clean CCTV PSI/SAM
Various Sewers Seal Cove.			
1,050 LF @ \$375 /LF Pipe Burst and Open Ct	\$393,750		Mediun Priority
Contingencies (30%)	\$118,125		Long term plan
	\$511,875		
Montara Montara Easements Sewers Various Locations.			
750 LF @ \$375 /LF Pipe Burst and Open Ct	\$281,250		I&I / Root issues
Contingencies (30%)	\$84,375		
	\$365,625		
Sun Valley Area Trunk Sewer Sam Hot List			
2,500 LF @ \$450 /LF Open Cut	\$1,125,000		I&I / Root issues
Contingencies (30%)	\$337,500		
	\$1,462,500		
Pump Station Mechanical, Electrical and Coating Upgrades			High Priority
2 EA @ \$130,000 /EA Coatings/Mechan.	\$260,000		Corrosion
5 EA @ \$10,000 /EA pipe works	\$50,000		Corrosion/Leak Risk
2 EA @ \$20,000 /EA pump rebuilds	\$40,000		Scheduled Repairs
Contingencies (35%)	\$122,500		
	\$472,875		
<b>BASE BUDGET FOR FY 2026-2027</b>	<b>\$3,602,625</b>		
2027-2028 Fiscal Years Capital Improvement Needs			
Cabrillo Highway PHASE 4 - Force Mains (7th to Kanoff PS)			
1,800 LF @ \$800 /LF CIPP	\$1,440,000		Monitor Via CCTV
Contingencies (35%)	\$504,000		
	\$1,944,000		
Various Moss Beach Sewers Carlos St area			
1,500 LF @ \$450 /LF Pipe Burst and Open Ct	\$675,000		I&I / Root issues
Contingencies (30%)	\$202,500		
	\$877,500		
Montara Montara Easements Sewers Various Locations.			
1,500 LF @ \$250 /LF Pipe Burst and Open Ct	\$375,000		I&I / Root issues
Contingencies (30%)	\$112,500		
	\$487,500		
Pump Station -5th street			
1 EA @ \$600,000 /LF 5th street upgrades	\$600,000		Electrical Op Risks
Contingencies (35%)	\$210,000		
	\$810,000		
Pump Station Mechanical, Electrical and Coating Upgrades			High Priority

2	EA	@	\$300,000	./EA	Seal Cove Coatings/Me	\$600,000	Corrosion
2	EA	@	\$20,000	./EA	pump rebuilds	\$40,000	Corrosion/Leak Risk
1	EA	@	\$200,000	./EA	Date Harte MCC	\$200,000	Scheduled Repairs
1	EA	@	\$200,000	./EA	Airport MCC	\$200,000	Un-scheduled Repairs
Contingencies (35%)						\$364,000	
						\$1,404,000	
<b>BASE BUDGET FOR FY 2027-2028</b>						<b>\$5,523,000</b>	
<b>Future Fiscal Years Capital Improvement Needs for Sewer</b>							
Various Moss Beach Sewers Varginia down town area							
1,500	LF	@	\$475	./LF	Pipe Burst and Open Ct	\$712,500	I&I / Root issues
Contingencies (30%)						\$213,750	
						\$926,250	
Virginia St and frontage road							
1,500	LF	@	\$500	./LF	Open Cut	\$750,000	I&I / Root issues
Contingencies (30%)						\$225,000	
						\$975,000	
<b>BASE BUDGET FOR FY</b>			<b>FY Total</b>			<b>\$1,901,250</b>	
<u>ALTERNATIVE</u>							
Vallimar Street Sewer PUMPS Part 2 (Strand, Niagara, Private Pumps)							
1	EA	@	\$1,250,000	./EA	Wetwell	\$1,250,000	Main Pump Rehab
Electrical + Distribution						\$500,000	Electrical Op Risks
PS Niagra Repairs						\$150,000	
Contingencies (35%)						\$665,000	
						\$2,565,000	
<b>BASE + ALTERNATIVE</b>			<b>FY Alt Total</b>			<b>\$4,466,250</b>	
Pump Station Mechanical, Electrical and Coating Upgrades							
2	EA	@	\$30,000	./EA	Coatings/Mechan.	\$60,000	High Priority
10	EA	@	\$10,000	./EA	Seal Cove	\$100,000	Corrosion
2	EA	@	\$20,000	./EA	Pump rebuilds	\$40,000	Corrosion/Leak Risk
2	EA	@	\$10,000	./EA	Electrical Work	\$20,000	Scheduled Repairs
Contingencies (35%)						\$77,000	and Un-scheduled Repairs
						\$297,000	
Various Montara Sewers , including 7th st easements							
2,500	LF	@	\$450	./LF	Pipe Burst and Open Ct	\$1,125,000	I&I / Root issues
Contingencies (30%)						\$337,500	
						\$1,462,500	
Moss Beach Costal Side Sewers, California St vacinity							
2,000	LF	@	\$475	./LF	Open Cut	\$950,000	Multiple Sags, flat grade
Contingencies (30%)						\$285,000	Roots
						\$1,235,000	(Spot Repairs needed now)
Airport Pump Station Rebuild							
1	LS	@	\$1,500,000	./EA	Open Cut	\$1,500,000	
Electrical + Generator						\$150,000	
Contingencies (35%)						\$577,500	

		\$2,227,500	
	<b>FY Total</b>	<b>\$5,222,000</b>	
	Pump Station Mechanical, Electrical and Coating Upgrades		High Priority
	2 EA @ \$30,000 /EA Coatings/Mechan.	\$60,000	Corrosion
	10 EA @ \$10,000 /EA Seal Cove	\$100,000	Corrosion/Leak Risk
	2 EA @ \$20,000 /EA Pump rebuilds	\$40,000	Scheduled Repairs
	2 EA @ \$10,000 /EA Electrical Work	\$20,000	and Un-scheduled Repairs
	<u>Contingencies (35%)</u>	\$77,000	
		\$297,000	
	Various Montara Sewers , including 8-12th streets		
	2,750 LF @ \$450 /LF Pipe Burst, Open Cut	\$1,237,500	I&I / Root issues
	<u>Contingencies (30%)</u>	\$371,250	
		\$1,608,750	
	Moss Beach Costal Side Sewers, Seal Cove		
	2,500 LF @ \$475 /LF Open Cut	\$1,187,500	I&I / Root issues
	<u>Contingencies (30%)</u>	\$356,250	
		\$1,543,750	
	5th St Pump Station Rebuild		
	1 LS @ \$1,250,000 /EA Mechanical	\$1,250,000	Operation Risks
	<u>Contingencies (35%)</u>	\$437,500	
		\$1,687,500	
	<b>FY Total</b>	<b>\$5,137,000</b>	
	Various Moss Beach Sewers Sunshine Valley		
	1,500 LF @ \$425 /LF Pipe Burst and Open Ct	\$637,500	I&I / Root issues
	<u>Contingencies (30%)</u>	\$191,250	
		\$828,750	
	Montara Costal Sewers		
	3,000 LF @ \$450 /LF Open Cut	\$1,350,000	I&I / Root issues
	<u>Contingencies (30%)</u>	\$405,000	
		\$1,755,000	
	<b>FY Total</b>	<b>\$2,583,750</b>	
	Various Montara Sewers Sunshine Valley		
	1,500 LF @ \$425 /LF Pipe Burst and Open Ct	\$637,500	I&I / Root issues
	<u>Contingencies (30%)</u>	\$191,250	
		\$828,750	
	Various Moss Beach Sewers Sunshine Valley		
	2,000 LF @ \$425 /LF Pipe Burst and Open Ct	\$850,000	I&I / Root issues
	<u>Contingencies (30%)</u>	\$255,000	
		\$1,105,000	



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Possible Action Concerning  
Revisions to Reserve Policy.**

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The District currently maintains three separate and distinct reserves within both the Sewer and Water Fund, Operating reserves, Capital Reserves & connection fee reserves. The Operating Reserve for Sewer and Water differ from each other as the Sewer Reserve calls for a minimum and maximum target range and the Water Operating Reserve calls for a set period of time.

The Sewer Operating Reserve calls for a minimum and maximum range of between two and ten months of budgeted operating expenses to be recalculated at the beginning of each fiscal year based on the adopted budget.

The Water Operating Reserve calls for a period of two months to be held in operating reserves.

As the cash position of the District has improved by a combination of reduction in operating costs through fiscal oversight, rate increases and water reliability charges, the District would like to eliminate the bottom target reserve of 2 months for both Sewer and Water and replace with a minimum of six months.

In addition to an edit to the operating reserve policy, the District is also to eliminate the connection fee reserve. The connection fee reserve is maintained at the amount budgeted for new connections purchased during the year as budgeted. The reserve was established to deal with the possibility the connection fees were not spent in a given year on capital improvements. Since the moratorium was lifted on new connections, the District has not experienced a year in which it failed to have capital expenses which were less than the dollar value of connections sold. It is not expected that this will ever be the case.

If a time arises when it is expected that connections fees collected is in excess of capitalized costs, the delta will be held in reserve for the next coming fiscal year.

## RECOMMENDATION:

Adopt Resolution No. \_\_ , Resolution of the Montara Water and Sanitary District Approving and Adopting Revisions to Reserve Policy.

Attachments

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT  
APPROVING AND ADOPTING REVISIONS TO RESERVE POLICY**

**WHEREAS**, the Montara Water and Sanitary District Board previously approved and adopted Resolution No. 1536 establishing a Financial Reserve Policy, as amended (“the Policy”); and

**WHEREAS**, this Board has been presented with and has reviewed certain revisions to the Policy and desires to amend the Policy.

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

1. Those certain revisions to that certain policy entitled, "Reserve Policy of Montara Water and Sanitary District" on file in the Administrative Offices of the District, and which a copy is attached hereto as Exhibit A and reference is hereby made for the full particular thereof, is hereby approved and adopted.

2. The General Manager is hereby authorized and directed to implement the provisions of the aforesaid Policy.

3. This Resolution and said Policy shall become effective upon the date of adoption.

\_\_\_\_\_  
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, County of San Mateo, California, at a regular meeting thereof held on the 1<sup>st</sup> day of June 2023, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
Secretary, Montara Water and Sanitary District



# MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: June 1, 2023

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

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

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Senate Bill 1760 revised a section of the Government Code concerning development fees and charges in 1999. It requires local governments to make available to the public information about capacity charges, what they are used for and whether or not any are available for refund. It provides that any water or sewer connection charges shall not exceed the estimated reasonable cost of providing the service for which the charge is imposed. The attached Annual Connection Charge Report provides a summary of the connection charge revenue received for previous fiscal years through FY 2022, and indicates how that money is allocated.

**RECOMMENDATION:**

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

Attachment



# ANNUAL WATER CONNECTION CHARGE REPORT

## Montara Water and Sanitary District

### June 30, 2022

The District, in Compliance with Section 66013 of the Government code in reviewing the Water and Sewer connection charges and fees, finds as follows:

Year Ending	Connection Fees Collected	Connection Fees Spent on Capital Projects	Remaining Balance
6/30/2022	\$ 380,015.00	\$ 380,015.00	\$ -
6/30/2021	\$ 249,208.00	\$ 249,208.00	\$ -
6/30/2020	\$ 308,235.00	\$ 308,235.00	\$ -
6/30/2019	\$ 317,186.00	\$ 317,186.00	\$ -
6/30/2018	\$ 284,556.00	\$ 284,556.00	\$ -
6/30/2017	\$ 208,785.00	\$ 208,785.00	\$ -
6/30/2016	\$ 139,419.00	\$ 139,419.00	\$ -
6/30/2015	\$ 172,492.12	\$ 172,492.12	\$ -
6/30/2014	\$ 107,520.30	\$ 107,520.30	\$ -
6/30/2013	\$ 74,314.87	\$ 74,314.87	\$ -
6/30/2012	\$ 131,890.00	\$ 131,890.00	\$ -
6/30/2011	\$ 18,382.00	\$ 18,382.00	\$ -
6/30/2010	\$ 21,971.00	\$ 21,971.00	\$ -
6/30/2009	\$ 50,848.00	\$ 50,848.00	\$ -
6/30/2008	\$ 120,108.59	\$ 120,108.59	\$ -
6/30/2007	\$ 65,900.00	\$ 65,900.00	\$ -

# ANNUAL SEWER CONNECTION CHARGE REPORT

## Montara Water and Sanitary District

### June 30, 2022

The District, in Compliance with Section 66013 of the Government code in reviewing the Water and Sewer connection charges and fees, finds as follows:

Year Ending	Connection Fees Collected	Connection Fees Spent on Capital Projects	Remaining Balance
6/30/2022	\$ 295,610.00	\$ 295,610.00	\$ -
6/30/2021	\$ 186,647.00	\$ 186,647.00	\$ -
6/30/2020	\$ 280,972.00	\$ 280,972.00	\$ -
6/30/2019	\$ 317,379.00	\$ 317,379.00	\$ -
6/30/2018	\$ 229,263.00	\$ 229,263.00	\$ -
6/30/2017	\$ 175,830.00	\$ 175,830.00	\$ -
6/30/2016	\$ 100,597.00	\$ 100,597.00	\$ -
6/30/2015	\$ 166,355.00	\$ 166,355.00	\$ -
6/30/2014	\$ 66,970.00	\$ 66,970.00	\$ -
6/30/2013	\$ 36,325.00	\$ 36,325.00	\$ -
6/30/2012	\$ 43,468.00	\$ 43,468.00	\$ -
6/30/2011	\$ 6,519.28	\$ 6,519.28	\$ -
6/30/2010	\$ 49,516.00	\$ 49,516.00	\$ -
6/30/2009	\$ 102,628.00	\$ 102,628.00	\$ -
6/30/2008	\$ 153,929.00	\$ 153,929.00	\$ -
6/30/2007	\$ 295,901.00	\$ 295,901.00	\$ -



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

FROM: Clemens Heldmaier, General Manager

**SUBJECT: General Manager's Report**

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## Operations Report MAY 2023

### 811 Dig Alerts

- 5/2/23- 741 Harte. Work for concrete, flat and structural. Marked mains and service lines.
  - 140 Precita. Work for demolition. No water within USA.
  - 501 Stetson. Work for soil sampling. Marks still visible within USA.
- 5/5/23- 350 10<sup>th</sup>. Work for utilities distribution. Marks still visible.
  - 320 Farallone. Work for utilities distribution. Marked main in front of property.
  - 16<sup>th</sup> street X HWY 1. Work for electric pole. Mains marked.
- 5/8/23- 307 California. Work for utilities distribution. Marked out service line.
  - 1290 Date. Work for sewer utilities on property. Mars still visible.
  - 430 Virginia. Work for landscaping. Marked out service line.
  - 440 Lancaster. Work for utilities distribution. Marked out service line.
  - 141 Arbor. Work for gas line inspection and repairs. Water mains and service lines marked.
- 5/9/23- 860-900 Harte. Work for utilities distribution. Marks still visible.
- 5/11/23- 11 Julianna. Work for pavement/asphalt. Service line marked.
  - 428 3<sup>rd</sup>. Work for power pole inspection/treatment. No water within USA.
- 5/15/23- 2205 Carlos. Work for emergency gas line repair. Work completed before USA could be marked.
  - 9850 Cabrillo Hwy. Work for electrical pole work. No water within USA marks.
  - 870 Etheldore. Work for water service repair. Main and service line marked.
  - 331 6<sup>th</sup>. Work for landscaping and drainage work. Main and service line marked.
- 5/17/23- 528 8<sup>th</sup>. Work for utilities distribution PGE. Marks still visible within USA.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

FROM: Clemens Heldmaier, General Manager

- 1220 Cedar. Work for landscaping and irrigation. Main and service line marked.
- 5/18/23- 150 Beach Way. Work for environmental/soil sampling. No water within USA marks.
  - 528 5<sup>th</sup>. Work for utilities distribution, PGE. Marks still visible within USA.

## Work Orders

- 4/25/23- 8450 Cabrillo HWY. Customer received leak notice and requests profile. Profile taken and information sent to customer.
  - 501 Virginia. Customer concerned about high water bill and suspects a leak. Profile pulled and customer notified.
  - 110 San Lucas. Resident noticed crack in road and can hear running water. Site inspected, crack/depression in road obvious but no wet spot/running water visible or audible.
- 4/28/23- 800 Buena Vista. MOVO .Final read taken and water left on.
- 5/1/23- 800 Buena Vista. MOVI. Final read taken and water left on.
- 5/2/23- 2350 Carlos. MOVO. Final read taken, door tag left, water left on as courtesy.
- 5/3/23- 226 Cypress. Office staff requests read be verified manually. Read verified and billing updated.
  - 255 Beach. Physical address and address used for billing do not match and were never undated after renovations some time ago. Address updated internally for meter location.
  - 594 Kelmore. Customer requests water be turned on after fixing emergency leak
  - 80 Wylvale. MOVO. Final read taken and water left on.
- 5/8/23- 86 San Lucas. Customer concerned about cloudy water that began after water main repair. MWSD operator verified cloudy water and flushed at meter and blowoff until clear.
  - 1004 Acacia. MOVO. Final read taken and water left on.
- 5/10/23- MOVI. 2350 Carlos. Start read taken and water left on.
- 5/11/23- MOVO. Final read taken and water left on.
- 5/12/23- 880 Linda Vista. Customer called concerned about low water pressure at house. PSI checked at house, neighbors house, and nearby hydrants; PSI found to be lower than normal. PSI checked at Schoolhouse



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

FROM: Clemens Heldmaier, General Manager

- PRV station and found to be lower than normal, PSI increased and checked again at homes and hydrants to verify increase to normal range.
  - 1299 Audubon. Customer request profile after repairing leak. Profile pulled and emailed to customer.
- 5/15/23- 683 Buena Vista. Customer is experiencing vibrations in pipes. MWSD operator adjusted PSI at Schoolhouse PRV until zone psi settled and problem was resolved.
  - 852 Buena Vista. MOVO. Final read taken, water turned off, and door tag left.
- 5/16/23- 1041 Cedar. MOVO. Final read taken and water left on.
- 5/17/23 – 1271 Audubon. MOVO. Final read taken and water left off with door tag.
  - 5/17/23- 852 Buena Vista. MOVI. Took final read and turned on water.
  - 5/17/23- 2355 Carlos. Customer having issues with house valve. Operator went to investigate, discovered house valve doesn't fully close. Operator identified old abandoned service line for plumber to cut out and make repairs.
- 5/19/23- 1271 Audubon. MOVI. Operator got start read and turned on water.
- 5/22/23- 9850 Cabrillo Hwy N. Customer Concerned about potential leak in his service line. No active flow when operator arrived, Operator spoke with SMC airport contact, and will continue to monitor area.
  - 5/22/23- 1271 Audubon. Homeowners want water shut off at meter while on vacation . Operator went and shut off water at meter.
  - 5/22/23- 350 10<sup>th</sup>. Customer requested construction meter be installed, operator installed construction meter #4 and got start read.
- 5/23/23- 370 2<sup>nd</sup> . MOVO. Final read taken, water turned off, door tag left.
  - 5/23/23 102 12<sup>th</sup>. MOVI. Final and start read taken, water left on, no door tag left.
  - 5/23/23- 370 2<sup>nd</sup> st. MOVI. Operator got start read and made sure water is on.
- 5/24/23 – 825 Park Ave. meter lid resting on meter. Reset a meter box that has sunk over time
  - 5/24/23- static pressure check at 2006 Vallemar st.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

FROM: Clemens Heldmaier, General Manager

- 5/24/23- 715 California ave. MOVO final read taken and water shut off.

## **After Hours Call Outs**

- 5/3/23- 594 Kelmore. AB communications called for broken pipe at address. MWSD operator found a broken hose bib that was plumbed between meter and house valve. Water shut off at meter so plumber could make repair.
- 5/13/23 – low pressure alarm in schoolhouse zone, surveyed zone and found no fault for low pressure.
- 5/13/23 – 870 Etheldore st. failed saddle and service line, replaced with new saddle and 3ft new service line
- 5/21/23- Alarm at AVTP for low flow. Media found blocking flow meter impeller after Backwash. Impeller cleaned and working properly.
- 5/24/23- Customer called concerned about potential water leak at 815 Etheldore.

## **Repairs and Leaks**

- 870 Etheldore Saddle replacement and service line replacement.

## **Miscellaneous**

- Operation Dead Endpoint Absent Reads.  
O.D.E.A.R.
  - 367 missed reads.
  - 3 missed reads not on missed read report.
  - 3 High Usages
  - 12, 0 reads
  - 9 MIA meters located.
  - 2 MIA meters charged 5-year average
    - 1085 Pine
    - 785 Stetson
  - 87 Meters Swapped in Moss beach

## **Maintenance**

- Replace float valve at raw water tank.
- Pressure wash Wagner well site



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 1, 2023**

FROM: Clemens Heldmaier, General Manager

- Schoolhouse tanks inspections for recoating inside and out and for rust repairs.
- Verify that mystery 2" steel line at office is abandoned – cut and cap out of the way of path.

**Newsletter:** The June/July Newsletter is in preparation and at the time of the meeting will be available on the Districts website and distributed to customers.

**Manager Leave:** The General Manager will be out of the office June 5-16, and June 26-July17.

RECOMMENDATION:

This is for Board information only.

Attachment