



MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

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Montara, CA 94037-0131

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AGENDA

Regular Meeting

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

June 20, 2013 at 7:30 p.m.
(Regular 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 Adoption of a Revised Master Fee Schedule.
2. Review and Possible Action Concerning Resolution Overruling Protests and Confirming Reports on Sewer Service Charges, Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Charges for FY 2013-2014.

CONSENT AGENDA

OLD BUSINESS

1. Review and Possible Action Concerning Revisions to Accounting System and Monthly Financial Statements.

NEW BUSINESS

1. Review and Possible Action Concerning Draft Water and Sewer Budgets.
2. Review and Possible Action Concerning Nomination of Representative for ACWA Region 5 Board.

3. Review and Possible Action Concerning California Special Districts Association 2013 Board Elections.
4. Review and Possible Action Concerning District Election on November 5, 2013.

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Harvey)
2. MidCoast Community Council Meeting (Slater-Carter)
3. ACWA Board of Directors Report (Ptacek)
4. CSDA Report (Slater-Carter)
5. Integrated Regional Water Management Plan (Ptacek)
6. Attorney's Report (Schricker)
7. Directors' Reports
8. General Manager's Report (Heldmaier)

FUTURE AGENDAS

CONVENE IN CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Gov't. C. §54956.9(a))

- (i) Montara Water and Sanitary District v. County of San Mateo, etc. et al., Resp.; Big Wave LLC, Real Party in Interest, San Mateo Cnty. Super. Ct. No. CIV 505205

ADJOURNMENT

PARTICIPATION BY TELECONFERENCE

The following Directors will participate by teleconference in all or a portion of the meeting of the Board from the following locations:

Director Kathryn Slater-Carter – Hampton Inn Lobby, 7243 Husker Circle, Lincoln, Nebraska

Director Bob Ptacek – 909 SW River Oaks, Grants Pass, OR 97526

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

NOTE: In accordance with the Government Code, members of the public may address the Board on specific agenda items when that matter is discussed by the Board. Any other items of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or an accommodation in order to participate in the public meeting should be made at

(650) 728-3545. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site (www.mwsd.montara.org) subject to staff's ability to post the documents before the meeting.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

The Board adopted the Master Fee Schedule in June last year which contains all 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 Charge rates will also be included in the proposed Master Fee Schedule.

The following are the major changes from the prior year:

- The Sewer Service Charge rate will be set at tonight's meeting and current suggestions are to either increase the rates by 2% or 3%. According to board instructions the rates will be changed in the Master Fee Schedule to either \$37.814 per hcf or \$38.184 per hcf.
- Connection Charges and Private Fire Protection Connection Charges have been increased by 0.8% 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 2.38% 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.

Attachment to be provided at the meeting

MWSD Master Fee Schedule
Cost Increases
June 2013

Fee	2012 Adjusted Fee	2012 CCI	2012 CPI	2013 Adjusted Fee
Sewer Connection Permit	\$22,134	1.008		\$22,311
Fixture Unit Charge	\$885			\$892
Sewer Connection Permit--Paid Sewer Svc Chg	\$14,062	1.008		\$14,174
Fixture Unit Charge--Sewer Service Paid	\$573			\$567
Connection Permit Administrative Fee	\$440		1.0238	\$450
Connection Permit Inspection Fee	\$415		1.0238	\$425
Remodel Permit Fee	\$308		1.0238	\$315
Second Unit Connection Fee--Studio	\$8,855	1.008		\$8,926
Second Unit Connection Fee--One Bedroom	\$9,741	1.008		\$9,819
Second Unit Permit Application	\$182		1.0238	\$186
Private Sewer System Permit	\$142		1.0238	\$145
Private Sewer Hydrologic Investigation	\$2,506	1.008		\$2,526
Administrative Charge for Processing Del. Trash	\$38		1.0238	\$39
Charge for copying documents -FirstFour Pages	\$1.26		1.0238	\$1.29
Additional Pages	\$0.32		1.0238	\$0.33
WATER CHARGES				
Miscellaneous Service Fees:				
Check Not Honored by Bank	\$24		1.0238	\$25
Reconnection Fee due to non-payment	\$60		1.0238	\$61
Engineering Review Fee	\$2,382		1.0238	\$2,439
Hydrant Meter Deposit	\$1,076		1.0238	\$1,102
Service Charge for Posting Door Tag for Delinq. Acct	\$27		1.0238	\$28
Service Charge for Unauthorized Use of Fire Hydrant	\$127		1.0238	\$130
Cross Connection Control Device Test	\$96		1.0238	\$98
Private Fire Protection Connection Charge:				
3/4" to 5/8" meter:	\$4,537	1.008		\$4,573
1" meter	\$7,576	1.008		\$7,637
1 1/2" meter	\$15,106	1.008		\$15,227
2" meter	\$24,179	1.008		\$24,372
3" meter	\$45,363	1.008		\$45,726
4" meter	\$75,625	1.008		\$76,230
6" meter	\$126,061	1.008		\$127,069
8" meter	\$210,144	1.008		\$211,825
10" meter	\$350,308	1.008		\$353,110
Water System Connection Capacity Charge:				
5/8" x 3/4" meter	\$14,448	1.008		\$14,564
3/4" meter	\$15,893	1.008		\$16,020
1" meter	\$20,227	1.008		\$20,389
1-1/2" meter	\$26,007	1.008		\$26,215
2" meter	\$41,899	1.008		\$42,234
3" meter	\$158,928	1.008		\$160,199
4" meter	\$202,273	1.008		\$203,891
Connection Permit Administrative Fee	\$443		1.0238	\$454
Connection Permit Inspection Fee	\$418		1.0238	\$428
California Cost of Construction Increase				
	Apr-12	5740		
	Apr-13	5786	0.80%	
Cost of Construction Increase				
US Bur. Of Labor All Urban Consumers-SF Bay				
	Apr-12	238.985		
	Apr-13	244.675	2.38%	

Databases, Tables & Calculators by Subject

FONT SIZE: +

Change Output Options: From: 2003 To: 2013 **GO**

include graphs

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Data extracted on: June 13, 2013 (6:19:32 PM)

Consumer Price Index - All Urban Consumers

Series Id: CUURA422SA0, CUUSA422SA0
 Not Seasonally Adjusted
Area: San Francisco-Oakland-San Jose, CA
Item: All items
Base Period: 1982-84=100

Download: [.xls](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2003		197.7		197.3		196.3		196.3		196.3		195.3	196.4	196.8	196.1
2004		198.1		198.3		199.0		198.7		200.3		199.5	198.8	198.2	199.5
2005		201.2		202.5		201.2		203.0		205.9		203.4	202.7	201.5	203.9
2006		207.1		208.9		209.1		210.7		211.0		210.4	209.2	207.9	210.6
2007	213.688		215.842		216.123		216.240		217.949		218.485	216.048	214.736	217.361	
2008	219.612		222.074		225.181		225.411		225.824		218.528	222.767	221.730	223.804	
2009	222.166		223.854		225.692		225.801		226.051		224.239	224.395	223.305	225.484	
2010	226.145		227.697		228.110		227.954		228.107		227.658	227.469	226.994	227.944	
2011	229.981		234.121		233.646		234.608		235.331		234.327	233.390	232.082	234.698	
2012	236.880		238.985		239.806		241.170		242.834		239.533	239.650	238.099	241.201	
2013	242.677		244.675												

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RESOURCES

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California Construction Cost Index (CCCI)

Month	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003
January	5774	5683	5592	5260	5309	4983	4869	4620	4339	3978	3939
February	5782	5683	5624	5262	5295	4983	4868	4603	4362	4039	3939
March	5777	5738	5627	5268	5298	4999	4871	4597	4360	4034	4021
April	5786	5740	5636	5270	5296	5004	4872	4600	4393	4125	4002
May	5796	5755	5637	5378	5288	5023	4886	4599	4403	4125	4007
June		5754	5643	5394	5276	5065	4842	4593	4421	4192	3988
July		5750	5654	5401	5263	5135	4849	4609	4411	4194	3989
August		5778	5667	5401	5265	5142	4851	4616	4399	4205	3988
September		5777	5668	5381	5264	5194	4942	4619	4533	4309	3993
October		5780	5675	5591	5259	5393	4943	4867	4554	4310	3994
November		5779	5680	5599	5259	5375	4978	4891	4587	4325	3988
December		5768	5680	5596	5262	5322	4981	4877	4614	4339	3980
Annual % *		1.5%	1.5%	6.3%	-1.1%	6.8%	2.1%	5.4%	6.0%	8.3%	1.0%

The California Construction Cost index is developed based upon Building Cost Index (BCI) cost indices for San Francisco and Los Angeles produced by Engineering News Record (ENR) and reported in the second issue each month for the previous month. This table is updated at the end of each month.

The ENR BCI reports cost trends for specific construction trade labor and materials in the California marketplace.

*Annual Percentage is calculated from December to December.

This page last updated: 5/31/13



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Resolution Overruling Protests and Confirming Reports on Sewer Service Charges, Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Charges for FY 2013-2014.

The Health and Safety Code requires that in order for sewer service charges and delinquent refuse collection charges to be placed on the property tax roll a public hearing must be held. The attached notices were placed in two issues of the HMB Review. 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.

On May 20, 2004 the Board adopted Ordinance No. 138 which authorizes the District to collect delinquent water charges on the tax rolls. This is the same method that has been used for the Sewer Service Charge for a number of years.

The proposed Sewer Service Charge rate is according to tonight's board direction either \$37.814 or \$38.184 per HCF and is below the established Prop 218 not to exceed limit.

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 FOR FISCAL YEAR 2013-2014 AND DELINQUENT SEWER SERVICE, REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2012-2013, 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 FOR FISCAL YEAR 2013-2014 AND DELINQUENT SEWER SERVICE, REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2012-2013, 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, hearing was set for consideration of the Reports on Sewer Service Charges for Fiscal Year July 1, 2013 - June 30, 2014 and Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges for Fiscal Year July 1, 2012 - June 30, 2013 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, a written Report containing a description of each parcel of real property that shall receive sewage services and facilities from the District and the amount of the service charge for each parcel for Fiscal Year 2013-2014 and a written Report of the amount of each delinquent sewer service charge for designated parcels, if any, for Fiscal Year 2012-2013 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 services from the District for which refuse collection charges are delinquent, and the amount of such delinquency for each designated parcel, for Fiscal Year 2012-2013 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 water service charges are delinquent, and the amount of such delinquency for each designated parcel, for Fiscal Year 2012-2013 was prepared and filed with the Secretary of the District; 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 FOR FISCAL YEAR 2013-2014 AND DELINQUENT SEWER SERVICE, REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2012-2013, 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 for Fiscal Year 2013-2014, Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges, respectively, for fiscal year 2012-2013 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, Delinquent Sewer Service 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, Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Service Charges for entry of said charges on the assessment roll are hereby adopted in full without revision, change, reduction, or modification of any charge specified therein, 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.

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT OVERRULING PROTESTS, CONFIRMING REPORTS ON SEWER SERVICE CHARGES FOR FISCAL YEAR 2013-2014 AND DELINQUENT SEWER SERVICE, REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2012-2013, 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

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 of July 2013, 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 FOR FISCAL YEAR 2013-2014 AND DELINQUENT SEWER SERVICE, REFUSE COLLECTION AND WATER SERVICE CHARGES FOR FISCAL YEAR 2012-2013, 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 20st day of June 2013, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

2013/14 Tax Roll, Delinquents Water

<u>OFFB</u>	<u>Acct #</u>	<u>\$</u>	<u>APN#</u>	<u>CURRENT OWNER</u>	<u>MAIL ADDRESS</u>	<u>Premise address</u>
ACTB	84-3100-0	1328.58	134-291-520	MIKE GOLDEN	POB 371354	1411 SUNSHINE
ACTB	84-3360-1	675.2	036-071-210	BILL JOHNSTON	POB 370026	1161 TAMARIND
ACTB	84-3890-8	479.72	036-071-010	LARRY PASSMORE	1015 FASSLER AVE	520 FRANKLIN
ACTB	84-7140-0	191.66	036-092-060	JEFFREY GRAY	POB 370102	444 7TH
ACTB	84-9500-1	1159.63	037-013-300	KENNETH GOUVEIA	1 SAN MIGUEL WAY	380 12TH
ACTB	84-9969-0	1996.08	036-035-130	SUSAN TEASDALE	POB 371286	179 11TH
ACTB	83-1270-0	1162.17	037-118-050	JOSEPH SURICK	POB 384	364 CALIFORNIA
ACTB	83-1330-0	703.69	037-118-020	MARIA PFAU	322 CALIFORNIA	322 CALIFORNIA
ACTB	83-1970-7	220.62	037-133-060	DAVID HIRZEL	POB 1808	442 VIRGINIA
ACTB	83-2660-2	1908.76	037-143-010	SYNOD BISHOPS OF	75 E 93RD ST	502 VERMONT
ACTB	83-3070-9	1050.15	037-181-020	WILLIAM OCONNOR	460 CYPRESS AVE	460 CYPRESS
ACTB	83-3220-0	873.3	037-222-200	ALBERT BURGESS	191 MARINE BLVD	191 MARINE
ACTB	83-3900-4	488.52	037-287-110	ROBERT GRANGER	1420 SW 109 WAY	961 OCEAN BLVD
ACTB	83-4230-0	599.97	037-275-120	ALAN MOSS	86 SAN LUCAS	86 SAN LUCAS
		\$				
TOTAL		12838.05				

MONTARA LIENS

2012/2013

MOSS BEACH RESIDENTS:

037.013.300	ZONGE, LONNIE	380 12TH ST	P.O. BOX 371054	151027	\$342.69
037.013.360	CARTAGENA, BENJAMIN	356 12TH ST	P.O. BOX 370903	150979	\$31.36
037.063.300	MURPHY, TERESA	575 KELMORE	563 HIGH LAND AVE	162693	\$342.69
037.064.360	HILDEBRAND, BRUCE	707 BUENA VISTA		184515	\$161.79
037.066.140	REAL, MARIA	682 SIERRA	P.O. BOX 682	132241	\$31.36
037.071.070	O'LOUGHLIN, CHARLES	851 LOMA VISTA		83246	\$25.50
037.072.170	DURAZO, KRISTII	801 BUENA VISTA	P.O. BOX 938	175711	\$31.36
037.072.350	LEMEN, KAREN	800 HERRA ALIA		142398	\$66.46
037.092.230	FAHRER, BENJAMIN	602 STEIISON	P.O. BOX 76	199174	\$15.68
037.096.280	ROBINSON, CHRIS	750 STEIISON	P.O. BOX 501	135954	\$85.29
037.097.010	SONIAG, DR DERRY	2305 CARLOS B	P.O. BOX 206	25312	\$92.19
037.097.217	ODYSSEY PIZZERIA	2350 CARLOS	185 VERDE RD	25338	\$969.48
037.116.070	AELLEN, PETER	338 VERMONT		160986	\$40.14
037.118.020	PEAU, MARIA	322 CALIFORNIA		23689	\$303.87
037.118.050	SURICK, JOSEPH	364 CALIFORNIA	P.O. BOX 384	23747	\$114.33
037.123.390	OBERKOTTER, MILDRED	180 ARBOR LN	P.O. BOX 866	6320	\$43.06
037.131.010	PAYNE, BOB	410 NEVADA	P.O. BOX 3068	99333	\$244.97
037.131.130	GUMBLETON, KELLY	431 CALIFORNIA	P.O. BOX 2813	177840	\$142.34
037.132.040	ARGABRIE, LEE	430 CALIFORNIA		161034	\$153.18
037.132.240	OLSON, RAY & JEAN	438 CALIFORNIA	P.O. BOX 3197	161281	\$64.80
037.132.320	CAMPBELL, SALLY	467 VIRGINIA	207 MONTEREY RD #3	147264	\$26.57
037.133.060	NAHALE, BREANNA	442 VIRGINIA	3523 DINOSAUR ST	173872	\$43.35
037.135.130	BROWN, MATT	323 NEVADA A		99267	\$35.75
037.135.140	BALANO, JOHN	10 ELLENDALE	P.O. BOX 985	48975	\$73.31
037.143.120	RESCH, MICHELLE	570 VERMONT #A	231 HARVARD AVE	191999	\$59.79
037.143.120	TABIBI, FARSHAD	570 VERMONT #C	P.O. BOX 572	194332	\$75.73
037.144.070	RUDENKO, MICHELLE	887 E HELDÖRE		193672	\$78.16
037.145.110	BECK, MICHAEL	879 STEIISON	P.O. BOX 1054	136143	\$342.69
037.145.380	MCCLELAND, KIRK	851 STEIISON	P.O. BOX 284	136101	\$161.79
037.171.570	HECHT, HARTMUTH	400 LANCASTER	P.O. BOX 16560626	77289	\$161.79
037.172.150	LOPEZ, YNDIRA	541 LANCASTER		171231	\$40.85
037.172.160	WALKER, DARIN	531 LANCASTER		194381	\$18.69
037.173.090	ALIWEER, MARCELO	520 LANCASTER		77438	\$24.79
037.173.150	CANTILLO, SUE & ROBERT	530 LANCASTER	P.O. BOX 944	77453	\$35.75
037.174.270	KRIEGER, BARRETT	531 CYPRESS	P.O. BOX 965	39727	\$571.83
037.181.130	BECERRA, ROSALIA	9690 CABRILLO HWY		23127	\$161.79
037.182.010	KERR, JEAN	450 MARINE	P.O. BOX 456	90175	\$22.16
037.183.030	SAN HAGO, MIKE AND KAREN	510 CYPRESS		39693	\$126.69
037.184.080	ESKELSON, TERESE	1070 PEARL	P.O. BOX 44	111880	\$22.16
037.184.090	MURTHA, PETER	1082 PEARL	P.O. BOX 517	111906	\$29.52
037.185.340	CORSARO, RITA	590 CYPRESS		39768	\$40.50
037.212.010	WINSTON, FRED	100 TERRACE	225 37TH AVE	141283	\$112.80
037.222.200	BURGESS, ALBERT	191 MARINE		90118	\$36.21
037.258.070	MASEK, FRANK	171 SAN LUCAS		125153	\$110.92
037.258.110	GUION, CAROLE	89 SAN LUCAS		125088	\$161.79
037.275.050	BORTOLO, JOHN	75 MADRONE		86025	\$131.41
037.278.110	GRANGER, ROBERT	961 OCEAN		100479	\$161.79
037.300.097	AURORA YARNS	850 AIRPORT ST 1	P.O. BOX 3068	1115	\$75.99
037.300.097	BAY AREA RESTORATION	850 AIRPORT ST.	417 CASA DEL MAR	1107	\$84.59
037.300.090	MAIN ST SERVICE	850 AIRPORT ST #8		184457	\$112.04

Moss Beach Residents Total

\$6,443.74

\$0.00

\$6,443.74

MONTARA LIENS

2012/2013

MONTARA RESIDENTS

036.016.150	HEDGE, BRANDI	257 4TH ST	P.O. BOX 370422	194589	\$92.94
036.018.130	ENGEL, JOHN	611 FARALLONE	P.O. BOX 370059	198580	\$15.68
036.022.250	BITTS, TERESA	380 6TH ST	P.O. BOX 370561	153825	\$76.50
036.022.250	DILL, FRANZ	380 6TH ST	P.O. BOX 370746	193508	\$31.36
036.023.200	DOTSON, REBEKAH	390 7TH ST	P.O. BOX 371022	154476	\$6.74
036.024.150	TJOGAS, JAMES	360 8TH ST	P.O. BOX 370911	154963	\$19.12
036.033.090	CHAVES, CARLOS	325 12TH ST	P.O. BOX 662	150938	\$161.79
036.033.350	LAMIIRANDE, MICHAEL	346 11TH STREET	P.O. BOX 370248	191551	\$31.36
036.042.170	VAN HEMERT, JETTA	199 2ND ST	P.O. BOX 370606	151548	\$139.81
036.053.180	MOON VALLEY RANCH	1411 SUNSHINE VALLEY	P.O. BOX 371354	136986	\$161.79
036.055.120	LILLIE, JOSEPH	1501 MAIN ST	P.O. BOX 370519	86918	\$74.13
036.057.110	UPVALL, ADAM	100 7TH ST	P.O. BOX 2187	154195	\$61.79
036.062.210	CHOI, KENNETH	459 4TH ST	667 38TH AVE	152579	\$136.29
036.063.200	WEIS, JAY AND CATHY	427 5TH ST	P.O. BOX 370811	153262	\$102.00
036.065.240	HARO, MARTIN	520 3RD ST	P.O. BOX 371293	152157	\$10.79
036.071.010	GARCIA, CHRISTINA	520 FRANKLIN	726 PRAIRIE CREEK	187716	\$163.94
036.072.310	MACNAUGHTON, THERESA	1100 BIRCH	P.O. BOX 503	171470	\$66.79
036.074.180	LEWICKI, BARBARA	1168 DATE	P.O. BOX 370964	40360	\$161.79
036.091.150	HUMMEL, CHRISTOPHER	435 7TH ST	P.O. BOX 370012	154559	\$31.36
036.092.060	GRAY, JOAN	444 7TH ST	P.O. BOX 370102	154575	\$35.79
036.093.170	DURKEE, LIAM	512 6TH STREET	P.O. BOX 370895	154054	\$18.69
036.094.380	TJOGAS, JAMES	528 7TH ST	P.O. BOX 911	196741	\$108.00
036.094.380	TJOGAS, MELISSA	528 7TH ST	P.O. BOX 911	154690	\$74.25
036.101.300	INCH, BRIAN	628 GEORGE	P.O. BOX 463	159277	\$243.52
036.102.160	DAILEY, THERESA	1311 AUDOBON	P.O. BOX 370748	8946	\$66.46
036.102.300	MURPHY, KATHY	1307 AUDUBON	P.O. BOX 370809	8938	\$108.38
036.102.340	BALLINGER, CARMELITA	640 HARTE	P.O. BOX 370003	194076	\$40.19
036.102.340	MCDADE, ANDREW	640 HARTE	P.O. BOX 370003	66209	\$107.10
036.102.390	PLACENCIA, MICHELLE	1372 BIRCH	P.O. BOX 371001	18804	\$161.79
036.103.310	WILSON, KAREN	1256 CEDAR	P.O. BOX 370631	28340	\$66.46
036.122.180	KNECHTEL, BRUCE	1030 BIRCH	P.O. BOX 371653	18457	\$161.79
036.124.070	NEUTZ, STEPHANIE	990 ACACIA ST	P.O. BOX 37004	109	\$31.36
036.161.400	DUDLEY, MEREDITH	901 CEDAR	P.O. BOX 2354	27854	\$66.46
036.161.410	CLIFFORD, KATHERINE	905 CEDAR	P.O. BOX 370143	185546	\$75.26
036.172.030	MOORE, VICTORIA	1085 DRAKE	P.O. BOX 370871	43430	\$164.68
036.282.300	DESANTIS, RACHEL	1416 SUNSHINE VALLEY	P.O. BOX 683	162297	\$312.06
036.283.180	BRACKEN, BRIAN	1174 HAWTHORNE	19333 VALCO PKWY #A	169425	\$81.60
036.285.110	IZUMI, YOKO	1375 SUNSHINE VALLEY	P.O. BOX 3162	136978	\$126.69
036.286.050	QUILLEN, HEATHER	1445 SUNSHINE VALLEY	23363 CURRIER DR	175364	\$110.79
036.310.150	LYSHORN	1432 AUDUBON	P.O. BOX 370580	9084	\$112.69
036.32.180	CHAMPION, LEAH	1700 MAIN ST	P.O. BOX 489	86967	\$66.46
036-056-060	SALIM, MODD	8465 CABRILLO HWY	131 BRIGHTON RD #4	177162	\$197.16

Montara Residents Total

\$4,083.60

\$0.00

\$4,083.60

MONTARA LIENS
2012/2013

APN	NAME	ADDRESS	MAILING ADDRESS	ACCT #	AMOUNT	FEE	TOTAL	
PILLAR RIDGE MOBILE HOME PARK RESIDENTS:								
134.133.370	AGUAYO	124 CORONA MHP		157321	\$30.05			
134.133.530	ALAVAREZ	119 LA GRANADA		158113	\$31.36			
134.132.110	ALVAREZ	149 CULEBRA		158287	\$74.04			
047.300.060	AYRES,	103 BONITA MHP		156612	\$192.69			
134.131.630	BUTTS	127 CULEBRA		157552	\$330.45			
134.133.620	CARAIGA, ERLINDA	129 LA GRANADA		190454	\$31.36			
134.132.350	CASTRO, JENNIFER	104 BARRANCA		156224	\$137.86			
134.131.130	CONTRERAS	120 DERECHO		158014	\$115.98			
134.132.660	COVARRUBIA	147 BARRANCA		156539	\$242.50			
134.131.080	HAUG, JOHN	112 DERECHO MHP		157966	\$126.51			
134.132.550	KOLOAMATANGI	130 BARRANCA		156422	\$153.69			
	HERNANDEZ	111 RETIRO		158444	\$70.65			
047.300.060	LARSON	116 DERECHO	822S MARINERS DR #165	157982	\$161.79			
134.131.260	LOPEZ, RAUL	112 RETIRO MPH	P.O. BOX 262	158451	\$110.79			
134.133.410	LOZON	104 LA GRANADA MHP		158196	\$400.65			
047.300.060	MARTINEZ	135 BARRANCA		156455	\$159.02			
047.300.060	MISS	121 RETIRO MHP		158543	\$402.99			
134.133.550	MONTERO	121 LA GRANADA MHP		158139	\$250.00			
134.132.030	MULGAR	138 CULEBRA MHP		157610	\$151.79			
134.133.451	NAH	111 LA GRANADA MHP		158238	\$100.72			
134.131.600	ORTEGA-RAMIREZ	124 CULEBRA MHP		157529	\$330.45			
134.133.062	RIALS, KAE	114 BONITA	RURAL ROUTE 1 BOX 38	156745	\$47.45			
047.300.060	RODRIQUEZ	115 BONITA		156752	\$161.79			
134.133.170	SOLIS	104 CORONA MHP		157123	\$161.79			
134.132.482	VAN HORBECK, WILLIAM	123 BARRANCA		156356	\$74.07			
134.133.520	VAZQUEZ	118 LA GRANADA MHP		158105	\$121.33			
134.133.220	VELA RESIDENCE	109 CORONA MHP		157172	\$200.80			
134.132.490	VELAZQUEZ	124 BARRANCA		156364	\$400.65			
134.133.381	VELAZQUEZ	125 CORONA		157347	\$192.69			
047.300.060	PILLAR RIDGE MOBILE HOME PARK					\$4,985.92	\$ 38.00	\$5,023.92

MONTARA LIENS
2012/2013

Grand Totals:			
Pillar Ridge	\$4,985.92	\$ 38.00	\$5,023.92
Montara	\$4,083.60	\$0.00	\$4,083.60
Moss Beach	\$6,443.74	\$0.00	\$6,443.74
Grand Totals	\$15,513.26	\$38.00	\$15,551.26



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Revisions to Accounting System and Monthly Financial Statements.

In late January 2013 the District engaged with Maze & Associates for accounting services. The Maze team started working with management on a revision of the accounting system to streamline and to correct known errors. The declared goal was to present an updated Chart of Account, Profit and Loss Statement, Balance Sheet, and Financial Statements for October through March in the format previously used by the District to the full Board.

RECOMMENDATION:

This item has been placed on the agenda to allow management and finance committee to report on any progress in the restructuring of financials.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Draft Water and Sewer Budget.

To allow for the setting of the sewer rates at tonight's meeting staff prepared a draft sewer budget. At the last meeting a draft capital improvement program was presented that showed that a similar amount of capital investments is anticipated next fiscal year.

Staff received from the finance committee two slightly different rate suggestions from the finance committee members. One for a two percent rate increase and one for a three percent increase.

The current sewer service charge rate is 37.072. This year, sewer flows are so similar to last year's that without a rate increase the revenue would be \$1,93,3205, a \$1,205 increase.

A 2% rate increase would raise the rate to \$37.814 and collect \$1,971,904 in sewer service charge revenue.

A 3% rate increase would raise the rates to \$38.184 and collect \$1,991,017 revenue.

Last year's rate increase was 4.38%. The last Prop 218 limit was set in anticipation of for rate increases through 2014. Both suggested rates are below the prop 218 limit of \$42.93.

The sewer Operating Reserve is with currently \$744,000 above the minimum of \$241,000 reserve level. The Capital Reserve is with \$3,055,334 below the maximum reserve level of \$3,495,000.

RECOMMENDATION:

This item is for Board discussion and to direct staff if a 2% or 3% increase in sewer service charges for the next FY is desired.

Attachments to be provided at the meeting

**MWSD - Sewer
 Balance Sheet
 As of June 19, 2013**

Jun 19, 13

ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo Operating Reserve	744,065.09
LAIF Investment Fund	
Capital Reserve	3,012,334.05
Connection Fees Reserve	43,000.00
Total LAIF Investment Fund	3,055,334.05
Total Checking/Savings	3,799,399.14
Accounts Receivable	
Accounts Receivable	71,971.44
Total Accounts Receivable	71,971.44
Total Current Assets	3,871,370.58
Fixed Assets	
General Plant	856,839.45
Land	5,000.00
Other Capital Improv.	
Sewer-Original Cost	685,599.18
Other Cap. Improv.	1,791,895.45
Total Other Capital Improv.	2,477,494.63
Seal Cove Collection System	995,505.00
Sewage Collection Facility	
Collection Facility - Org. Cost	1,349,064.00
Collection Facility - Other	3,991,243.33
Total Sewage Collection Facility	5,340,307.33
Treatment Facility	244,539.84
Accumulated Depreciation	-5,908,310.00
Total Fixed Assets	4,011,376.25
Other Assets	
Due from Water Fund	2,656,913.27
Employee Loan	134,382.95
Joint Power Authority	
SAM - Orig Collection Facility	981,592.00
SAM - Expansion	1,705,955.08
Total Joint Power Authority	2,687,547.08
Total Other Assets	5,478,843.30
TOTAL ASSETS	13,361,590.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Employee Benefits Payable	4,164.32
Payroll Taxes Payable	363.05
Total Payroll Liabilities	4,527.37
Total Other Current Liabilities	4,527.37
Total Current Liabilities	4,527.37
Long Term Liabilities	
Accrued Vacations	10,639.68
I-Bank Loan	917,211.59
PNC Equipment Loan - L/T	787,279.59
Total Long Term Liabilities	1,715,130.86
Total Liabilities	1,719,658.23

MWSD - Sewer
Balance Sheet
As of June 19, 2013

	Jun 19, 13
Equity	
Capital Assets Net	3,448,211.00
Fund Balance - Unrestricted	8,156,014.78
Net Income	37,706.12
Total Equity	11,641,931.90
TOTAL LIABILITIES & EQUITY	<u>13,361,590.13</u>



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 7, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning District Reserve Policies.

At the December 6 Board meeting the Board adopted a Reserve Policy that sets minimum amounts for operating reserve, capital reserve and connection fee reserve.

The Water checking's account contained on February 6, 2013 \$364,544. The sewer checking's account contained \$549,764. The District's LAIF investment account contained \$3,053,122 of sewer funds. The District's acquisition and improvement account contained \$1,468,866 issued bond moneys that have to be spent within the next two years for water capital improvements. The table below show how the funds apply to the District's sewer reserve policy:

	Sewer minimum target	Sewer maximum target	Sewer operating account	Sewer investment account
Connection Fee Reserve	\$100,000	\$100,000		\$100,000
Operating Reserve	\$241,000	\$1,205,000	\$549,764	
Capital Reserve	\$1,992,000	\$3,495,00		\$2,953,122

The District has currently sufficient funds in reserve for connection fee, operating, and capital reserve on the sewer side.

The table below show how the funds apply to the District's water reserve policy:

	Water minimum target	Water maximum target	Water operating account	Water investment account
Connection Fee Reserve	\$168,500	\$168,500		
Operating Reserve	\$246,000	\$246,000	\$364,544	
Capital Reserve	\$1,203,500	\$2,421,200		



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 7, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

The District currently has sufficient funds in the operating reserve. Connection fee reserve and capital reserves do not exist. The District should collect funds over time to hold the recommended amounts in reserve.

RECOMMENDATION:

Authorize Bartle Wells to prepare a water rate study that includes the consideration of the new reserve policy and makes recommendations to increase the District's water reserves over time.

Attachments



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

The Region 5 Nominating Committee is looking for members who are interested in leading the direction of ACWA Region 5 for the 2014-2015 term. The Nominating Committee is currently seeking candidates for the Region 5 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions.

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

Director Bob Ptacek is currently serving as a Board Member on the District 5 Board of Directors and wishes to continue serving for another term. A resolution is required by ACWA from the governing board nominating one of its board members. Nominations must be received by June 30, 2013. The Region 5 Nominating Committee will announce their recommended slate the week of August 1, 2013 and the elections will be completed by September 30, 2013. Candidates who are elected will begin their two-year term of service on January 1, 2014.

RECOMMENDATION:

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

Attachment

RESOLUTION NO. _____

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

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

WHEREAS, Director Bob Ptacek is currently serving as a Board Member for ACWA Region 5; and

WHEREAS, Bob Ptacek has indicated a desire to continue to serve as a Board Member of ACWA Region 5;

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

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

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof on the 20th day of June, 2013 by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

THE ROLE OF THE REGIONS

Mission:

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

Background:

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

The primary charge of regions:

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

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

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
 - Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.

- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.
- Appoints representatives to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair:

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

Region Board Member:

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

2013 Region Election Timeline 2014-2015 Term

February 28:

NOMINATING COMMITTEES APPOINTED

- Region chairs appoint at least three region members to serve as the respective region's Nominating Committee
- Those serving on nominating committees are ineligible to seek region offices
- Nominating Committee members posted online

March 1-31:

NOMINATING COMMITTEE TRAINING

- Nominating Committee packets will be e-mailed out to each committee member
- ACWA staff will hold a training session via conference call with each nominating committee to educate them on their specific role and duties
 - Regions 1-5 Nominating Committees: March 26
 - Regions 6-10 Nominating Committees: March 27

May 6:

CALL FOR CANDIDATES

- The call for candidate nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers
- The call for candidate nominations will be announced at the 2013 ACWA Spring Conference and Exhibition in Sacramento

June 30:

DEADLINE FOR COMPLETED NOMINATION FORMS

- Deadline to submit all Nomination Forms and board resolutions of support for candidacy for region positions
- Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate

July 8:

CANDIDATE INFORMATION TO NOMINATING COMMITTEES

- All information submitted by candidates will be forwarded from an ACWA Region staff person to the respective region Nominating Committee members with a cover memo explaining their task

July 9 - 26:

RECOMMENDED SLATES SELECTED

- Nominating Committees will meet to determine a slate of individuals to recommend to their region members for election
- Nominating Committee chairs will inform their respective ACWA Regional Affairs Representative and current region chair of their recommended slate
- The Nominating Committee Chair will approve the official region ballot

August 1:

ELECTIONS BEGIN

- Official electronic ballots identifying the recommended slate and any additional candidates for consideration will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

September 30:

ELECTION BALLOTS DUE

- ***Deadline for all region elections. All region ballots must be received by ACWA by September 30, 2013***

October 4:

ANNOUNCEMENT OF ELECTION RESULTS

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at acwa.com and will be published in the October issue of *ACWA News*



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

**SUBJECT: Review and Possible Action Concerning
California Special Districts Association 2013
Board Elections.**

The annual elections to the California Special Districts Association (CSDA) are being held by mail. The ballot has been provided by CSDA and must be submitted by August 2, 2013. There are six regional divisions each with three Board members elected by those in their division. The position up for election is Seat B in Region 3 which serves the San Francisco Bay Area. The Board passed a resolution supporting Director Slater-Carter's candidacy.

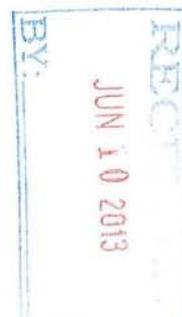
RECOMMENDATION:

Authorize the General Manager to submit the ballot for Seat B in Region 3.

Attachment



**California Special
Districts Association**
Districts Stronger Together



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2013 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat B. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat B and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 2, 2013**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2012 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@cstda.net with any questions.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **June 20, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning District Election on November 5, 2013

The District has received correspondence from the Chief Elections Officer regarding nominations for District Board of Directors Elections to be held on November 5, 2013. The election will be open on July 15th and close August 9, 2013. The County requires that the attached Candidate Policy Form be completed and returned to the County by July 3, 2013.

The following is the major issue required for Board review:

- Limitation on number of words in candidate's statement: 200 or 400 words. In the past the District has limited it to 200 words because the longer statement is more expensive.
- Should the District or the candidate pay for the candidate's statement? In the past the District has indicated that the candidate should pay the cost.

According to additions to the Government Code all candidates running for office are required to file a Form 700 Statement of Economic Interest no later than the deadline for filing a Declaration of Candidacy.

RECOMMENDATION:

Authorize the General Manager to file a Candidate Policy Form in accordance with Board direction.

Attachments



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402
phone 650.312.5222 fax 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

April 15, 2013



Clemens Heldmaier, General Manager
Montara Water and Sanitary District
PO Box 370131
Montara, CA 94037

RE: November 5, 2013 Consolidated Municipal, School and Special District Election

Dear General Manager Heldmaier:

The November 5, 2013 Consolidated Municipal, School and Special District Election is rapidly approaching and I would like to advise you of some district responsibilities related to this election. State law requires each Special District to provide the following information to the election officer by July 3, 125 days prior to the election (*EC* §§ 10522, 10509, 13307).

- Map showing the District's boundaries effective for the election,
- Elective offices to be filled, specifying which offices, if any, are for the balance of an unexpired term,
- Statement indicating if any officer(s) is running for an at-large seat,
- Policy statement determining whether a candidate's statement will be limited to 200 or 400 words, and
- Policy statement as to whether the candidate or the district will pay for the candidate's statement.

I have enclosed two forms, the Candidate Policy Form and Administrative Contact & Incumbent List Form, that upon completion will fulfill all of these obligations except the map. Please mail or deliver them no later than July 3 to:

Registration & Elections Division
Office of the Chief Elections Officer & Assessor-County Clerk-Recorder
County of San Mateo
Attn: Meaghan Hassel Shearer, Candidate Filing Officer
40 Tower Road
San Mateo, CA 94402

The Candidate Filing period for the November 5, 2013 Consolidated Municipal, School and Special District Election will open on July 15 and close on August 9, 2013. I would like to remind you that

all candidates running for office must file a Form 700 Statement of Economic Interest. This requirement may affect some of your incumbent candidates for the very first time. Please discuss this with incumbent board members who intend to run for re-election. (GC§ 87302.3) Candidates must file their Form 700 at the Registration & Elections Division, Office of the Chief Elections Officer & Assessor-County Clerk-Recorder, 40 Tower Road in San Mateo by August 9, 2013, the deadline for all candidate documents. This requirement may be met if an incumbent files an annual statement within 60 days prior to filing the Declaration of Candidacy. Please forward a copy to Meaghan Hassel Shearer, Candidate Filing Officer.

Thank you in advance for your prompt attention to this matter. If you have any questions, please do not hesitate to contact Meaghan at (650) 312-5293 or mhasselshearer@smcare.org.

Sincerely,

A handwritten signature in black ink that reads "Mark Church". The signature is written in a cursive, flowing style.

Mark Church

Enclosures: Candidate Policy Form, Administrative Contact and Incumbent List Form



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
 San Mateo, CA 94402-4035
 phone 650.312.5222 fax 650.312.5348
 email registrar@smcare.org
 web www.shapethefuture.org

Candidate Policy Form for Special Districts Consolidated Municipal, School and Special District Election November 5, 2013

Please complete and return this form by July 3, 2013 (EC §10509)

Our District Board adopts the following policies effective for the November 5, 2013 Consolidated Municipal, School and Special District Election:

- The *number of members* to be elected to the Governing Board/Board of Trustees for a **4 year term**: _____

Names of incumbents currently holding these seats:

- The *number of members* to be elected to the Governing Board/Board of Trustees for a **2 year term** (if applicable to fill balance of an unexpired term): _____

Name(s) of incumbent(s) currently holding or who previously held and has vacated this seat(s):

- The word limit for a candidate statement will be (EC §13307):

200 word statement 400 word statement

- The cost of the candidate's statement sent to each voter will be paid by (EC §13307):

District Candidate

(District Seal)

 Signature and Date

 Print Name and Title

 Official District Name (*to be used as ballot heading*)

Registration & Elections Division
 Office of the Chief Elections Officer & Assessor-County Clerk-Recorder
 County of San Mateo
 Attn: Meaghan Hassel Shearer, Candidate Filing Officer
 40 Tower Road
 San Mateo, CA 94402



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402-4035
phone 650.312.5222 fax 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

Administrative Contact & Incumbent List Form

For the November 5, 2013 Consolidated Municipal, School and Special District Election

Official District Name _____

Primary Administrative Contact

Name _____

Phone _____ Fax _____

E-Mail _____

Secondary Administrative Contact

Name _____

Phone _____ Fax _____

E-Mail _____

Complete List of Incumbent Board of Directors/Officers

Name _____ Most Recent Date Appointed/Elected _____

Registration & Elections Division
Office of the Chief Elections Officer & Assessor-County Clerk-Recorder
County of San Mateo
Attn: Meaghan Hassel Shearer, Candidate Filing Officer
40 Tower Road
San Mateo, CA 94402