



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

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

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

AGENDA

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

April 3, 2025 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/87985093702?pwd=PW1B770vIAQ1xT2UrvJpj9QMSwOzKa.1>

MEETING ID: 879 8509 3702

Password 113112

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 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) subject to staff's ability to post the documents before the meeting.

Due to the current *Board Room Remodel Project* and structural concerns impacting the safety of attendees and participants, physical access to the Board's meeting room is limited. Thus, attendees may observe a live stream video and sound broadcast of the meeting in the hallway directly adjacent to the entrance of the meeting room. Speaker cards are available, and public comment is allowed one person at a time, as called into the meeting by the Board President. This above protocol is designed to reasonably balance safety concerns and transparency and preserves the public's right of access and meaningful participation in Board decision-making under the Brown Act. (Gov't Code §54953(a); Cal. Const., Art. 1, section 3(b)(1))

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

CONSENT AGENDA

1. [Approve Minutes for Regular Board Meeting March 6, 2025, March 20, 2025, and Special Meeting March 27, 2025.](#)
2. [Approve Financial Statements for February 2025](#)
3. [Approve Warrants for April 1, 2025](#)
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 January 2025](#)

OLD BUSINESS

NEW BUSINESS

1. [Report and Update Concerning Seal Cove Critical Geotechnical Hazards Area Emergency](#)
2. [Review and Possible Action Concerning Upcoming Board Seat Vacancy](#)
3. [Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2025-26 General Budget.](#)
4. [Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2025-26 Collections Budget](#)
5. [Review and Possible Action Concerning Draft Budget](#)

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Slater-Carter).
2. Mid-Coast Community Council Meeting
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

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 LABOR NEGOTIATORS

(Government Code §54957.6)

Unrepresented Employees

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 one hour by vote of the Board.



MONTARA WATER & SANITARY DISTRICT

REGULAR BOARD OF DIRECTORS MEETINGS March 6, 2025

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, and Young
Slater-Carter via teleconference

Directors Absent: None

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

Others Present: District Counsel Christine Fitzgerald
District Accountant, Peter Medina
District Water Engineer Tanya Yurovski

PRESIDENT'S STATEMENT

Director Boyd mentioned a few months ago that the District distributed composting pails, which he initially hesitated to try but has since found quite useful. Additionally, there is community concern about the overgrowth on the old Caltrans Right-of-Way (ROW) property behind Montara. The District worked with the Board of Supervisors to donate the land to Montara for maintenance. The Board approved the donation with a 5-0 vote, accompanied by a proclamation, but progress has stalled. The community is now urging action by Caltrans, and the District sent letters, emphasizing that Caltrans should transfer responsibility to a capable party. The Montara Water and Sanitary District (MWSD) has shown it can effectively manage community interests and is requesting Caltrans address the fire hazard and eventually hand over long-term maintenance to MWSD.

ORAL COMMENTS

General Manager Clemens Heldmaier reported that he and Water Engineer Tanya Yurovski attended the Coastside Resilience Infrastructure Strategic Plan (CRISP) meeting, where fire risk was a key topic discussed.

Gregg Dieguez provided an update on the Red Alert Montara Moss Beach (RAMMB) group. He spoke with Supervisor Ray Mueller, who expressed general support, and arranged for Mike O'Neill, a member of Mueller's staff, to tour the bypass for further evaluation. The RAMMB steering committee has also sent letters to Becker and Berman, highlighting the issue. At the CRISP meeting, he met with Sam Liccardo's aide, who was already familiar with the problem due to an article in the *Half Moon Bay Review*. The aide promised to contact him later. He noted that CRISP lacks an ongoing management process. While they agreed to provide funding depending on the current administration, without financial resources or management infrastructure at the county level, CRISP probably will not be able to serve as a permanent management solution.

Director Softky emphasized the importance of clearly communicating to decision-making agencies the financial and liability advantages of transferring the responsibility for this issue to local ownership. He suggested compiling a professional looking analysis that quantifies the risks and costs of a fire.

Director Boyd said the consequences of a fire could extend far beyond visible damage. He highlighted that the water distribution system would likely need complete replacement, which would incur enormous costs. He stressed the importance of preventive measures to avoid such a disaster.

Director Young stated that she also met Nicholas Harvest, Sam Liccardo's new aide. On February 26th, she attended the Fire Board meeting virtually, where she learned that the Fire Marshall has not approved Mid Pen yet. She also noted that the next Fire Board meeting, scheduled for March 26th, will include topics of community interest, such as fire evacuation procedures. Additionally, on April 19th,

Jackie Speier and Ray Mueller are set to host a fire committee meeting at the San Mateo County Event Center.

Director Slater-Carter suggested two agenda items: moving the Directors Reports from the end of the meeting to the beginning, and the potential costs of fire. She suggested that they could find the necessary data through thorough online research rather than hiring someone to do a study.

PUBLIC HEARING

CONSENT AGENDA

- 1. Approve Minutes for Regular Board Meeting February 13, 2025**
- 2. Approve Financial Statements for January 2025**
- 3. Approve Warrants for March 1, 2025**
- 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 December 2024**

Director Slater-Carter said some of the data in the Consent Agenda is not contemporary—the Rain Report and the Production report. She would like the reports pulled and held for the next meeting so they can bring any that are out of date up to date.

General Manager Clemens Heldmaier said they are always lagging a month in arrears because they have to prepare the staff reports for the Consent Agenda before the end of the month. If they were to report for the month prior to the meeting month, it would result in incomplete data. The charts are correct.

Director Boyd added since they are reporting monthly totals, they need that month to be done before it is reported, rather than reporting out a partial number.

Director Softky made a motion to approve consent agenda. Director Dekker seconded the motion. Roll call vote: Director Dekker: Aye, Director Young: Aye, Director Boyd: Aye, Director Softky: Aye, Director Slater-Carter: Aye. The motion passes 5-0.

OLD BUSINESS - none

NEW BUSINESS

1. Review and Information Concerning Auxiliary Connection for Pillar Ridge Community

General Manager Clemens Heldmaier stated in 2021, they were part of a hydrant flow test at the Pillar Ridge Mobile Home site revealing substandard results. At the time they were pursuing a plant remodel, and added an upgrade to the fire suppression system for Pillar Ridge in conjunction with the treatment plant. The project suffered a number of setbacks. So, the projects were separated out, and asked the Board to adopt the design. Millenium Housing, the owners of the park asked questions, which led to the determination that the responsibility of this upgrade was not MWSDs but the property owners. They notified the Pillar Ridge owner, Millenium Housing, and hope they will assess the situation and establish a connection to the system that they own. Therefore, the District is not able to proceed with the project as planned.

Lisa Ketcham said she had written suggestions to District Engineer Tanya Yurovski and the Pillar Ridge owner corresponded with the General Manager Clemens Heldmaier and Director Boyd with no response.

General Manager Clemens Heldmaier said they have been in communication with management at this point. She should address her questions to the owners. They are now in charge of designing it.

Director Boyd asked if Ms. Ketcham has read the staff report. They realized in communicating with the owners of Pillar Ridge, that their previous proposal of a project that they would fund and drive was inappropriate, and they now have a better understanding of it. They are not in a position to fund and drive a project because of the nature of the need it would serve. They can't be in the business of gifting public funds and it was their determination that this is what it would amount to.

Lisa Ketcham asked why the owners were not apprised of this.

Director Boyd replied that this is an issue for the District and their accountability within the law. Where they are now, is informing the Board that the plan and funds discussed and approved previously can't be done. They will follow-up with the owners. Millenium has already written back and takes the position that there is no fire flow issue. If there is a project it, will have to be funded a different way.

Director Boyd emphasized that when staff presented the report in January, that was their current understanding. Then they got questions from Millenium, and it make them realize that what was proposed was not appropriate. So, they are not able to go down that path now. And that is because Millenium came back and they learned of some issues that led them to do some research into things that was not covered in that first staff report.

General Manager Clemens Heldmaier said the design is now in the hands of Millennium Housing. There are some piping requirements and there are financial and operational reasons for the placement of the connections. She needs to talk to Millennium Housing.

Lisa Ketcham voiced her frustration about the connections at Pillar Ridge and how they don't have any control over their water system anymore. She feels like they have been ripped off and the District got a sweet deal.

Director Boyd stated they are not proposing the pipeline anymore. He does see a communication break down with Millenium. There is no plan for their pipeline now. They are aware of the many issues around the existing water supply and how things are going now. Producing water doesn't happen for free. There was a lot of work done and a lot more planned. They are taking responsibility to the best possible purpose. Right now, they are talking about the financial responsibility for it and it can not be taken by the District.

General Manager Clemens Heldmaier said the park can be supplied either through the treatment plan with the associated tanks or the MWSD connection. The plant is not disconnected, it is simply turned off. They chose to turn the plant off for the benefit of the community and supply water through the district connection. The wells and treatment plant only serve Pillar Ridge. There is no technical possibility to pump the water into the Montara distribution system. This was a good deal for the Pillar Ridge community, because Millenium Housing was not willing and able to fix up the plant. He feels that no one got a sweet deal, except the Pillar Ridge community.

Director Young said she is sorry to hear about all of this and Pillar Ridge is within her District. They did buy Pillar Ridge and they are maintaining it to the best of their ability. It sounds like Millenium Housing is an absentee landlord. She would like to meet with her in the future.

Lisa Ketcham said the Pillar ridge community doesn't feel seen or heard—you only see the single owner. She talked about when Pillar Ridge was acquired by the District and how hopeful she was. But they have not gained any status there since Citizens Utilities.

Director Boyd replied that he thinks about Pillar Ridge and its residents a lot and he is sorry that she doesn't see that more. He is interested in trying to empower the members of the community as much as they can, although there are legal constructs that make some of it complicated. They don't own the distribution system inside the park. He wants to specifically mention is prior to going to going to district elections, they went through the process, and a key focus was to make sure Pillar Ridge had the greatest opportunity for representation. It is his desire to have someone on this Board from Pillar Ridge at some point and have a vote on

this Board. Like or not, Millenium is their customer to the District, and that is the situation and that is where they are. They are the property owner and they are the water customer.

Director Softky said that they are doing as much as they can. In addition to supplying domestic water, they are also responsible for providing water for fire when needed, even though it not part of their revenue stream in capital and maintenance. Of all the money they spend on water, what fraction is for fire flow?

District Engineer Tanya Yurovsky said the investment is enormous. The District built more storage for fire suppression, and built three tanks available to all customers. The Board established criteria, as 1,000 gallons/minute for two hours and the systems has to deliver to all customers and 1,500 gallons/minute for commercial.

Director Softy replied it sounds like capital investment is the biggest portion of what they have to worry about for fire protection.

Director Young said understands how Ms. Ketcham feels. Because the District looks at them as a single owner, the residents can't protest rate increases. She would like to work with Lisa Ketcham to try to improve things.

Director Boyd said he will reach out to her separately.

2. Review and Action Concerning Receipt of Funding for FEMA-Declared Disasters on Behalf of Sewer Authority Mid-Coastside

General Manager Clemens Heldmaier said they applied for the Sewer Authority Mid-Coastside to FEMA for disaster funds. When funds are received they are passed on to SAM.

District Accountant Peter Medina said this is a continuation from the previous fiscal year and maybe even the year before and he is hoping to get additional projects funded. The funds have been trickling in over time and there is no timetable when they are received. The District received about \$66,000 dollars. This is from the storm damages from 2021-2022, and MWSD recognizes the revenue and distributes those funds in full to SAM.

Director Softky said how much is left to disperse, how long does it normally take to disperse it, and how much longer do they expect it will be because of the federal government in crisis.

District Accountant Peter Medina said 1.5 million was awarded, and there is about \$340,000 is still pending. He doesn't know if they will receive the balance at this point.

3. Review and Possible Action Concerning Proposed Disposal of Surplus Boss P-30 Generator

General Manager Clemens Heldmaier said they have an old generator 27 years old that has been rusting away. Because of this they already purchased a new generator as a replacement for the Date/Harte station during its rehabilitation. Now that the rehabilitation is complete they would like to move it to the Wagner Well site, where this generator was stationed. They will sell it off as best as they can. There is a trailer mounted pump on the back (blue thing in the back of staff report). They will purchase a separate trailer mounted booster pump. Staff recommendation is to adopt the Resolution of the Montara Water and Sanitary District declaring certain property as surplus and authorizing its sale.

Director Softky made a motion to adopt the Resolution of the Montara Water and Sanitary District declaring certain property as surplus and authorizing its sale. Director Dekker seconded the motion. Roll call vote: Director Dekker: Aye, Director Young: Aye, Director Boyd: Aye, Director Softky: Aye, Director Slater-Carter: Aye. The motion passes 5-0.

4. Review and Possible Action Concerning Nomination of Representative on the CSDA Board of Directors Seat B

The California Special Districts Association (CSDA) Board of Directors has an open Seat B for the Bay Area for the 2026-2028 term, representing the Bay Area Network. The selected candidate would need to participate in board meetings and committee meetings. Any independent special district that is a member is eligible to designate a board member or managerial employee for election as a director of the CSDA. The candidate would need a resolution or minute action from the Board of Directors from the agency. He is interested in getting more involved in CSDA. He has been attending conferences for 18 years, and have followed their business closely. This is a position that requires some intimate knowledge of the administration of special districts. He is asking the Board Adopt the Resolution of the Montara Water and Sanitary District placing in nomination Clemens Heldmaier as a member of the California Special District Association Board of Directors representing Bay Area Region Seat B.

Director Young asked if he will have to run against anyone from the other districts.

General Manager Clemens Heldmaier said there may be more than one person nominated for Seat B. there is an election that will be held, and they will later be asked to vote.

Director Slater-Carter said the current Chair of CSDA is a general manager. There is an incumbent, and approximately 12 districts to nominate for this. Being nominated doesn't guarantee a position on the Board. She thinks Mr. Heldmaier will be an excellent addition to the Board.

Director Young made a motion to Adopt the Resolution of the Montara Water and Sanitary District placing in nomination Clemens Heldmaier as a member of the California Special District Association Board of Directors representing Bay Area Region Seat B. Director Softky seconded the motion. Roll call vote: Director Dekker: Aye, Director Young: Aye, Director Boyd: Aye, Director Softky: Aye, Director Slater-Carter: Aye. The motion passes 5-0.

REPORTS

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

Director Slater-Carter stated at the last meeting they approved a contract with Calcon for upgrading the electrical system at SAM and they are having some preliminary discussions about the electrical building.

Director Boyd said Calcon will also stage people in town before big storms so that they will be available if an emergency happens.

2. Mid-Coast Community Council (MCC) Meeting

Director Slater-Carter said there was a storm water report presentation and consideration of proposals for peer review of storm water report. It is the County's responsibility to take care of their storm water problems. Perhaps a letter of support to the MCC and the County from this District would be valuable.

3. California Special Districts Associations (CSDA) Report (Slater-Carter)- None

4. Local Agency Formation Commission (LAFCo) Report (Slater-Carter)

Director Slater-Carter said there was a Municipal Services District review on the Harbor District, and it passed. It is financially sound, and is paying down some of its debt, and the district has acquired some land to use. The other one is the Broadmoor Police Department. The citizens of Broadmoor are adamant about keeping their own Municipal Police Service. LAFCo is monitoring it to see how they are handling their funding and financial issues.

5. Attorney's Report (Fitzgerald) -none

6. Directors' Report - none

7. General Manager's Report (Heldmaier)-

General Manager Clemens Heldmaier said at the CRISP meeting the County didn't share the projects itself. He does understand disclosure might expose vulnerabilities of the Coastsides. The County said it was going to shelf this plan. However, they are trying to getting some grant funding and plans to reevaluate in six months again. He feels this process was beneficial.

FUTURE AGENDAS

Director Young said would like to agendize creating bylaws.

Director Boyd took a look at the Granada Community Services District and it is extremely familiar with material they already have and lots of that is already on the website.

Director Slater-Carter said bylaws are useful, but they already have what they need. She suggested having the Directors Report at the beginning, and consider bifurcating the Consent Agenda so they can get current data on some reports. Also, the estimates of the cost what a fire would take out and a letter written with those numbers to the County, State, and Caltrans.

Director Young said she will be submitting an application for the CSDA awards. Does that need to go to the Board?

General Manager Clemens Heldmaier said they can work on that together and present that to the Board.

BREAK at 9:25 pm

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)

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 LABOR NEGOTIATORS

(Government Code §54957.6)

Unrepresented Employees

ADJOURNMENT at 10:30 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 3rd, April 2025

Signed _____
President



MONTARA WATER & SANITARY DISTRICT

REGULAR BOARD OF DIRECTORS MEETINGS March 20, 2025

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, Slater-Carter and Young

Directors Absent: Softky

Staff Present: Clemens Heldmaier, General Manager

Others Present: District Counsel Christine Fitzgerald

PRESIDENT'S STATEMENT

Director Boyd stated that he is not going to make a president's statement other than how much he appreciates the incredible beauty in the place they live.

ORAL COMMENTS

Gregg Dieguez asked if there was any update to the District's efforts regarding the wildfire risk on the Caltrans Bypass property—any action to the letter sent?

General Manager Clemens Heldmaier replied he has not received a response to their letters.

Gregg Dieguez said he was told by Mr. DeYoung that Caltrans is sending out some people but he doesn't have any details.

Director Young requested establishing bylaws be agendaized for a future meeting.

Director Boyd said they have policies in place that are similar, but it would be interesting to compare to other agencies and see where there might be gaps.

**PUBLIC HEARING
CONSENT AGENDA
OLD BUSINESS
NEW BUSINESS
REPORTS**

- 1. Sewer Authority Mid-Coastside Meeting (SAM) (Slater-Carter)- none**
- 2. Mid-Coast Community Council (MCC) Meeting--none**
- 3. California Special Districts Associations (CSDA) Report (Slater-Carter)- none**
- 4. Local Agency Formation Commission (LAFCo) Report (Slater-Carter)- none**
- 5. Attorney's Report (Fitzgerald) -none**
- 6. Directors' Report-none**
- 7. General Manager's Report (Heldmaier)--none**

FUTURE AGENDAS

Director Young announced she will be recusing herself from the last Closed Session item due to a potential conflict of interest, and will leave the room.

BREAK at 7:38 pm

CONVENE IN CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6)

Unrepresented Employees

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 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)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Paragraph (2) of subdivision (d) of Gov. Code § 54956.9 (1 potential case)

ADJOURNMENT at 10:30 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 3rd, April 2025

Signed _____
President



MONTARA WATER & SANITARY DISTRICT

SPECIAL BOARD OF DIRECTORS MEETINGS March 27, 2025

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.

SPECIAL SESSION began at 5:02 p.m.

CALL TO ORDER

ROLL CALL

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

Directors Absent: None

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

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

PRESIDENT'S STATEMENT - none

ORAL COMMENTS

Sabrina Brennan requested the door be open to hear the meeting and/or be allowed to sit in the boardroom.

General Manager Clemens Heldmaier said they can't allow people to be in the boardroom due to safety concerns. The District is in the process of a remodel.

District Counsel Christine Fitzgerald said the Chair may take measures to maintain the safety of the room if she believes that its safer for people in attendance to be outside.

Director Young mentioned that she attended the Fire Board meeting and Mr. DeYoung made a presentation about the Caltrans Right-of-Way property.

Director Young said she will be recusing herself from the Seal Cove item and not participate from the discussion or vote because she resides in the affected area and therefore has a conflict of interest under Government code section 87100. She will leave the room and disengage from the conversation. It is her elected District and she is sorry that she is not able to represent her constituents.

PUBLIC HEARING CONSENT AGENDA OLD BUSINESS NEW BUSINESS

1. Review and Possible Urgency Actions Concerning Seal Cove Critical Geotechnical Hazards Area

General Manager Clemens Heldmaier reported significant geotechnical hazards in the Seal Cove area. Since February, the region has experienced multiple issues, including water leaks, sewer lateral separations, and sewer pump failures. Although the sewers have been thoroughly inspected to ensure there are no major problems, seismic activity has traditionally been concentrated in the northern section. However, more recent reports show increased seismic activity in the southern portion of the hazard area, as defined by San Mateo County. To address these issues, the District is requesting urgent action to repair, relocate, and further investigate infrastructure within this critical geotechnical hazard zone. This area is well-documented as geologically active. The primary study referenced by the County is a 1980 report, which helped establish the County's hazard zones. While this study remains a key reference, the General Manager acknowledges that more recent studies with greater detail are now available. It is traversed by a fault line as large and active as the San Andreas Fault, capable of producing earthquakes up to 8.0 in magnitude. This fault line connects with the San Andreas Fault to the north and extends into the ocean near the Fitzgerald Marine Reserve. A more detailed report received today shows that the Seal Cove fault line is slightly west of

where it was previously indicated. If you drive down Airport Road and look up at the bluffs, you're essentially looking at the Seal Cove fault line.

The region is divided into three geological zones: Zone One: This active hazard zone is unstable, with risks that include potential loss of life, continued seacliff retreat, and significant property damage, particularly to infrastructure and utilities located along active surface breaks. Zone One is prone to coastal erosion, landslides, and seismic activity. Zone Two: This area faces seismic and landslide risks. Zone Three: This zone is at risk only from seismic activity.

Geologically, Seal Cove is uplifted while the Airport area is a downshift. If you drive up Los Banos Road and notice the upward incline, this is a characteristic of the Seal Cove region. Over time, land along the bluffs, especially near the Distillery area, has been sliding. The southern portion of the area is currently experiencing increased activity. The San Lucas and Ocean Boulevard areas are of particular concern. San Mateo County has announced that it will not issue any encroachment permits in these areas, preventing the District from conducting necessary repairs to the infrastructure. This also poses a safety risk to staff, which is why the District is requesting immediate interim measures. The plan is to close the far west end of San Lucas Avenue, where two customers are currently receiving water via above-ground lines and bottled water. The District will work with the County and homeowners to find a solution. A key step in this process will involve relocating the water main line along San Lucas Avenue or section that is close to Del Mar to the other side of the road to ensure continued service to the fire hydrant in the area. The District is also exploring potential solutions for Ocean Boulevard which is also affected. Staff recommendation is to: Authorize the General Manager to take emergency actions and expend necessary funds to respond to infrastructure threats in the Seal Cove Area; Direct and authorize staff to review or conduct geotechnical studies and evaluate the District's facilities to inform potential infrastructure vulnerabilities, assess short and long-term stability of proposed improvements and make recommendations regarding same; Temporarily suspend issuing new service permits and related restrictions in the Seal Cove Area for a period of 60 days; Authorize the General Manager to request state and federal financial assistance under the San Mateo County Multijurisdictional Local Hazard Mitigation Plan (LHMP) though the MWSD LHMP Annex; Approve and authorize submittal of a letter to the County of San Mateo on behalf of MWSD requesting its collaboration and assistance in applying the County's land use policies for temporary and/or permanent regulation of development in the Seal Cove area; and further requesting that the County proclaim a local emergency by virtue of its authority under the California Emergency Services Act and the California Disaster Assistance Act. This requested action is in addition to, and intended to supplement financial assistance that may be available through the District's participation in the LHMP. Staff is also asking the Board to approve and adopt two resolutions and an interim urgency Ordinance.

Director Softky asked for clarification on the safety issue in Zone One.

General Manager Clemens Heldmaier said that area is unstable, and that is why the County isn't issuing permits for that part of the road. In fact, there have been emergency vehicles getting stuck in this section of that road, and a gas leak that may be potentially related to the movement. Any work done there would likely aggravate the situation, and would risk the safety of staff and damage to equipment.

Director Softky said the instability would lead to all sorts of other industrial accidents.

General Manager Clemens Heldmaier said the landslide is rather slow moving and would probably slide in sections.

Kelli Swan said she has a permit with the District in Zone Three. Is her project affected?

General Manager Clemens Heldmaier replied they are really concerned with Zone One and possibly Zone Two. Permits will not be suspended.

Sheila Leonoudakis asked that the terminology be amended on item three in the resolution, so they are assured there won't be any surprises.

District Counsel Christine Fitzgerald stated while she understands her concern, having staff comment on individual projects in this context is not possible. At this point, Staff doesn't know what types of restrictions may or may not be necessary. That is why it is an interim action—to give staff time to do studies and assess the conditions. The language can't be limited at this point because they don't know enough.

General Manager Clemens Heldmaier said permits already issued are not affected. The County and the District have to assess the area. Right now they are saying there are sections in which they are incapable of fixing what is out there. It is impossible to know where it will end.

Jeff Leonoudakis asked if his project will be suspended or delayed if his project is in Zone Three. He wants to make sure that there won't be some action taken that would result in a suspension of service.

General Manager Clemens Heldmaier said they are keeping the public updated. He reiterated the areas of most concern.

Director Softky said that it was said that current projects will not be affected and they do not know what will happen in the future.

Dean Lauritzen said he has an ADU project that is almost done. It was mentioned that projects are not affected. But the way it is worded is ambiguous. Is his permit to connect to water weighted differently than the existing water connections.

General Manager Clemens Heldmaier reiterated that they are acting for the health and safety of the community and staff. He can't comment on individual projects. There will be more meetings and keep the community as informed as possible.

Director Softky said once a permit is issued, they are all the same.

Sabrina Brennan said people are concerned about denied water service and it is her understanding that this will impact people that don't have water. And they have also been told that due to a disagreement with the County, water is not available for some. People who are in the process of building projects are worried if they are going to be able to get water when they have spent a lot of money. She continued to complain about spending rate-payer funded geotechnical studies when homeowners have to get that done as part of the permitting process, the high costs of District consultants, the current Boardroom configuration and environment, etc. She became very angry, disruptive, and would not leave.

District Counsel Christine Fitzgerald advised staff call the sheriff to remove Ms. Brennan.

Gregg Dieguez asked what the current level of reserves the District has, how will the District get the money back, and what additional costs might have to be spent to try to secure a connection to water and sewer in this unstable area. He would also like to know what is being done to ensure the safety of the employees of the Sewer Authority that have to go out to Seal Cove to do the work.

Director Slater-Carter replied passing the resolutions will allow them to take action, seek grants, and other things.

Richard Tabor said the Resolution should be reworded so the first and second area should be separated by the other area. Tier Three should be at the Boards discretion. He also suggested trying to get the County to reduce the truck traffic on San Lucas and Del Mar—even restricting the load to half a load.

Diane Brosin asked if the impetus for doing this is because the County won't issue encroachment permits to do the work there, and therefore the District is passing the resolutions to get a 60 day temporary allowance to get in there.

General Manager Clemens Heldmaier said they are concerned about the health and safety of the employees and consultants.

Diane Brosin said she wants to know what is it that you're looking for that you haven't been able to do before.

General Manager Clemens Heldmaier said it is to get access to grant funds, not having projects go out to bid, spending funds immediately, etc.

Diane Brosin stated so it is expeditious in nature, primarily allowing you to do things faster right now as opposed to doing anything different from what you would be doing if you didn't have those issues. Is that correct?

General Manager Clemens Heldmaier replied yes.

Dennis Broderick said he found about the meeting from a neighbor, and it is not acceptable. Since he wasn't notified why is this emergency? He is a retired operating engineer, and it is not a dangerous area to work in with heavy equipment. If you have the right people doing the right work, it is not unsafe.

Director Boyd made a motion to adopt Resolution of the Montara Water and Sanitary District declaring existence of emergency condition requiring immediate expenditure of funds and other actions in furtherance of public health, welfare and safety, and approving and ratifying execution of contracts for repair of essential public facilities relating thereto (Seal Cove Critical Geotechnical Hazards Area). Director Softky seconded the motion. Roll call vote: Director Boyd: Aye, Director Softky: Aye, Director Dekker: Aye, Director Slater-Carter: Aye. Director Young was not present. Motion passes 4-0.

Director Dekker made a motion to adopt the Resolution of the Board of Directors of the Montara Water and Sanitary District declaring the Existence of an emergency within a portion of the District's service area due to active land instability, coastal bluff soil erosion, seismic hazards and threat of essential public infrastructure damage and urging the County of San Mateo to proclaim a local emergency (Seal Cove Critical Geotechnical Hazard Area). Director Softky seconded the motion. Roll Call vote: Director Boyd: Aye, Director Softky: Aye, Director Dekker: Aye, Director Slater-Carter: Aye. Director Young was not present. Motion passes 4-0.

Director Boyd made a motion to adopt the Interim Urgency Ordinance of the Board of Directors of the Montara Water and Sanitary District temporarily suspending the issuance of water and sewer service permits or otherwise restricting said service within the Seal Cove Critical Geotechnical Hazard Area. Director Dekker seconded the motion. Roll Call vote: Director Boyd: Aye, Director Softky: Aye, Director Dekker: Aye, Director Slater-Carter: Aye. Director Young was not present. Motion passes 4-0.

Director Softky left the meeting resulting in a loss of a quorum.

Director Slater-Karter adjourned the meeting at 6:10 pm.

**REPORTS
FUTURE AGENDAS
CONVENE IN CLOSED SESSION**

ADJOURNMENT at 6:10 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 3rd, April 2025

Signed _____
President

Seal Cove Emergency

- Since mid-February, the District has responded to 10 water leaks near San Lucas Avenue and Ocean Boulevard, and 3 sewer lateral separations and a sewer pump failure.
- Staff have tested and visually inspected District sewers to confirm no breaks.
- Two homes on San Lucas are now served by above ground water service connections; one home on San Lucas had its water service connection relocated.
- Staff have delivered emergency bottled water to impacted homes.

History of Hazards

- Late 1960's, U.S. Geological Survey slowed development due to active landsliding and accelerated coastal erosion.
- 1970s: San Mateo County froze building construction; Detailed geologic study, completed in 1971, confirmed active landsliding, faulting, and seacliff erosion.
- In 1980, County geologic study confirmed continued instability and geologic hazards:
 - Approximately 17 homes that had suffered some form of structural damage due to landslide activity.

1980 Report Hazards

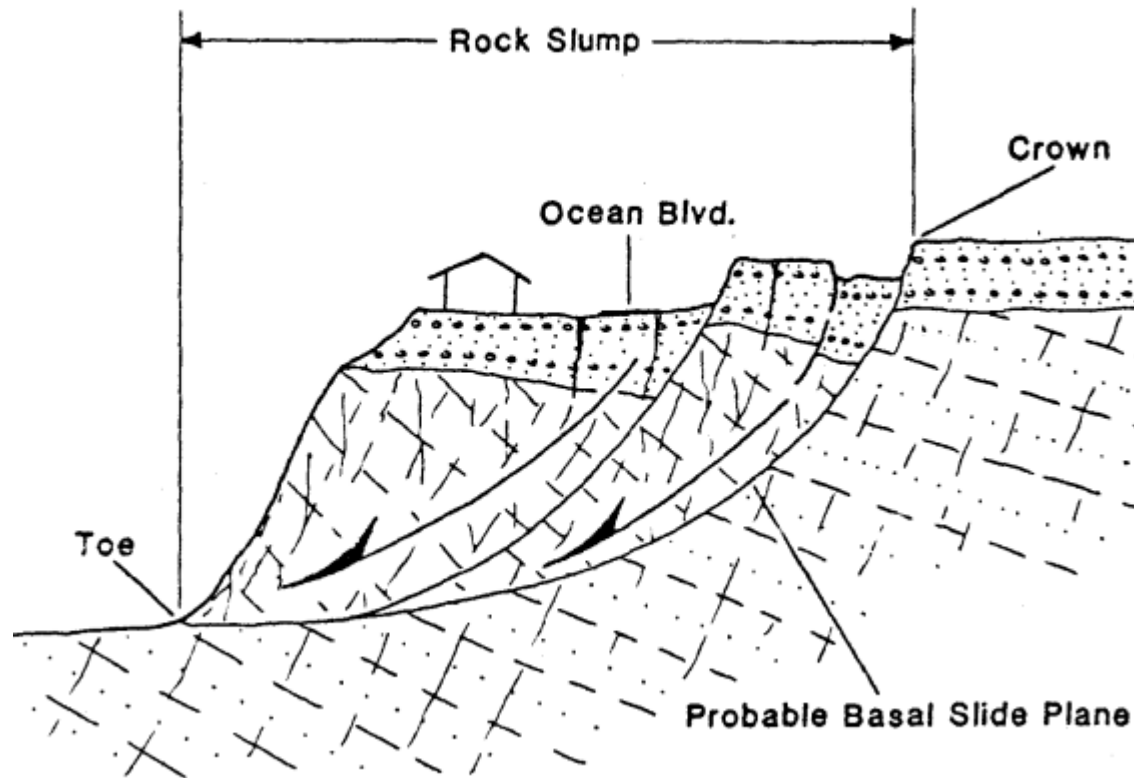
3 geologic hazard zones, including active hazards in Zone 1:

Zone 1 Risk Assessment – UNSTABLE; Risk to development in this zone is considered to be extremely high. It is reasonable to conclude that slow progressive landsliding and seacliff retreat will continue, resulting in structural and property damage. This is especially true for structures or utilities located astride active surface breaks. Rapid catastrophic slope failure of the high, steep portion of the seacliff located west of Ocean Boulevard is a clear probability. Such an event could involve the loss of life as well as significant property damage. The feasibility of reducing the risk to acceptable levels is extremely low. No additional development should be allowed in this zone.



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

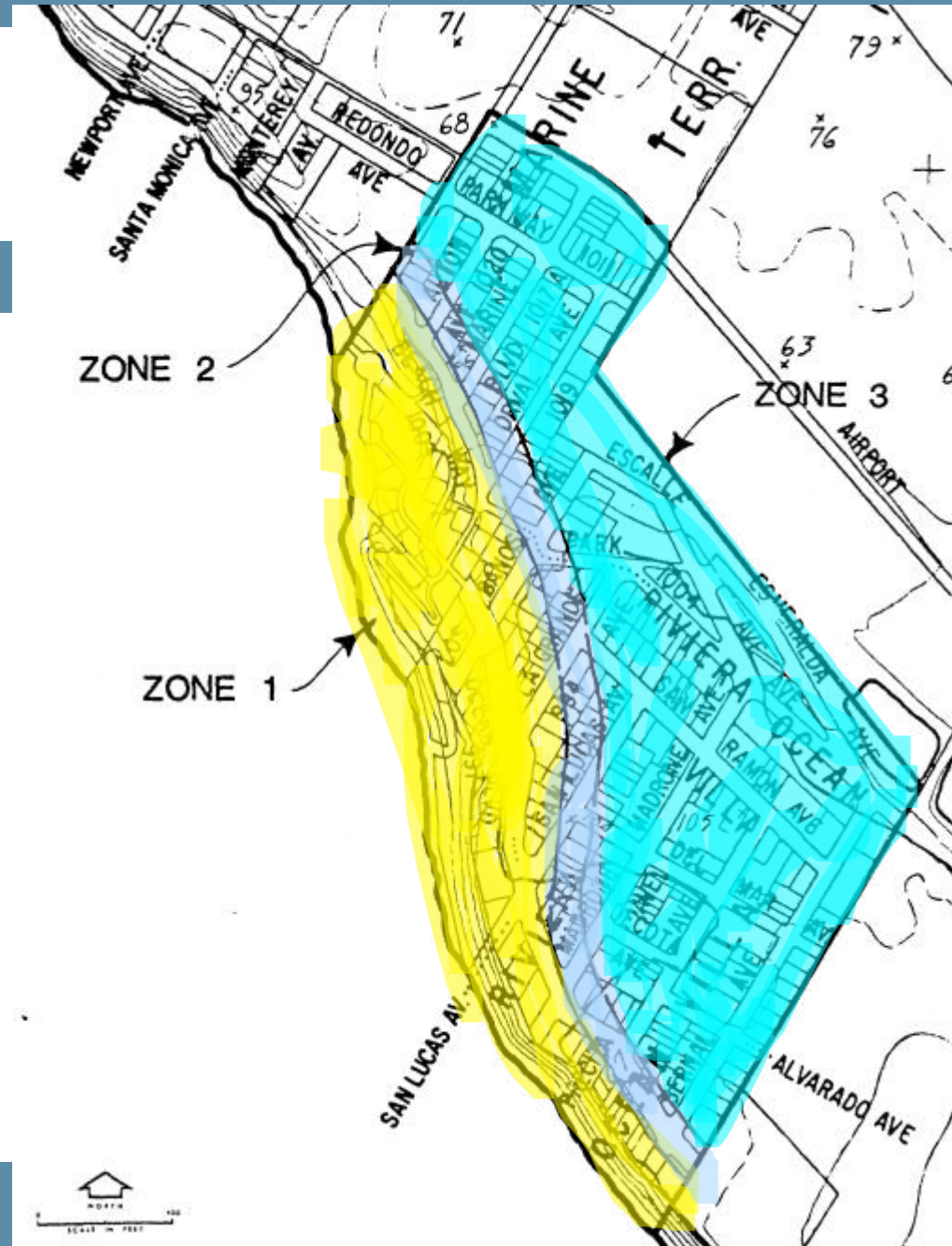
Landslide Movement





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

Seal Cove Critical Geotechnical Hazards Area

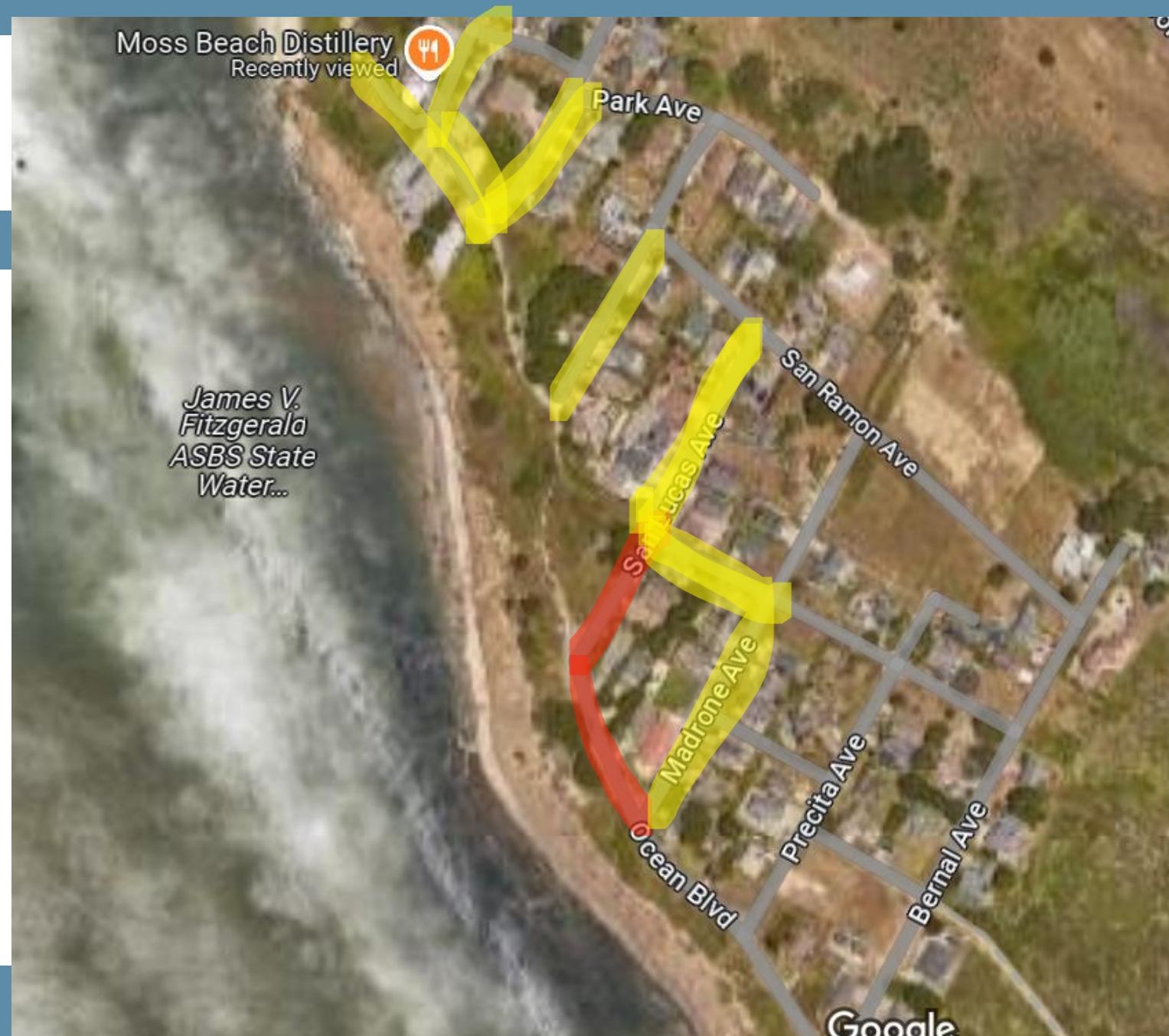




**Montara Water
and Sanitary District**

Serving the Community of Montara and Moss Beach

- Red Area:
Leaks, Capped Main, Above
Ground Services
- Yellow:
Area of Investigation,
Possible Further Relocations



ORDINANCE NO. 214

INTERIM URGENCY ORDINANCE OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT TEMPORARILY SUSPENDING THE ISSUANCE OF WATER AND SEWER SERVICE PERMITS OR OTHERWISE RESTRICTING SAID SERVICE WITHIN THE SEAL COVE CRITICAL GEOLTECNICAL HAZARDS AREA

WHEREAS, the Montara Water and Sanitary District ("District or MWSD") is a Sanitary District duly organized under the Sanitary District Act of 1923 (Health & Safety Code §§ 6400 – 6830) and a public agency formed as a special district and authorized under California law, by a special election of August 11, 1992 and MWSD Resolution 978 to exercise all powers of a county water district in the same manner as county water districts formed under the County Water District Law (Division 12 (commencing with Section 30000) of the Water Code) and authorized to exercise its powers to take appropriate measures and actions to prevent or mitigate an emergency necessary to protect the public safety, health and environment and respond to infrastructure threats; and

WHEREAS, on or about March 16 2025, the District was alerted to active land movement along the coastal bluff in the Seal Cove Critical Geotechnical Hazards Area ("Area or Seal Cove Area"), including sinkholes, causing a series of line breaks and water leaks of MWSD infrastructure located within portions of public roads, including San Lucas Avenue, west of Del Mar Avenue, Ocean Avenue between San Lucas and Madrone, La Grande Avenue, Los Banos Avenue, as well as the Park Street and Beach Street intersection; additionally, since mid-February, staff has responded to ten (10) water leaks and repaired eight (8) leaks on either a District water main or individual property water connections near San Lucas Avenue and Ocean Boulevard; and

WHEREAS, the Area lies along the Seal Cove earthquake fault line and numerous branch lines which are considered to be active and has long been designated by the County of San Mateo as a Geotechnical Hazard Area with low coastal cliff stability. The Area has been extensively studied regarding geotechnical and natural hazards that subject it to active landslides, seismic hazards, sea cliff erosion and sea level rise. A 1980 study identified four (4) Geotech zones (attached as Exhibit A is the Geologic Hazard Zone Study and Map) currently used by San Mateo County, the local agency with land use authority, as the guide for development in the Seal Cove Area; and

WHEREAS, the ongoing land movement and cliffside instability in the Area and portions of MWSD's service area threatens the integrity of sewer and water supply lines and mains, increasing the risk of line breaks, sewage overflows, water loss, service interruptions and potential contamination of the District's water supply, including groundwater and coastal waters, making it unsafe to extend water and sewer service to properties in the Areas; and

ORDINANCE NO. 214

INTERIM URGENCY ORDINANCE OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT TEMPORARILY SUSPENDING THE ISSUANCE OF WATER AND SEWER SERVICE PERMITS OR OTHERWISE RESTRICTING SAID SERVICE WITHIN THE SEAL COVE CRITICAL GEOLTECNICAL HAZARDS AREA

WHEREAS, MWSD's infrastructure in unstable areas is not designed to withstand ongoing ground movement, and new connections could exacerbate system failures and costly emergency repairs. Further, increased development in unstable areas would place excessive strain on MWSD's system, jeopardizing service reliability for existing customers. MWSD must prioritize infrastructure stabilization and maintenance over continued use or expansion in high-risk areas; and

WHEREAS, the purpose of this ordinance is to immediately suspend the issuance of new water and sewer permits and/or restrict or discontinue service, including abandonment of District facilities, within the Seal Cove Area due to active land movement, seismic risks, and coastal erosion in order to prevent imminent threats to public health, safety, and infrastructure stability; such action is justified because delaying this ordinance would allow for continued issuance of permits, further increasing risks to public health and infrastructure stability; and

WHEREAS, under Health & Safety Code §§ 6512, 6512.7, 6518, 6520, 6521 and 6522, MWSD has authority to regulate, restrict, and prohibit new sewer connections when necessary to protect public health and system integrity. Under Water Code §§ 31020 and 31021, MWSD has the authority to regulate and limit new water connections when necessary to protect the long-term stability of the water supply.

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 above recitals are true and correct and incorporated into these findings. Further incorporated into these findings is the District's staff report in support of emergency actions related to the Seal Cove Critical Geotechnical Hazards Area considered by the District's Board of Directors at a special meeting convened on March 27, 2025.

SECTION 2. Effective immediately, MWSD shall not accept applications for service nor issue new water or sewer permits for properties located within the Area, as defined in Exhibit A, nor allow the reactivation of inactive service or other actions that, in the opinion of the District's General Manager and/or the District's Water and Sewer Engineers, are necessary to protect the District's critical infrastructure, including the imposition of service conditions related to both District owned facilities and privately owned facilities, and that the District is not responsible for maintenance

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INTERIM URGENCY ORDINANCE OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT TEMPORARILY SUSPENDING THE ISSUANCE OF WATER AND SEWER SERVICE PERMITS OR OTHERWISE RESTRICTING SAID SERVICE WITHIN THE SEAL COVE CRITICAL GEOLTECNICAL HAZARDS AREA

of private sewer pumps and laterals; excepting therefrom, repairs or replacements necessary to prevent imminent health and safety hazards. This ordinance does not revoke permits that have already been issued except that such permits or connections are subject to the imposition of service conditions necessary to protect both District owned facilities and privately owned facilities.

SECTION 3. This moratorium shall remain in effect for sixty (60) days, unless extended by MWSD's Board of Directors pursuant to applicable law. During the moratorium period, MWSD will review existing geotechnical studies and conduct an infrastructure assessment to determine long-term mitigation measures and potential temporary or permanent policy updates or code amendments to be considered by the Board.

SECTION 4. This ordinance is exempt from the California Environmental Quality Act (CEQA) under Public Resources Code § 21080(b)(4) and CEQA Guidelines § 15269(c) (emergency actions necessary to prevent or mitigate an imminent threat to public health and safety).

SECTION 5. If any section of this ordinance is held invalid, the remainder shall remain in full force and effect.

SECTION 6. All ordinances or portions thereof in conflict herewith shall be, and hereby are, temporarily suspended to the extent of such conflict.

SECTION 7. Upon adoption, this ordinance shall be entered in the minutes of the Board and posted for one-week in three (3) places in the District. The Secretary of the District shall certify the passage of this ordinance and cause the same to be published once in a newspaper of general circulation published in the District.



President, Montara Water and Sanitary District

COUNTERSIGNED:



Secretary, Montara Water and Sanitary District

ORDINANCE NO. 214

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* * *

I HEREBY CERTIFY that the foregoing Ordinance No. 214 was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a special meeting thereof held on the 27th day of March 2025 by the following vote:

AYES, Directors: Boyd, Dekker, Slater-Carter, Softky,

NOES, Directors: None

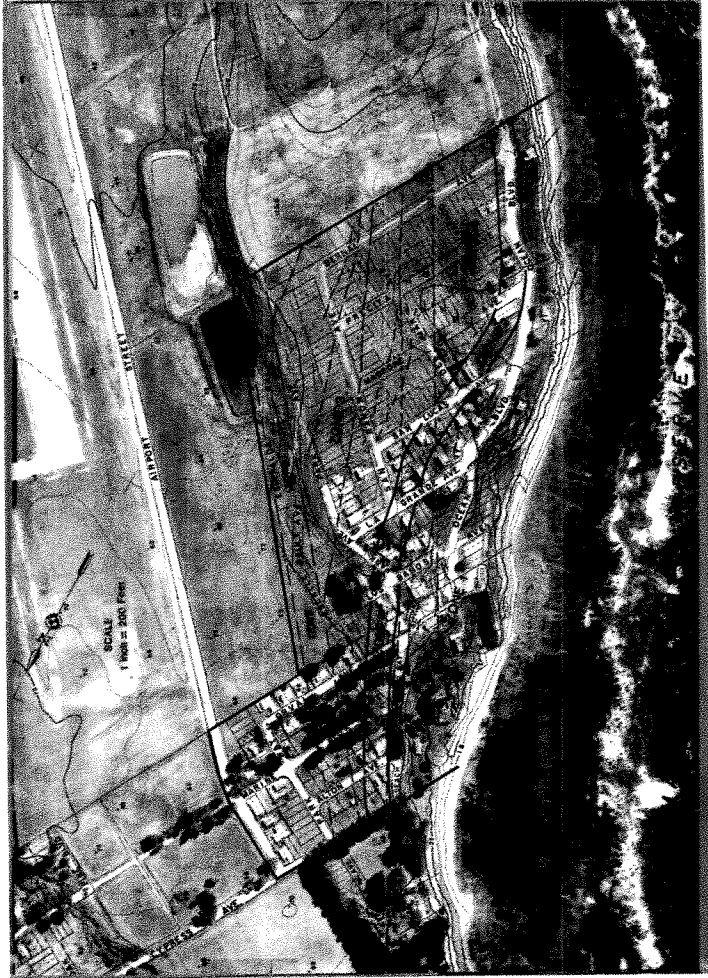
ABSENT, Directors: Young


Secretary, Montara Water and Sanitary District

Geologic Analysis of the Seal Cove Area

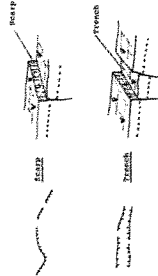
EXHIBIT A

GEOTECHNICAL HAZARDS MAP

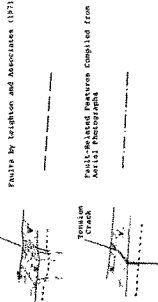


MAP SYMBOLS

ACTIVE LANDSLIDE FEATURES



ACTIVE FAULT FEATURES



GEOTECHNICAL HAZARD ZONE



NOTES TO USERS

This map provides geotechnical data based on detailed surface mapping, interpretation of aerial photographs, and field observations. The map is not intended to be used as a basis for engineering design or construction. The map is primarily designed for use by geologists, engineers, and other professionals in the field of geotechnical engineering. Additional description and explanation of the geologic conditions of the Seal Cove area may be found in the report titled "Geologic Analysis of the Seal Cove Area" dated August 1971.

		GEOTECHNICAL CONSULTANTS 301 BY RD. SE. SUITE 200 ALBANY, GA 31706	
GEOTECHNICAL HAZARDS MAP SEAL COVE STUDY AREA			
PLATE NO. 1	SCALE 1"=200'	DATE: 8/6/80	APPROVED BY: CAC
PROJECT NO. 0-112	GEO. ENGINEER: CAC	DATE: 8/6/80	APPROVED BY: CAC

EXPLANATION

GEOTECHNICAL HAZARD ZONE	RISK ASSESSMENT	REQUIRED GEOTECHNICAL INVESTIGATION
ZONE 1 Includes all lands located along the western escarpment and associated scarp face. The position of the western boundary of this zone is undetermined. The eastern boundary of this zone is the escarpment crest. The zone is characterized by steep slopes, high water table, and high seismicity.	UNSTABLE Risk to development in this zone is considered to be high. The zone is characterized by steep slopes, high water table, and high seismicity. The zone is considered to be unstable.	No investigation deemed feasible due to the severity of the instability.
ZONE 2 Includes all lands located within a 100-foot wide zone located immediately adjacent to the zone of active landsliding. The position of the western boundary of this zone is undetermined. The eastern boundary of this zone is the escarpment crest. The zone is characterized by steep slopes, high water table, and high seismicity.	QUESTIONABLE STABILITY Risk to development in this zone is considered to be moderate. The zone is characterized by steep slopes, high water table, and high seismicity. The zone is considered to be questionable.	Engineering geologic investigation by a certified engineering geologist and a soil and foundation engineering geologist, or a combined equivalent of the above.
ZONE 3 Includes all lands located outside of the zone affected by active or potential landsliding.	MOST STABLE Risk to development in this zone is considered to be low. The zone is characterized by low slopes, low water table, and low seismicity. The zone is considered to be most stable.	Engineering geologic investigation by a certified engineering geologist and a soil and foundation engineering geologist, or a combined equivalent of the above.

GEOLOGIC ANALYSIS
OF THE
SEAL COVE AREA
COUNTY OF SAN MATEO



William Cotton
and Associates

GEOTECHNICAL CONSULTANTS

314 Tait Avenue, Los Gatos, California 95030
(408) 354-5542

David C. Hale, Director
Planning Department
County of San Mateo
590 Hamilton Street
Redwood City, California 94063

August 5, 1980
G112-80

Dear Mr. Hale:

In accordance with our agreement with the County of San Mateo (#5500-80-426) dated July 14, 1980, the final geologic report is hereby submitted.

As a result of our work, the original Geologic Map of the Seal Cove area has been updated and a number of recommendations are presented herein in order to help strengthen the present land use policies that control development.

Our report is presented in two basic parts consisting of a Conclusions and Recommendations section followed by a Technical Report section. The technical report describes the geologic data and analysis that we used to support the final conclusions and recommendations.

It has been our pleasure to be of service to the County on this interesting project. If we can be of help in clarifying any aspect of this report, please do not hesitate to contact our office.

Sincerely yours,

WILLIAM COTTON AND ASSOCIATES

William R. Cotton
Engineering Geologist, CEG 882

bp

Attached report

CONCLUSIONS
AND
RECOMMENDATIONS

GEOLOGIC
ANALYSIS
OF THE
SEAL COVE AREA

COUNTY OF SAN MATEO
CALIFORNIA

August 1980

CONCLUSIONS

The Seal Cove study area is exposed to a variety of geologic hazards that severely affect future land use decisions. These conditions and the level of associated risk were well documented nearly a decade ago by a County-authorized geologic study conducted by Leighton and Associates (October 1971). The present study was designed to update the geologic information presented in the Leighton report and to reevaluate the residential development regulations.

The following geologic hazards are the principal geologic concerns of the Seal Cove area:

Landsliding - Deep-seated landslides presently are destroying extensive sections of the seacliff region which define the western edge of the study area. Approximately 17 homes have suffered some form of structural damage due to landslide activity. The inland extent of the active landsliding from the coastline ranges between 100 to 400 feet; however, the average distance is nearly 250 feet. The average rate of landslide movement is very slow, probably ranging between 1 and 3 inches per year. However, the probability of accelerated movements is considered high in many local areas within the presently failing landslide complex. This is especially true of the high seacliff area located west of Ocean Boulevard where rapid catastrophic failure is a clear possibility.

Faulting - The active Seal Cove fault and a number of branching fault traces pass through the study area. The main trace is confined to a 100-foot-wide zone located along the eastern margin of the study area. Although most of this zone lies outside of the study area, the branching fault traces pass through the main portion of the residential area. All of these faults are considered to be active, and thus, capable of generating earthquakes with associated ground shaking, surface faulting and ground failure.

Seacliff Erosion - The entire coastline area presently is experiencing severe erosion by wave activity. This erosion process causes the seacliff to become undercut at its base and locally unstable. The oversteepened face of the seacliff responds by shallow, piecemeal sloughing; however, natural stability is never achieved due to the constant erosional activity within the surf zone. The result is a systematic retreat of the seacliff by local episodic sloughing. The average rate of cliff retreat is approximately 3 to 4 feet per year in the Seal Cove area.

A number of additional geologic problems have been identified in the Seal Cove area; however, these are

relatively minor hazards when compared to those outlined above and can be significantly mitigated by design. These problems include potentially expansive soils, poor surface drainage and problems associated with shallow ground water.

RISK ANALYSIS

The development of sound public policy to deal with the geologic hazards of the Seal Cove area requires an answer to the question, "How safe is safe enough?" The information and analysis presented in this report is an attempt to provide the necessary framework on which the appropriate County decisionmakers can judge acceptable levels of risk.

To properly assess the appropriate level of risk to the community, a number of important steps are essential. First, and probably most importantly, the presence of geologic hazards must be recognized. In the Seal Cove area, although the original subdivision was initiated in the early 1900's, the hazardous landslide and fault conditions were not recognized until nearly ten years ago. Consequently, many homes and streets were built on active landslides or astride active traces of the Seal Cove fault, and thus, have sustained considerable damage.

The second step in this process takes place after the geologic hazards have been recognized. This step requires detailed studies to determine the physical characteristics of the hazards. For the Seal Cove area, this was accomplished through the initial geologic study conducted by Leighton and Associates in 1971. They identified a large area of active landslides, and a number of fault traces associated with the Seal Cove fault. As an important part of their investigation, they provided a detailed description of the dimensions and level of activity of the landslides and faults.

Once the geologic hazards are recognized and carefully characterized, then the degree or level of risk associated with each hazard can be evaluated. In the Seal Cove area the present land use tends to limit the exposure of risk mainly to utilities, streets and houses; however, the potential for personal injury or loss of life is possible in local areas. The decision as to whether the various levels of risk are tolerable or intolerable to the public requires the input of the County decisionmakers. An important part of any risk analysis is the consideration of possible mitigating measures that could reduce the risk associated with each type of hazard. This kind of action is usually the product of the democratic process and depends as much on social, economic and environmental values as on geologic knowledge. There are a number of mitigating measures that may reduce risk to tolerable levels. For example, land use may be regulated to the degree that residential development is simply restricted from

hazardous areas, thus the hazard is avoided and the risk is essentially eliminated. This has been done in the Seal Cove area by prohibiting construction in active landslide areas, astride active fault traces and close to the edge of the seacliff.

Another method of reducing the risk is by attempting to reduce the impact of the hazard. This might include requirements for special foundations for residential structures, improved drainage facilities, flexible utilities and stronger construction techniques. No significant attempts have been made in the Seal Cove area to reduce the impact of landslide or fault hazards by design, and indeed, to attempt to do so does not seem reasonable. Likewise, attempts to reduce the risk associated with the landslides and faults by controlling these hazardous processes is impractical, if not impossible.

In summary, it is our opinion that the only practical means of reducing the risk associated with landslide and fault hazards is by prudent land use regulations. Any land use policy should balance the risk against the social, economic and environmental cost in order to determine the level of risk acceptable to the community.

RECOMMENDATIONS

The following recommendations are presented for consideration by the County in order to establish prudent land use policies within the Seal Cove area. We believe that the recommendations are consistent with the goals and objectives of the Seismic Safety Element of the General Plan, the original recommendations presented in the Leighton report, and the minimum standards for geotechnical reports which were adopted by the County in 1977. However, after careful review by the County these recommendations may be altered to reflect the final expression of the County perception of acceptable risk.

1) Critical Hazards Area - Due to the complexity of the hazardous geologic conditions in the Seal Cove area we recommend that the entire study area be designated as a "Critical Geotechnical Hazards Area." Such a designation would "red flag" the region as an area of high geologic hazards for which special or more detailed geologic and soil investigations (i.e. geotechnical) will be required prior to development. Additionally, such a designation would alert present and future landowners to the hazardous conditions and the potential higher than normal cost of development.

To protect the interest of the County, individual landowners, and local developers geologic and/or soil investigations of appropriate level should be required for all lands within the study area. These investigations will normally exceed the minimum standards adopted by the County and will specifically address the primary geology and hazard of the site in question.

2) Geotechnical Hazards Map - To facilitate the required geologic and/or soil investigations we have prepared a new hazard zonation map for the Seal Cove area. This map is a modification of the original map prepared by Leighton and Associates in 1971 and is based upon new landslide and fault information generated during the present study. The changes from the original zonation map include (1) combining hazard zone 3 and 4, and (2) moving the boundary of hazard zone 1 and 2 to the east. The geotechnical hazard zones have been compiled on the new 200-scale County base map which we believe is a more useful map because it superimposes property boundaries on an orthophotographic base.

The Geotechnical Hazards Map divides the Seal Cove area into three zones on the basis of similar geotechnical hazards or problems. Consequently, the terrain within each zone is considered to have similar potentials and constraints for development. In essence each zone reflects different levels of risk to man and structures.

The physical conditions and the associated risk of the three zones are described on the Geotechnical Hazards Map along with the various levels of geotechnical investigations required to evaluate the particular hazards in each zone. The following section describes the criteria for each hazard zone, defines the associated risk for development in each zone and defines the scope of required geotechnical investigations. It is recommended that the Geotechnical Hazards Map be officially adopted by the County as part of the final land use policy to guide future development in the Seal Cove study area.

ZONE 1 - Includes all lands located along the western seacliff that are affected by active landslide processes and accelerated seacliff erosion. The position of the erosion boundary of this zone is established by the easternmost extent of active landsliding plus a setback of 50 feet. The setback zone includes lands which lie outside or east of the active landslides but are expected to experience problems in the future (i.e. 50± years).

Risk Assessment - Risk to development in this zone is considered to be extremely high. It is reasonable to conclude that slow progressive landsliding and seacliff retreat will continue, resulting in structural and property damage. This is especially true for structures or utilities located astride active surface breaks. Rapid catastrophic slope failure of the high, steep portion of the seacliff located west of Ocean Boulevard is a clear probability. Such an event could involve the loss of life as well as significant property damage.

The feasibility of reducing the risk to acceptable levels is extremely low.

No additional development should be allowed in this zone.

ZONE 2 - Includes all lands within a 100-foot wide zone located immediately adjacent to the zone of active landsliding and accelerated seacliff erosion (i.e. Zone 1). The position of the eastern boundary of this zone is established by a 2:1 (i.e. 26½ degrees) projection measured from the base of the high seacliff located west of Ocean Boulevard.

Risk Assessment - Risk to development in this zone is considered to be moderate to high. Eastward progression of active landsliding is difficult to predict with reliable accuracy.

The likelihood of eliminating the risk is very low, however it may be possible to significantly reduce the impact of the hazard by properly designed foundations.

No development should be allowed in this zone until stability is clearly demonstrated by the required geotechnical investigations.

Required Geotechnical Investigation - Engineering geologic investigation by a certified engineering geologist and a soil and foundation engineering investigation by a registered civil engineer, or a combined equivalent of the above.

- Scope of both investigations should be directed toward a detailed evaluation of the potential landslide hazards in this zone. In most cases, landslide studies will require extensive subsurface work in order to provide the necessary technical data to conduct a detailed slope stability analysis. The geotechnical analysis should provide acceptable factors of safety to clearly demonstrate stability before construction is allowed in this zone.

ZONE 3 - Includes all lands located outside of the areas affected by active or potential landslides.

Risk Assessment - Risk to development in this zone is considered to be low to moderate. The major geologic hazard in this zone is the threat of surface faulting along the master fault trace and several branching fault traces of the Seal Cove fault. These faults are active and capable of producing damaging surface faulting, strong ground shaking and ground failure.

The relative risk associated with poor surface drainage and potentially expansive soils is generally regarded as moderate to locally high.

The feasibility of reducing the risks to acceptable levels in this zone is considered high. This can be accomplished by careful siting of homes away from active faults, using careful structural and foundation design and adequate surface drainage plans. However, it is possible that some residential parcels will be judged unbuildable due to high seismic hazards.

Development should be allowed in this zone on parcels found to be free of hazardous conditions by the required geotechnical investigations.

Required Geotechnical Investigation - Engineering geologic investigation by a certified engineering geologist and a soil and foundation engineering investigation by a registered civil engineer, or a combined equivalent of the above.

- Scope of engineering geologic investigation should address the seismic hazards related to the master and branching traces of the Seal Cove fault. Particular emphasis of the engineering geologic investigations should be placed on the evaluation of possible surface faulting. Investigative techniques within this area will require the use of subsurface trenching and possibly geophysical traverses unless clear evidence is established to show that no active fault crosses the parcel in question.
- The soil and foundation engineering investigation should address, but not necessarily be confined to, the following items: site preparation and grading, surface drainage, and design parameters for residential foundations.

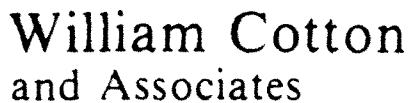
All of the geotechnical investigations should reference this report and the geologic data presented in the Leighton and Associates report of 1971 and the Seismic and Safety Elements of the General Plan of 1976. The geotechnical reports describing the results of these investigations should be reviewed by the County Geologist following the procedure that is currently in practice. The recommendations expressed in the soil and foundation engineering reports and/or the engineering geologic reports should become conditions of any development application.

TECHNICAL REPORT

GEOLOGIC ANALYSIS
OF THE
SEAL COVE AREA

County of San Mateo
California

August 1980



GEOTECHNICAL CONSULTANTS

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To: David C. Hale
Planning Director
County of San Mateo

August 5, 1980
Project G112-80

From: William Cotton and Associates
Geotechnical Consultants

Subject: Geologic Analysis
Seal Cove Area
County of San Mateo, California

INTRODUCTION

At the request of the County of San Mateo we have completed an investigation of the geologic conditions of the Seal Cove area. The primary purpose of our work was to evaluate and update the existing Geologic Map of the area, to identify and characterize the geologic hazards that constrain development, and to evaluate the level of risk associated with the hazardous conditions.

The geologic investigation included the following tasks: (1) detailed geologic surface mapping of the study area at a scale of 1 inch = 200 feet, (2) compilation and analysis of geologic and soil engineering data taken from reports and maps held in the County files, (3) stereoscopic evaluation of sequential aerial photographs, and (4) discussions with area landowners. The equivalent of eight man-days were spent collecting and compiling field data.

In preparing this report we have relied heavily on the following documents:

- **Geologic Report of Seal Cove and Moss Beach Area,**
F. Beach Leighton and Associates,
October 15, 1971.
- **Geotechnical Hazards Synthesis Map for**
San Mateo County, Leighton and Associates,
and San Mateo County Planning Department,
June 1975.
- **Seismic and Safety Elements of the**
General Plan, Vol. 1 and 2; San Mateo
County Planning Department, December 1976.

The geologic data and discussions presented in this report should be regarded as updated and reevaluated information taken from the Leighton report and should not be considered to supersede or diminish the importance of their work. Future development in the Seal Cove area should not proceed without reference to both of these reports and the data compiled for the seismic safety element of the County of San Mateo.

ACCOMPANYING ILLUSTRATIONS

Geotechnical Hazards Map, 1 inch = 200 feet, Plate 1 Pocket

Index Map, Figure 1

Topographic and Geologic Index Map, Figure 2

Schematic Geologic Cross Section, Figure 3

Mode of Rock Slump Failure, Figure 4

Progressive North to South Failure of Seacliff Region, Figure 5

Progressive Seacliff Erosion, Figure 6

Seal Cove Fault System, Figure 7

DEVELOPMENT HISTORY

The portion of coastal San Mateo County that is included in this study is a residential section known as Seal Cove which is located in the southern part of the community of Moss Beach (Figure 1). The northern and southern boundaries of the study area are defined by Cypress and Bernal Avenues, respectively, and include all of the residential property located between the Half Moon Bay Airport and the ocean.

The Seal Cove area was subdivided into residential parcels about 1908. The area was subdivided into 2500 square foot lots with roads and improvements (i.e., streets, sidewalks and utilities) without regard for the geologic constraints. In fact, the primary attraction of the Seal Cove area was the presumed relatively low level of risk associated with the setting as compared to the San Francisco region that was devastated during the earthquake of 1906. The existing street alignments and the lot configurations are essentially the same as the original 1908 development plan. Since that time, residential construction has proceeded at a rather slow, piecemeal rate with home construction being limited to parcels of 5000 square feet.

In the late 1960's development in portions of the Seal Cove community was identified by the U.S. Geological Survey as being constrained by high geologic hazards due to active landsliding and accelerated coastal erosion. On the basis of this information, the County of San Mateo placed a building freeze on the Seal Cove area and authorized Leighton and Associates, the County Geologists, to complete a detailed geologic study of the area and to provide the County with guidelines for future development. The geologic study was completed and the final report was accepted by the County in October of 1971. The Leighton report clearly identified the primary geologic constraints of the Seal Cove as landsliding, faulting, and seacliff erosion. In addition, the report identified less severe potential problems associated with poor surface drainage, high ground water, and expansive soils. On the basis of these concerns, the Seal Cove area was divided into four Geologic Hazard Zones that define different levels of relative geologic stability. The description of each zone identifies the primary geologic hazard that constrains development and defined the type of geologic and soil report that would be required prior to residential development. Table 1 outlines the four hazard zones as presented in the Leighton report of October 15, 1971.

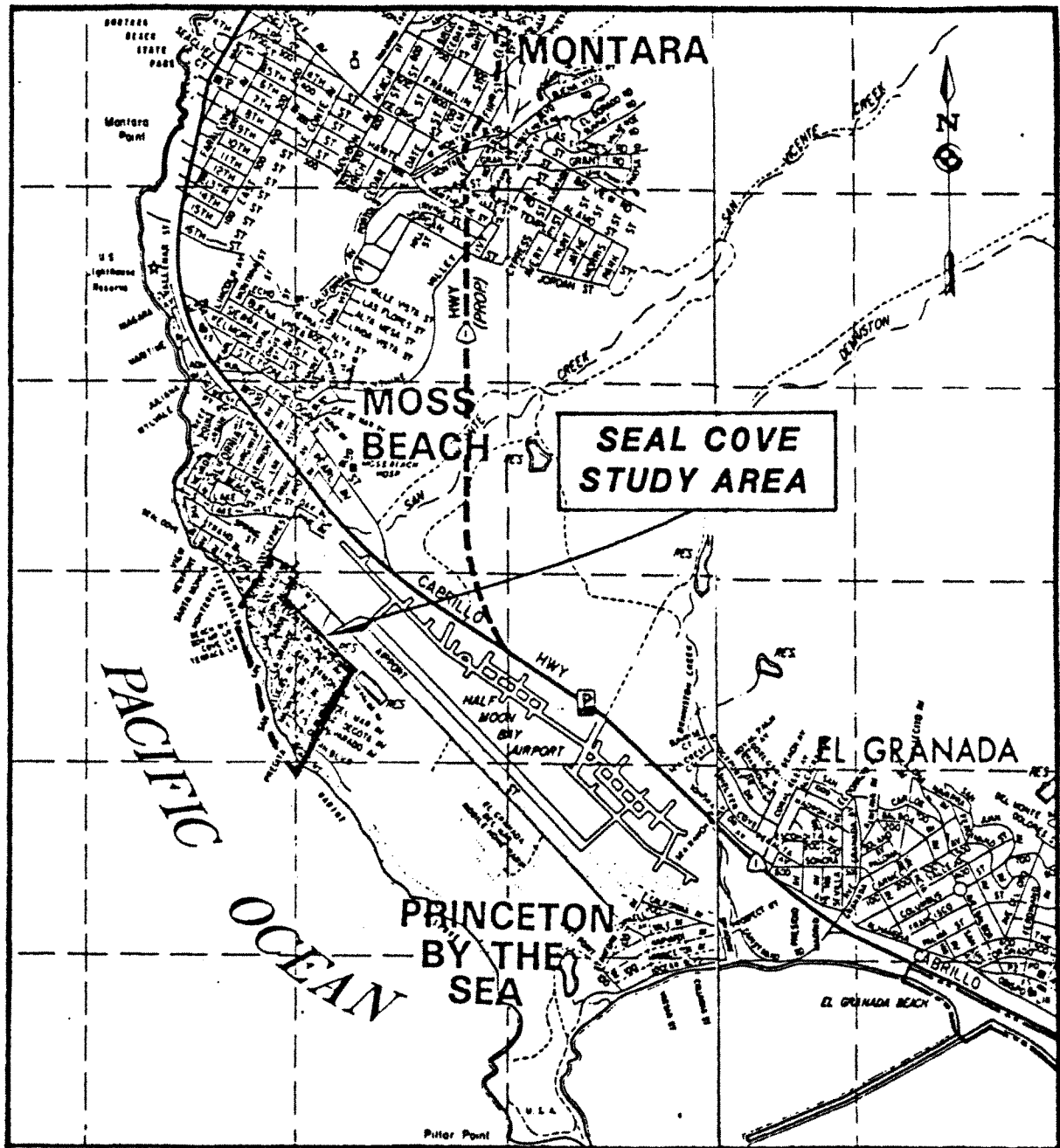


FIGURE 1 - INDEX MAP

SEAL COVE STUDY AREA
COUNTY OF SAN MATEO, CALIFORNIA

ZONAL RATINGS	GEOLOGIC STABILITY RATINGS	MAJOR GEOLOGIC PROBLEM TYPES	NATURE OF FUTURE GEOLOGY AND SOILS REPORTS REQUIRED
1	MOST SEVERE INSTABILITY	LANDSLIDING (RAPID MOVEMENTS LIKELY)	FEASIBILITY OF CORRECTION HIGHLY IMPROBABLE
2	UNSTABLE	PROGRESSIVE LANDSLIDING, EROSIONAL RETREAT OF BLUFFS, HIGH GROUND WATER AND ACTIVE FAULTING	DETAILED SUBSURFACE INVESTIGATIONS WILL BE NECESSARY TO ANALYZE INSTABILITY
3	DEGREE OF INSTABILITY QUESTIONABLE	COMBINATIONS OF THE ABOVE	DETAILED SUBSURFACE INVESTIGATIONS WILL BE NECESSARY TO DETERMINE DEGREE OF STABILITY
4	MOST STABLE	TYPICAL SOILS PROBLEMS (EXPANSIVE SOILS, ETC.); LOCALIZED GEOLOGIC PROBLEMS (SOIL CREEP, ETC.); SEISMIC RESPONSE, ETC.	CONVENTIONAL INVESTIGATIONS WILL PROBABLY BE ADEQUATE

TABLE 1 - GEOLOGIC HAZARD ZONES AS DEFINED BY LEIGHTON AND ASSOCIATES, OCTOBER 15, 1971

In November of 1971 the County accepted the conclusions and recommendations of the Leighton report and imposed a number of building restrictions on the parcels within the four hazard zones. In addition, Leighton and Associates prepared and sent to the County a specified set of guidelines for geologic and soil investigations conducted in the Seal Cove area. On the basis of the new information, the building freeze was lifted but residential development was allowed to proceed only after the necessary geologic and/or soil investigations were satisfactorily completed. The required reports were reviewed by Leighton and Associates on a part-time basis until 1975 when the County retained A. C. Neufeld as the permanent County Geologist.

The present policy regarding geologic and soil reports has been altered slightly from the recommendations of the Leighton report. At present, detailed geologic and soil investigations are required in Geologic Hazard Zones 1 and 2; however, in zones 3 and 4 such investigations are only required when a parcel is located within fifty feet of a mapped fault. Normally, areas located outside of the fifty foot zone do not require any geologic or soil report prior to construction. The adequacy of the geologic and soil report are evaluated by the County Geologist according to the Minimum Standards for Geotechnical Reports adopted by the County and the review procedures developed by the County Geologist. In some cases the County Geologist has imposed stricter and, at times, more reduced standards where local geology or soil data warrant such changes.

Since the suspension of the 1971 building freeze, 16 new homes have been constructed in the study area. These homes are situated within the following Geologic Hazard Zones as defined by Leighton and Associates:

ZONE 1 - Most severe instability	- no development
ZONE 2 - Unstable	- 9 new homes
ZONE 3 - Degree of instability questionable	- 5 new homes
ZONE 4 - Most stable	- 2 new homes

Our evaluation of the locations and conditions of the new homes indicates that the present stability of most homes is good; however, the safety of two of these homes is in question. These homes are situated in Geologic Hazard Zone 2. The specific locations and geologic concerns of these structures are outlined below:

LOCATION

GEOLOGIC PROBLEM

131 La Grande Avenue

Home, deck and patio constructed within several feet of an active landslide scarp

821 Ocean Boulevard

Front portion of home and driveways are situated over an active landslide tension crack

The home on La Grande was constructed east of a major, active landslide scarp that was well documented in the Leighton report, and recognized by the owner's consultants prior to construction. But at the time that the home on Ocean Boulevard was constructed, no surface evidence of landsliding was noted. Apparently the landslide-related surface cracking has extended to this location since the Leighton investigation of 1971. Small incipient surface cracks can be traced from the parcel on Ocean Boulevard to the east under the neighboring parcel where residential damage is more pronounced, and then north across La Grande Avenue to the prominent scarp area located west of 131 La Grande Avenue.

Our analysis of the geologic hazards of the Seal Cove area indicate that the landslide activity is progressing as predicted nearly a decade ago; however, the previously mapped fault pattern appears to be more complex. As a result of our work we have reevaluated the original hazard zones and have altered the positions of some boundaries. Additionally, we have recommended specific changes in the type and scope of future geotechnical investigation in the Seal Cove area.

PHYSICAL PARAMETERS: Topographic, Geologic and Seismic

The Seal Cove area is characterized by a unique set of physical parameters that strongly influence safe development. The physical conditions that have the most influence are those that relate to the topographic, geologic and seismic setting of the study area. The general characteristics of each of the conditions and their associated constraints and potentials for development are described in the following sections.

TOPOGRAPHIC SETTING - The portion of the community of Moss Beach that is included in this investigation is situated at the north end of a prominent northwest-trending ridge (Figures 2 and 3). The ridge extends from Pillar Point on the south to beyond Seal Cove for a distance of approximately two miles. An east-west profile across the ridge is asymmetrical, characterized by a high, near-vertical seacliff along the western side, a nearly flat terrace surface along the top of the ridge, and a gentle, east-facing slope along the eastern border. The average elevation is nearly 100 feet throughout most of the ridge area, but the ridge top rises to approximately 175 feet above sea level south of the study area. Within the immediate residential portion of the study area the topography is relatively flat with a topographic relief of no more than 25 feet.

The present topography of the Seal Cove area and the surrounding ridge is the product of a long history of rather dynamic geologic processes, of which most are still actively modifying the area. These processes include active landsliding, accelerated seacliff erosion and young fault activity. The terrain that is not affected by these hazardous processes have a relatively high potential for safe development. Such areas are within the essentially flat terrace region situated east of Beach Way and Ocean Boulevard.

GEOLOGIC SETTING - The geologic setting of the Seal Cove area is defined by a variety of earth materials, active slope failure processes and a complex fault zone related to the Seal Cove fault system. The following discussion is designed to present a general description of the geologic setting. For a more detailed account, the Geologic Report of Seal Cove-Moss Beach Area, October 15, 1971 by F. Beach Leighton and Associates, should be consulted. Their report presents a large volume of detailed surface and subsurface geologic data in written and illustrative form. The description of the geologic setting included in this report is based on our field mapping and the information presented in the Leighton report.

The primary earth materials in this part of the Seal Cove community can be divided into two dramatically different types of bedrock units which are overlain by two types of

EXPLANATION

Earth Materials

SURFICIAL UNITS

Qls - Landslides

Rock slumps of surficial
and bedrock material

Qt - Marine Terrace

Unconsolidated gravel,
sand and silt

BEDROCK UNITS


Tp - Purisima formation

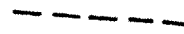
Highly fractured siltstone,
shale and sandstone

Kg - Montara Quartz Diorite

Coarse-grained quartz
diorite

Map Symbols

 Geologic Contact

 Faults

 Landslides

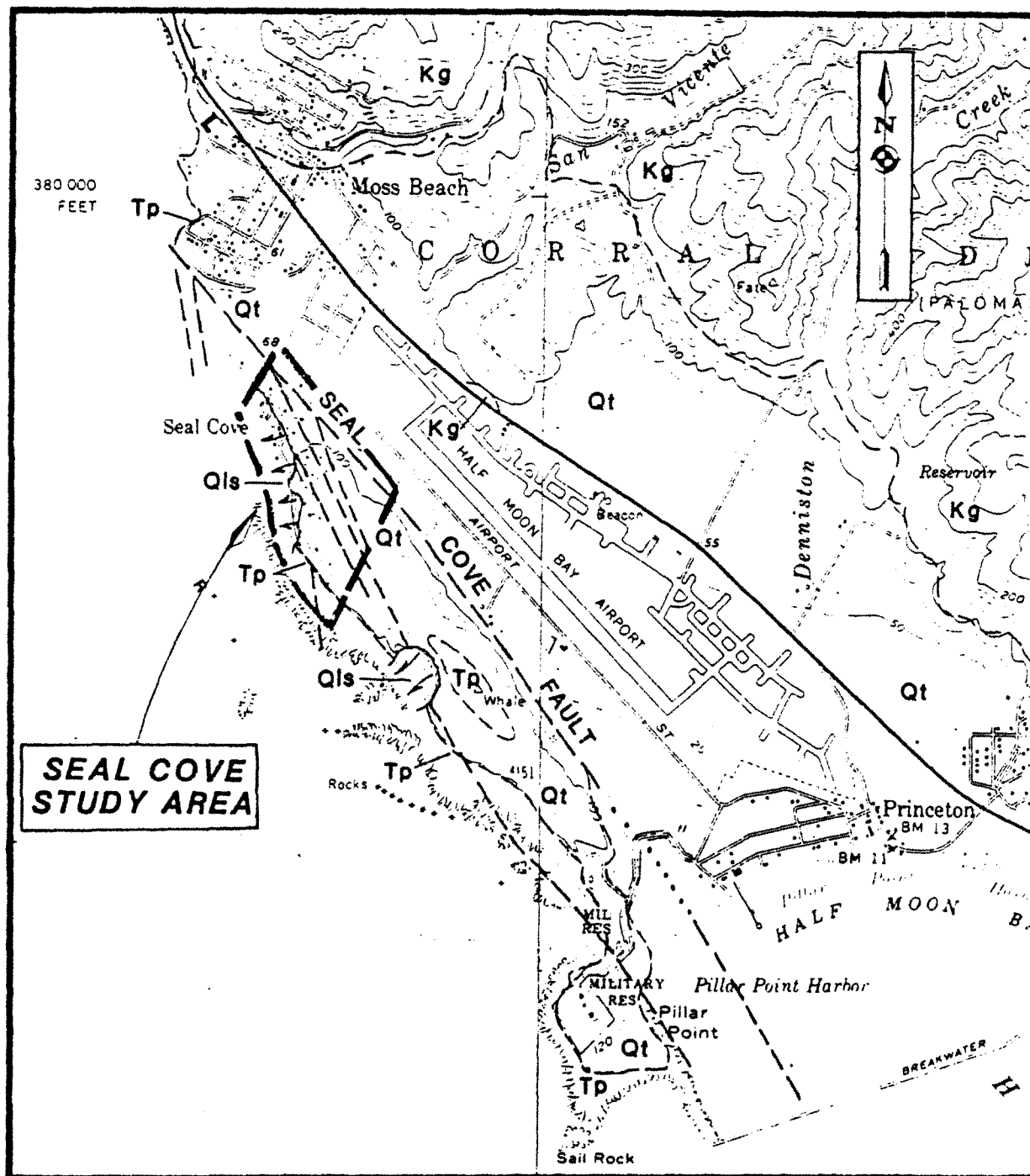


FIGURE 2. TOPOGRAPHIC AND GEOLOGIC INDEX MAP
 SEAL COVE STUDY AREA
 COUNTY OF SAN MATEO, CALIFORNIA
 Scale 1 inch = 2,000 feet

Topographic base map, Montara Mountain and Half Moon Bay Quad-
 rangles, 7.5 minute. U.S. Geological Survey

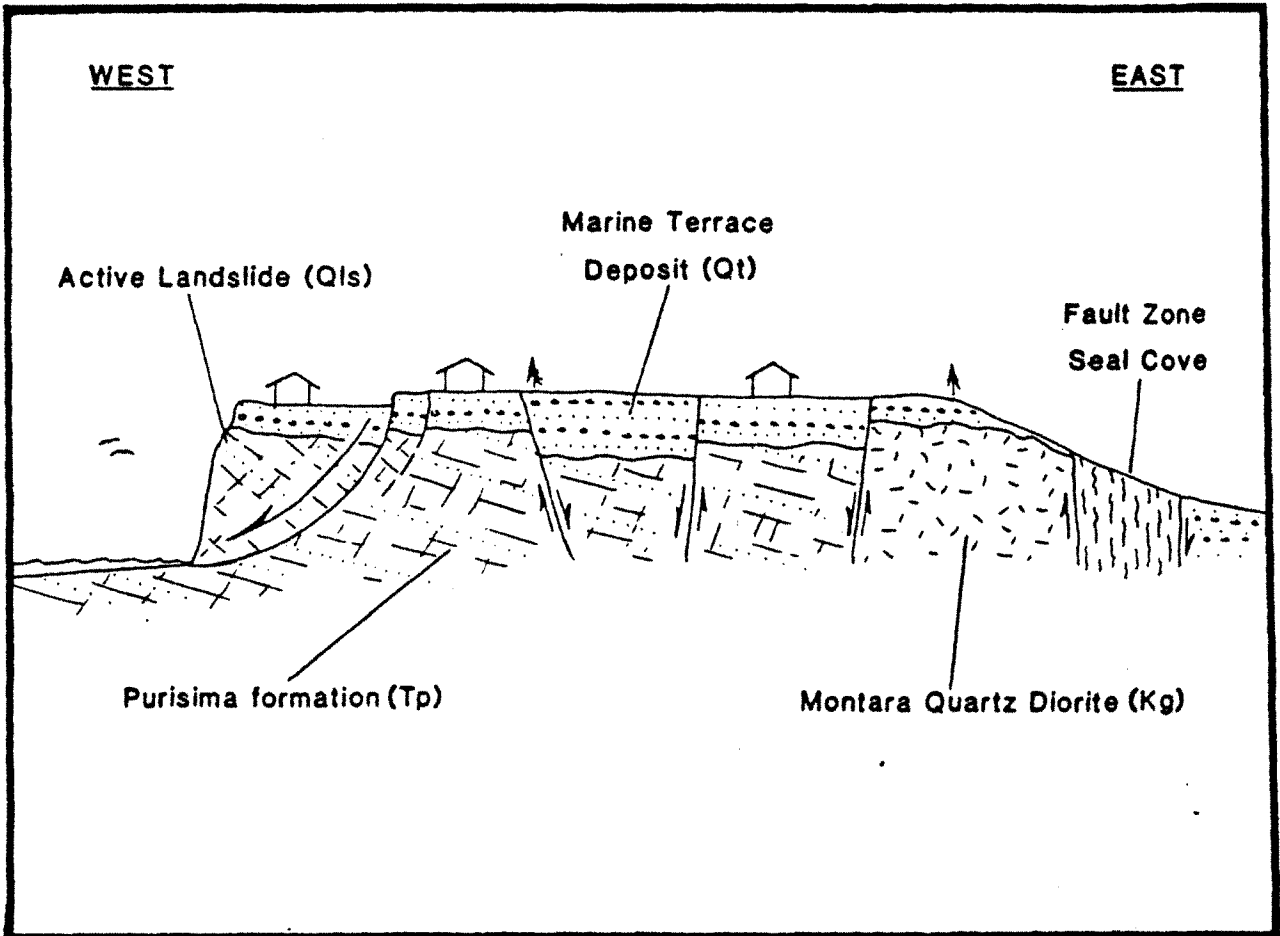


FIGURE 3 SCHEMATIC GEOLOGIC CROSS SECTION

SEAL COVE STUDY AREA
COUNTY OF SAN MATEO, CALIFORNIA

surficial deposits (Figures 2 and 3). The two bedrock units consist of a relatively fine-grained sequence of sedimentary rocks belonging to the Purisima formation (Tp) and a massive coarse-grained igneous rock of the Montara Quartz Diorite (Kg). These materials make up the bulk of the rock materials that form the prominent ridge topography, however, in most areas the bedrock is covered by the surficial deposits. The surficial materials consist of a sedimentary Marine Terrace deposit (Qt) that blankets all of the nearly flat topography of the study area, and a complex of active landslides deposits (Qls) which are presently destroying large sections of the western seacliff region. The following discussion describes the physical nature of each type of earth material in the Seal Cove area.

Surficial Units - the relatively unconsolidated deposits that overlie the bedrock material.

Landslide (Qls) - The landslide deposits are composed of both the overlying surficial Marine Terrace and the Purisima bedrock materials. The primary type of failure appears to be rock slump with movement concentrated along deep-seated failure planes. The landslides are concentrated in a coastal belt along the western margin of the study area that extends inland as far as 300 to 400 feet.

Marine Terrace (Qt) - These deposits form a blanket-like covering of gravel, sand, and silt that overlies the bedrock units throughout the relatively flat portion of the study area. The thickness ranges from 3 to 4 feet to as much as 40+ feet.

Bedrock Units - the relatively consolidated materials which form the major portion of the ridge and which the surficial units rest.

Purisima formation (Tp) - This unit consists of a thin-bedded, highly fractured, inter-layered sequence of siltstone, shale, and sandstone. The bedrock is exposed along the entire length of the seacliff area and has been encountered in drill holes located approximately 800 feet east of the seacliff area.

Montara Quartz Diorite (Kg) - This bedrock type is not exposed at the surface but has been penetrated in drill holes along the eastern margin of the study area. It consists of deeply-weathered, medium- to coarse-grained quartz diorite.

The most active geologic process now operating in the study area are two distinctly different types of slope failure. They are confined to the seacliff region and include (1) deep-seated landsliding involving large segments of the seacliff, and (2) shallow sloughing and ravelling of the face of the seacliff.

LANDSLIDING - Active, deep-seated landsliding presently is affecting most of the seacliff located along the western margin of the study area. The average height of the seacliff is approximately 100 feet and, in most cases, the entire seacliff is involved in landsliding. The locations of the crowns (i.e. tops) of the landslides vary considerably, but in several places the crowns are located as much as 300 to 400 feet back (i.e. east) of the top of the seacliff, however, the average distance is nearly 250 feet. The depth to the basal slide planes of these landslides is not well known, but from the surface dimensions it is estimated that the depths equal or exceed the height of the seacliff. Thus, the toes (i.e. bottoms) of most of these landslides are near the base of the seacliff and sea level (Figure 4).

Detailed surface mapping and subsurface drill hole data strongly suggest that the mode or style of slope failure can be characterized as (1) progressing from the north to the south and (2) undergoing rotational failure along a concave-upward basal rupture surface. The north-to-south progressive failure is revealed by the pattern and dimension of the surface breaks noted along the crowns of the individual landslides (Figure 5). For example, the eastern limits of the landslides are commonly defined by one or more landslide-related geomorphic features including prominent crown scarps, trenches (i.e. grabens), linear depressions and tension cracks. The pattern of failure normally starts with a well-developed headwall scarp near the crown of a major landslide block. The scarps commonly are more prominent and better developed along their northern extensions. Most can be traced to the south along somewhat discontinuous curvilinear paths, but the scarps frequently diminishes in height to the south and eventually are replaced by shallow linear depressions or a series of tension cracks. Consequently, it appears that most of the landslide headwall scarps propagate slowly to the south from their points of initiation, following a scissor-like pattern with greater surface displacements being concentrated along the northern extension of the headwall scarps.

Although the basal rupture surfaces for most of the landslides is not well defined, they appear to be controlled structurally by the orientation and the spacing of the bedrock fractures. The stratification of the bedrock is inclined into the seacliff. Such an orientation usually accounts for increased slope stability, but the highly fractured nature of the bedrock and the presence of a prominent set of west-dipping continuous fractures reduce the strength of the bedrock and controls the mode of failure.

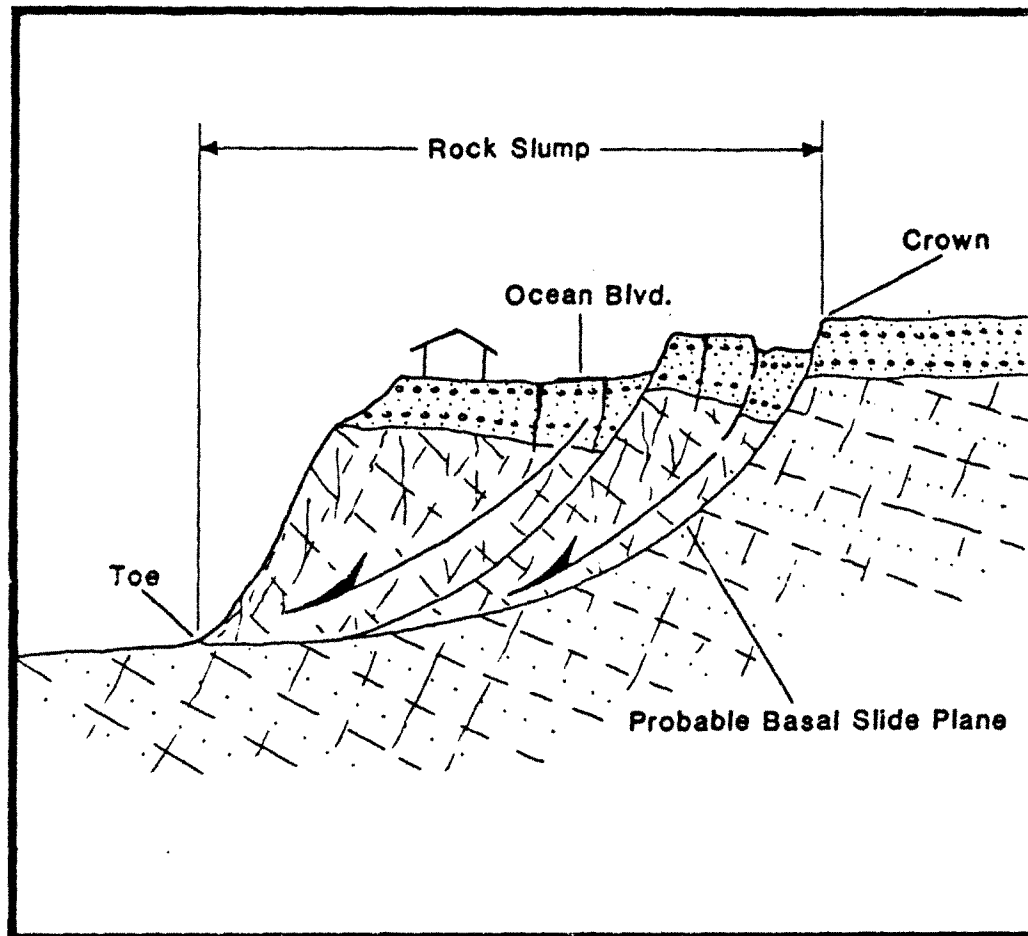


FIGURE 4 MODE OF ROCK SLUMP FAILURE
SCHEMATIC CROSS SECTION

SEAL COVE STUDY AREA
COUNTY OF SAN MATEO, CALIFORNIA

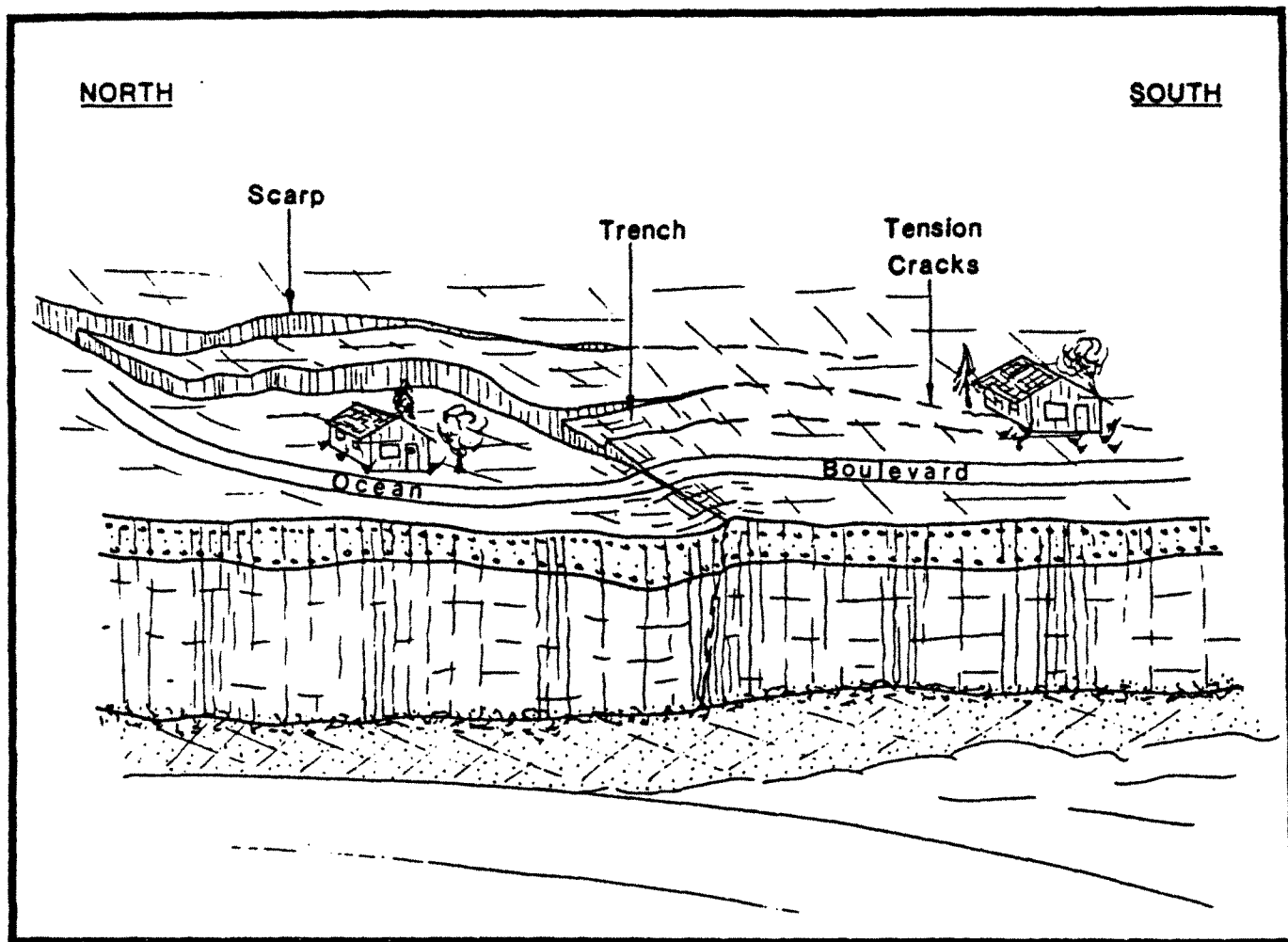


FIGURE 5 PROGRESSIVE NORTH TO SOUTH
FAILURE OF SEACLIFF REGION

SEAL COVE STUDY AREA
COUNTY OF SAN MATEO, CALIFORNIA

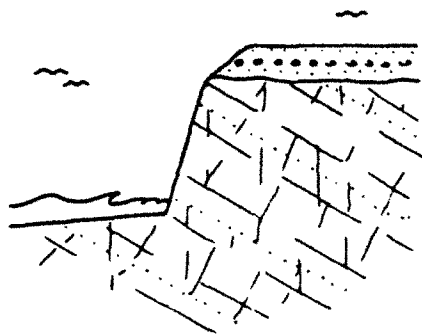
Thus when the relatively incompetent bedrock is exposed in a high, near-vertical seacliff that has been oversteepened by wave erosion, the rock becomes detached along the planar surfaces of the fractures. Consequently the seacliff fails in a type of landslide known as a rock slump (Varnes 1978) which normally involves bedrock materials that fail by rotation along a curved basal rupture surface.

The rate at which these large deep-seated landslide masses are failing can be estimated roughly by noting the increase in the scarp heights and in the length of extensions of the tension cracks since the completion of the original landslide mapping in 1971 (i.e. Leighton and Associates). Our measurements indicate that the rate of failure probably is approximately 1 to 3 inches per year; thus the rate of movement is regarded as very slow. However, the possibility of accelerated movements is considered high in many local areas within the presently failing landslide complex.

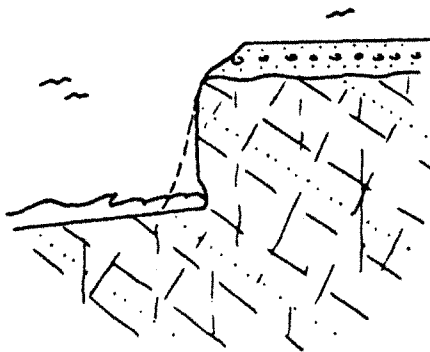
SLOUGHING - The most active form of slope failure along the seacliff is shallow, small-scale sloughing and ravelling of the face of the cliff. This process is initiated by wave erosion concentrated along the base of the seacliff (Figure 6). This erosional process causes the base of the seacliff to become undercut and locally unstable. The face of the seacliff responds to the oversteepened condition by localized piecemeal sloughing and ravelling. Most of the cliff retreat takes place during the winter season when storm waves vigorously erode and undercut the base of the seacliff. The weak, highly fractured siltstone and shale bedrock and the unconsolidated cover of marine terrace material are left in an oversteepened and unsupported condition, and consequently fail. The fallen debris temporarily protects the base of the cliff, but the waves eventually remove the debris and the oversteepening process starts anew.

An analysis of aerial and ground photographs taken over a period of fifty years, 1926 to 1976, and map extending back approximately 130 years reveals that the average rate of cliff retreat within the study area is now approximately 3 to 4 feet per year. However, this process is episodic and is controlled by a variety of local geologic conditions, thus the average rate cannot be projected into the future with any degree of certainty. For example, using this rate, it would be unreasonable to predict that the top of the seacliff will be located 30 to 40 feet east of its present location by 1990; there may be only 5 feet of cliff retreat in the next ten years, but 55 feet of retreat may occur the subsequent decade. Thus the average rate over a 20 year period would approximate 3 feet per year.

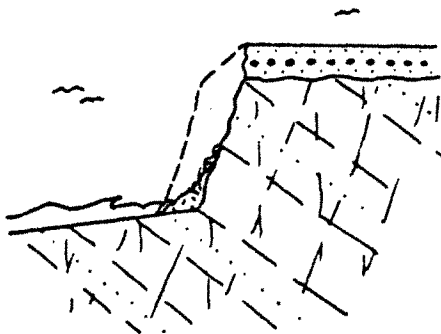
In conclusion, the seacliff portion of the Seal Cove area presently is failing by large deep-seated landsliding and small scale localized sloughing. Although both of these types of failures are partially induced by the oversteepening process



Stage 1 - Relatively Stable Seacliff



Stage 2 - Local instability due to undercutting of base of seacliff



Stage 3 - Relative stability attained by piecemeal sloughing and raveling

**FIGURE 6 PROGRESSIVE SEACLIFF EROSION
SCHEMATIC DRAWINGS**

SEAL COVE STUDY AREA
COUNTY OF SAN MATEO, CALIFORNIA

of wave erosion, they are dramatically different in scale and mode of failure. Likewise each presents a very different level of risk to future development.

In our judgment, attempts to control or reduce these hazards by engineering design would not be feasible. The scale of the large active landslides make any stabilization scheme essentially uneconomical, likewise an engineering solution needed to stop the erosional activity at the base of the seacliff would severely impact the James V. Fitzgerald Marine Reserve which includes the Seal Cove surface zone. Consequently it appears the most prudent way to reduce the risk is to avoid the areas that are vulnerable to these slope failure hazards.

SEISMIC SETTING - The principal structural feature within the study area is the Seal Cove fault zone and a number of subsidiary branch faults (Figure 7). The master trace of the fault appears to lie near the base of the east-facing slope which forms the eastern boundary of the study area. Here the master trace is considered to be within a zone of pulverized rock that is approximately 100 feet wide. West of this main zone, the location and character of faulting are less well understood. In this region at least three branch faults extend to the southeast from the main Seal Cove fault zone and pass through the study area (Leighton 1971). Subsequent site-specific geologic studies have confirmed with slight modifications the location of some of these branch fault traces. In addition, the analysis of aerial photographs conducted for this study and by A. C. Neufeld, San Mateo County Geologist, strongly indicate that several additional fault-related lineations cross the relatively undeveloped area located south of San Lucas Avenue.

These branch faults, like those in the main fault zone are considered to be normal faults characterized primarily by vertical displacements. The main fault trace is identified as the zone of greatest concentration of displacement. Indeed the east-facing slope that forms the eastern boundary of the study area is considered to be a fault scarp produced by displacement along the main trace of the Seal Cove fault. Although the branch faults also are considered to be active traces, both the surface expressions of these faults and the subsurface data presented by the Leighton report indicate that the amount of displacement and the state of activity along these faults probably is much less than the master trace.

Recent fault studies suggest that the Seal Cove fault zone is a segment of a major coastal boundary fault zone that merges with the San Andreas fault north of San Francisco (Greene and others, 1973; Weber and Cotton, 1980). This fault zone includes the Seal Cove, San Gregorio, Sur, San Simeon and Hosgri faults and extends to the south for more than 260 miles to the vicinity of Point Arguello. The largest historic seismic event recorded along the San Gregorio fault system

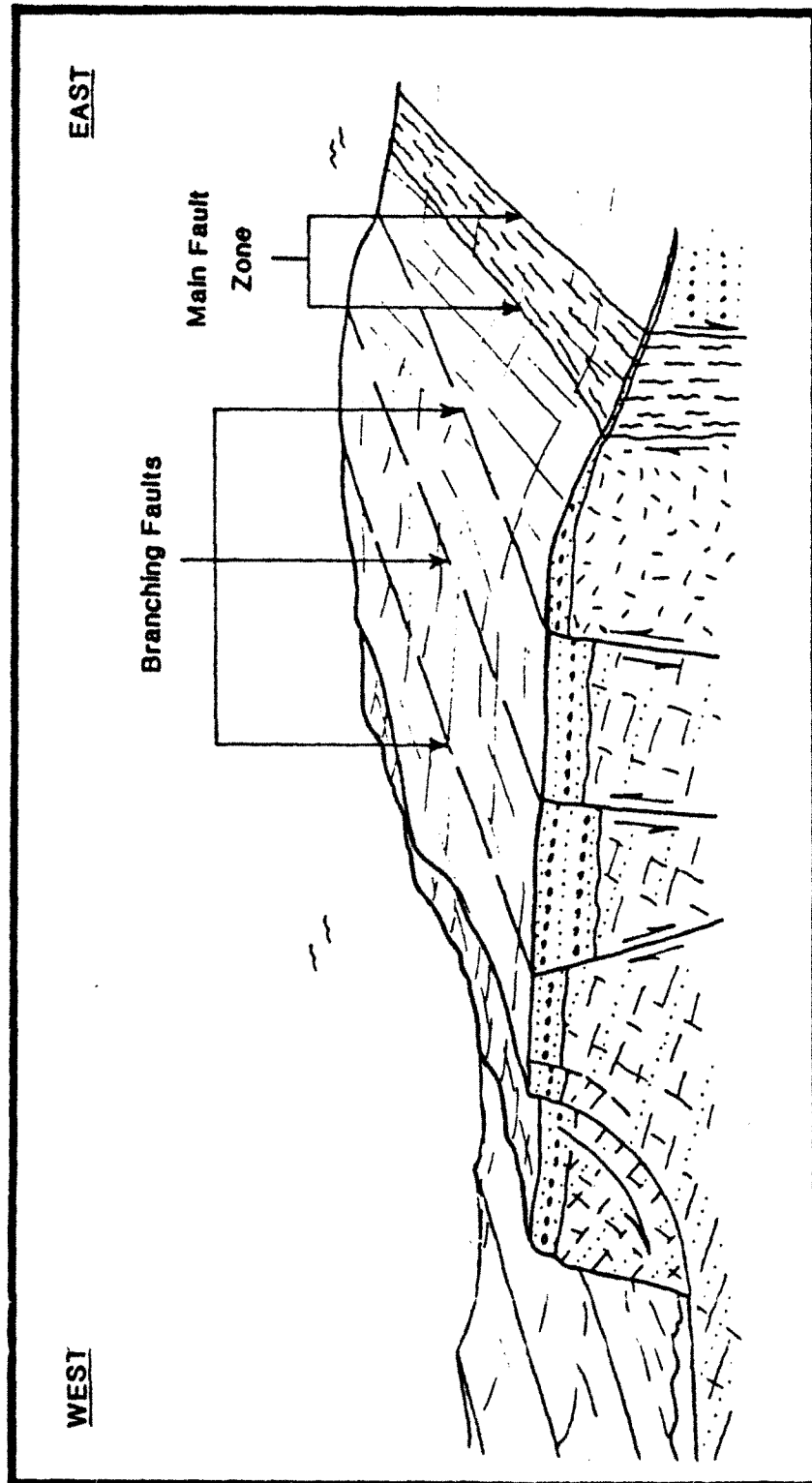


FIGURE 7 SEAL COVE FAULT SYSTEM

SEAL COVE STUDY AREA
COUNTY OF SAN MATEO, CALIFORNIA

were two Richter magnitude 6.1 earthquakes which occurred within one hour of each other near the center of Monterey Bay in 1926. Studies of historic seismicity along the San Gregorio fault zone in the vicinity of Monterey Bay indicate that the fault zone probably is capable of producing an earthquake of Richter magnitude 7.2 - 7.9. Paleoseismologic research on the San Gregorio fault zone near Point Ano Nuevo, in San Mateo County, suggests that (1) earthquakes of Richter magnitude 7.6 - 7.7, and possibly greater than Richter magnitude 8.0, have occurred along the San Gregorio fault zone in the past and are anticipated to occur in the future, and (2) a reasonable estimate of the recurrence interval for major earthquakes (M 7.5) along the San Gregorio fault system is 225-400 years and probably is about 300-325 years (Weber and Cotton, 1980). Since the Seal Cove fault is considered to be an extension of the San Gregorio fault system, it is reasonable to attribute a similar level of seismic activity to the Seal Cove area.


In conclusion, the main trace and the branching traces of the Seal Cove fault are considered to be active. The branching faults located in the relatively undeveloped area south of San Lucas Avenue are only approximately located. Indeed, there may be additional fault strands that are as yet unrecognized in this region. Should a major earthquake take place along the Seal Cove fault the anticipated seismic hazards would be severe ground shaking, surface faulting along the master trace and branching fault traces and ground failure (landsliding, sloughing, settlement, etc.). The risk associated with these hazards can be dramatically reduced by carefully siting homes away from active fault traces or potential zones of ground failure and by careful structural and foundation design.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 3, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

SUBJECT: Unaudited Financial Statements – Executive Summary

Budget vs. Actual – Sewer July 1, 2024 through February 28, 2025 - Variances over \$2,000:

- 4220 Cell Tower Lease, \$60,259 above Budget – The District received a check from our new Lessor (Verizon) for the negotiation period. We are still working with the former Lessor to true up payments received and a potential refund of funds.
- 4400 Fees, \$3,156 above Budget – All fee categories are slightly above budget through the fiscal year.
- 4610 Property Tax Receipts, \$216,200 above Budget – 2nd ERAF distribution received in January for a total of \$219,132, which is split 50/50.
- 4710 Sewer Service Charges, \$337,399 above Budget – First distribution of Sewer Service charges received in December additional distribution received in February.
- 4720 Sewer Service Refunds, Customer, \$12,338 above budget – Large refund issued to customer related to incorrect rate applied to account.
- **Overall Total Operating Revenue for the period ending February 28, 2025 was \$677,174 above budget. Total operating revenue received to date is \$2,983,971.**
- 5200 Board of Directors, \$11,479 below Budget – Cost of Elections budgeted for FY 24-25. In addition, Director fees is below budget due to the delay in payments after month end meeting schedule.
- 5250 Conference Attendance, \$5,368 below Budget – Conference attendance for Clemens in February.
- Information Systems, \$8,233 above Budget – Increase due to District servers being migrated & other computer assistance provided by vendor.
- 5350 LAFCO Assessment, \$2,067 below Budget – expense typically paid in June of FY.
- 5400 Legal, \$44,811 below Budget – Less activity than expected at this point in the fiscal year.
- 5510 Maintenance, office, \$4,315 below Budget – Additional expenses expected later in fiscal year.
- 5610 Accounting, \$4,758 above Budget – Over budget due to timing of work performed at the mid-year point, services include audit prep, compliance filings, actuarial involvement and budget work.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 3, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5630 Consulting, \$5,376 above Budget – Annual payment for Open.Gov paid in February.
- 5640 Data Services, \$2,708 above Budget – Payment for Engineering Data Services paid in August. Program used to calculate property tax roll charges and forwarded to County for billing and collection. Variance will decrease as year moves forward.
- 5720 Telephone & Internet, \$3,526 below Budget – District staff was able to negotiate lower contract rates.
- 5800 Labor & Wages, \$12,611 above Budget – Management & Staff payroll costs have trended higher than expected.
- 6170 Claims, Property Damage, \$6,667 below Budget – No claims filed to date.
- 6200 Engineering, \$14,105 above Budget – Mechanical & General engineering support.
- 6400 Pumping, \$5,596 above Budget – Catch up bill paid in February 2025.
- 6600 Collection/Transmission, \$52,369 below Budget – Minimal activity to date.
- 6900 SAM Expenses, \$155,639 below Budget – The District adopted a budget for SAM that was in excess of the budgeted amount provided by SAM due to the expected need for a mid-year budget increase.
- **Overall Total Operating Expenses for the period ending February 28, 2025, were \$197,148 below Budget.**
- **Total Overall Expenses for the period ending February 28, 2025, were \$210,091 below budget. For a net ordinary income of \$887,265 above Budget. Actual net ordinary income is \$646,876.**
- 7100 Connection Fees, \$76,576 below Budget – No new connections sold in February 2025.
- 7200 Interest Income, \$191,968 above budget – Due to the increased balance held in CAMP accounts.
- 8000 CIP, \$2,972,644 below Budget – \$118,489 of CIP invoices paid in February.
- 9200 IBank Loan, \$7,577 below Budget – Due to timing.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 3, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July 1, 2024 thru February 28, 2025 - Variances over \$2,000:

- 4400 Fees, \$7,130 above Budget – Inspection & administrative fees are seeing more activity.
- 4610 Property Tax Receipts, \$216,200 above – 2nd ERAF distribution received in January for a total of \$219,132, which is split 50/50.
- 4740 Testing, Backflow, \$12,692 above Budget – Due to timing of receipts.
- **Overall Total Operating Revenue for the period ending February 28, 2025 was \$240,014 above budget. Total operating revenue received to date is \$1,788,747.**
- 5200 Board of Directors, \$13,146 below Budget – Cost of Elections budgeted for FY 24-25. In addition, Director fees is below budget due to the delay in payments after month end meeting schedule.
- 5240 CDPH Fees, \$7,341 above Budget – Payment for water system license fees made in January.
- 5250 Conference Attendance, \$5,868 below Budget – Conference attendance payments made in February.
- 5270 Information Systems, \$7,900 above Budget – Increase due to District servers being migrated & other computer assistance provided by vendor.
- 5350 LAFCO Assessment, \$2,466 below Budget – payment is typically made in June.
- 5400 Legal, \$11,983 below Budget – Less activity than expected at this point in the fiscal year.
- 5510 Maintenance, Office, \$5,067 below Budget – Minimal activity to date outside of janitorial services.
- 5530 Memberships, \$9,077 above Budget – CA Rural Water Association dues paid in January. No additional membership expenses are expected for the remainder of the fiscal year.
- 5550 Postage, \$3,910 above Budget – Due to additional mailings related to Prop 218 notice as well as increase cost of postage.
- 5560 Printing & Publishing, \$3,173 below Budget – activity has been trending downward since the beginning of the fiscal year.
- 5610 Accounting, \$4,758 above Budget – Over budget due to timing of work performed at the mid-year point, services include audit prep, compliance filings, actuarial involvement and budget work.
- 5630 Consulting, \$6,876 above Budget – Annual payment for Open.Gov paid in February.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 3, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 5640 Data Services, \$8,000 below Budget – No activity to date, payment for service generally takes place in May or June.
- 5800 Labor & Wages, \$35,287 above Budget – Utilization of temporary labor has been higher than anticipated.
- 6170 Claims, Property Damage, \$6,667 below Budget – No claims to date.
- 6180 Communications, \$4,897 above Budget – Increased costs related to SCADA system maintenance through Calcon.
- 6195 Education & Training, \$6,243 above Budget – Payment for backflow education for members of the operations team.
- 6200 Engineering, \$8,657 above Budget – Budget equalized over full year, less activity through Q2 than annualized budget amount.
- 6330 Facilities, \$12,301 above Budget – Payment for lumber as well as tree survey paid for in December.
- 6370 Lab Supplies & Equipment, \$12,642 below Budget – Minimal activity to date.
- 6400 Pumping, \$11,276 above Budget - Catch up bill paid in February 2025.
- 6500 Supply, \$20,701 below Budget – Payment for Q2 water purchase for Airport Wells payment in January less than anticipated.
- 6600 Collection/Transmission, \$51,949 below Budget – Meters expense is under budget, for the previous two fiscal years, meters expense was the driver of the budget over runs.
- 6700 Treatment, \$5,486 above Budget – Costs related to maintenance of treatment equipment higher than expected due to various projects throughout the fiscal year.
- 6800 Vehicles, \$3,665 below Budget – Repairs and vehicle equipment have been below expectations at the mid-year point of the fiscal year.
- **Overall Total Operating Expenses for the period ending February 28, 2025, were \$46,737 below Budget.**
- **Total Overall Expenses for the period ending February 28, 2025 were \$20,585 below budget. For a net ordinary income of \$260,599 budgeted vs. actual. The actual net ordinary income was \$187,323.**
- 7100 Connection Fees, \$113,192 below Budget – No new connections sold in February.
- 7250 CAMP interest, \$54,215 above Budget – Due to the increased balance held in reserve accounts.
- 7600 GO Bond Revenues, \$268,140 below budget – Sufficient funds are in place to pay the 2/1/2025 GO bond debt service. Additional funds were received in February.



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 3, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 7650 Water System Reliability, \$99,144 below Budget – Additional remittance received in February. Variance expected to decrease.
- 8000 CIP, \$1,869,019 below Budget – Drilling well progress payments made in January.
- 9100 GO Bond interest expense, \$20,436 below Budget – Difference due to timing. Debt service payment made in February.
- 9210 Conservation Program/Rebates, \$2,000 below Budget – No rebates applied for thus far.

RECOMMENDATION:

This is for Board information only

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03/21/25

Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2024 through February 2025

	Jul '24 - Feb 25	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	117,926.02	57,666.64	60,259.38
4400 · Fees			
4410 · Administrative Fee (New Constr)	3,946.00	2,666.64	1,279.36
4420 · Administrative Fee (Remodel)	529.00	666.64	-137.64
4430 · Inspection Fee (New Constr)	3,739.00	2,666.64	1,072.36
4440 · Inspection Fee (Remodel)	684.00	666.64	17.36
4460 · Remodel Fees	6,258.00	5,333.36	924.64
Total 4400 · Fees	15,156.00	11,999.92	3,156.08
4510 · Grants	72,867.31		
4610 · Property Tax Receipts	416,199.66	200,000.00	216,199.66
4710 · Sewer Service Charges	2,373,195.56	2,035,797.00	337,398.56
4720 · Sewer Service Refunds, Customer	-32,337.70	-20,000.00	-12,337.70
4760 · Waste Collection Revenues	20,863.40	21,333.36	-469.96
4990 · Other Revenue	100.30		
Total Income	2,983,970.55	2,306,796.92	677,173.63
Gross Profit	2,983,970.55	2,306,796.92	677,173.63
Expense			
5000 · Administrative			
5190 · Bank Fees	3,760.70	4,000.00	-239.30
5200 · Board of Directors			
5210 · Board Meetings	1,600.00	4,000.00	-2,400.00
5220 · Director Fees	2,587.50	6,666.64	-4,079.14
5230 · Election Expenses	0.00	5,000.00	-5,000.00
Total 5200 · Board of Directors	4,187.50	15,666.64	-11,479.14
5250 · Conference Attendance	1,298.21	6,666.64	-5,368.43
5270 · Information Systems	12,233.49	4,000.00	8,233.49
5300 · Insurance			
5310 · Fidelity Bond	0.00	0.00	0.00
5320 · Property & Liability Insurance	13,171.63	13,000.00	171.63
Total 5300 · Insurance	13,171.63	13,000.00	171.63
5350 · LAFCO Assessment	0.00	2,066.64	-2,066.64
5400 · Legal			
5430 · General Legal	34,651.82	133,333.36	-98,681.54
5440 · Litigation	53,870.49		
Total 5400 · Legal	88,522.31	133,333.36	-44,811.05
5510 · Maintenance, Office	2,351.24	6,666.64	-4,315.40
5530 · Memberships	4,669.00	3,466.64	1,202.36
5540 · Office Supplies	5,615.71	5,666.64	-50.93
5550 · Postage	1,771.63	1,333.36	438.27
5560 · Printing & Publishing	2,931.98	3,000.00	-68.02

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2024 through February 2025

	Jul '24 - Feb 25	Sewer Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	31,425.00	26,666.64	4,758.36
5620 · Audit	14,500.00	14,938.00	-438.00
5630 · Consulting	40,209.05	34,833.36	5,375.69
5640 · Data Services	9,508.05	6,800.00	2,708.05
5650 · Labor & HR Support	1,921.50	2,000.00	-78.50
5660 · Payroll Services	871.49	800.00	71.49
Total 5600 · Professional Services	98,435.09	86,038.00	12,397.09
5710 · San Mateo Co. Tax Roll Charges	119.00	1,666.64	-1,547.64
5720 · Telephone & Internet	19,807.36	23,333.36	-3,526.00
5730 · Mileage Reimbursement	1,834.85	1,333.36	501.49
5740 · Reference Materials	0.00	133.36	-133.36
5790 · Other Administrative	25,107.30		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	19,480.56	15,719.36	3,761.20
5820 · Employee Benefits	43,866.58	40,610.64	3,255.94
5830 · Disability Insurance	1,276.56	1,474.00	-197.44
5840 · Payroll Taxes	14,208.20	17,453.36	-3,245.16
5850 · PARS	10,882.90	16,214.64	-5,331.74
5900 · Wages			
5910 · Management	97,554.04	95,388.00	2,166.04
5920 · Staff	140,165.59	130,252.64	9,912.95
5930 · Staff Certification	1,400.00	1,200.00	200.00
5940 · Staff Overtime	3,337.20	1,148.00	2,189.20
Total 5900 · Wages	242,456.83	227,988.64	14,468.19
5960 · Worker's Comp Insurance	1,415.78	1,516.00	-100.22
Total 5800 · Labor	333,587.41	320,976.64	12,610.77
Total 5000 · Administrative	619,404.41	632,347.92	-12,943.51
6000 · Operations			
6170 · Claims, Property Damage	0.00	6,666.64	-6,666.64
6195 · Education & Training	2,250.00	2,666.64	-416.64
6200 · Engineering			
6220 · General Engineering	40,771.75	26,666.64	14,105.11
Total 6200 · Engineering	40,771.75	26,666.64	14,105.11
6330 · Facilities			
6335 · Alarm Services	4,217.02	4,333.36	-116.34
6337 · Landscaping	2,825.00	4,000.00	-1,175.00
Total 6330 · Facilities	7,042.02	8,333.36	-1,291.34
6400 · Pumping			
6410 · Pumping Fuel & Electricity	47,116.63	38,000.00	9,116.63
6420 · Pumping Maintenance, Generators	3,146.34	6,666.64	-3,520.30
6440 · Pumping Equipment, Expensed	0.09		
Total 6400 · Pumping	50,263.06	44,666.64	5,596.42

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Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2024 through February 2025

	Jul '24 - Feb 25	Sewer Budget	\$ Over Budget
6600 · Collection/Transmission			
6660 · Maintenance, Collection System	0.00	6,666.64	-6,666.64
6665 · Meters - Sewer	4,297.18	50,000.00	-45,702.82
Total 6600 · Collection/Transmission	4,297.18	56,666.64	-52,369.46
6770 · Uniforms	0.00	133.36	-133.36
6800 · Vehicles			
6810 · Fuel	2,051.89	2,333.36	-281.47
6820 · Truck Equipment, Expensed	143.61	333.36	-189.75
6830 · Truck Repairs	805.03	666.64	138.39
Total 6800 · Vehicles	3,000.53	3,333.36	-332.83
6900 · Sewer Authority Midcoastside			
6910 · SAM Collections	158,116.64	158,116.64	0.00
6920 · SAM Operations	1,245,588.40	1,478,921.36	-233,332.96
6930 · SAM Prior Year Adjustment	68,609.81		
6940 · SAM Maintenance, Collection Sys	16,034.00	30,000.00	-13,966.00
6950 · SAM Maintenance, Pumping	106,274.84	86,666.64	19,608.20
6960 · SAM NDWSCP	15,441.88	12,000.00	3,441.88
Total 6900 · Sewer Authority Midcoastside	1,610,065.57	1,765,704.64	-155,639.07
Total 6000 · Operations	1,717,690.11	1,914,837.92	-197,147.81
Total Expense	2,337,094.52	2,547,185.84	-210,091.32
Net Ordinary Income	646,876.03	-240,388.92	887,264.95
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	86,882.00	140,000.00	-53,118.00
7120 · Connection Fees (Remodel)	43,515.00	40,000.00	3,515.00
7152 · Connection Fee Refunds	0.00	-13,333.36	13,333.36
7153 · Add'l Fixture Units (New Const)	0.00	33,333.36	-33,333.36
7155 · Add'l Fixture Units (Remodel)	76,862.00	76,666.64	195.36
7157 · Fixture Fee Refunds	-7,168.50		
Total 7100 · Connection Fees	200,090.50	276,666.64	-76,576.14
7200 · Interest Income			
7205 · CAMP Interest Earnings	220,599.83		
7210 · LAIF Interest Earnings	78,034.48		
7200 · Interest Income - Other	0.00	106,666.64	-106,666.64
Total 7200 · Interest Income	298,634.31	106,666.64	191,967.67
Total 7000 · Capital Account Revenues	498,724.81	383,333.28	115,391.53
Total Other Income	498,724.81	383,333.28	115,391.53

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03/21/25

Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2024 through February 2025

	Jul '24 - Feb 25	Sewer Budget	\$ Over Budget
Other Expense			
8000 · Capital Improvement Program			
8075 · Sewer	794,524.89	3,767,169.36	-2,972,644.47
Total 8000 · Capital Improvement Program	794,524.89	3,767,169.36	-2,972,644.47
9000 · Capital Account Expenses			
9125 · PNC Equipment Lease Interest	3,203.70	3,449.01	-245.31
9200 · I-Bank Loan	10,078.58	17,656.00	-7,577.42
Total 9000 · Capital Account Expenses	13,282.28	21,105.01	-7,822.73
Total Other Expense	807,807.17	3,788,274.37	-2,980,467.20
Net Other Income	-309,082.36	-3,404,941.09	3,095,858.73
Net Income	337,793.67	-3,645,330.01	3,983,123.68

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Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2024 through February 2025

	Jul '24 - Feb 25	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4400 · Fees			
4410 · Administrative Fee (New Constr)	5,236.00	1,333.36	3,902.64
4420 · Administrative Fee (Remodel)	0.00	400.00	-400.00
4430 · Inspection Fee (New Constr)	4,961.00	1,333.36	3,627.64
Total 4400 · Fees	10,197.00	3,066.72	7,130.28
4510 · Grants	160.00		
4610 · Property Tax Receipts	416,199.57	200,000.00	216,199.57
4740 · Testing, Backflow	25,025.00	12,333.36	12,691.64
4810 · Water Sales, Domestic	1,342,628.02	1,344,000.00	-1,371.98
4850 · Water Sales Refunds, Customer	-10,678.29	-10,666.64	-11.65
4990 · Other Revenue	5,215.85		
Total Income	1,788,747.15	1,548,733.44	240,013.71
Gross Profit	1,788,747.15	1,548,733.44	240,013.71
Expense			
5000 · Administrative			
5190 · Bank Fees	3,760.66	4,000.00	-239.34
5200 · Board of Directors			
5210 · Board Meetings	1,600.00	4,000.00	-2,400.00
5220 · Director Fees	2,587.50	6,666.64	-4,079.14
5230 · Election Expenses	0.00	6,666.64	-6,666.64
Total 5200 · Board of Directors	4,187.50	17,333.28	-13,145.78
5240 · CDPH Fees	20,674.08	13,333.36	7,340.72
5250 · Conference Attendance	4,131.92	10,000.00	-5,868.08
5270 · Information Systems	12,233.48	4,333.36	7,900.12
5300 · Insurance			
5310 · Fidelity Bond	0.00	0.00	0.00
5320 · Property & Liability Insurance	15,031.63	14,000.00	1,031.63
Total 5300 · Insurance	15,031.63	14,000.00	1,031.63
5350 · LAFCO Assessment	0.00	2,466.64	-2,466.64
5400 · Legal			
5430 · General Legal	37,857.46	50,000.00	-12,142.54
5440 · Litigation	160.00		
Total 5400 · Legal	38,017.46	50,000.00	-11,982.54
5510 · Maintenance, Office	1,599.99	6,666.64	-5,066.65
5530 · Memberships	25,743.59	16,666.64	9,076.95
5540 · Office Supplies	5,451.37	5,333.36	118.01
5550 · Postage	16,576.99	12,666.64	3,910.35
5560 · Printing & Publishing	3,493.94	6,666.64	-3,172.70

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03/21/25

Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2024 through February 2025

		Water	
	Jul '24 - Feb 25	Budget	\$ Over Budget
5600 · Professional Services			
5610 · Accounting	31,425.00	26,666.64	4,758.36
5620 · Audit	14,500.00	14,938.00	-438.00
5630 · Consulting	40,208.99	33,333.36	6,875.63
5640 · Data Services	0.00	8,000.00	-8,000.00
5650 · Labor & HR Support	1,921.50	2,000.00	-78.50
5660 · Payroll Services	871.49	800.00	71.49
Total 5600 · Professional Services	88,926.98	85,738.00	3,188.98
5710 · San Mateo Co. Tax Roll Charges	119.00	1,666.64	-1,547.64
5720 · Telephone & Internet	27,375.39	26,666.64	708.75
5730 · Mileage Reimbursement	2,346.78	1,333.36	1,013.42
5740 · Reference Materials	0.00	333.36	-333.36
5790 · Other Administrative	398.87		
5800 · Labor			
5810 · CalPERS 457 Deferred Plan	40,923.07	36,926.64	3,996.43
5820 · Employee Benefits	130,054.28	120,827.36	9,226.92
5830 · Disability Insurance	2,722.56	3,876.64	-1,154.08
5840 · Payroll Taxes	40,291.43	45,905.36	-5,613.93
5850 · PARS	28,699.92	34,044.00	-5,344.08
5900 · Wages			
5910 · Management	97,554.04	95,388.00	2,166.04
5920 · Staff	426,593.87	379,136.00	47,457.87
5930 · Staff Certification	7,725.00	7,600.00	125.00
5940 · Staff Overtime	38,328.95	40,783.36	-2,454.41
5950 · Staff Standby	13,209.74	19,974.64	-6,764.90
Total 5900 · Wages	583,411.60	542,882.00	40,529.60
5960 · Worker's Comp Insurance	8,254.83	14,609.00	-6,354.17
Total 5800 · Labor	834,357.69	799,071.00	35,286.69
Total 5000 · Administrative	1,104,427.32	1,078,275.56	26,151.76
6000 · Operations			
6160 · Backflow Prevention	715.42	733.36	-17.94
6170 · Claims, Property Damage	0.00	6,666.64	-6,666.64
6180 · Communications			
6185 · SCADA Maintenance	14,897.12	10,000.00	4,897.12
6180 · Communications - Other	0.00	0.00	0.00
Total 6180 · Communications	14,897.12	10,000.00	4,897.12
6195 · Education & Training	11,576.33	5,333.36	6,242.97
6200 · Engineering			
6220 · General Engineering	-300.00	6,666.64	-6,966.64
6230 · Water Quality Engineering	148,957.50	133,333.36	15,624.14
Total 6200 · Engineering	148,657.50	140,000.00	8,657.50
6320 · Equipment & Tools, Expensed	7,994.00	6,666.64	1,327.36

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

July 2024 through February 2025

		Water	
	Jul '24 - Feb 25	Budget	\$ Over Budget
6330 · Facilities			
6335 · Alarm Services	661.38	1,333.36	-671.98
6337 · Landscaping	14,144.31	12,000.00	2,144.31
6330 · Facilities - Other	10,828.95		
Total 6330 · Facilities	25,634.64	13,333.36	12,301.28
6370 · Lab Supplies & Equipment	691.24	13,333.36	-12,642.12
6380 · Meter Reading	0.00	333.36	-333.36
6400 · Pumping			
6410 · Pumping Fuel & Electricity	62,578.28	70,000.00	-7,421.72
6420 · Pumping Maintenance, Generators	33,212.03	16,666.64	16,545.39
6430 · Pumping Maintenance, General	3,678.64	1,333.36	2,345.28
6440 · Pumping Equipment, Expensed	141.05	333.36	-192.31
Total 6400 · Pumping	99,610.00	88,333.36	11,276.64
6500 · Supply			
6510 · Maintenance, Raw Water Mains	12,231.44	666.64	11,564.80
6520 · Maintenance, Wells	2,095.85	13,333.36	-11,237.51
6530 · Water Purchases	12,305.01	33,333.36	-21,028.35
Total 6500 · Supply	26,632.30	47,333.36	-20,701.06
6600 · Collection/Transmission			
6610 · Hydrants	119.04	3,333.36	-3,214.32
6620 · Maintenance, Water Mains	30,055.29	50,000.00	-19,944.71
6630 · Maintenance, Water Svc Lines	7,112.49	6,666.64	445.85
6640 · Maintenance, Tanks	16,473.59	3,333.36	13,140.23
6650 · Maint., Distribution General	12,963.63	10,000.00	2,963.63
6660 · Maintenance, Collection System	363.15		
6670 · Meters - Water	4,297.22	50,000.00	-45,702.78
Total 6600 · Collection/Transmission	71,384.41	123,333.36	-51,948.95
6700 · Treatment			
6710 · Chemicals & Filtering	8,205.87	40,000.00	-31,794.13
6720 · Maintenance, Treatment Equip.	44,188.39	10,000.00	34,188.39
6730 · Treatment Analysis	26,425.24	23,333.36	3,091.88
Total 6700 · Treatment	78,819.50	73,333.36	5,486.14
6770 · Uniforms	1,382.46	2,333.36	-950.90
6800 · Vehicles			
6810 · Fuel	6,155.68	8,000.00	-1,844.32
6820 · Truck Equipment, Expensed	430.86	1,333.36	-902.50
6830 · Truck Repairs	2,415.07	3,333.36	-918.29
Total 6800 · Vehicles	9,001.61	12,666.72	-3,665.11
Total 6000 · Operations	496,996.53	543,733.60	-46,737.07
Total Expense	1,601,423.85	1,622,009.16	-20,585.31
Net Ordinary Income	187,323.30	-73,275.72	260,599.02

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Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2024 through February 2025

	Jul '24 - Feb 25	Water Budget	\$ Over Budget
Other Income/Expense			
Other Income			
7000 · Capital Account Revenues			
7100 · Connection Fees			
7110 · Connection Fees (New Constr)	93,031.80	146,666.64	-53,634.84
7120 · Connection Fees (Remodel)	13,247.50	36,666.64	-23,419.14
7130 · Conn. Fees, PFP (New Constr)	76,197.00	126,666.64	-50,469.64
7152 · Connection Fee Refunds	-20,815.00		
7155 · Add'l Fixture Units (Remodel)	19,228.50		
7157 · Fixture Fee Refunds	-18,922.00	-33,333.36	14,411.36
7160 · PFP Pass Thru	-7,591.00		
7165 · Meter Pass Thru Costs	9,097.29		
Total 7100 · Connection Fees	163,474.09	276,666.56	-113,192.47
7250 · CAMP Interest Income	187,548.17	133,333.36	54,214.81
7600 · Bond Revenues, G.O.	528,780.70	796,920.64	-268,139.94
7650 · Water System Reliability	686,288.08	785,432.00	-99,143.92
Total 7000 · Capital Account Revenues	1,566,091.04	1,992,352.56	-426,261.52
Total Other Income	1,566,091.04	1,992,352.56	-426,261.52
Other Expense			
8000 · Capital Improvement Program			
8100 · Water	540,980.56	2,410,000.00	-1,869,019.44
Total 8000 · Capital Improvement Program	540,980.56	2,410,000.00	-1,869,019.44
9000 · Capital Account Expenses			
9100 · Interest Expense - GO Bonds	25,947.70	46,384.00	-20,436.30
9125 · PNC Equipment Lease Interest	3,203.73	3,449.01	-245.28
9150 · SRF Loan	26,644.07	26,644.07	0.00
9210 · Conservation Program/Rebates	0.00	2,000.00	-2,000.00
Total 9000 · Capital Account Expenses	55,795.50	78,477.08	-22,681.58
Total Other Expense	596,776.06	2,488,477.08	-1,891,701.02
Net Other Income	969,314.98	-496,124.52	1,465,439.50
Net Income	1,156,638.28	-569,400.24	1,726,038.52

Montara Water & Sanitary District

Balance Sheet by Class

As of February 28, 2025

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	578,733.41	0.00	578,733.41
CAMP Investment Fund 4021-002			
Capital Reserve	7,033,142.95	0.00	7,033,142.95
Operating Reserve	1,904,035.00	0.00	1,904,035.00
Total CAMP Investment Fund 4021-002	8,937,177.95	0.00	8,937,177.95
LAIF Investment Fund			
Capital Reserve	88,612.60	0.00	88,612.60
Total LAIF Investment Fund	88,612.60	0.00	88,612.60
Total Sewer - Bank Accounts	9,604,523.96	0.00	9,604,523.96
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	41,745.02	41,745.02
CAMP Investment Fund 4021-001			
Capital Reserve	0.00	5,153,730.20	5,153,730.20
Operating Reserve	0.00	1,213,174.00	1,213,174.00
Total CAMP Investment Fund 4021-001	0.00	6,366,904.20	6,366,904.20
Restricted Cash			
2020 GO Bonds Fund - Chase	0.00	713,150.53	713,150.53
Total Restricted Cash	0.00	713,150.53	713,150.53
Total Water - Bank Accounts	0.00	7,121,799.75	7,121,799.75
Total Checking/Savings	9,604,523.96	7,121,799.75	16,726,323.71
Accounts Receivable			
Sewer - Accounts Receivable			
Lease Receivable	74,585.00	0.00	74,585.00
Accounts Receivable	176.35	0.00	176.35
Total Sewer - Accounts Receivable	74,761.35	0.00	74,761.35
Water - Accounts Receivable			
Accounts Receivable	0.00	9,457.30	9,457.30
Accounts Rec. - Backflow	0.00	29,791.11	29,791.11
Accounts Rec. - Water Residents	0.00	167,271.47	167,271.47
Unbilled Water Receivables	0.00	248,812.71	248,812.71
Total Water - Accounts Receivable	0.00	455,332.59	455,332.59
Total Accounts Receivable	74,761.34	455,332.60	530,093.94
Other Current Assets			
Fraudulent Activity	994.34	0.00	994.34
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	994.34	42,656.32	43,650.66
Total Current Assets	9,680,279.64	7,619,788.67	17,300,068.31
Fixed Assets			
Sewer - Fixed Assets			
General Plant	11,247,534.15	0.00	11,247,534.15
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	3,250,409.57	0.00	3,250,409.57
Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	5,340,307.33	0.00	5,340,307.33
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-11,411,144.00	0.00	-11,411,144.00
Total Sewer - Fixed Assets	9,672,151.89	0.00	9,672,151.89

Montara Water & Sanitary District

Balance Sheet by Class

As of February 28, 2025

	Sewer	Water	TOTAL
Water - Fixed Assets			
General Plant	0.00	30,232,251.46	30,232,251.46
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	-16,837,463.00	-16,837,463.00
Total Water - Fixed Assets	0.00	15,536,445.24	15,536,445.24
Total Fixed Assets	9,672,151.89	15,536,445.24	25,208,597.13
Other Assets			
Sewer - Other Assets			
Def'd Amts Related to Pensions	96,249.00	0.00	96,249.00
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	2,783,796.08	0.00	2,783,796.08
Water - Other Assets			
Def'd Amts Related to Pensions	0.00	214,233.00	214,233.00
Due from Sewer	0.00	1,666,622.72	1,666,622.72
Total Water - Other Assets	0.00	1,880,855.72	1,880,855.72
Total Other Assets	2,783,796.08	1,880,855.72	4,664,651.80
TOTAL ASSETS	22,136,227.61	25,037,089.63	47,173,317.24
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	28,208.64	79,796.91	108,005.55
Total Accounts Payable	28,208.64	79,796.91	108,005.55
Other Current Liabilities			
Water - Net Pension Liability	0.00	22,564.00	22,564.00
Sewer - Net Pension Liability	10,138.00	0.00	10,138.00
Sewer - Current Liabilities			
Accrued Vacations	11,697.88	0.00	11,697.88
Deposits Payable	71,803.97	0.00	71,803.97
PNC Equip. Loan - S/T	28,238.02	0.00	28,238.02
Total Sewer - Current Liabilities	111,739.87	0.00	111,739.87
Water - Current Liabilities			
Accrued Vacations	0.00	25,183.74	25,183.74
Construction Deposits Payable	0.00	-1,055.90	-1,055.90
Deposits Payable	0.00	-61,341.19	-61,341.19
GO Bonds - S/T	0.00	-5,311.55	-5,311.55
PNC Equip. Loan - S/T	0.00	28,237.98	28,237.98
SRF Loan Payable X109 - Current	0.00	94,983.78	94,983.78
Temporary Construction Meter	0.00	47,082.82	47,082.82
Total Water - Current Liabilities	0.00	127,779.68	127,779.68
Payroll Liabilities			
Employee Benefits Payable	5,041.89	14,546.94	19,588.83
Total Payroll Liabilities	5,041.89	14,546.94	19,588.83
Total Other Current Liabilities	126,919.76	164,890.62	291,810.38
Total Current Liabilities	155,128.40	244,687.53	399,815.93
Long Term Liabilities			
Sewer - Long Term Liabilities			
Deferred Inflows (Sewer Leases)	68,453.00	0.00	68,453.00
Due to Water Fund	1,666,622.72	0.00	1,666,622.72
Accrued Vacations	27,518.39	0.00	27,518.39
I-Bank Loan	561,508.88	0.00	561,508.88
PNC Equip. Loan - L/T	115,714.54	0.00	115,714.54
Total Sewer - Long Term Liabilities	2,439,817.53	0.00	2,439,817.53

Montara Water & Sanitary District

Balance Sheet by Class

As of February 28, 2025

	Sewer	Water	TOTAL
Water - Long Term Liabilities			
2020 GO Bonds	0.00	3,370,557.45	3,370,557.45
Accrued Vacations	0.00	37,439.66	37,439.66
PNC Equip. Loan - L/T	0.00	115,714.61	115,714.61
SRF Loan Payable - X109	0.00	2,144,619.34	2,144,619.34
Total Water - Long Term Liabilities	0.00	5,668,331.06	5,668,331.06
Deferred Inflows (Pensions)			
Sewer	7,336.00	0.00	7,336.00
Water	0.00	16,330.00	16,330.00
Total Deferred Inflows (Pensions)	7,336.00	16,330.00	23,666.00
Total Long Term Liabilities	2,447,153.53	5,684,661.06	8,131,814.59
Total Liabilities	2,602,281.93	5,929,348.59	8,531,630.52
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,793,316.07	0.00	8,793,316.07
Retained Earnings	-740,295.59	0.00	-740,295.59
Total Sewer - Equity Accounts	11,461,272.68	0.00	11,461,272.68
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	740,295.59	740,295.59
Total Water - Equity Accounts	0.00	3,431,350.60	3,431,350.60
Equity Adjustment Account	7,734,879.33	14,519,752.16	22,254,631.49
Net Income	337,793.67	1,156,638.28	1,494,431.95
Total Equity	19,533,945.68	19,107,741.04	38,641,686.72
TOTAL LIABILITIES & EQUITY	22,136,227.61	25,037,089.63	47,173,317.24

YTD Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over (Under) Targets	% Over/(Under) Targets
Sewer - Operations															
Wells Fargo Operating	4,987,314.76	4,107,267.90	3,751,614.87	276,951.51	(40,104.39)	4,231,640.08	560,255.56	578,733.41							
<i>Sewer Reserve Accounts</i>															
<i>LAIF</i>															
<i>Capital Reserve</i>	86,701.29	86,701.29	86,701.29	87,593.62	87,593.62	87,593.62	88,612.60	88,612.60							
<i>Operating Reserve</i>	-	-	-	-	-	-	-	-							
<i>Subtotal</i>	86,701.29	86,701.29	86,701.29	87,593.62	87,593.62	87,593.62	88,612.60	88,612.60							
<i>CAMP</i>															
<i>Capital Reserve</i>	3,254,660.68	3,278,319.84	3,300,783.56	5,831,199.59	5,862,080.33	4,891,132.00	4,922,313.00	7,033,142.95							
<i>Operating Reserve</i>	1,904,035.00	1,904,035.00	1,904,035.00	1,904,035.00	1,904,035.00	1,904,035.00	3,984,035.00	1,904,035.00							
<i>Subtotal</i>	5,158,695.68	5,182,354.84	5,204,818.56	7,735,234.59	7,766,115.33	6,795,167.00	8,906,348.00	8,937,177.95							
Reserve Totals															
Capital Reserve	3,341,361.97	3,365,021.13	3,387,484.85	5,918,793.21	5,949,673.95	4,978,725.62	5,010,925.60	7,121,755.55					6,677,754.00	444,001.55	107%
Operating Reserve	1,904,035.00	1,904,035.00	1,904,035.00	1,904,035.00	1,904,035.00	1,904,035.00	3,984,035.00	1,904,035.00					1,904,035.00	-	100%
Total Reserves	5,245,396.97	5,269,056.13	5,291,519.85	7,822,828.21	7,853,708.95	6,882,760.62	8,994,960.60	9,025,790.55							
Water Operations															
Wells Fargo Operating	100,511.10	19,933.88	40,414.03	62,167.78	83,635.87	22,572.00	22,872.71	41,745.02							
Water - Reserve Accounts															
<i>CAMP - Reserve Funds</i>															
Capital Reserve	4,190,939.53	4,316,064.44	4,340,031.81	4,363,701.77	4,385,965.87	4,408,383.09	4,431,767.03	5,153,730.20					5,446,500.00	(292,769.80)	95%
Operating Reserve	1,213,174.00	1,213,174.00	1,213,174.00	1,213,174.00	1,213,174.00	1,213,174.00	1,913,174.00	1,213,174.00					1,213,174.00	-	100%
Subtotal	5,404,113.53	5,529,238.44	5,553,205.81	5,576,875.77	5,599,139.87	5,621,557.09	6,344,941.03	6,366,904.20							
Water - Restricted Accounts															
<i>JP Morgan Chase</i>															
2020 GO Bond Fund	1,166,356.59	659,468.95	676,080.48	676,206.75	682,155.47	682,155.47	1,125,500.61	713,150.53							
Subtotal	1,166,356.59	659,468.95	676,080.48	676,206.75	682,155.47	682,155.47	1,125,500.61	713,150.53	-	-	-	-			
Total Cash & Equivalents	16,903,692.95	15,584,965.30	15,312,835.04	14,415,030.02	14,178,535.77	17,440,685.26	17,048,530.51	16,726,323.71	-	-	-	-			

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2024 through June 2025

												TOTAL			
												Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense															
Income															
4220 · Cell Tower Lease												117,926.02	86,500.00	31,426.02	136.33%
4400 · Fees															
4410 · Administrative Fee (New Constr)												3,946.00	4,000.00	-54.00	98.65%
4420 · Administrative Fee (Remodel)												529.00	1,000.00	-471.00	52.9%
4430 · Inspection Fee (New Constr)												3,739.00	4,000.00	-261.00	93.48%
4440 · Inspection Fee (Remodel)												684.00	1,000.00	-316.00	68.4%
4460 · Remodel Fees												6,258.00	8,000.00	-1,742.00	78.23%
Total 4400 · Fees												15,156.00	18,000.00	-2,844.00	84.2%
4510 · Grants												72,867.31			
4610 · Property Tax Receipts												416,199.66	400,000.00	16,199.66	104.05%
4710 · Sewer Service Charges												2,373,195.56	4,071,594.00	-1,698,398.44	58.29%
4720 · Sewer Service Refunds, Customer												-32,337.70	-30,000.00	-2,337.70	107.79%
4760 · Waste Collection Revenues												20,863.40	32,000.00	-11,136.60	65.2%
4990 · Other Revenue												100.30			
Total Income												2,983,970.55	4,578,094.00	-1,594,123.45	65.18%
Gross Profit												2,983,970.55	4,578,094.00	-1,594,123.45	65.18%
Expense															
5000 · Administrative															
5190 · Bank Fees												3,760.70	6,000.00	-2,239.30	62.68%
5200 · Board of Directors															
5210 · Board Meetings												1,600.00	6,000.00	-4,400.00	26.67%
5220 · Director Fees												2,587.50	10,000.00	-7,412.50	25.88%
5230 · Election Expenses													7,500.00	-7,500.00	
Total 5200 · Board of Directors												4,187.50	23,500.00	-19,312.50	17.82%
5250 · Conference Attendance												1,298.21	10,000.00	-8,701.79	12.98%
5270 · Information Systems												12,233.49	6,000.00	6,233.49	203.89%
5300 · Insurance															
5310 · Fidelity Bond													500.00	-500.00	
5320 · Property & Liability Insurance												13,171.63	13,000.00	171.63	101.32%
Total 5300 · Insurance												13,171.63	13,500.00	-328.37	97.57%
5350 · LAFCO Assessment													3,100.00	-3,100.00	
5400 · Legal															
5430 · General Legal												34,651.82	200,000.00	-165,348.18	17.33%
5440 · Litigation												53,870.49			
Total 5400 · Legal												88,522.31	200,000.00	-111,477.69	44.26%
5510 · Maintenance, Office												2,351.24	10,000.00	-7,648.76	23.51%
5530 · Memberships												4,669.00	5,200.00	-531.00	89.79%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2024 through June 2025

													TOTAL			
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
5540 · Office Supplies	141.45	435.31	311.14	1,223.55	1,620.32	1,103.04	194.51	586.39					5,615.71	8,500.00	-2,884.29	66.07%
5550 · Postage		217.41		912.08		321.07		321.07					1,771.63	2,000.00	-228.37	88.58%
5560 · Printing & Publishing	340.58	146.27	81.23	1,133.03	811.75	161.49	83.25	174.38					2,931.98	4,500.00	-1,568.02	65.16%
5600 · Professional Services																
5610 · Accounting	3,845.00	4,935.00	4,917.50	2,652.50	4,447.50	3,487.50	4,385.00	2,755.00					31,425.00	40,000.00	-8,575.00	78.56%
5620 · Audit		2,500.00	5,000.00		7,000.00								14,500.00	14,938.00	-438.00	97.07%
5630 · Consulting	1,429.83	1,299.38	4,997.84	2,823.71	14,116.04	2,726.25	3,996.79	8,819.21					40,209.05	52,250.00	-12,040.95	76.96%
5640 · Data Services		9,508.05											9,508.05	10,200.00	-691.95	93.22%
5650 · Labor & HR Support	213.50	213.50	213.50	213.50	213.50	213.50	213.50	427.00					1,921.50	3,000.00	-1,078.50	64.05%
5660 · Payroll Services	95.39	99.28	99.28	99.28	99.28	99.28	180.42	99.28					871.49	1,200.00	-328.51	72.62%
Total 5600 · Professional Services	5,583.72	18,555.21	15,228.12	5,788.99	25,876.32	6,526.53	8,775.71	12,100.49					98,435.09	121,588.00	-23,152.91	80.96%
5710 · San Mateo Co. Tax Roll Charges				119.00									119.00	2,500.00	-2,381.00	4.76%
5720 · Telephone & Internet	2,185.29	2,545.73	2,212.06	2,833.07	2,343.26	2,696.67	2,622.68	2,368.60					19,807.36	35,000.00	-15,192.64	56.59%
5730 · Mileage Reimbursement				361.01		426.14	294.99	752.71					1,834.85	2,000.00	-165.15	91.74%
5740 · Reference Materials														200.00	-200.00	
5790 · Other Adminstrative		15,311.63				5,544.00		4,251.67					25,107.30			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	2,007.44	3,024.24	1,835.06	1,948.91	1,964.48	1,911.10	4,923.95	1,865.38					19,480.56	23,579.00	-4,098.44	82.62%
5820 · Employee Benefits	4,752.19	4,658.89	4,825.81	4,787.29	4,834.33	5,042.24	5,042.24	9,923.59					43,866.58	60,916.00	-17,049.42	72.01%
5830 · Disability Insurance	159.57	159.57	159.57	159.57	159.57	159.57	159.57	159.57					1,276.56	2,211.00	-934.44	57.74%
5840 · Payroll Taxes	2,203.35	2,636.74	1,447.68	1,572.21	1,038.90	1,024.45	2,179.51	2,105.36					14,208.20	26,180.00	-11,971.80	54.27%
5850 · PARS	1,902.94	1,609.40	1,138.95	1,187.08	609.15	638.16	1,979.96	1,817.26					10,882.90	24,322.00	-13,439.10	44.75%
5900 · Wages																
5910 · Management	10,034.88	26,047.38	10,234.88	10,234.88	10,234.88	10,297.38	10,234.88	10,234.88					97,554.04	143,082.00	-45,527.96	68.18%
5920 · Staff	17,857.93	17,585.00	16,593.06	18,080.57	18,594.65	17,580.11	18,080.57	15,793.70					140,165.59	195,379.00	-55,213.41	71.74%
5930 · Staff Certification	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00					1,400.00	1,800.00	-400.00	77.78%
5940 · Staff Overtime	734.40	388.80	216.00	356.40	64.80	259.20		1,317.60					3,337.20	1,722.00	1,615.20	193.8%
Total 5900 · Wages	28,802.21	44,196.18	27,218.94	28,846.85	29,069.33	28,311.69	28,490.45	27,521.18					242,456.83	341,983.00	-99,526.17	70.9%
5960 · Worker's Comp Insurance			710.63			705.15							1,415.78	3,032.00	-1,616.22	46.7%
Total 5800 · Labor	39,827.70	56,285.02	37,336.64	38,501.91	37,675.76	37,792.36	42,775.68	43,392.34					333,587.41	482,223.00	-148,635.59	69.18%
Total 5000 · Administrative	71,361.58	100,113.89	72,879.68	72,265.51	87,840.50	67,845.46	56,752.85	90,344.94					619,404.41	935,811.00	-316,406.59	66.19%
6000 · Operations																
6170 · Claims, Property Damage														10,000.00	-10,000.00	
6195 · Education & Training						2,250.00							2,250.00	4,000.00	-1,750.00	56.25%
6200 · Engineering																
6220 · General Engineering	7,855.00	3,586.00	7,202.50	3,547.50	9,997.50	4,730.00	2,306.25	1,547.00					40,771.75	40,000.00	771.75	101.93%
Total 6200 · Engineering	7,855.00	3,586.00	7,202.50	3,547.50	9,997.50	4,730.00	2,306.25	1,547.00					40,771.75	40,000.00	771.75	101.93%
6330 · Facilities																
6335 · Alarm Services	557.10	430.08	570.24	557.10	430.08	570.24	557.10	545.08					4,217.02	6,500.00	-2,282.98	64.88%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2024 through June 2025

													TOTAL			
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6337 · Landscaping		1,500.00		1,325.00									2,825.00	6,000.00	-3,175.00	47.08%
Total 6330 · Facilities	557.10	1,930.08	570.24	1,882.10	430.08	570.24	557.10	545.08					7,042.02	12,500.00	-5,457.98	56.34%
6400 · Pumping																
6410 · Pumping Fuel & Electricity	4,132.24	3,979.98	4,073.44	3,070.11	3,618.49	3,753.72	4,996.64	19,492.01					47,116.63	57,000.00	-9,883.37	82.66%
6420 · Pumping Maintenance, Generators	52.64	3,093.70											3,146.34	10,000.00	-6,853.66	31.46%
6440 · Pumping Equipment, Expensed			0.09										0.09			
Total 6400 · Pumping	4,184.88	7,073.68	4,073.53	3,070.11	3,618.49	3,753.72	4,996.64	19,492.01					50,263.06	67,000.00	-16,736.94	75.02%
6600 · Collection/Transmission																
6660 · Maintenance, Collection System														10,000.00	-10,000.00	
6665 · Meters - Sewer			115.44	57.90	1,238.17	67.58	2,750.51	67.58					4,297.18	75,000.00	-70,702.82	5.73%
Total 6600 · Collection/Transmission			115.44	57.90	1,238.17	67.58	2,750.51	67.58					4,297.18	85,000.00	-80,702.82	5.06%
6770 · Uniforms														200.00	-200.00	
6800 · Vehicles																
6810 · Fuel		595.47	291.53	306.05	191.83	211.54	163.30	292.17					2,051.89	3,500.00	-1,448.11	58.63%
6820 · Truck Equipment, Expensed		14.75		2.73	5.19	1.37	119.57						143.61	500.00	-356.39	28.72%
6830 · Truck Repairs		256.79			493.98			54.26					805.03	1,000.00	-194.97	80.5%
Total 6800 · Vehicles		867.01	291.53	308.78	691.00	212.91	282.87	346.43					3,000.53	5,000.00	-1,999.47	60.01%
6900 · Sewer Authority Midcoastside																
6910 · SAM Collections	19,764.58	19,764.58	19,764.58	19,764.58	19,764.58	19,764.58	19,764.58	19,764.58					158,116.64	237,175.00	-79,058.36	66.67%
6920 · SAM Operations	155,698.55	155,698.55	155,698.55	155,698.55	155,698.55	155,698.55	155,698.55	155,698.55					1,245,588.40	2,218,382.00	-972,793.60	56.15%
6930 · SAM Prior Year Adjustment								68,609.81					68,609.81			
6940 · SAM Maintenance, Collection Sys		1,800.00		6,290.00		7,944.00							16,034.00	45,000.00	-28,966.00	35.63%
6950 · SAM Maintenance, Pumping		3,579.66	23,497.56	18,847.53	36,137.06		10,563.03	13,650.00					106,274.84	130,000.00	-23,725.16	81.75%
6960 · SAM NDWSCP								15,441.88					15,441.88	18,000.00	-2,558.12	85.79%
Total 6900 · Sewer Authority Midcoastside	175,463.13	180,842.79	198,960.69	200,600.66	211,600.19	183,407.13	186,026.16	273,164.82					1,610,065.57	2,648,557.00	-1,038,491.43	60.79%
Total 6000 · Operations	188,060.11	194,299.56	211,213.93	209,467.05	227,575.43	194,991.58	196,919.53	295,162.92					1,717,690.11	2,872,257.00	-1,154,566.89	59.8%
Total Expense	259,421.69	294,413.45	284,093.61	281,732.56	315,415.93	262,837.04	253,672.38	385,507.86					2,337,094.52	3,808,068.00	-1,470,973.48	61.37%
Net Ordinary Income	-248,631.71	-180,054.18	-273,192.34	-306,868.67	-268,639.44	1,986,238.25	-133,279.50	71,303.62					646,876.03	770,026.00	-123,149.97	84.01%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)			9,555.00		40,850.00		36,477.00						86,882.00	210,000.00	-123,118.00	41.37%
7120 · Connection Fees (Remodel)			-2,154.00				17,508.00	28,161.00					43,515.00	60,000.00	-16,485.00	72.53%
7152 · Connection Fee Refunds														-20,000.00	20,000.00	
7153 · Add'l Fixture Units (New Const)														50,000.00	-50,000.00	
7155 · Add'l Fixture Units (Remodel)		16,285.00		5,836.00	26,262.00	-701.00		29,180.00					76,862.00	115,000.00	-38,138.00	66.84%
7157 · Fixture Fee Refunds				-2,682.00				-4,486.50					-7,168.50			

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2024 through June 2025

													TOTAL			
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Total 7100 · Connection Fees		16,285.00	7,401.00	3,154.00	67,112.00	-701.00	53,985.00	52,854.50					200,090.50	415,000.00	-214,909.50	48.22%
7200 · Interest Income																
7205 · CAMP Interest Earnings	22,117.56	23,659.16	22,463.72	30,416.03	30,880.74	29,051.67	31,181.00	30,829.95					220,599.83			
7210 · LAIF Interest Earnings	76,123.17			892.33			1,018.98						78,034.48			
7200 · Interest Income - Other														160,000.00	-160,000.00	
Total 7200 · Interest Income	98,240.73	23,659.16	22,463.72	31,308.36	30,880.74	29,051.67	32,199.98	30,829.95					298,634.31	160,000.00	138,634.31	186.65%
Total 7000 · Capital Account Revenues	98,240.73	39,944.16	29,864.72	34,462.36	97,992.74	28,350.67	86,184.98	83,684.45					498,724.81	575,000.00	-76,275.19	86.74%
Total Other Income	98,240.73	39,944.16	29,864.72	34,462.36	97,992.74	28,350.67	86,184.98	83,684.45					498,724.81	575,000.00	-76,275.19	86.74%
Other Expense																
8000 · Capital Improvement Program																
8075 · Sewer	18,077.00	14,285.31	17,227.50	504,179.07	14,166.50	77,554.52	30,546.48	118,488.51					794,524.89	5,650,754.00	-4,856,229.11	14.06%
Total 8000 · Capital Improvement Program	18,077.00	14,285.31	17,227.50	504,179.07	14,166.50	77,554.52	30,546.48	118,488.51					794,524.89	5,650,754.00	-4,856,229.11	14.06%
9000 · Capital Account Expenses																
9125 · PNC Equipment Lease Interest	245.28	473.83	456.83	439.80	422.72	405.59	388.43	371.22					3,203.70	4,761.00	-1,557.30	67.29%
9200 · I-Bank Loan	1,515.57						8,563.01						10,078.58	17,656.00	-7,577.42	57.08%
Total 9000 · Capital Account Expenses	1,760.85	473.83	456.83	439.80	422.72	405.59	8,951.44	371.22					13,282.28	22,417.00	-9,134.72	59.25%
Total Other Expense	19,837.85	14,759.14	17,684.33	504,618.87	14,589.22	77,960.11	39,497.92	118,859.73					807,807.17	5,673,171.00	-4,865,363.83	14.24%
Net Other Income	78,402.88	25,185.02	12,180.39	-470,156.51	83,403.52	-49,609.44	46,687.06	-35,175.28					-309,082.36	-5,098,171.00	4,789,088.64	6.06%
Net Income	-170,228.83	-154,869.16	-261,011.95	-777,025.18	-185,235.92	1,936,628.81	-86,592.44	36,128.34					337,793.67	-4,328,145.00	4,665,938.67	-7.81%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2024 through June 2025

												TOTAL			
												Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense															
Income															
4400 · Fees															
4410 · Administrative Fee (New Constr)												5,236.00	2,000.00	3,236.00	261.8%
4420 · Administrative Fee (Remodel)													600.00	-600.00	
4430 · Inspection Fee (New Constr)												4,961.00	2,000.00	2,961.00	248.05%
Total 4400 · Fees												10,197.00	4,600.00	5,597.00	221.67%
4510 · Grants												160.00			
4610 · Property Tax Receipts												416,199.57	400,000.00	16,199.57	104.05%
4740 · Testing, Backflow												25,025.00	18,500.00	6,525.00	135.27%
4810 · Water Sales, Domestic												1,342,628.02	2,016,000.00	-673,371.98	66.6%
4850 · Water Sales Refunds, Customer												-10,678.29	-16,000.00	5,321.71	66.74%
4990 · Other Revenue												5,215.85			
Total Income												1,788,747.15	2,423,100.00	-634,352.85	73.82%
Gross Profit												1,788,747.15	2,423,100.00	-634,352.85	73.82%
Expense															
5000 · Administrative															
5190 · Bank Fees												3,760.66	6,000.00	-2,239.34	62.68%
5200 · Board of Directors															
5210 · Board Meetings												1,600.00	6,000.00	-4,400.00	26.67%
5220 · Director Fees												2,587.50	10,000.00	-7,412.50	25.88%
5230 · Election Expenses													10,000.00	-10,000.00	
Total 5200 · Board of Directors												4,187.50	26,000.00	-21,812.50	16.11%
5240 · CDPH Fees												20,674.08	20,000.00	674.08	103.37%
5250 · Conference Attendance												4,131.92	15,000.00	-10,868.08	27.55%
5270 · Information Systems												12,233.48	6,500.00	5,733.48	188.21%
5300 · Insurance															
5310 · Fidelity Bond													500.00	-500.00	
5320 · Property & Liability Insurance												15,031.63	14,000.00	1,031.63	107.37%
Total 5300 · Insurance												15,031.63	14,500.00	531.63	103.67%
5350 · LAFCO Assessment													3,700.00	-3,700.00	
5400 · Legal															
5430 · General Legal												37,857.46	75,000.00	-37,142.54	50.48%
5440 · Litigation												160.00			
Total 5400 · Legal												38,017.46	75,000.00	-36,982.54	50.69%
5510 · Maintenance, Office												1,599.99	10,000.00	-8,400.01	16.0%
5530 · Memberships												25,743.59	25,000.00	743.59	102.97%
5540 · Office Supplies												5,451.37	8,000.00	-2,548.63	68.14%
5550 · Postage												16,576.99	19,000.00	-2,423.01	87.25%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2024 through June 2025

													TOTAL			
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
5560 · Printing & Publishing	340.58	146.28	81.23	1,557.51	949.20	161.51	83.23	174.40					3,493.94	10,000.00	-6,506.06	34.94%
5600 · Professional Services																
5610 · Accounting	3,845.00	4,935.00	4,917.50	2,652.50	4,447.50	3,487.50	4,385.00	2,755.00					31,425.00	40,000.00	-8,575.00	78.56%
5620 · Audit		2,500.00	5,000.00		7,000.00								14,500.00	14,938.00	-438.00	97.07%
5630 · Consulting	1,429.82	1,299.37	4,997.84	2,823.70	14,116.03	2,726.25	3,996.78	8,819.20					40,208.99	50,000.00	-9,791.01	80.42%
5640 · Data Services														12,000.00	-12,000.00	
5650 · Labor & HR Support	213.50	213.50	213.50	213.50	213.50	213.50	213.50	427.00					1,921.50	3,000.00	-1,078.50	64.05%
5660 · Payroll Services	95.39	99.28	99.28	99.28	99.28	99.28	180.42	99.28					871.49	1,200.00	-328.51	72.62%
Total 5600 · Professional Services	5,583.71	9,047.15	15,228.12	5,788.98	25,876.31	6,526.53	8,775.70	12,100.48					88,926.98	121,138.00	-32,211.02	73.41%
5710 · San Mateo Co. Tax Roll Charges				119.00									119.00	2,500.00	-2,381.00	4.76%
5720 · Telephone & Internet	3,117.63	3,804.38	3,216.83	3,400.94	3,335.65	3,689.07	3,806.08	3,004.81					27,375.39	40,000.00	-12,624.61	68.44%
5730 · Mileage Reimbursement				361.00		426.13	794.94	764.71					2,346.78	2,000.00	346.78	117.34%
5740 · Reference Materials														500.00	-500.00	
5790 · Other Adminstrative	21.40	-101.00		38.13	204.41			235.93					398.87			
5800 · Labor																
5810 · CalPERS 457 Deferred Plan	4,837.19	5,579.78	4,427.21	4,612.01	4,494.34	5,023.14	7,602.94	4,346.46					40,923.07	55,390.00	-14,466.93	73.88%
5820 · Employee Benefits	13,917.67	13,861.77	14,323.59	14,208.03	14,375.66	14,958.13	14,958.13	29,451.30					130,054.28	181,241.00	-51,186.72	71.76%
5830 · Disability Insurance	340.32	340.32	340.32	340.32	340.32	340.32	340.32	340.32					2,722.56	5,815.00	-3,092.44	46.82%
5840 · Payroll Taxes	5,542.88	5,994.69	4,832.99	5,031.16	4,179.40	4,322.17	5,197.75	5,190.39					40,291.43	68,858.00	-28,566.57	58.51%
5850 · PARS	4,263.09	3,824.46	3,268.84	3,519.82	2,752.89	2,883.98	4,327.90	3,858.94					28,699.92	51,066.00	-22,366.08	56.2%
5900 · Wages																
5910 · Management	10,034.88	26,047.38	10,234.88	10,234.88	10,234.88	10,297.38	10,234.88	10,234.88					97,554.04	143,082.00	-45,527.96	68.18%
5920 · Staff	53,447.36	55,552.05	52,990.64	57,157.86	52,872.06	54,578.39	51,425.81	48,569.70					426,593.87	568,704.00	-142,110.13	75.01%
5930 · Staff Certification	925.00	950.00	975.00	975.00	975.00	975.00	975.00	975.00					7,725.00	11,400.00	-3,675.00	67.76%
5940 · Staff Overtime	6,400.57	3,922.39	5,759.89	3,679.59	4,399.70	3,923.49	3,664.99	6,578.33					38,328.95	61,175.00	-22,846.05	62.66%
5950 · Staff Standby	1,647.82	1,618.58	1,510.62	2,014.07	1,639.97	1,645.03	1,643.33	1,490.32					13,209.74	29,962.00	-16,752.26	44.09%
Total 5900 · Wages	72,455.63	88,090.40	71,471.03	74,061.40	70,121.61	71,419.29	67,944.01	67,848.23					583,411.60	814,323.00	-230,911.40	71.64%
5960 · Worker's Comp Insurance			4,173.56			4,081.27							8,254.83	29,218.00	-20,963.17	28.25%
Total 5800 · Labor	101,356.78	117,691.42	102,837.54	101,772.74	96,264.22	103,028.30	100,371.05	111,035.64					834,357.69	1,205,911.00	-371,553.31	69.19%
Total 5000 · Administrative	135,335.14	139,503.25	121,926.98	135,431.50	155,247.05	132,979.25	134,431.23	149,572.92					1,104,427.32	1,610,749.00	-506,321.68	68.57%
6000 · Operations																
6160 · Backflow Prevention						715.42							715.42	1,100.00	-384.58	65.04%
6170 · Claims, Property Damage														10,000.00	-10,000.00	
6180 · Communications																
6185 · SCADA Maintenance	48.80			3,790.00	5,240.00		1,980.00	3,838.32					14,897.12	15,000.00	-102.88	99.31%
6180 · Communications - Other																
Total 6180 · Communications	48.80			3,790.00	5,240.00		1,980.00	3,838.32					14,897.12	15,000.00	-102.88	99.31%
6195 · Education & Training	59.00		1,500.00	1,962.35		3,990.00	3,540.00	524.98					11,576.33	8,000.00	3,576.33	144.7%
6200 · Engineering																

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2024 through June 2025

													TOTAL			
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6220 · General Engineering			-300.00										-300.00	10,000.00	-10,300.00	-3.0%
6230 · Water Quality Engineering	8,340.00	6,515.00	7,277.50	27,662.50	17,617.50	17,217.50	33,665.00	30,662.50					148,957.50	200,000.00	-51,042.50	74.48%
Total 6200 · Engineering	8,340.00	6,515.00	6,977.50	27,662.50	17,617.50	17,217.50	33,665.00	30,662.50					148,657.50	210,000.00	-61,342.50	70.79%
6320 · Equipment & Tools, Expensed		1,114.92	340.42	1,055.05	1,137.96	986.31	1,864.37	1,494.97					7,994.00	10,000.00	-2,006.00	79.94%
6330 · Facilities																
6335 · Alarm Services	127.02		140.16	127.02		140.16	127.02						661.38	2,000.00	-1,338.62	33.07%
6337 · Landscaping	860.00	1,500.00	1,925.00	2,390.00	1,149.01	3,330.30	1,065.00	1,925.00					14,144.31	18,000.00	-3,855.69	78.58%
6330 · Facilities - Other					4,447.54	14.54	871.01	5,495.86					10,828.95			
Total 6330 · Facilities	987.02	1,500.00	2,065.16	2,517.02	5,596.55	3,485.00	2,063.03	7,420.86					25,634.64	20,000.00	5,634.64	128.17%
6370 · Lab Supplies & Equipment		269.40					421.84						691.24	20,000.00	-19,308.76	3.46%
6380 · Meter Reading														500.00	-500.00	
6400 · Pumping																
6410 · Pumping Fuel & Electricity	4,132.24	6,452.21	6,647.98	5,044.13	5,673.32	5,346.32	7,068.53	22,213.55					62,578.28	105,000.00	-42,421.72	59.6%
6420 · Pumping Maintenance, Generators	59.28	3,838.06		111.68	6,824.00	1,939.46	20,439.55						33,212.03	25,000.00	8,212.03	132.85%
6430 · Pumping Maintenance, General				30.14			3,648.50						3,678.64	2,000.00	1,678.64	183.93%
6440 · Pumping Equipment, Expensed			141.05										141.05	500.00	-358.95	28.21%
Total 6400 · Pumping	4,191.52	10,290.27	6,789.03	5,185.95	12,497.32	7,285.78	31,156.58	22,213.55					99,610.00	132,500.00	-32,890.00	75.18%
6500 · Supply																
6510 · Maintenance, Raw Water Mains			404.54	11,826.90									12,231.44	1,000.00	11,231.44	1,223.14%
6520 · Maintenance, Wells				-815.00	8.30	2,838.80		63.75					2,095.85	20,000.00	-17,904.15	10.48%
6530 · Water Purchases				6,156.75			6,148.26						12,305.01	50,000.00	-37,694.99	24.61%
Total 6500 · Supply			404.54	17,168.65	8.30	2,838.80	6,148.26	63.75					26,632.30	71,000.00	-44,367.70	37.51%
6600 · Collection/Transmission																
6610 · Hydrants					119.04								119.04	5,000.00	-4,880.96	2.38%
6620 · Maintenance, Water Mains		4,234.93	17,010.94	4,195.95	3,916.75		696.72						30,055.29	75,000.00	-44,944.71	40.07%
6630 · Maintenance, Water Svc Lines					2,032.45	5,080.04							7,112.49	10,000.00	-2,887.51	71.13%
6640 · Maintenance, Tanks			562.90	142.85	450.00	14,866.70		451.14					16,473.59	5,000.00	11,473.59	329.47%
6650 · Maint., Distribution General			12,963.63										12,963.63	15,000.00	-2,036.37	86.42%
6660 · Maintenance, Collection System					363.15								363.15			
6670 · Meters - Water			115.44	57.90	1,238.18	67.59	2,750.52	67.59					4,297.22	75,000.00	-70,702.78	5.73%
Total 6600 · Collection/Transmission		4,234.93	30,652.91	4,396.70	8,119.57	20,014.33	3,447.24	518.73					71,384.41	185,000.00	-113,615.59	38.59%
6700 · Treatment																
6710 · Chemicals & Filtering	1,323.27		2,768.75	1,246.93	1,732.20	84.12	1,050.60						8,205.87	60,000.00	-51,794.13	13.68%
6720 · Maintenance, Treatment Equip.	5,664.42	6,094.72	3,837.11	3,207.49	6,617.47	10,222.51	6,677.57	1,867.10					44,188.39	15,000.00	29,188.39	294.59%
6730 · Treatment Analysis	111.56	2,807.00	2,161.00	818.12	3,859.64	3,577.24	8,462.44	4,628.24					26,425.24	35,000.00	-8,574.76	75.5%
Total 6700 · Treatment	7,099.25	8,901.72	8,766.86	5,272.54	12,209.31	13,883.87	16,190.61	6,495.34					78,819.50	110,000.00	-31,180.50	71.65%
6770 · Uniforms		220.00	575.74	114.80		93.52		378.40					1,382.46	3,500.00	-2,117.54	39.5%
6800 · Vehicles																
6810 · Fuel	1,444.23	342.19	874.59	918.16	575.49	634.61	489.88	876.53					6,155.68	12,000.00	-5,844.32	51.3%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2024 through June 2025

													TOTAL			
	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6820 · Truck Equipment, Expensed		44.25		8.20	15.58	4.11	358.72						430.86	2,000.00	-1,569.14	21.54%
6830 · Truck Repairs	3,003.08	-256.79			-493.98			162.76					2,415.07	5,000.00	-2,584.93	48.3%
Total 6800 · Vehicles	4,447.31	129.65	874.59	926.36	97.09	638.72	848.60	1,039.29					9,001.61	19,000.00	-9,998.39	47.38%
Total 6000 · Operations	25,172.90	33,175.89	58,946.75	70,051.92	62,523.60	71,149.25	101,325.53	74,650.69					496,996.53	815,600.00	-318,603.47	60.94%
Total Expense	160,508.04	172,679.14	180,873.73	205,483.42	217,770.65	204,128.50	235,756.76	224,223.61					1,601,423.85	2,426,349.00	-824,925.15	66.0%
Net Ordinary Income	64,001.11	86,900.45	35,215.51	-77,553.40	-105,372.39	207,028.50	74,367.07	-97,263.55					187,323.30	-3,249.00	190,572.30	-5,765.57%
Other Income/Expense																
Other Income																
7000 · Capital Account Revenues																
7100 · Connection Fees																
7110 · Connection Fees (New Constr)			6,716.00		28,203.00		25,638.00	32,474.80					93,031.80	220,000.00	-126,968.20	42.29%
7120 · Connection Fees (Remodel)		10,682.50					2,565.00						13,247.50	55,000.00	-41,752.50	24.09%
7130 · Conn. Fees, PFP (New Constr)		16,553.00	21,872.00		12,786.00		24,986.00						76,197.00	190,000.00	-113,803.00	40.1%
7152 · Connection Fee Refunds	-20,815.00												-20,815.00			
7155 · Add'l Fixture Units (Remodel)				10,255.20	8,973.30								19,228.50			
7157 · Fixture Fee Refunds	-18,922.00												-18,922.00	-50,000.00	31,078.00	37.84%
7160 · PFP Pass Thru							1,414.00	-9,005.00					-7,591.00			
7165 · Meter Pass Thru Costs	1,523.06	590.50	556.23	2,895.00	707.00			2,825.50					9,097.29			
Total 7100 · Connection Fees	-38,213.94	27,826.00	29,144.23	13,150.20	50,669.30		54,603.00	26,295.30					163,474.09	415,000.00	-251,525.91	39.39%
7250 · CAMP Interest Income	24,757.50	25,124.91	23,967.37	23,669.96	22,264.10	22,417.22	23,383.94	21,963.17					187,548.17	200,000.00	-12,451.83	93.77%
7600 · Bond Revenues, G.O.		7.60	-69.76	195.62	6,400.26	440,996.91	1,827.34	79,422.73					528,780.70	1,195,381.00	-666,600.30	44.24%
7650 · Water System Reliability						601,963.27		84,324.81					686,288.08	1,178,148.00	-491,859.92	58.25%
Total 7000 · Capital Account Revenues	-13,456.44	52,958.51	53,041.84	37,015.78	79,333.66	1,065,377.40	79,814.28	212,006.01					1,566,091.04	2,988,529.00	-1,422,437.96	52.4%
Total Other Income	-13,456.44	52,958.51	53,041.84	37,015.78	79,333.66	1,065,377.40	79,814.28	212,006.01					1,566,091.04	2,988,529.00	-1,422,437.96	52.4%
Other Expense																
8000 · Capital Improvement Program																
8100 · Water	9,257.50	32,546.19	33,844.77	166,350.00	28,973.19	10,510.95	236,782.96	22,715.00					540,980.56	3,615,000.00	-3,074,019.44	14.97%
Total 8000 · Capital Improvement Program	9,257.50	32,546.19	33,844.77	166,350.00	28,973.19	10,510.95	236,782.96	22,715.00					540,980.56	3,615,000.00	-3,074,019.44	14.97%
9000 · Capital Account Expenses																
9100 · Interest Expense - GO Bonds		4,087.29						21,860.41					25,947.70	46,384.00	-20,436.30	55.94%
9125 · PNC Equipment Lease Interest	245.28	473.83	456.84	439.80	422.72	405.60	388.43	371.23					3,203.73	4,761.00	-1,557.27	67.29%
9150 · SRF Loan					26,644.07								26,644.07	52,216.00	-25,571.93	51.03%
9210 · Conservation Program/Rebates														3,000.00	-3,000.00	
Total 9000 · Capital Account Expenses	245.28	4,561.12	456.84	439.80	27,066.79	405.60	388.43	22,231.64					55,795.50	106,361.00	-50,565.50	52.46%
Total Other Expense	9,502.78	37,107.31	34,301.61	166,789.80	56,039.98	10,916.55	237,171.39	44,946.64					596,776.06	3,721,361.00	-3,124,584.94	16.04%
Net Other Income	-22,959.22	15,851.20	18,740.23	-129,774.02	23,293.68	1,054,460.85	-157,357.11	167,059.37					969,314.98	-732,832.00	1,702,146.98	-132.27%
Net Income	41,041.89	102,751.65	53,955.74	-207,327.42	-82,078.71	1,261,489.35	-82,990.04	69,795.82					1,156,638.28	-736,081.00	1,892,719.28	-157.14%

Montara Water & Sanitary District Check Detail

March 29, 2025

Date	Num	Name	Paid Amount	
Warrants Report for 04/3/2025 Board of Directors Consent Agenda				
SPLIT				
03/06/2025	15391	ACWA/JPIA	-19,374.52	PAID
03/06/2025	15374	Aztec Gardens	-1,065.00	PAID
03/06/2025	15375	CalPERS 457 Plan	-7,929.97	PAID
03/06/2025	15372	Clemens Heldmaier	-308.00	PAID
03-06-251	15392	Comcast	-373.20	PAID
03/06/2025	15376	Fitzgerald Law Offices Feb	-16,470.75	PAID
03/06/2025	15378	Huntington National Bank	-14,775.00	PAID
03/06/2025	15379	IEDA	-427.00	PAID
03/06/2025	15380	Kastama Strategic Consulting	-11,586.36	PAID
03/06/2025	15381	Lingo	-4,244.48	PAID
03/06/2025	15382	OpenGov, Inc.	-6,006.00	PAID
03/06/2025	15384	PCT	-400.00	PAID
03/06/2025	15385	RVE Accounting & Advisory Services	-5,510.00	PAID
03/06/2025	15388	Tech Solutions	-1,150.00	PAID
03/06/2025	15389	U.S. Bank PARS	-11,702.30	PAID
03/06/2025	15390	White Glove Cleaning Services	-260.00	PAID
03/19/2025	15394	Bill Softky	-150.00	PAID
03/19/2025	15395	Bill Softky replaces chk#14722	-150.00	PAID
03/19/2025	15398	Carlysle Young	-150.00	PAID
03/19/2025	15399	Cruzio Internet	-115.71	PAID
03/19/2025	15402	Kathryn Slater-Carter	-150.00	PAID
03/19/2025	15405	Medical Air Services Association	-152.00	PAID
03/19/2025	15408	Peter Dekker	-150.00	PAID
03/19/2025	15409	Principal Life Insurance Company	-160.52	PAID
03/19/2025	15410	Scott Boyd	-150.00	PAID
03/20/2025	15411	Bay Alarm	-280.32	PAID
03/18/2025	15413	Lingo	-4,244.48	PAID
03/18/2025	15414	MUTUAL OF OMAHA	-313.33	PAID
03/18/2025	15415	Pacific Gas & Electric	-8,675.99	PAID
03/29/2025	15418	A-B Communications	-199.60	
03/29/2025	15423	Carlysle Young	-50.00	
03/29/2025	15424	Cintas	-203.36	
03/29/2025	15428	Kastama Strategic Consulting	-10,406.60	
03/29/2025	15429	KBA Document Solutions	-116.11	
03/29/2025	15432	ODP Business Solutions	-329.88	
03/29/2025	15435	PARS	-922.41	
03/29/2025	15436	Rauch Communication Consultants, Inc.	-2,945.00	
03/29/2025	15440	Standard Insurance Co.	-499.89	

Montara Water & Sanitary District Check Detail

March 29, 2025

Date	Num	Name	Paid Amount	
WATER				
03/06/2025	15377	Hassett	-473.69	PAID
03/06/2025	15383	Pacific Gas & Electric	-534.67	PAID
03/06/2025	15386	San Mateo County Health Dept	-404.00	PAID
03/06/2025	15387	SRT Consultants	-40,633.75	PAID
03/19/2025	15393	Andreini Brothers, Inc.	-73,350.19	PAID
03/19/2025	15396	BSK Lab	-4,201.00	PAID
03/19/2025	15397	Calcon Systems, Inc.	-1,980.00	PAID
03/19/2025	15400	Hach Company	-165.04	PAID
03/19/2025	15403	Maggiora Bros. Drilling, Inc.	-18,543.75	PAID
03/19/2025	15404	McMaster-Carr Supply Co.	-293.42	PAID
03/19/2025	15406	PACE Supply Corp	-1,196.18	PAID
03/19/2025	15407	Pacific Surveys, LLC	-5,990.00	PAID
03/18/2025	15412	AT&T Mobility	-567.92	PAID
03/24/2025	15416	Wells Fargo Remittance Center	-8,928.18	PAID
03/27/2025	15417	USA Blue Book	-84.23	PAID
03/29/2025	15419	Andreini Brothers, Inc.	-77,425.03	
03/29/2025	15420	Badger Meter, Inc.	-135.24	
03/29/2025	15421	BSK Lab	-1,627.00	
03/29/2025	15422	Calcon Systems, Inc.	-6,372.94	
03/29/2025	15425	Esbro Chemical	-1,146.93	
03/29/2025	15426	Hach Company	-1,158.05	
03/29/2025	15430	Maggiora Bros. Drilling, Inc.	-117,950.00	
03/29/2025	15433	PACE Supply Corp	-2,223.93	
03/29/2025	15434	Pacific Gas & Electric	-1,457.24	
03/29/2025	15441	Underground Republic Water Works	-24,865.74	
03/29/2025	15442	USA Blue Book	-927.24	

Montara Water & Sanitary District Check Detail

March 29, 2025

Date	Num	Name	Paid Amount	
SEWER				
03/19/2025	15401	Hue & Cry Security Systems, Inc.	-430.08	PAID
03/29/2025	15427	Hue & Cry Security Systems, Inc.	-127.00	
03/29/2025	15431	Nute Engineering	-31,471.00	
03/29/2025	15437	Sewer Authority Mid-Coastside	-11,706.93	
03/29/2025	15438	Sewer Authority Mid-Coastside	-155,698.55	
03/29/2025	15439	Sewer Authority Mid-Coastside	-19,764.58	



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 3, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

SUBJECT: SAM Flow Report for February 2025

The Sewer Authority Mid-Coastside (SAM) has prepared the following attached reports for the SAM Board of Directors and the California Regional Water Quality Control Board:

- Flow Report for February 2025
- Collection System Monthly Overflow Report - February 2025

The Average Daily Flow for Montara was 0.565 MGD in February 2025. There were 0 reportable overflows in February 2025 in the Montara system. SAM indicates there was 5.750 inches of rain in February 2025 in Montara.

RECOMMENDATION:

Review and File

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2025

February 2025

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

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0
		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
February 2025	0	0	0	0	0
12 Month Moving Total	0	0	0	0	0

SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
February 2025	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	0.0	0.0	0.0	0.0	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	0.0	0.0	0.0	0.0	0.0
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

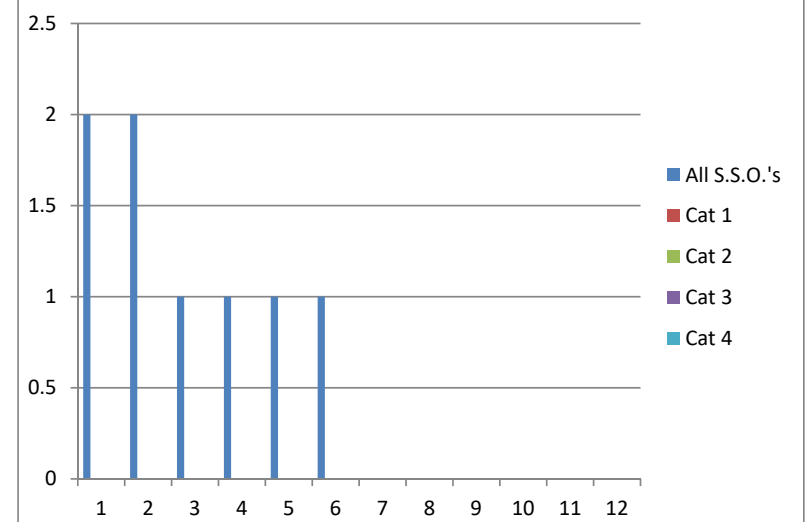
Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Mar - 24	10,744	6,990	6,117	23,851	4.5
Apr - 24	10,392	12,822	8,043	31,257	5.9
May - 24	10,558	10,835	4,694	26,087	4.9
June - 24	7,077	7,842	8,486	23,405	4.4
July - 24	10,921	11,376	5,137	27,434	5.2
Aug - 24	12,461	11,072	12,019	35,552	6.7
Sep - 24	11,201	10,596	5,188	26,985	5.1
Oct - 24	13,673	13,941	7,743	35,357	6.7
Nov - 24	12,497	13,252	10,026	35,775	6.8
Dec - 24	11,178	15,168	4,120	30,466	5.8
Jan - 25	6,789	12,256	9,935	28,980	5.5
Feb - 25	13,501	11,719	7,630	32,850	6.2

Annual ft	130,992	137,869	89,138	357,999	
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Annual Mi.	24.8	26.1	16.9		67.8
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Attachment C

12 Month Moving SSO Totals Through February 2025



Attachment A

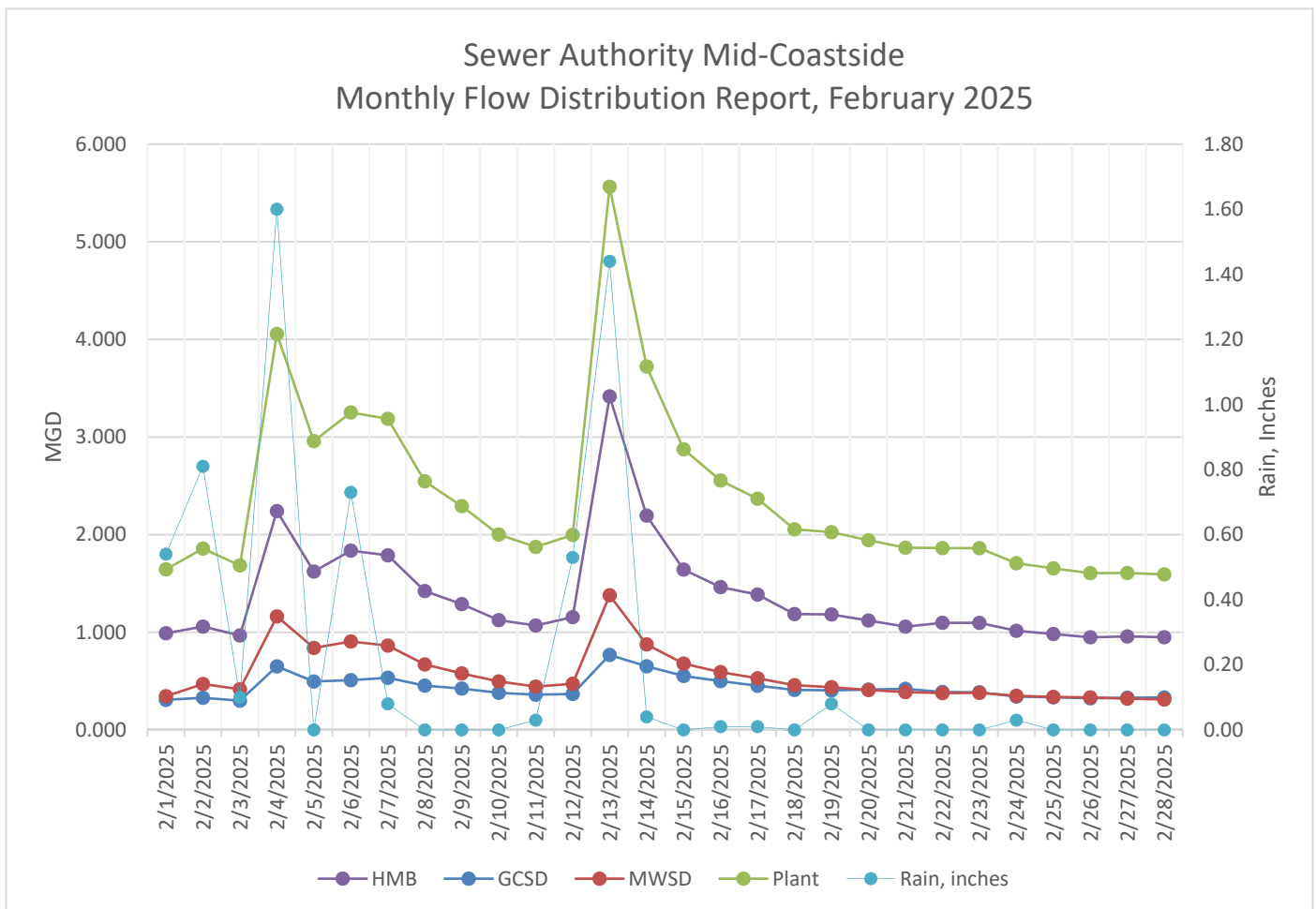
Flow Distribution Report Summary for February 2025

The daily flow report figures for the month of February 2025
have been converted to an Average

Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.367	57.79%
Granada Community Services District	0.433	18.31%
Montara Water and Sanitary District	<u>0.565</u>	<u>23.90%</u>
Total	2.365	100.0%

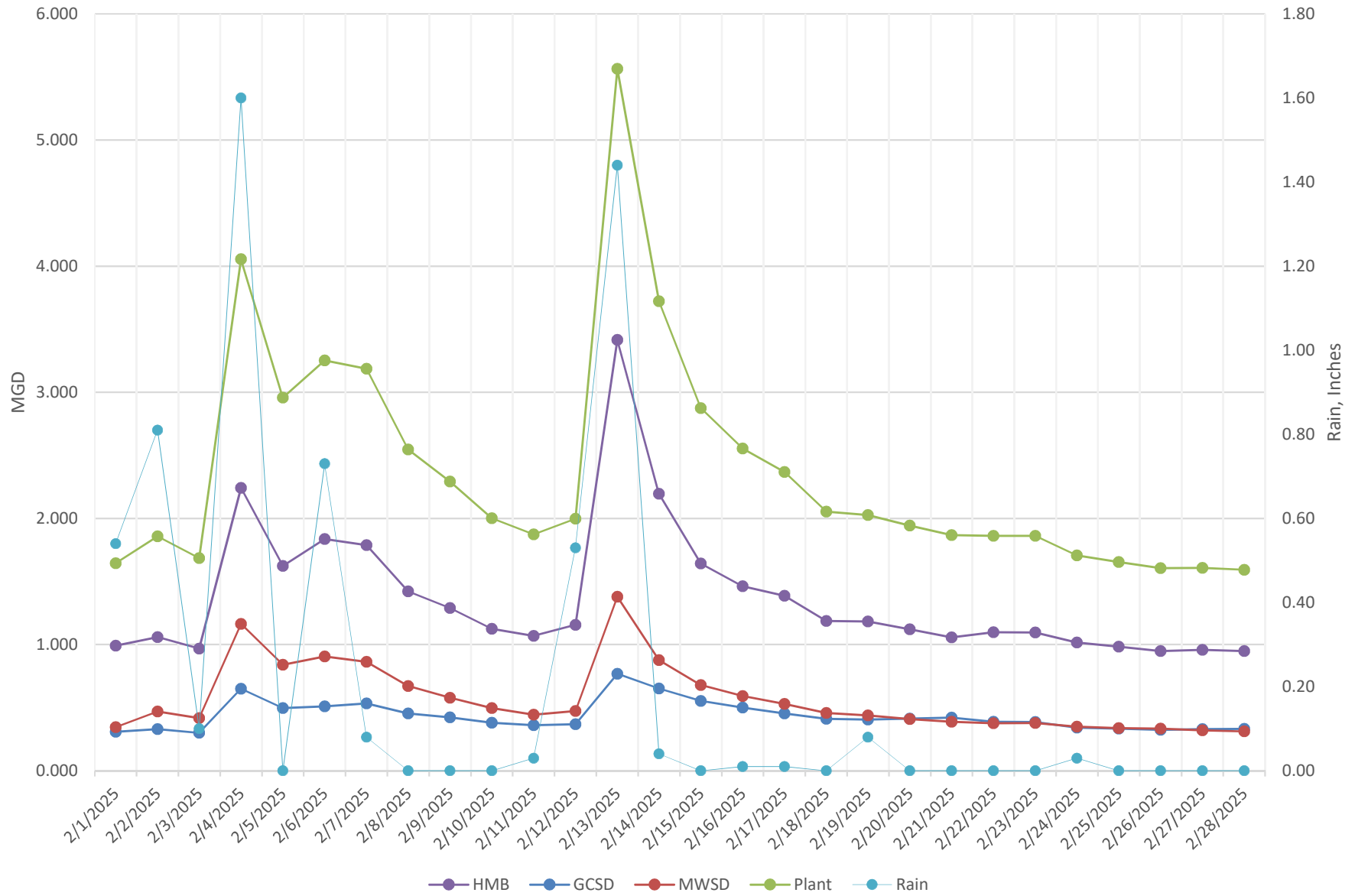


Sewer Authority Mid-Coastside

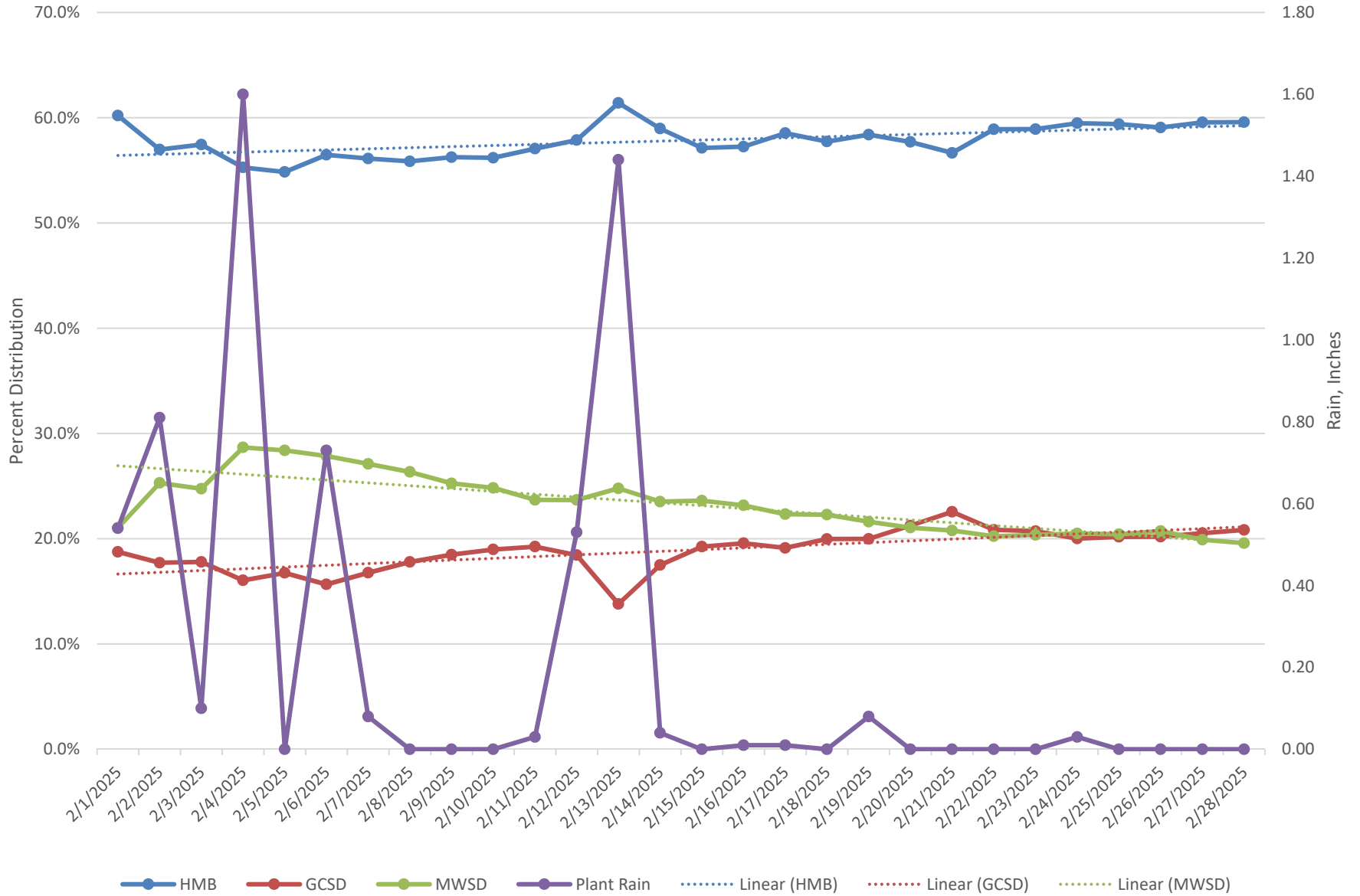
Monthly Flow Distribution Report for February 2025

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
2/1/2025	0.990	0.308	0.346	1.645	0.54	0.30	0.31
2/2/2025	1.058	0.329	0.470	1.857	0.81	0.60	0.38
2/3/2025	0.968	0.300	0.417	1.685	0.10	0.10	0.09
2/4/2025	2.242	0.651	1.163	4.055	1.60	1.50	1.96
2/5/2025	1.623	0.496	0.840	2.958	0.00	0.00	0.00
2/6/2025	1.837	0.509	0.906	3.252	0.73	0.77	0.88
2/7/2025	1.789	0.534	0.864	3.187	0.08	0.04	0.01
2/8/2025	1.422	0.453	0.671	2.547	0.00	0.00	0.00
2/9/2025	1.289	0.424	0.579	2.292	0.00	0.00	0.00
2/10/2025	1.125	0.380	0.497	2.002	0.00	0.00	0.00
2/11/2025	1.069	0.361	0.444	1.874	0.03	0.09	0.08
2/12/2025	1.156	0.368	0.473	1.997	0.53	0.43	0.47
2/13/2025	3.416	0.768	1.379	5.564	1.44	1.55	1.50
2/14/2025	2.195	0.652	0.876	3.723	0.04	0.03	0.01
2/15/2025	1.642	0.553	0.679	2.875	0.00	0.00	0.00
2/16/2025	1.463	0.500	0.592	2.555	0.01	0.01	0.01
2/17/2025	1.386	0.453	0.529	2.369	0.01	0.00	0.00
2/18/2025	1.186	0.410	0.458	2.055	0.00	0.00	0.00
2/19/2025	1.183	0.405	0.438	2.026	0.08	0.00	0.04
2/20/2025	1.121	0.413	0.409	1.943	0.00	0.00	0.00
2/21/2025	1.058	0.421	0.388	1.867	0.00	0.00	0.00
2/22/2025	1.097	0.388	0.377	1.862	0.00	0.00	0.00
2/23/2025	1.097	0.386	0.379	1.861	0.00	0.00	0.00
2/24/2025	1.016	0.342	0.350	1.707	0.03	0.01	0.01
2/25/2025	0.983	0.334	0.338	1.655	0.00	0.00	0.00
2/26/2025	0.949	0.324	0.333	1.606	0.00	0.00	0.00
2/27/2025	0.957	0.330	0.320	1.607	0.00	0.00	0.00
2/28/2025	0.949	0.332	0.312	1.593	0.00	0.00	0.00
Totals	38.266	12.126	15.827	66.219	6.030	5.430	5.750
Summary							
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>			
Minimum	0.949	0.300	0.312	1.593			
Average	1.367	0.433	0.565	2.365			
Maximum	3.416	0.768	1.379	5.564			
Distribution	57.79%	18.31%	23.90%	100.0%			

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2025

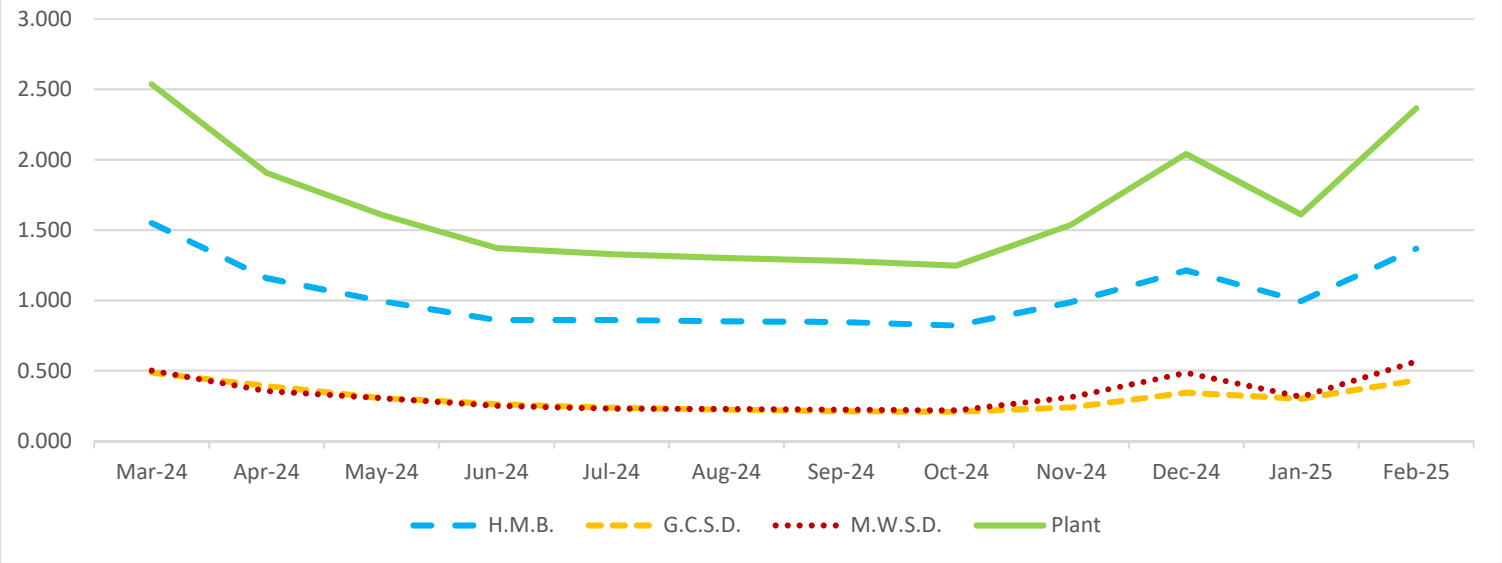


Percent Distribution February 2025

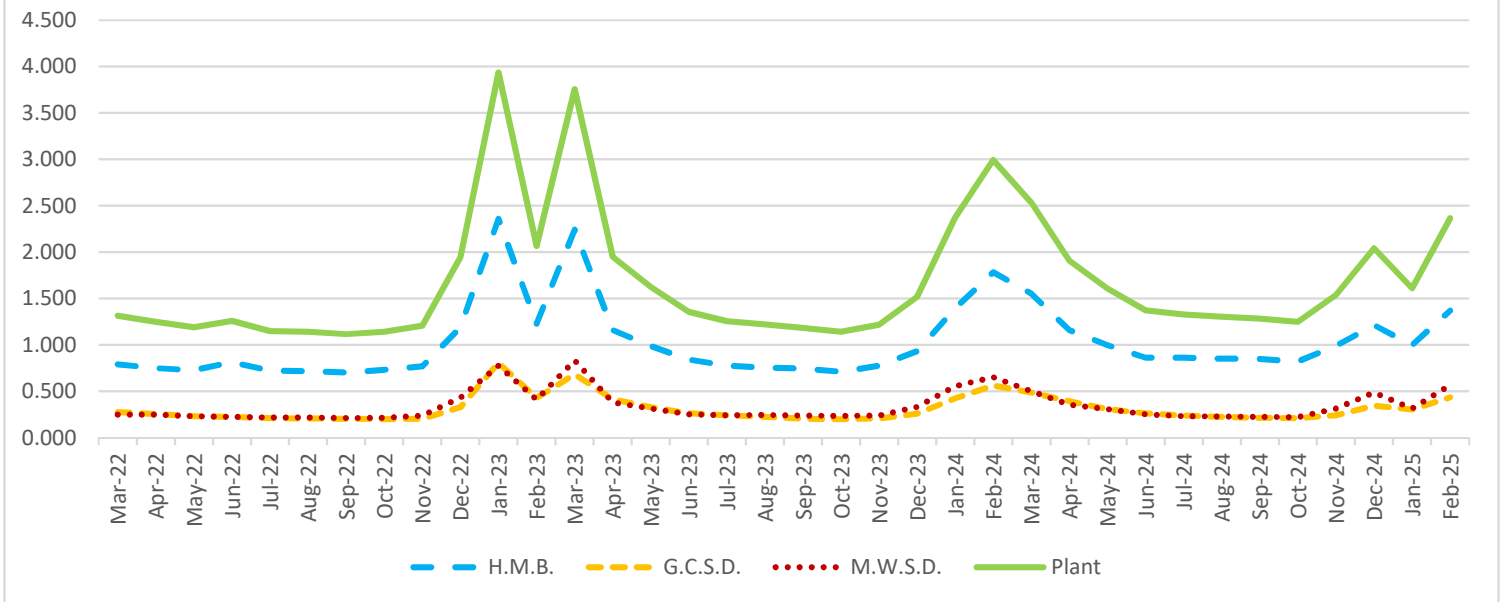


Most recent flow calibration January 2024 PS, January 2024 Plant inf

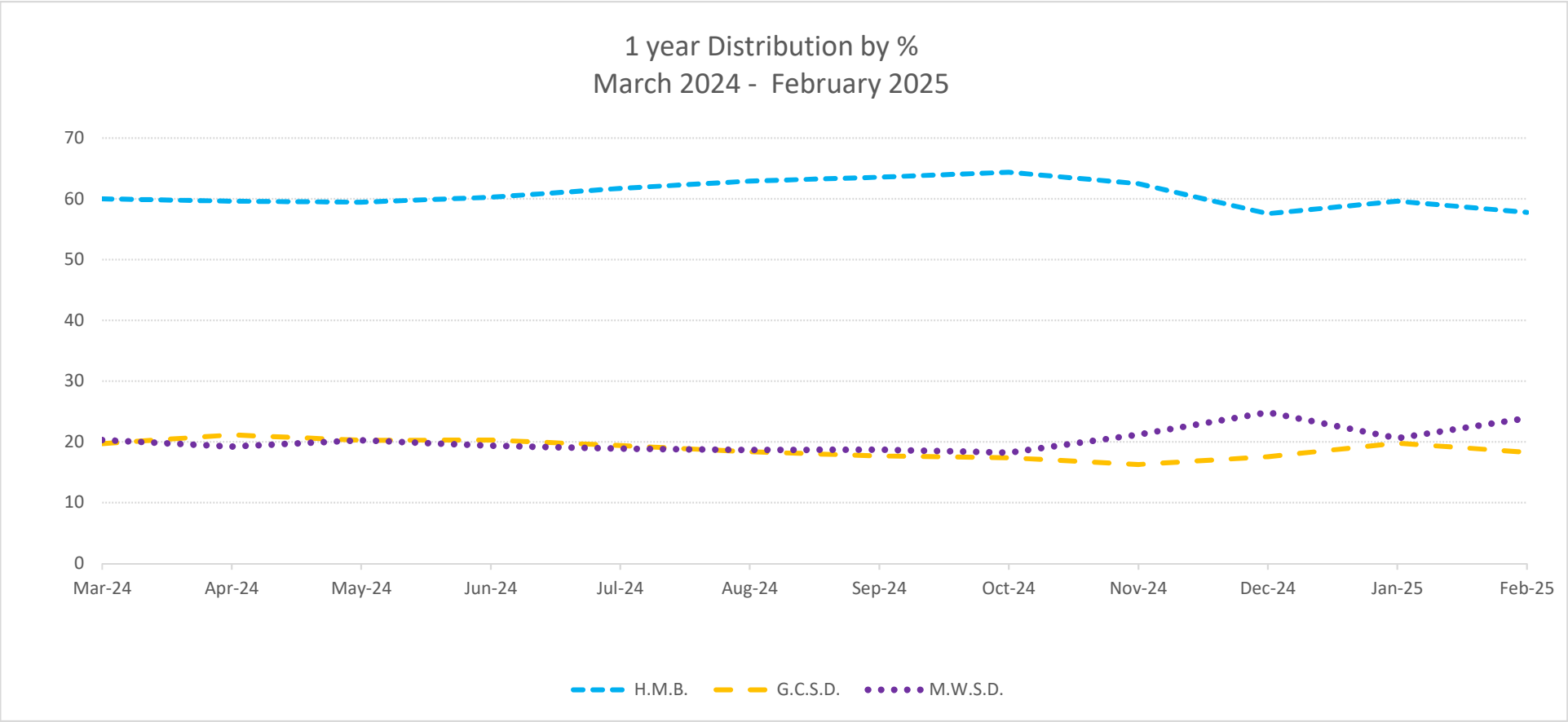
One Year Flow Chart
March 2024 - February 2025



Three year flow chart
March 2022 - February 2025



Flow based percent distribution based for past year






MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 3, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review of Current Investment Portfolio

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

- The District has some of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for February 2025 was 4.333%. The majority of the District's idle sewer funds are in the sewer account with the California Asset Management Program (CAMP) to take advantage of the higher interest returns. The current 7 day yield for 3/28/25 was 4.46%.
- The District has most of its idle water funds deposited in the California Asset Management Program (CAMP). The current 7 day yield for 3/28/25 was 4.46%.
- 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 CAMP as long as possible before transferring to the Wells Fargo checking accounts for disbursements.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 3, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Connection Permit Applications Received

As of April 3, 2025 the following new **Sewer Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of April 3, 2025 the following new **Water (Private Fire Sprinkler) Connection Permit** application was received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of April 3, 2025 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
01-21-25	Kelli Swan	90 Precita, Moss Beach	MFD	2 nd Dom

RECOMMENDATION:


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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of April 3rd, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Monthly Water Production Report

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

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

RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2024 (GALLONS)

GALLONS

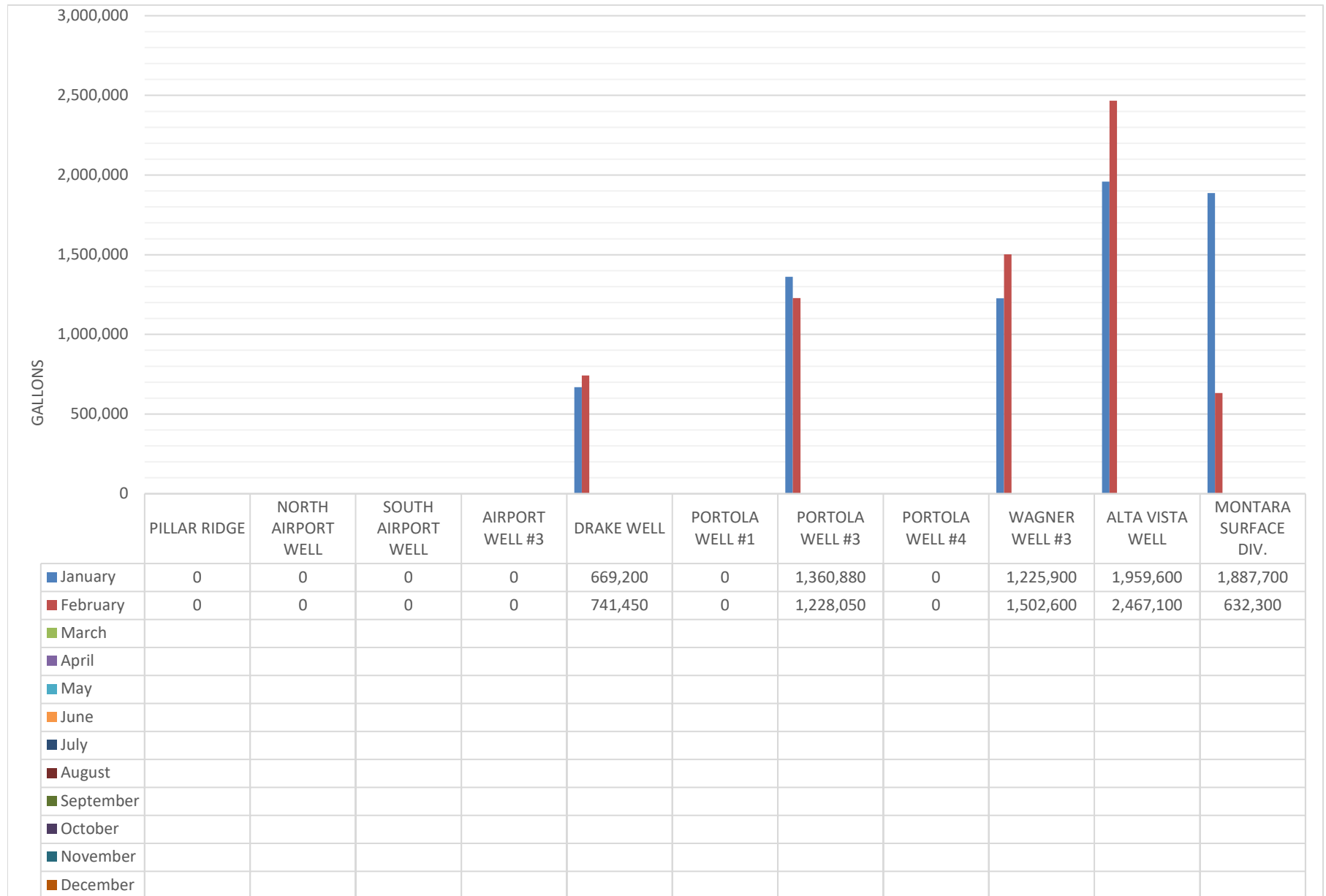
7,103,280

6,571,500

	January	February	March	April	May	June	July	August	September	October	November	December
Total Production (Gallons)	7,103,280	6,571,500										

MONTH

Annual Water Production 2025






MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of April 3rd, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Rain Report

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

RECOMMENDATION:

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

Attachments: 2

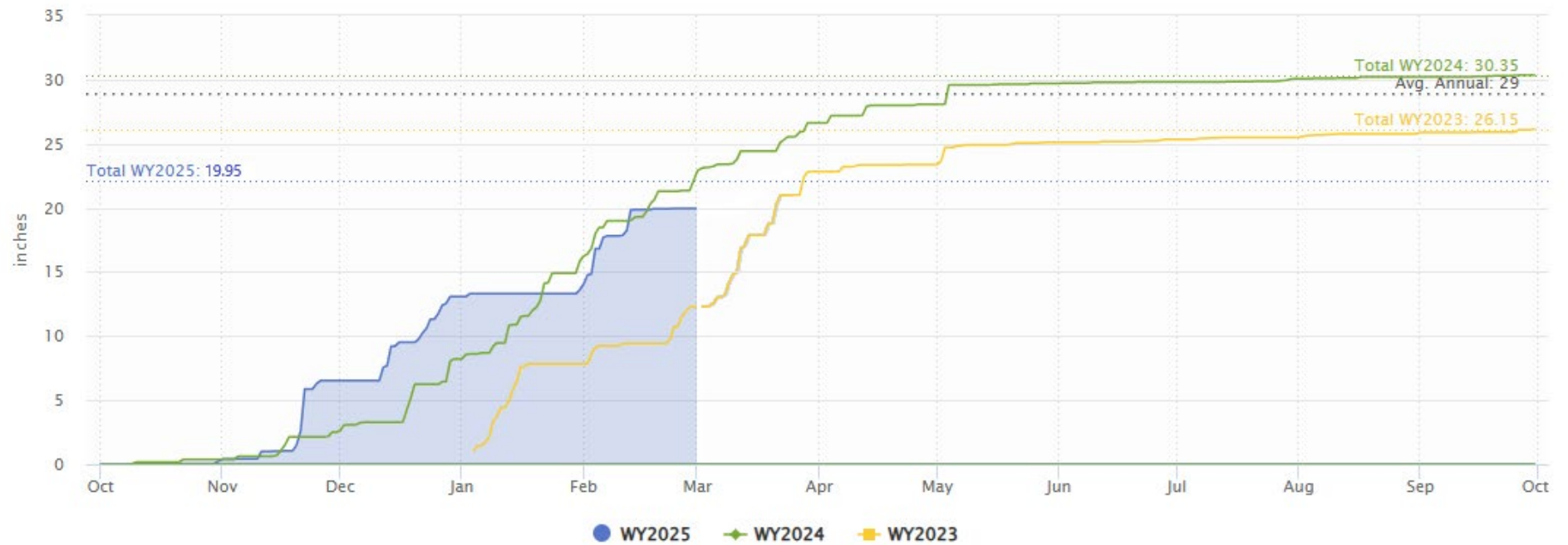
Monthly Cumulative Rainfall

Monthly Rainfall for Current Water Year



Annual Cumulative Rainfall

Annual Cumulative Rainfall by Water Year





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 3rd, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Monthly Solar Energy Report

The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 52,958kWh and saved 90,028lbs of CO₂.

- please note - in Mid December the inverter failed. The panels being from 2006 should be replaced as they are well beyond their life span to produce. Then a new inverter sized appropriately for the new array can be purchased & installed.

RECOMMENDATION:

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

Attachments: 1

SOLAR ENERGY PRODUCED IN 2025 (kWh)





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of **April 3, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Monthly Public Agency Retirement
Service Report for January 2025.**

The District has received the monthly PARS report for January 2025.

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
1/1/2025 to 1/31/2025

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 1/1/2025	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 1/31/2025
Contributions	\$1,785,006.44	\$7,261.43	\$42,464.21	\$817.44	\$1,197.52	\$0.00	\$1,832,717.12
TOTAL	\$1,785,006.44	\$7,261.43	\$42,464.21	\$817.44	\$1,197.52	\$0.00	\$1,832,717.12

Investment Selection

PARS Capital Appreciation - Index

Investment Objective

The primary goal of the Capital Appreciation - Index 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	2.38%	3.5%	16.9%	6.36%	8.5%	-	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.

January 2025

PARS Statement Detail

PARS beginning Balance as of January 1, 2025 \$ 1,785,006.44

Contributions:

December 15, 2024 Calculation

Wages paid	21,931.20				
Employer - 7.30%		\$	1,600.98		
Employee - 7.75%		\$	1,699.67		
Contribution subtotal				\$	3,300.65

Fund Impact - PARS Wages		
Sewer	Water	Total
3,973.60	17,957.60	21,931.20
290.07	1,310.90	1,600.98

December 31, 2024 Calculation

Wages paid	26,317.46				
Employer - 7.30%		\$	1,921.17		
Employee - 7.75%		\$	2,039.60		
Contribution Subtotal				\$	3,960.78

Fund Impact - PARS Wages		
Sewer	Water	Total
4,768.32	21,549.14	26,317.46
348.09	1,573.09	1,921.17


Total Contributions thru December		\$	7,261.42		
Rounding		\$	0.01		
Earnings/(Losses)		\$	42,464.21		
Expenses		\$	(817.44)		
Distributions		\$	(1,197.52)		
PARS Ending Balance as of January 31, 2025				\$	<u><u>1,832,717.12</u></u>



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 3, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Report and Update Concerning Seal Cove Critical Geotechnical Hazards Area Emergency

At its March 27, 2025, meeting, this Board took several emergency actions related to the Seal Cove Critical Geotechnical Hazards Area, including the adoption of a resolution suspending the competitive bidding requirements and immediate expenditure of funds for emergency repair work. This item provides a status of 1) the emergency work performed and future work to be performed, and 2) the overall condition of emergency in the Seal Cove Area, as required under Public Contract Code Sections 22050 and 20806. This is so that Board may determine whether the situation warrants continuation of the emergency, which it is required to so do at every regular meeting following the emergency declaration.

Staff continue to address land movement and the impact to water and sewer assets in the Seal Cove Area and recommends that the emergency authorization continue. Since the March 27th Declaration of Emergency, staff have:

- Repaired another water leak at the end of Los Banos Street. Staff was able to fix the pipe without heavy equipment and keep customers online.
- Mobilized to relocate the water main in San Lucas near Del Mar, however initial work was delayed by San Mateo County's denial of an encroachment permit. Staff and contractor are remobilizing this week given the District's declaration of emergency and further coordination with the County which has now authorized the work in the public street. This work will relocate the water main in San Lucas mid block - moving the main from the north side to the south side to better protect the main and maintain water service to the nearby fire hydrant.
- Been alerted to the County retagging one property on San Lucas. This property has been receiving water through an above ground connection.
- Distributed an update on the District's Emergency Declaration to all residents in the Seal Cove area. (Draft attached)
- Distributed a letter to property owners with sump or grinder pumps connected to the sewer system. (Draft attached)
- Continued assessment of water main in Ocean Avenue from Madrone to San Lucas. Staff are determining whether to cap this main which would require above ground water service connections for three homes.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 3, 2025**

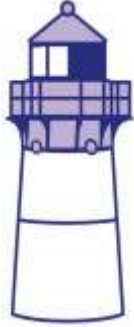
TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

- Continued to work with the county regarding geotechnical assessment, and coordination related to District assets, as well as fire hydrants.
- Committed to updating Seal Cove residents regularly through both Board meeting updates and Updates distributed to their properties.

RECOMMENDATION:

MOVE approval determining that the emergency condition still exists and warrants continuing the suspension of competitive bidding and authorizing the expenditures of funds therefor



Montara Water & Sanitary District

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

Tel: (650) 728-3545

8888 Cabrillo Highway

Fax: (650) 728-8556

Montara, CA 94037-0131

E-mail: mwsd@coastside.net

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

March 31, 2025

Re: Private sewer connections, sump and grinder pumps in the Seal Cove Critical Geotechnical Hazards Area

Dear Property Owner,

The Montara Water and Sanitary District (MWSD) has confirmed recent increased land movement affecting roads, and our water and sewer infrastructure in the Seal Cove Critical Geotechnical Hazards Area, specifically along the Geologic Hazard Zones within 100 feet of the coastal bluff.

Since mid-February, MWSD has responded to 10 water leaks and repaired 8 water leaks on either a District water main or individual property water connections near San Lucas Avenue and Ocean Avenue. Staff are also aware of at least four sewer issues (separations or pump failures) on private sewer assets. This is a clear indication of additional land movement.

This increased land movement may result in impacts to the sewer service to your property. **At this time, MWSD is reminding you to check and properly maintain your sewer lateral, sewer sump and grinder pumps.** There are various privately built sewer assets in this area to address land subsidence that has occurred since the 1970's. Property owners must be vigilant in maintaining these assets to avoid failures.

Seal Cove is an area of documented geologic hazard zones and land movement. In the late 1960's, the U.S. Geological Survey slowed Seal Cove development due to active landsliding and accelerated coastal erosion. San Mateo County froze building construction and authorized a detailed geologic study of the area intended to provide guidelines for future development. The geologic study, completed in 1971, confirmed active landsliding, faulting, and seacliff erosion, and outlined requirements for development in some areas of Seal Cove. Some residential single family home development continued.

In 1980, the County once again commissioned a geologic study and confirmed continued instability and geologic hazards, including approximately 17 homes that had suffered some form of structural damage due to landslide activity. The report further identified 3 geologic hazard zones. Risk for these areas was outlined in the report, including active hazards in Zone 1:

Zone 1 Risk Assessment – UNSTABLE; Risk to development in this zone is considered to be extremely high. It is reasonable to conclude that slow progressive landsliding and seacliff retreat will continue, resulting in structural and property damage. This is especially true for structures or utilities located astride active surface breaks. Rapid catastrophic slope failure of the high, steep

portion of the seacliff located west of Ocean Boulevard is a clear probability. Such as event could involve the loss of life as well as significant property damage. The feasibility of reducing the risk to acceptable levels is extremely low. No additional development should be allowed in this zone.

As part of our responsibility to maintain safe and reliable infrastructure, MWSD has been monitoring the stability of service lines in this known area of geologic hazard. Your property is located in a hazardous zone where ongoing ground movement and erosion pose a serious risk to water and sewer infrastructure. Continued operation of water or sewer service lines in these conditions could lead to:

- Pipeline failures and service interruptions
- Sinkholes or further land destabilization
- Potential environmental contamination from leaks

Given these risks to infrastructure and to MWSD staff working in a geologically active area, MWSD is evaluating the need to cap or relocate additional water mains and sewer mains outside of the geologic hazard zones. This may require property owners to relocate their service connections, maintain above ground service connections, or potentially relocate sump and sewer pumps.

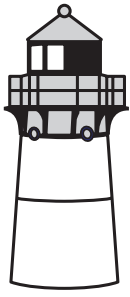
If conditions worsen or if infrastructure is deemed unsafe, MWSD may be required to disconnect or modify service lines to protect public safety and the integrity of the water and sewer systems. The high likelihood of increased leaks and damage to District water and sewer pipelines is unsustainable, and contrary to our mission to protect public health and the environment.

District staff have been actively working with San Mateo County and Coastside Fire Protection District to alert them to these new leaks and land movement. We continue to work with San Mateo County to follow their guidance regarding access and building safety. We have also expressed our concern that the County seek funding opportunities which can support impacted residents.

We understand that this situation may be unsettling and raise concerns for you. We want to work closely with affected property owners to explore potential solutions, including service line relocation or reinforcement where feasible. Please feel free to contact MWSD to discuss your specific property.

For more information or to schedule a meeting with MWSD staff, please contact Clemens Heldmaier at 650-766-6982 or via email at clemens@mwsd.net.

We appreciate your cooperation as we navigate these challenges and prioritize community safety.



Montara Water & Sanitary District

Staying Ahead of our Local Community Needs

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

March 31, 2025

Seal Cove Critical Geotechnical Hazards Area Resident Update

What Has MWSD Seen Occurring in Seal Cove?

Starting in mid-February, land movement in Seal Cove caused a series of leaks on water and sewer services, and our water mains. This new movement occurred on San Lucas Avenue west of Del Mar Avenue, and Ocean Boulevard between San Lucas and Madrone, in an area of known coastal bluff landslide activity. The Park Street and Beach Street intersection was also affected.

MWSD staff – who are on call 24 hours a day to repair leaks – took quick action to fix these leaks, and also relocate a water connection for 1 home, and provide above ground connections for 2 homes on San Lucas. Above ground connections are a safer means to provide water when land movement can continue to cause leaks. Staff are working to further protect our water and sewer infrastructure in this geologic hazard area, to reduce the potential for any future water or sewage leaks.

All existing Seal Cove customers are connected for both water and sewer services.

MWSD is committed to providing continued updates to our Seal Cove customers, and during MWSD Board Meetings.

MWSD and San Mateo County

MWSD works with San Mateo County in various ways as we operate and maintain MWSD's water and sewer systems.

San Mateo County's Planning and Building Department establishes land use policies and development regulations that protect public health and safety. This includes oversight of County streets and structures on private property.

The County maintains the public streets and rights of way where MWSD infrastructure is located. MWSD must receive an encroachment permit from the County for any work in public streets. MWSD continues to work with the County to address MWSD assets in closed streets in the Seal Cove area.

During this emergency, MWSD is working with the County to identify any grant opportunities that could fund MWSD emergency work, and funding opportunities the County can access to support impacted residents.

MWSD Board Action on March 27

On March 27th, the MWSD Board took several actions to support fast response in the Seal Cove area:

- Declare a District Emergency, which allows for faster contracting and response to emerging issues in the Seal Cove area
- Authorized specialized investigations to assess and recommend safe solutions for Seal Cove water and sewer infrastructure;
- Temporarily suspend issuing new service permits in the Seal Cove Area for 60 days;
- Authorize seeking state and federal financial assistance;
- Submit a letter to the County of San Mateo requesting collaboration and assistance; and requesting the County proclaim a local emergency, and thus help secure additional financial assistance, if available.

These actions are the standard means for a public agency to rapidly respond to emergencies.

History of Land Movement

Since the 1960's there have been numerous, geotechnical studies of the Seal Cove area by San Mateo County, the land use authority for this area.

Study started in the 1960's, when the U.S. Geological Survey slowed Seal Cove development due to active landsliding and accelerated coastal erosion. In 1971 and 1984 San Mateo County studies confirmed continued instability and geologic hazards. Structural damage due to landslide activity has been documented throughout this time.

MWSD is reviewing existing County geotechnical reports to determine a plan to safeguard MWSD water and sewer infrastructure.

MWSD is committed to providing safe public access via ZOOM teleconference for our regularly scheduled public meetings.

Board Meetings on the 1st and 3rd Thursday of each month at 7:30 p.m. at 8888 Cabrillo Highway, Montara.

Call: (650) 728-3545

Email: info@mwsd.net

Visit: mwsd.montara.org



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 3, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Upcoming Board Seat Vacancy

It has come to the Board's attention that Director Dekker will be resigning from his Board seat in the near future. Until such time as Director Dekker formally leaves office, and to ensure a smooth transition, it is recommended that the Board begin informal outreach efforts for a potential replacement to be appointed by the Board. Once Director Dekker's resignation becomes official, the Board will follow the appointment process set forth in Government Code § 1780, where it then has 60 days to appoint a replacement.

Because Directors Slater-Carter and Young currently hold seats in District Electoral Divisions 2 and 4, potential candidates must reside in open Electoral Divisions 1, 3 and 5 and will serve for the balance of Director Dekker's unexpired term, i.e. until November 2026.

Staff recommends that the attached public notice announcing the upcoming vacancy and inviting interested parties to submit applications be posted.

RECOMMENDATION:

Provide direction to staff

Attachment:

draft Notice of Upcoming Board Vacancy

NOTICE OF UPCOMING BOARD VACANCY

Montara Water and Sanitary District

The Montara Water and Sanitary District (MWSD) anticipates a vacancy on its Board of Directors and is seeking qualified candidates to be considered for appointment once the vacancy becomes official. While the vacancy has not yet occurred, the Board is accepting applications in advance and will notify applicants once the position is formally open.

Eligibility Requirements:

Applicants must:

- Be a registered voter residing within the Montara Water and Sanitary District's service area and reside within **Electoral Divisions 1, 3 or 5** of the District's voting areas as shown on the attached Electoral Division Map or by viewing the electoral boundary map on the District's website.
- Be available to attend regular and special board meetings and actively participate in District governance.

Application Process:

Interested candidates are encouraged to submit the following:

1. A completed application form (available at <https://mwsd.montara.org> or at the office located at 8888 Cabrillo Hwy, Montara, Ca 94037).
2. A letter of interest outlining:
 - Relevant background, experience, and qualifications.
 - Reasons for seeking appointment.
 - Key priorities or issues they believe the district should address.
3. A resume (optional but encouraged).

Submission & Notification:

Applications may be submitted in advance via email to: Clemens Heldmaier, General Manager

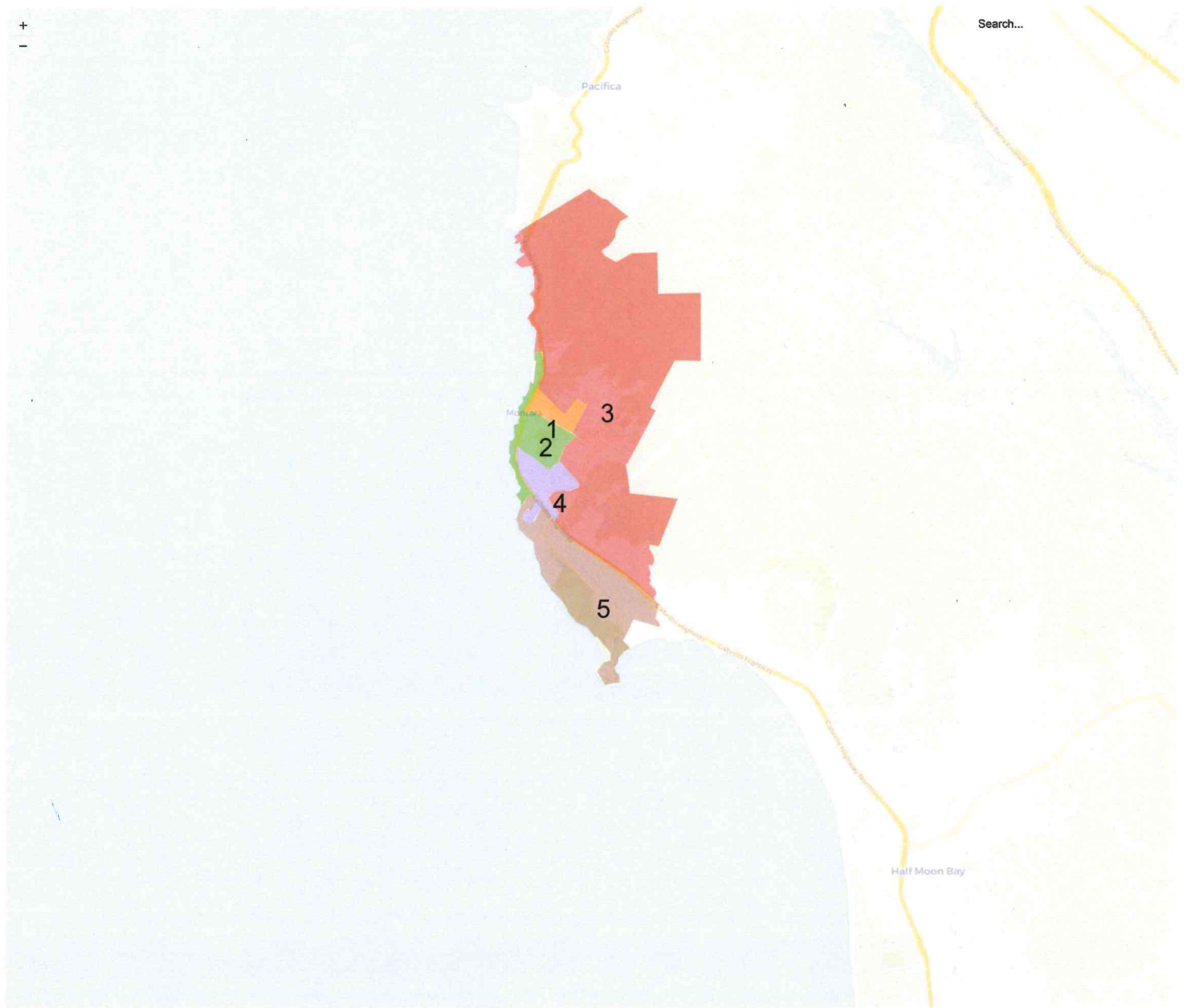
Montara Water and Sanitary District

8888 Cabrillo Hwy, Montara

Email: info@mwsd.net

Phone: (650) 728-3545

Applicants will be notified once the vacancy is official, at which point the Board will commence the formal appointment process, including candidate interviews at a public meeting.






MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 3, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Sewer
Authority Mid-Coastside Fiscal Year 2025-26
General Budget.**

At the SAM Board of Directors meeting on May 24, 2025, the SAM Board approved the SAM General Budget for Fiscal Year 2025-26 to be sent to the member agencies for consideration and approval.

The overall General Budget is suggested to increase by \$697,094 or 7% over the prior Fiscal Year to a total of \$9,375,172, which brings total budgeted expenditures to \$10,072,266. FY 2025-26 assessment for MWSD for the General Budget is \$2,079,915 which represents an increase of \$211,533 or 11% from prior fiscal year.

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 2025-2026.

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 2025-2026

WHEREAS, Sewer Authority Mid-Coastside (SAM) 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, 2025 – June 30, 2026 for the consent of this District; and

WHEREAS, the aforesaid budget includes infrastructure funds related to SAM's Intertie Pipeline System, namely the Montara Force Main Rehabilitation Project, funding for which was previously approved in the infrastructure portion of SAM's prior year General Budgets, including FY's 22/23, 23/24 and 24/25, as an essential and priority project, as mandated by the consent decree, approved by SAM by and through its member agencies, issued in the case of *Ecological Rights Foundation v. Sewer Authority Mid-Coastside* (United States District Court Case No. 3:18-CV-04413) for the purpose of complying with the requirements of SAM's National Pollutant Discharge Elimination System Permit and the Clean Water Act; and

WHEREAS, at all times mentioned herein, the Montara Water and Sanitary District ("District") was and is ready, willing and able to timely contribute its share of funding to design and construct the Montara Force Main Rehabilitation Project, and it is the intent of this Board that the District comply with all of its legal and contractual responsibilities and obligations as a member agency of SAM, for the continued vital funding of SAM operations benefitting the entire Coastside, and the District is committed to keeping SAM funded and operational at all times; 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:

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 2025-2026

1. Consent is hereby given to the approval by Sewer Authority Mid-Coastside of its General Budget for fiscal year 2025-2026 entitled, "General Budget – Fiscal Year 2025/26," 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

* * * *

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 3rd day of April 2025, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



General Budget
Fiscal Year 2025/26

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.

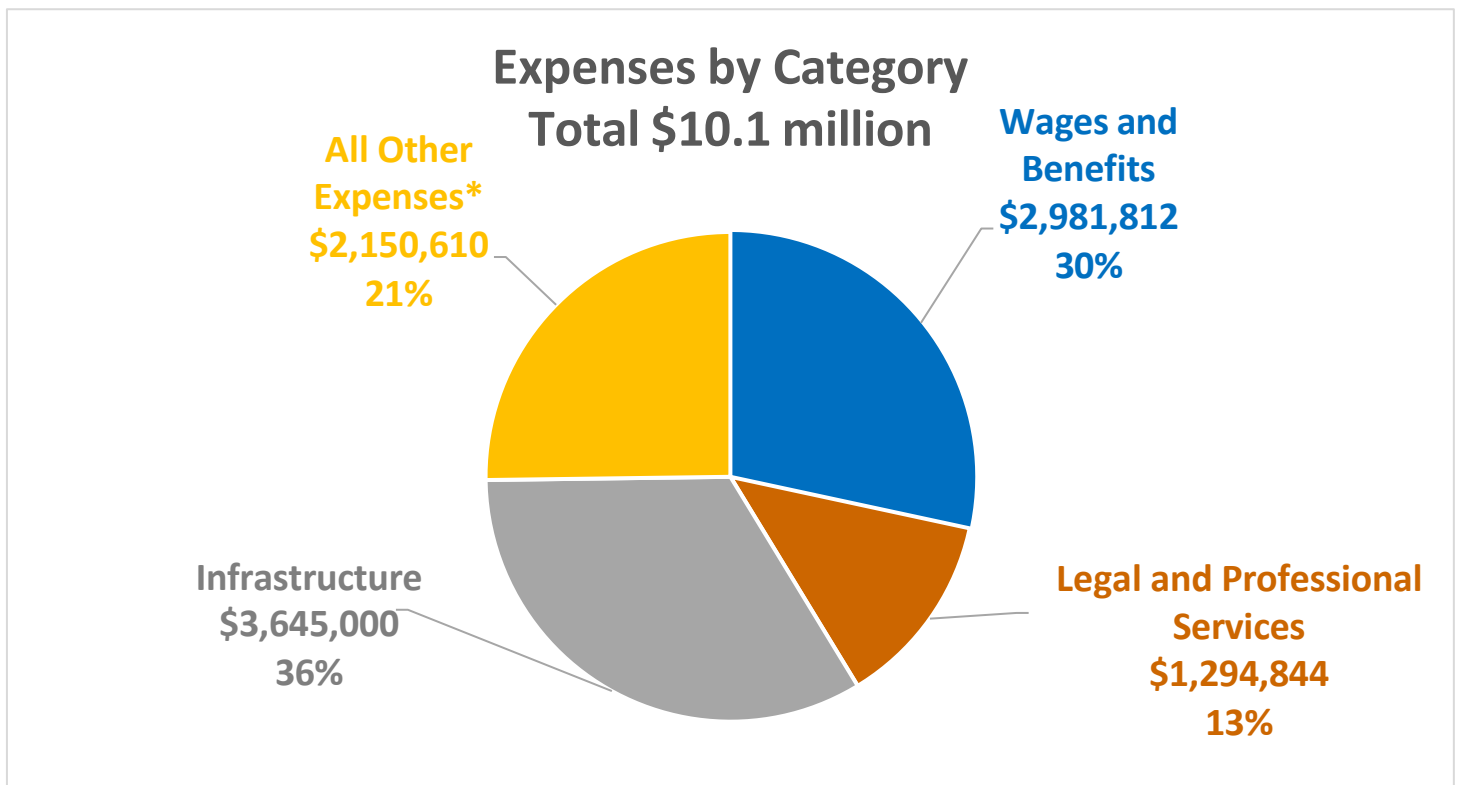
JPA Income & Expenses – General Budget

Operating Income	
Assessments - City of Half Moon Bay	5,989,200
Assessments - Granada Community Services District	1,873,116
Assessments - Montara Water & Sanitary District	2,079,915
Interest Income	70,000
NDWSCP Fees	60,035
Total Operating Income	\$ 10,072,266
Operating Expenses	
Wages	1,930,400
Benefits	1,051,412
Legal Services	235,000
Engineering Services	150,243
Professional & Technical Services	909,601
Professional Memberships	60,001
Insurance Premiums	249,982
Miscellaneous Expenses	86,566
Utilities	806,297
Travel & Training	57,011
Equipment Rental/Lease	27,875
Building & Maintenance Services	148,100
Chemicals	445,863
Permits & Licenses	55,997
Supplies	120,178

Equipment	12,741	
Infrastructure Projects	3,645,000	
Claims & Penalties	80,000	
Total Expenses		\$ 10,072,266
Total Operating Expenses (less Infrastructure)		\$ 6,427,266
Contribution to Reserve Funds (Revenues less Expenses)		\$ 0

The overall increase from the adopted budget for Fiscal Year 2024/25 to the adopted budget for Fiscal Year 2025/26 is \$697,094 (7%). This is primarily due to an increase in budget related to wages and infrastructure.

Of the total General Budget, \$2.98 million (30%) is for Wages and Benefits. The cost of Infrastructure Improvements is \$3.645 million (36%). Legal, Engineering and Professional Services is \$1.29 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 2022/23 <u>Actual</u>	FY 2023/24 <u>Actual</u>	FY 2024/25 <u>Adopted</u>	FY 2025/26 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
Administration	\$1,444,707	\$2,046,988	\$1,890,712	\$1,793,907	\$(96,805)	(5%)
Treatment	\$3,933,256	\$4,176,443	\$4,232,565	\$4,421,346	\$188,781	4%
Environmental Compliance	<u>\$166,946</u>	<u>\$196,956</u>	<u>\$251,896</u>	<u>\$212,013</u>	<u>\$(39,883)</u>	<u>(19%)</u>
Total Operating Budget	\$5,544,909	\$6,420,827	\$6,375,173	\$6,427,266	\$52,093	1%
Infrastructure	<u>\$4,656,907</u>	<u>\$3,258,684</u>	<u>\$3,000,000</u>	<u>\$3,645,000</u>	<u>\$645,000</u>	<u>18%</u>
Total General Budget	\$10,201,816	\$9,679,071	\$9,375,173	\$10,072,266	\$697,094	7%

The Administrative Services division decreased \$96,805 (5%). Mainly due to the projected decrease of utilization of legal costs. In addition, for FY 24/25 the one-time purchase of an administrative vehicle was included which offset the adoption of the new MOU which increases wages 8%.

The Treatment division increased \$188,781 or 4%, which is due to the known COLA & merit increase of 8%. We have budgeted increases to regular expenses at an escalation of 5%. Other areas such as engineering are budgeted to increase by more than 5% due to expectations related to next years activities.

The Environmental Compliance division budget decreased \$39,883 (19%) primarily due to the projected decrease in the need for BOD testing.

The Infrastructure division increased \$645,000 to address various projects in the Authority 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*

	HMB	GCSD	MWSD	
FY 2025/26	60.24%	18.84%	20.92%	(Based on Calendar Year 2024)
FY 2024/25	<u>60.82%</u>	<u>19.04%</u>	<u>20.14%</u>	(Based on Calendar Year 2023)
Variance	-0.58%	-0.20%	0.78%	

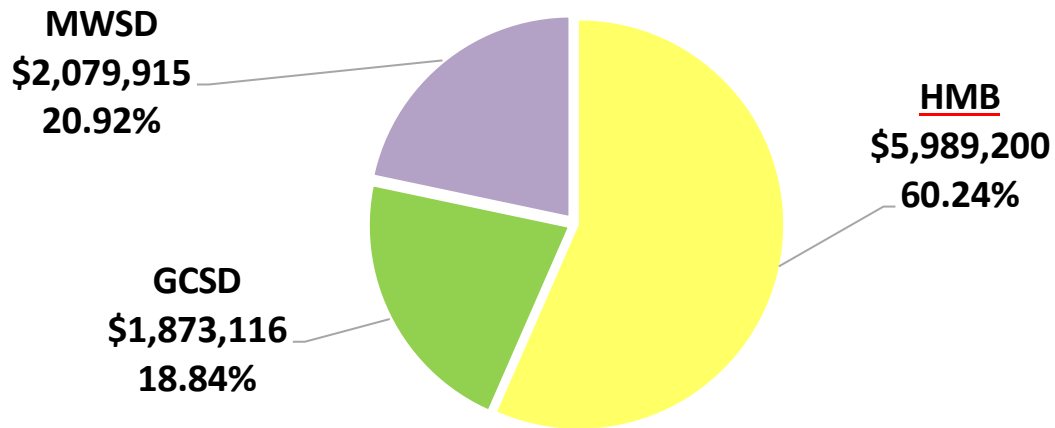
* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

Total Assessments for Each Member Agency*

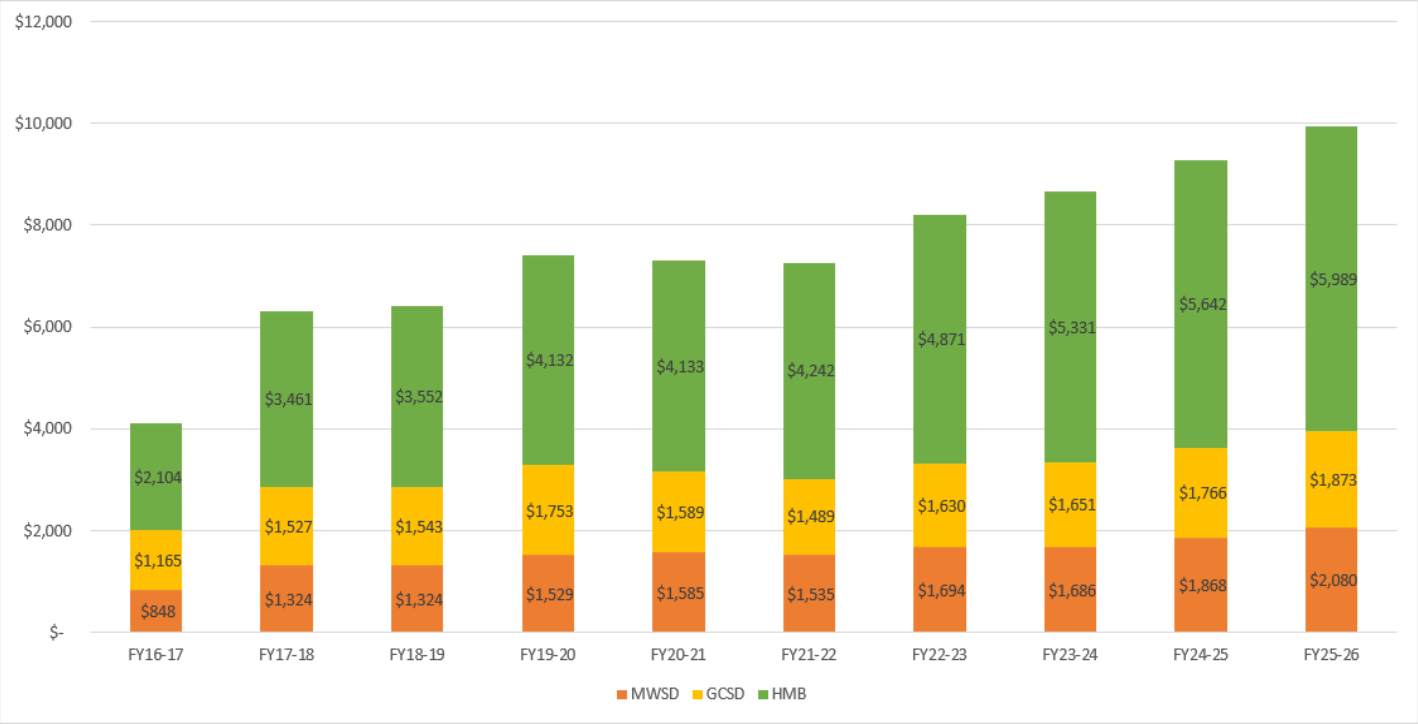
	FY 2022/23 <u>Actual</u>	FY 2023/24 <u>Actual</u>	FY 2024/25 <u>Adopted</u>	FY 2025/26 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
Half Moon Bay	\$4,871,480	\$5,331,608	\$5,642,255	\$5,989,200	\$346,945	6%
Granada CSD	\$1,630,110	\$1,651,497	\$1,766,336	\$1,873,116	\$106,780	6%
Montara WSD	\$1,694,036	\$1,686,174	\$1,868,382	\$2,079,915	\$211,533	11%
Total	\$8,195,626	\$8,669,279	\$9,276,973	\$9,942,231	\$665,258	7%

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

Assessments for FY 2025/26 Based on Calendar Year 2024 Flow



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



OVERALL OPERATIONS BUDGET SUMMARY

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

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
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EXPENDITURES

Favorable/(Unfavorable)

Personnel

1 Wages	1,774,010	1,917,812	1,756,169	1,786,300	(131,512)	(7%)
2 Premium Pay	141,007	134,711	176,754	144,100	9,389	7%
3 Health Benefits	272,711	266,521	243,475	354,596	88,075	25%
4 Retirement Cont.	678,886	316,205	465,515	541,000	224,795	42%
5 Retiree Med/OPEB	73,347	47,946	43,745	44,960	(2,986)	(7%)
6 Misc. Benefits	100,591	122,366	98,695	110,856	(11,510)	(10%)
7 Subtotal	3,040,553	2,805,561	2,784,353	2,981,812	176,251	6%
Non-Personnel						
8 Legal Services	218,056	376,666	201,458	235,000	(141,666)	(60%)
9 Engineering Svcs.	155,864	132,613	150,000	150,243	17,631	12%
10 Professional Svcs.	804,540	965,901	984,262	909,601	(56,300)	(6%)
11 Prof. Memberships	72,429	57,144	89,556	60,001	2,857	5%
12 Insurance Prem.	217,185	223,792	227,381	249,982	26,190	10%
13 Misc. Expenses	90,335	71,313	157,253	86,566	15,254	18%
14 Utilities	785,425	775,799	763,223	806,297	30,498	4%
15 Travel & Training	47,652	37,058	50,673	57,011	19,953	35%
16 Equipment Rental	40,554	42,427	19,928	27,875	(14,553)	(52%)
17 Bldg & Maint Svcs.	247,915	210,595	176,539	148,100	(62,495)	(42%)
18 Chemicals	556,882	424,478	440,358	445,863	21,385	5%
19 Permits & Licenses	56,188	53,331	57,151	55,997	2,667	5%
20 Supplies	88,190	106,360	114,907	120,178	13,818	11%
21 Equipment	15,511	12,134	7,170	12,741	607	5%
22 Infrastructure (***)	3,258,684	3,000,000	3,551,651	3,645,000	645,000	18%
23 Claims/Penalties (**)	11,853	80,000	-	80,000	(0)	(0%)
25 Subtotal	6,667,262	6,569,611	6,991,509	7,090,454	520,844	7%

26 TOTAL	9,707,815	9,375,172	9,775,862	10,072,266	697,094	7%
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Key Changes

Personnel Costs: Net Increase due COLA and merit increases and labor negotiations	\$ 176,251
Legal Services:	\$ (141,666)
Professional Services: Increase due to estimates based on Year-to-Date Actuals	\$(56,300)
Utilities:	\$ 30,498
Equipment Rental:	\$ (14,553)
Chemicals: Based on Year-to-Date Actuals	\$ 21,385
Insurance Premiums:	\$ 26,190
All other operating expenses: Net Increase due to CPI and adjustments to other operating expenses	\$ 10,289
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ 52,094
Infrastructure: Net Increase result of CIP (includes engineering costs, reclassified)	\$ 645,000
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ 697,094

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
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VARIANCE FY25/26 versus FY24/25

REVENUE

By Type:

27 JPA Assessments	8,669,279	9,276,973	9,276,973	9,942,231	665,258	7%
28 NDWSCP Fees	44,291	46,700	61,094	60,035	13,335	22%
31 Interest Earnings	50,816	51,500	73,326	70,000	18,500	36%
32 Misc. Revenue	360,418	-	-	-	-	
34 REVENUE TOTAL	9,124,804	9,375,173	9,411,393	10,072,266	697,093	7%

By Agency:

35 Half Moon Bay	5,331,608	5,642,255	5,642,255	5,989,200	346,945	6%
36 Granada CSD	1,651,497	1,766,336	1,766,336	1,873,116	106,780	6%
37 Montara WSD	1,686,174	1,868,382	1,868,382	2,079,915	211,533	11%
38 TOTAL	8,669,279	9,276,973	9,276,973	9,942,231	665,258	7%

Key Changes

Assessments reflect increased funding for infrastructure projects, maintenance, staff

TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE = \$ 647,093
\$ 647,093

FINANCIAL DETAILS

The following is a list of key budget lines for FY2024/25 and 2025/26 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.

Budget Line #	FY 2024/25	FY 2025/26
1. <u>Wages</u> Decrease is a result of PY COLA & Merit increase being estimated higher than necessary.	\$1,917,813	\$1,786,300
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$134,711	\$144,100
3. <u>Health Benefits</u> The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$266,521	\$354,596
4. <u>Retirement Contributions</u> SAM pays the employer contribution to CalPERS for retirement benefits as well as the Unfunded Liability.	\$316,205	\$541,000
5. Retiree Medical/OPEB Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$47,946	\$44,960
6. <u>Misc. Benefits</u> Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$122,366	\$110,856
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$2,805,562	\$2,981,812
8. <u>Legal Services</u> Includes general counsel and employment legal fees.	\$376,666	\$235,000
9. Engineering Services Increased to provide design and project management related to treatment division.	\$132,613	\$150,243

Budget Line #	FY 2024/25	FY 2025/26
10. <u>Professional Services</u> Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$965,901	\$909,601
11. Professional Memberships Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$57,144	\$60,001
12. <u>Insurance Premiums</u> Property, liability, and pollution premiums based on utilization rates.	\$223,792	\$249,982
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.	\$71,313	\$86,566
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$775,799	\$806,297
15. <u>Travel & 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.	\$37,058	\$57,011
16. <u>Equipment Rental/Lease</u> Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$42,427	\$27,875
17. <u>Building & Maintenance Services</u> Includes janitorial, landscaping, and other regular building maintenance services.	\$210,595	\$148,100
18. <u>Chemicals</u> Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$424,478	\$445,863

Budget Line #	FY 2024/25	FY 2025/26
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$53,331	\$55,997
20. <u>Supplies</u> Office, computer, breakroom, and safety supplies.	\$106,360	\$120,178
21. Equipment Purchase Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$12,134	\$12,741
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.	\$3,000,000	\$3,645,000
23. Claims/Penalties Reflects claims expenses not covered by insurance.	\$80,000	\$80,000
25. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$6,569,611	\$7,090,454
26. Total Total of all costs (sum of Personnel and Non-Personnel subtotals).	\$9,375,172	\$10,072,266

ADMINISTRATIVE SERVICES

By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
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VARIANCE FY25/26 versus FY24/25

Favorable/(Unfavorable)

EXPENDITURES

Personnel

1	Wages	652,388	605,638	619,651	629,300	23,662	4%
2	Premium Pay	12,568	13,169	20,650	11,000	(2,169)	(20%)
3	Health Benefits	62,734	52,918	66,717	88,985	36,067	41%
4	Retirement Cont.	341,934	83,976	43,957	93,000	9,024	10%
5	Retiree Med/OPEB	66,851	16,500	19,927	13,500	(3,000)	(22%)
6	Misc. Benefits	23,884	24,896	28,579	28,800	3,904	14%
7	Subtotal	1,160,358	797,097	799,481	864,585	67,488	8%
Non-Personnel							
8	Legal Services	218,056	376,666	201,458	235,000	(141,666)	(60%)
9	Engineering Services	-	-	-	-	-	-
10	Professional Services	213,442	220,009	216,671	226,164	6,155	3%
11	Prof. Memberships	60,552	44,300	76,992	46,515	2,215	5%
12	Insurance Premiums	217,185	223,792	227,381	249,982	26,190	10%
13	Misc. Expenses	66,204	51,336	136,285	64,590	13,255	21%
14	Utilities	40,553	40,516	27,328	34,250	(6,266)	(18%)
15	Travel & Training	4,964	5,081	1,061	5,335	254	5%
16	Equipment Rental	7,513	7,500	8,245	7,875	375	5%
17	Bldg & Maint Services	31,253	102,053	30,600	34,131	(67,922)	(199%)
18	Chemicals	-	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-	-
20	Supplies	13,837	9,851	11,152	12,844	2,993	23%
21	Equipment	1,219	2,511	-	2,637	126	5%
22	Infrastructure	-	-	24,855	-	-	-
23	Claims/Penalties	11,853	10,000	-	10,000	0	0%
25	Subtotal	886,630	1,093,615	962,028	929,322	(164,293)	(18%)

26	TOTAL	2,046,988	1,890,712	1,761,509	1,793,907	(96,805)	(5%)
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ADMINISTRATIVE SERVICES

By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
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REVENUE

By Type:

27 JPA Assessments	1,532,520	1,839,212	1,890,712	1,723,907	(115,305)	(7%)
28 NDWSCP Fees	282	-	-	-	-	-
31 Interest Earnings	50,816	51,500	73,326	70,000	18,500	36%
32 Misc. Revenue	-	-	-	-	-	-
34 REVENUE TOTAL	1,583,618	1,890,712	1,964,038	1,793,907	(96,805)	(5%)

By Agency:

35 Half Moon Bay	942,500	1,118,609	1,118,609	1,038,482	(80,127)	(8%)
36 Granada CSD	291,945	350,186	350,186	324,784	(25,402)	(8%)
37 Montara WSD	298,075	370,417	370,417	360,641	(9,776)	(3%)
38 TOTAL	1,532,520	1,839,212	1,839,212	1,723,907	(115,305)	(7%)

Key Changes

Personnel Costs: Net Increase due COLA and merit increases and also includes Board Stipend and Holiday Pay

\$ 67,488

Legal Services

\$(141,666)

Professional Services

\$ 6,155

Insurance Premiums: Increased based on expected increase in premiums

\$ 26,190

Claims/Penalties

\$ 0

\$

All other operating expenses: Net Decrease due to CPI and adjustments to other operating expenses

(54,972)

TOTAL ADMINISTRATION EXPENDITURES BUDGET DECREASE

\$(96,805)

Assessments reflect Net Decrease in legal & building & maintenance services

\$(115,305)

TOTAL ADMINISTRATION REVENUE BUDGET DECREASE

\$(115,305)

Key Changes

TREATMENT By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
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VARIANCE FY25/26 versus FY24/25

EXPENDITURES

Favorable/(Unfavorable)

<u>Personnel</u>						
1	Wages	1,080,502	1,268,300	1,098,811	1,114,500	(153,800) (14%)
2	Premium Pay	125,851	119,550	154,193	131,000	11,450 9%
3	Health Benefits	203,615	207,742	170,974	257,600	49,858 19%
4	Retirement Cont.	308,098	210,925	398,936	424,000	213,075 50%
5	Retiree Med/OPEB	6,335	30,785	23,208	30,785	- 0%
6	Misc. Benefits	74,498	94,173	67,845	78,641	(15,532) (20%)
7	Subtotal	1,798,899	1,931,475	1,913,967	2,036,526	105,051 5%
<u>Non-Personnel</u>						
8	Legal Services	-	-	-	-	- -
9	Engineering Services	155,864	132,613	150,000	150,243	17,631 12%
10	Professional Services	498,073	590,836	664,826	579,128	(11,708) (2%)
11	Prof. Memberships	11,877	12,844	12,564	13,486	642 5%
12	Insurance Premiums	-	-	-	-	- -
13	Misc. Expenses	24,064	19,977	20,968	21,976	1,999 9%
14	Utilities	744,873	735,283	735,895	772,047	36,764 5%
15	Travel & Training	42,253	31,496	49,457	51,171	19,675 38%
16	Equipment Rental	33,041	34,928	11,683	20,000	(14,928) (75%)
17	Bldg & Maint Services	216,663	108,542	145,939	113,969	5,427 5%
18	Chemicals	553,494	421,298	437,070	442,363	21,065 5%
19	Permits & Licenses	56,188	53,331	57,151	55,997	2,667 5%
20	Supplies	58,911	80,320	80,809	84,336	4,016 5%
21	Equipment	10,988	9,623	7,170	10,104	481 5%
22	Infrastructure	(28,745)	-	350,302	-	- -
23	Claims/Penalties	-	70,000	-	70,000	(0) (0%)
25	Subtotal	2,377,544	2,301,089	2,723,834	2,384,820	83,731 4%
26	TOTAL	4,176,443	4,232,565	4,637,801	4,421,346	188,781 4%

Key Changes

Personnel Costs: Net Increase due COLA and merit increases and anticipated labor negotiation increase

increase	\$105,051
Utilities	\$ 36,764
Professional Services	\$ 11,708
Equipment Rental	\$(14,928)

Chemicals	\$ 21,065
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All other operating expenses: Net Increase due to CPI and adjustments to other operating expenses	\$ 29,121
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TOTAL TREATMENT EXPENDITURES BUDGET INCREASE	\$ 188,781
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TREATMENT By Category

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
REVENUE						
By Type:						
27 JPA Assessments	3,839,771	4,185,865	4,185,865	4,361,311	175,446	4%
28 NDWSCP Fees	44,009	46,700	61,094	60,035	13,335	22%
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
34 REVENUE TOTAL	3,883,780	4,232,565	4,246,959	4,421,346	188,781	4%
By Agency:						
35 Half Moon Bay	2,361,460	2,545,843	2,545,843	2,627,254	81,411	3%
36 Granada CSD	731,476	796,989	796,989	821,671	24,682	3%
37 Montara WSD	746,835	843,033	843,033	912,386	69,353	8%
38 TOTAL	3,839,771	4,185,865	4,185,865	4,361,311	175,446	4%

Key Changes

Assessments reflect Net Increased funding for personnel, utilities & chemicals

TOTAL TREATMENT REVENUE BUDGET INCREASE

\$ 175,446

\$ 175,446

ENVIRONMENTAL COMPLIANCE By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
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VARIANCE FY25/26 versus FY24/25

EXPENDITURES

Favorable/(Unfavorable)

Personnel

1 Wages	41,121	43,875	37,707	42,500	(1,375)	(3%)
2 Premium Pay	2,589	1,992	1,911	2,100	108	5%
3 Health Benefits	6,363	5,861	5,785	8,011	2,150	27%
4 Retirement Cont.	28,855	21,304	22,621	24,000	2,696	11%
5 Retiree Med/OPEB	161	661	609	675	14	2%
6 Misc. Benefits	2,208	3,297	2,271	3,415	118	3%
7 Subtotal	81,296	76,990	70,905	80,701	3,711	5%
<u>Non-Personnel</u>						
8 Legal Services	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	93,025	155,056	102,765	104,309	(50,747)	(49%)
11 Prof. Memberships	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-
13 Misc. Expenses	66	-	-	-	-	-
14 Utilities	-	-	-	-	-	-
15 Travel & Training	435	481	155	505	24	5%
16 Equipment Rental	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-
18 Chemicals	3,388	3,180	3,288	3,500	320	9%
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	15,442	16,189	22,946	22,998	6,809	30%
21 Equipment	3,304	-	-	-	-	-
22 Infrastructure	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-
25 Subtotal	115,660	174,906	129,153	131,312	(43,594)	(33%)
26 TOTAL	196,956	251,896	200,059	212,013	(39,883)	(19%)

Key Changes

Personnel Costs: Net Increase due COLA and merit increases and anticipated labor negotiation increase

	\$ 3,711
Professional Services: Decrease based on year-to-date actual & decrease in BOD testing	\$ (50,747)
Net Decrease in wages, utilities, services, and supplies	\$ 7,153
TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET	\$ (39,883)

ENVIRONMENTAL COMPLIANCE

By Category

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
REVENUE						
<u>By Type:</u>						
27 JPA Assessments	237,396	251,896	251,896	212,013	(39,883)	(19%)
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	
34 REVENUE TOTAL	237,396	251,896	251,896	212,013	(39,883)	(19%)
<u>By Agency:</u>						
35 Half Moon Bay	145,999	153,203	153,203	127,717	(25,486)	(20%)
36 Granada CSD	45,224	47,961	47,961	39,943	(8,018)	(20%)
37 Montara WSD	46,173	50,732	50,732	44,353	(6,379)	(13%)
38 TOTAL	237,396	251,896	251,896	212,013	(39,883)	(19%)

Key Changes

Assessments reflect Net Decreased funding for wages, benefits, and other expenses = \$ (39,883)

TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE = \$ (39,883)

By Category					
	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
EXPENDITURES					
Personnel					
1 Wages	-	-	-	-	-
2 Premium Pay	-	-	-	-	-
3 Health Benefits	-	-	-	-	-
4 Retirement Cont.	-	-	-	-	-
5 Retiree Med/OPEB	-	-	-	-	-
6 Misc. Benefits	-	-	-	-	-
7 Subtotal	-	-	-	-	-
Non-Personnel					
8 Legal Services	-	-	-	-	-
9 Engineering Services	-	-	-	-	-
10 Professional Services	-	-	-	-	-
11 Prof. Memberships	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-
13 Misc. Expenses	-	-	-	-	-
14 Utilities	-	-	-	-	-
15 Travel & Training	-	-	-	-	-
16 Equipment Rental	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-
18 Chemicals	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-
20 Supplies	-	-	-	-	-
21 Equipment	-	-	-	-	-
22 Infrastructure	3,258,684	3,000,000	3,176,494	3,645,000	645,000 18%
23 Claims/Penalties	-	-	-	-	-
25 Subtotal	3,258,684	3,000,000	3,176,494	3,645,000	645,000 18%
26 TOTAL	3,258,684	3,000,000	3,176,494	3,645,000	645,000 18%

Increased to address the projects identified in the FY2025/26 capital improvement plan budget.

\$ 645,000

INFRASTRUCTURE By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
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REVENUE

By Type:

27 JPA Assessments	3,059,592	3,000,000	3,000,000	3,645,000	645,000	18%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-

34 REVENUE TOTAL	3,059,592	3,000,000	3,000,000	3,645,000	645,000	18%
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By Agency:

35 Half Moon Bay	1,881,649	1,824,600	1,824,600	2,195,748	371,148	17%
36 Granada CSD	582,852	571,200	571,200	686,718	115,518	17%
37 Montara WSD	595,091	604,200	604,200	762,534	158,334	26%

38 TOTAL	3,059,592	3,000,000	3,000,000	3,645,000	645,000	18%
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Key Changes

Increased to address the projects identified in the FY2025/26 capital improvement plan budget

TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE

\$ 645,000

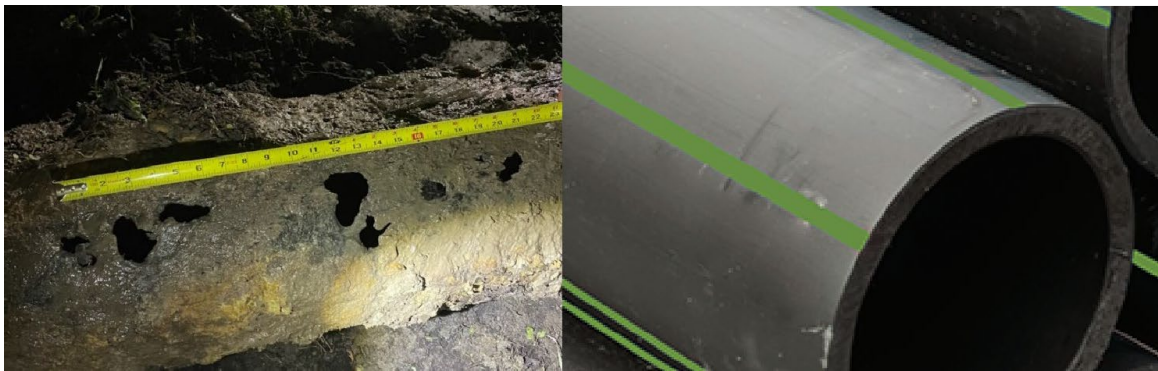
HIGHLIGHTS

- Infrastructure Projects in progress in FY 2021/22:
 - ✓ Montara PS - Replace Pump 1
 - ✓ Portola PS-Replace Door, Grating and Hatch
 - ✓ Portola PS - Replace Pump 1 with Grinder Pump
- Infrastructure Projects in progress in FY 2022/23:
 - ✓ 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
 - ✓ Water Supply and Piping - Replace No. 3 Water Pumps
- Infrastructure Projects in progress for FY 2023/24
 - ✓ Replace/Rehab Treatment Plant Boilers – Awaiting Equipment
 - ✓ Replace Treatment Plant Emergency Generator – In progress
- Infrastructure Projects in progress for FY 2024/25
 - ✓ SAM Force Main Refurbishment Montara Segment- Progressive Design build in progress

Project: Rehabilitation of SAM Force Main situated in Montara
Priority: Rehabilitation/Replacement/Safety

The SAM Force Main situated in Montara 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 before June 30, 2026.



CIP Total Cost: \$10,000,000

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	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29
10.160M	3.0M	3.510M	3.650M	-	-

SEWER AUTHORITY MID-COASTSIDE

CAPITAL IMPROVEMENT PROGRAM

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

Priority: Rehabilitation/Replacement/Safety

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 new boiler is in the process of being installed which was a part of the 2023-24 budget. Boiler #2 is also out of compliance and the procurement process has commenced. The proposed \$0.1M is for installation of Boiler #2.



CIP Total Cost: \$100,000

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
\$0.6M	\$0.5M	\$0	\$0.1	\$0	\$0

SEWER AUTHORITY MID-COASTSIDE

CAPITAL IMPROVEMENT PROGRAM

Project 2: Replacement of Vehicle at Treatment Plant

Priority: Replacement/Safety

The Ranger vehicle was purchased in 2004 and has approximately 155,000 miles. It has frequent repair and SAM has been spending considerable amount of money to fix the breakdowns. It is proposed to procure a new model and offer the existing Ranger for as best as possible trade value. The proposed \$0.035M is for procurement of a new hybrid vehicle.



CIP Total Cost: \$35,000

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
\$0.035M	\$0M	\$0	\$0.035	\$0	\$0

Position Control List

<u>Classifications</u>	<u>Authorized Positions</u>
<u>Administrative Services:</u>	
General Manager	1.0
Finance Officer	1.0
Accounting Technician	1.0
Administrative Assistant	<u>1.0</u>
	4.0
<u>Operations & Maintenance:</u>	
<i>Engineering & Construction Contracts Manager (Defunded)</i>	0.0
Plant Superintendent	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
<u>Environmental Compliance:</u>	
Plant Superintendent	.25
Total Authorized – General Budget	13.0
<u>Collection Services:</u>	
Collection Maintenance Worker I/II/III	3.0
Lead Mechanic	<u>1.0</u>
Total Authorized – Collections Services	4.0
Grand Total Authorized Authority	17.0



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

BY: Discuss Proposed General Budget for FY 2025/26 and Authorize the General Manager to Submit it to Member Agencies for Approval

SUBJECT:

Executive Summary

The purpose of this report is to discuss the proposed General Budget for FY 2025/26 and authorize the General Manager to submit it to Member Agencies for approval.

Fiscal Impact

The operation and maintenance expenditure budget for FY 2025/26 is \$10.0 million, including infrastructure project expenses. This is an *overall increase* of \$697,094 from the FY 2024/25 adopted budget. The impact to the member agency assessments is:

Assessments for Each Member Agency

	FY 2022/23 ACTUAL	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2025/26 PROPOSED	CHANGE FROM FY 24/25 ADOPTED	
Half Moon Bay	\$4,871,480	\$5,331,608	\$5,642,255	\$5,989,200	\$346,945	6%
Granada CSD	\$1,630,110	\$1,651,497	\$1,766,336	\$1,873,116	\$106,780	6%
Montara WSD	\$1,694,036	\$1,686,174	\$1,868,382	\$2,079,915	\$211,533	11%
	\$8,195,626	\$8,669,279	\$9,276,973	\$9,942,231	\$665,258	7%

BOARD MEMBERS: P. Nagengast

B. Dye

N. Marsh

S. Boyd

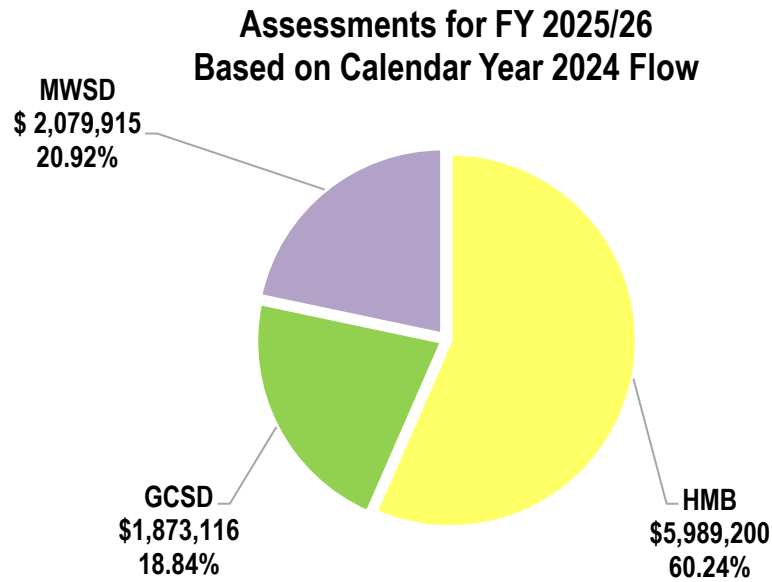
D. Ruddock

K. Slater-Carter

ALTERNATE MEMBERS: B. Softky

J. Randle

J. Grant



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 2025/26 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 17 positions:
 - 16 employees are scheduled for a step increase.
 - One is the General Manager who is on a contract.
- All services, supplies, and utilities will be increased by a 5% CPI unless a specific adjustment was deemed necessary based on actual experience or known factors.

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

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.

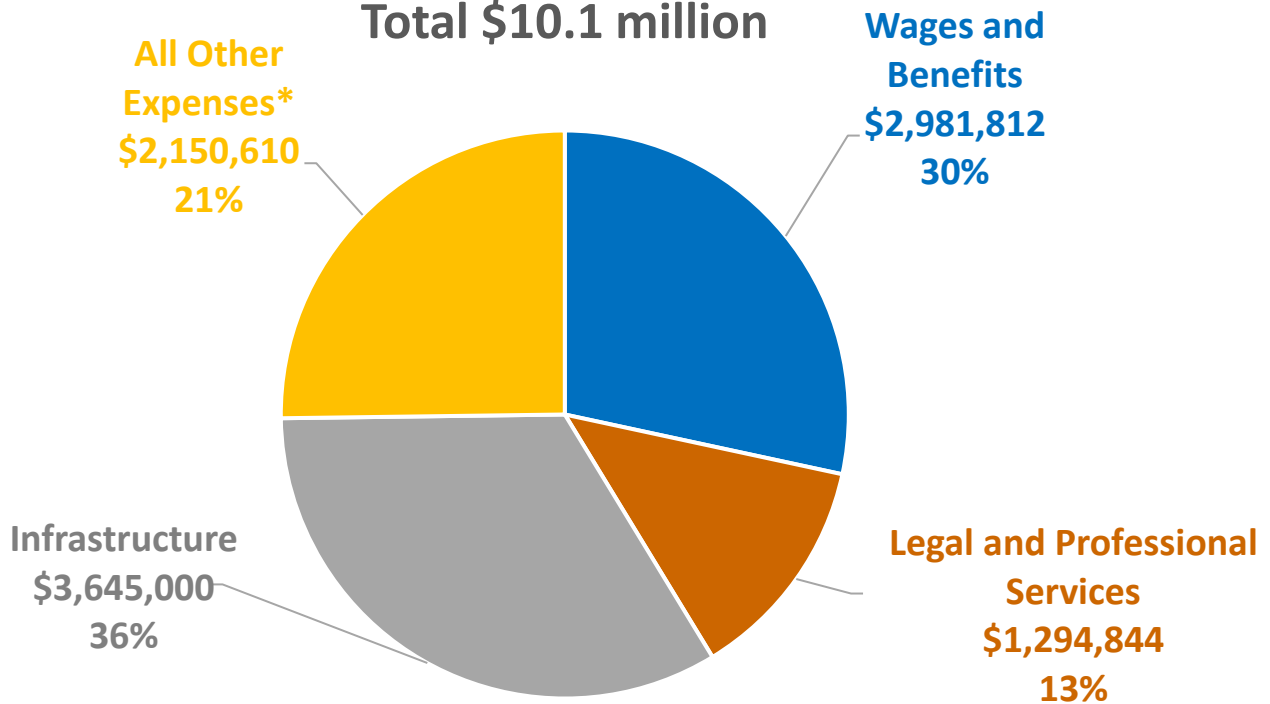
The overall increase from the adopted budget for Fiscal Year 2024/25 to the proposed budget for Fiscal Year 2025/26 is \$697,094 or 7%. This is primarily due to an increase in the estimated cost of infrastructure improvements.

Of the total General Budget, \$2.98 million (30%) is for Wages and Benefits. The cost of Infrastructure Improvements is \$3.65 million (36%). Legal, Engineering and Professional Services is \$1.29 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 \$2.15 million (21%) of the budget.

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	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

Expenses by Category Total \$10.1 million



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

Significant Budget Changes

The Administrative Services division decreased \$96,805 or (5%). The net decrease is a result of the one-time purchase of an administrative vehicle in the current fiscal year and an estimated reduction in the amount of legal fees from both General Counsel as well as specialized employment law, resulting from the negotiations with Local No. 39 in the current fiscal year.

The Treatment division increased \$188,781 or 4%, which is due to the known COLA & Merit increases of 5% and 3% respectively. In FY 24/25, due to the unknown nature of the scheduled negotiations, estimates for Wage & Benefit were estimated to increase 12%. With the approval of the latest labor MOU with Local No. 39, we are better able to estimate personnel costs for FY 25/26.

The Environmental Compliance division budget decreased \$39,883 or (19%) primarily due to the reduction in BOD testing costs.

The Infrastructure division increased \$645,000 to address various projects in the Authority Capital Improvement Plan.

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

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: Decrease of \$131,512 due to finalization of labor negotiations and turnover of certain staff.
2. Premium Pay: Increase of \$9,389 due to standby pay, certification pay, and overtime pay associated with changes in staffing resulting.
3. Health Benefits: Increase of \$88,075 due to labor negotiation approval of 100% coverage of SAM staff and due to increased health insurance costs.
4. Retirement Contributions: Increase of \$224,795 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 fiscal year is over).
5. Retirement Medical: Decrease of \$2,986 for contributions as negotiated in the MOU and the Unrepresented Employees.
6. Misc. Benefits: Decrease of \$11,510 for benefits as negotiated in the MOU and the Unrepresented Employees.
7. Personnel Subtotal: Increase of \$176,251 in personnel costs primarily due to the annual funding of SAM's CalPERS Unfunded Liability.
8. Legal Services: Decrease of \$141,666 due to the completion of labor negotiations with Local No. 39 and reduced involvement of General Counsel.
9. Engineering Services: Continued involvement with Authority Engineering team.
10. Professional Services: Decrease of \$56,300.

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

- Calcon Systems, electrical services: Existing contract in next fiscal year not to exceed \$400,000.
 - 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.
 - Precision IT, computer equipment maintenance: IT Support as and As Needed.
11. Professional Memberships: General cost of living increase of 5% expected. Professional

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
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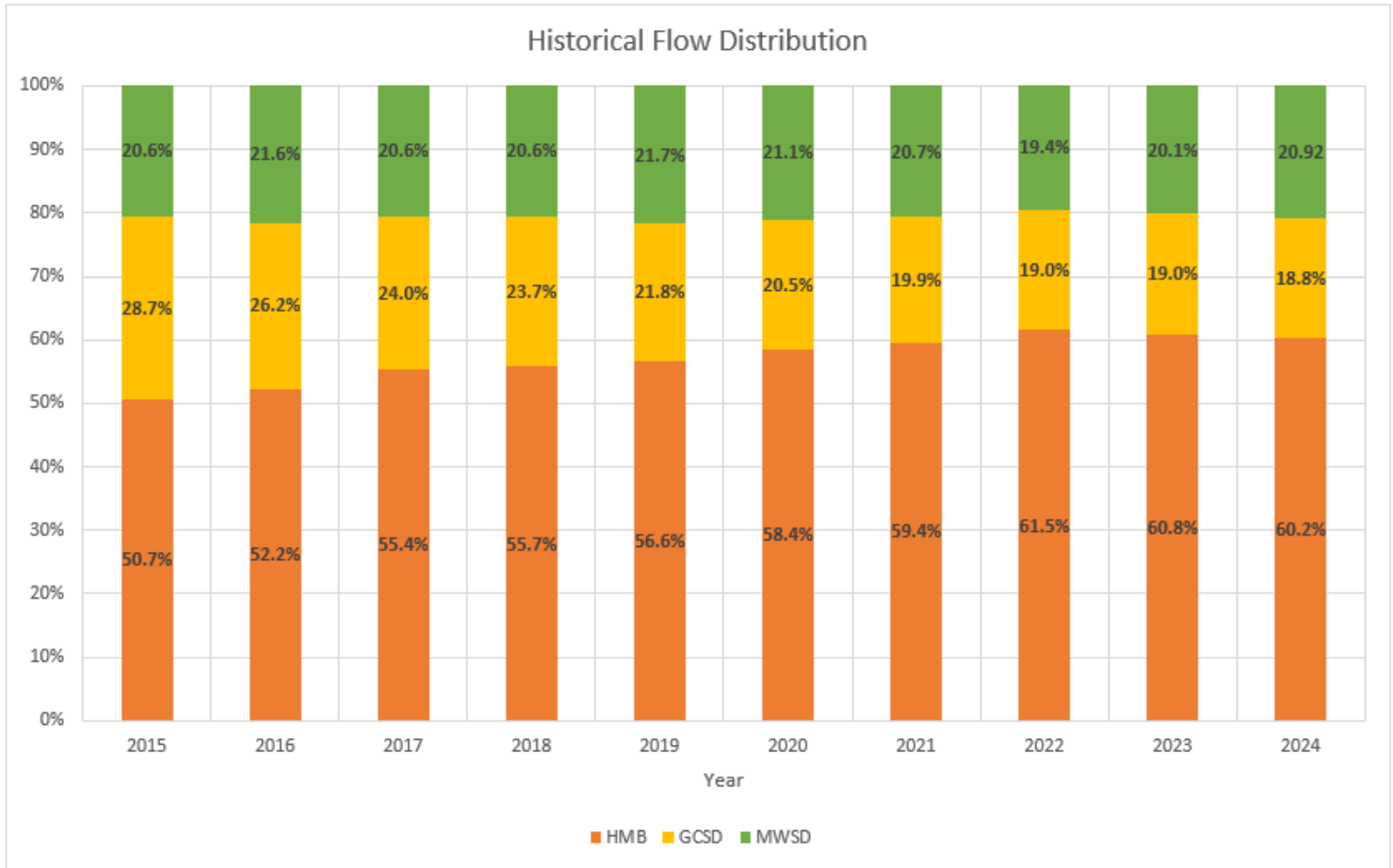
Memberships include, but is not limited to, the following agencies: CASA (California Association of Sanitation Agencies), CSDA (California Special Districts Association), CSRMA (California Sanitation Risk Management Authority), CWEA (California Water Environment Association), First Flush Program, GFOA (Government Finance Officers Association), NACWA (National Association of Clean Water Agencies), WEF (Water Environment Federation).

12. Insurance Premiums: Increase of \$26,190 due to new policies and prior-year claims.
13. Misc. Expenses: Increase of \$15,254 anticipated based on detailed review of current year expenditures.
14. Utilities: Increase of \$30,498 for electricity, gas, solid waste disposal, and water consistent with current costs.
15. Travel & Training: Increase of \$19,953 based on expectation that conference attendance will continue to increase.
16. Equipment Rental: Decrease of \$14,553 due to the completion of specific maintenance projects.
17. Building & Maintenance Services: Decrease of \$62,495 due to one-time expenditure planned for the current fiscal year (FY24/25) is not expected to repeat during FY25/26.
18. Chemicals: Increase of \$21,385 based on anticipated expenses consistent with recent experience and expected industry increases.
19. Permits & Licenses: Increase of \$2,667, general cost of living increase of 5% expected.
20. Supplies: Increase of \$13,818 based on current year expenditures.
21. Equipment: Increase of \$607, general cost of living increase of 5% expected.
22. Infrastructure: Increase of \$645,000 to address the projects identified in the adopted 5-Year CIP (adopted November 25, 2024) and additional projects as indicated in Infrastructure details of the General Budget.
23. Claims/Penalties: No change from the previous fiscal year.
24. Non-Personnel Subtotal: Total Increase of \$520,844 or 7%.

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

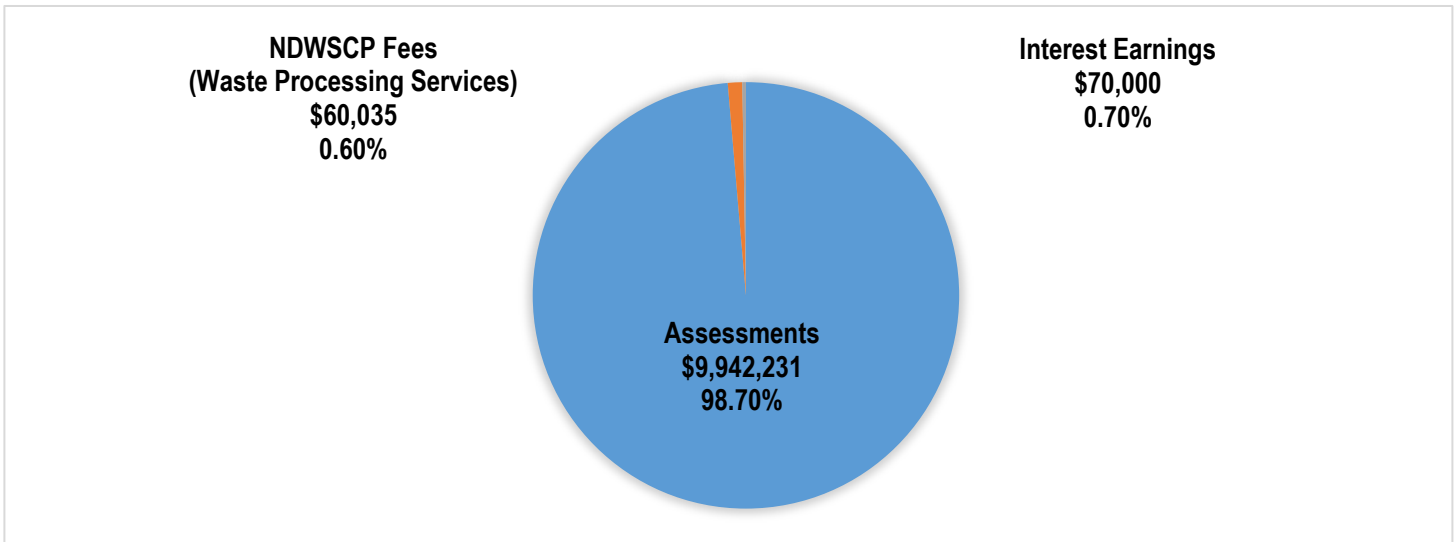
Revenue Allocation

Of the total O&M Revenue, the majority (98.70%) 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 (0.6%), and interest earnings (0.7%).

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant



Other Remarks:

In response to a funding issue created by the 22/23 Winter Storm event, on September 11, 2023, the Board approved the advancement of funds in the amount of \$266,351 to SAM in the following amounts:

- City of HMB \$163,806
- MWSD \$51,805
- GCSD \$50,740

At the time, it was not decided how this advance would be handled and as of 3/20/2025 those funds remain on the SAM Balance Sheet as Liability. It should be further noted that SAM has not yet received verification that all our claims will be settled, and funding issued.

The Finance Committee has requested that staff present possible options in this regard. For your consideration, please see the following (4) options:

- a) Refund to each Agency the entire amount provided to SAM.
- b) Refund a prorated amount based on FEMA receipts, which will be known at a later date.
- c) Reduce the Fiscal Year 2025-26 assessments based on either amount noted above.
- d) Recognize the advance as revenue in Fiscal Year 2025.

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

Staff Recommendation

Staff recommend 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 April 30, 2025, for evaluation and approve a final budget before May 31, 2025.

Supporting Documents

Attachment A: SAM General Budget for FY 2025/26

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 3, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Sewer Authority Mid-Coastside Fiscal Year 2025-26 Collections Budget.

At the SAM Board of Directors meeting on May 24, 2025, the SAM Board approved the SAM General Budget for Fiscal Year 2025-26 to be sent to the member agencies for consideration and approval.

The overall General Budget is suggested to increase by \$64,765 or 8% over the prior Fiscal Year to a total of \$698,791 which brings total budgeted expenditures to \$763,556. FY 2025-26 assessment for MWSD for the collections budget is \$261,155 which represents an increase of \$23,980 or 10%.

The SAM General Manager will be available to present the proposed FY 2025-26 Collections Budget.

RECOMMENDATION:

Adopt Resolution, No.____, Resolution of the Montara Water and Sanitary District Consenting to Approval by Sewer Authority Mid-Coastside of its Collections Budget for Fiscal Year 2025-2026.

Attachments

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND ADOPTING FISCAL YEAR 2025 – 2026 SEWER AUTHORITY MID-COASTSIDE WASTEWATER COLLECTION SYSTEM CONTRACT SERVICES BUDGET

WHEREAS, pursuant to Section V of that certain Agreement entitled, "Agreement for Maintenance and Operation Services Between the Montara Sanitary District and Sewer Authority Mid-Coastside," [said District subsequently renamed] dated April 7, 1988, for wastewater collection system maintenance and operation services, the Authority has submitted its Fiscal Year July 1, 2025 – June 30, 2026 budget for such services; and

WHEREAS, this Board has reviewed the 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. That certain budget entitled, "Contract Collection Services Budget – Fiscal Year 2025/26," for collection system maintenance and operation services to be provided by Sewer Authority Mid-Coastside to the Montara Water and Sanitary District for said fiscal year, a copy of which is on file in the District Administrative Offices to which reference is hereby made for the particulars thereof, is hereby approved.

2. The District Secretary is hereby authorized and directed to transmit a certified copy of this resolution to Sewer Authority Mid-Coastside.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND ADOPTING FISCAL YEAR 2025 – 2026 SEWER AUTHORITY MID-COASTSIDE WASTEWATER COLLECTION SYSTEM CONTRACT SERVICES BUDGET

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 3rd day of April 2025, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

CONTRACT COLLECTION SERVICES BUDGET
Consolidated (Half Moon Bay, GCSD, MWSD)

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
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EXPENDITURES

Favorable/(Unfavorable)

Personnel

1 Wages	396,874	380,729	400,049	411,474	30,745	7%
2 Premium Pay	57,053	61,213	57,393	62,809	1,596	3%
3 Health Benefits	115,702	111,617	114,668	147,525	35,908	24%
4 Retirement Cont.	32,045	33,272	33,001	35,250	1,978	6%
5 Retiree Med/OPEB	1,774	7,097	7,010	7,300	203	3%
6 Misc. Benefits	24,332	40,025	26,568	30,921	(9,104)	(29%)
7 Subtotal	627,781	633,953	638,689	695,279	61,326	9%
<u>Non-Personnel</u>						
8 Legal Services	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	-	-	-	-	-	-
11 Prof. Memberships	-	-	-	-	-	-
12 Insurance Premiums	21,628	25,750	23,072	26,038	288	1%
13 Misc. Expenses	3,626	3,311	4,362	5,926	2,616	44%
14 Utilities	5,346	7,669	6,226	7,151	(519)	(7%)
15 Travel & Training	7,112	2,062	2,368	2,815	753	27%
16 Equipment Rental	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-
17A Pass Through Expenses	-	-	-	-	-	-
18 Chemicals	-	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	20,984	26,046	17,946	26,348	302	1%
21 Equipment	-	-	-	-	-	-
22 Infrastructure	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-
24 Repairs & Maintenance	9,817	-	-	-	-	-
25 Subtotal	68,513	64,838	53,974	68,278	3,440	5%
26 TOTAL	696,294	698,791	692,662	763,556	64,765	8%

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
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REVENUE

By Type:

27 JPA Assessments	775,953	698,791	624,145	763,556	64,765	8%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
33 From/(To) Reserves (*)	-	74,646	-	76,305	1,659	2%
34 REVENUE TOTAL	775,953	624,145	624,145	687,251	64,765	9%

By Agency:

35 Half Moon Bay	263,824	212,209	212,209	233,665	21,456	9%
36 Granada CSD	217,267	174,761	174,761	192,431	17,670	9%
37 Montara WSD	294,862	237,175	237,175	261,155	23,980	10%
38 TOTAL	775,953	624,145	624,145	687,251	63,106	9%

(*) Figure represents difference between collections assessments received from Member Agencies & Collections expenditures as noted in the FY 23-24 audited financial statements and deducted from the budgeted expense.



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

SUBJECT: **Discuss Proposed Contract Collection Services Budget for FY 2025/26 and Authorize the General Manager to Submit it to the Member Agencies for Approval**

Executive Summary

The purpose of the report is to discuss the contract collection services budget for FY 2025/26 and authorize the General Manager to submit it to the Member Agencies for approval.

Fiscal Impact

This contract is separate from the SAM operating budget, since it is a contract for SAM to provide maintenance services for the three Member Agencies' wastewater systems. The total cost to provide the Member Agency requested services for Fiscal Year 2025/26 is \$763,556. This amount is payable to SAM as contract service fees from the served Member Agencies, allocated by the percentage of work required for each agency. This is an overall increase in fees of \$64,765 for the collection systems work. The following table shows the history of fees for each agency for the past two years, the current year, and the upcoming year.

Please note, FY 2025-2026 budgeted member agency Collections Assessment has been reduced by \$76,305. This amount represents the difference between Collections assessment revenue and Collections expenses as noted in SAM's FYE June 30, 2024, audited financial statements.

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

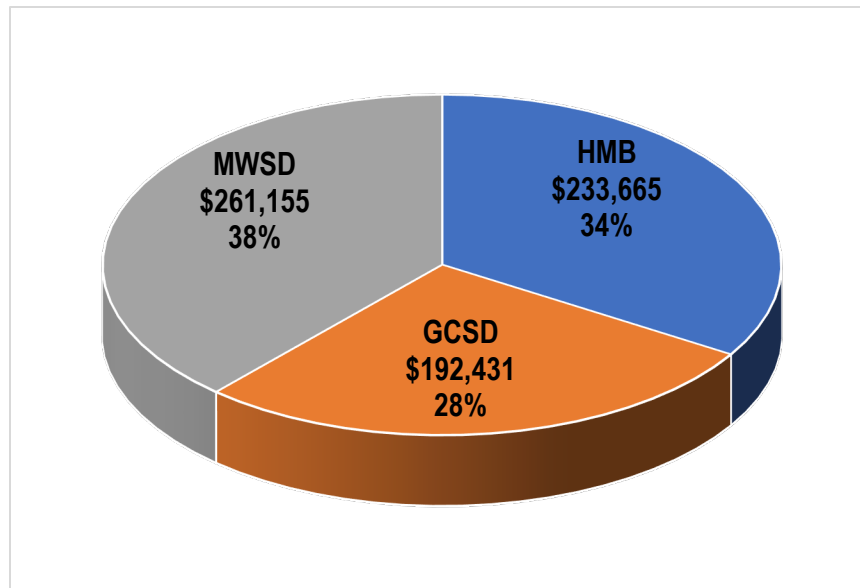
Contract Fees for Each Contracting Agency

	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Adopted	FY 2025/26 Proposed	\$ Change	% Change
Half Moon Bay	\$254,272	\$263,824	\$212,209	\$233,665	\$21,456	9%
Granada CSD	\$209,400	\$217,267	\$174,761	\$192,431	\$17,670	9%
Montara WSD	\$284,186	\$294,862	\$237,175	\$261,155	\$23,980	10%
	\$747,858	\$775,953	\$624,145	\$687,251	\$63,106	9%

The pie-chart below details the allocation of the proposed budget for each Member Agency

Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 5.6: *“SAM is committed to providing quality collection system maintenance service for the Coastsides. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”*



BOARD MEMBERS:

P. Nagengast

B. Dye

N. Marsh

S. Boyd

D. Ruddock

K. Slater-Carter

ALTERNATE MEMBERS:

B. Softky

J. Randle

J. Grant

Background and Discussion/Report

The Proposed Contract Collections Services Budget 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/Board for comment. Approval of the proposed budget will take place later.

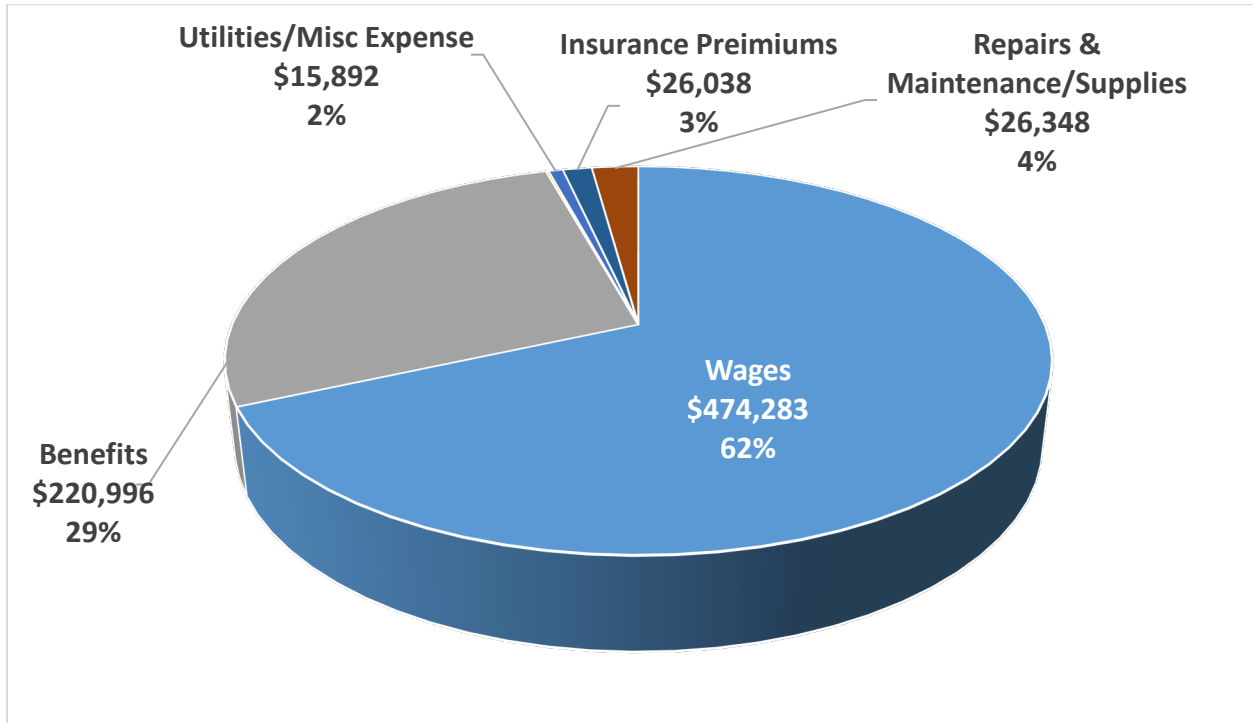
SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. The cost allocation methodology has evolved over the years as well. Beginning previous years, the Member Agency Managers, the SAM Manager, and consultants worked in concert to develop a method of allocation based on the needed services of each agency. We are confident that the cost allocation presented reflects more accurately that method and those needs.

Beginning July 1, 2020 the minimum service level provided by SAM entailed cleaning at least fifty percent (50%) of the collection system's pipelines, cleaning of designated Hot Spots per an agreed upon schedule, providing lift station services as defined, providing emergency response throughout the year, and planning, managing and reporting as needed to ensure all needs of each Member Agency's service area collection system are met.

The proposed budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts. It also includes utilities, fuel, and other expenses needed to perform all the contracted services.

The pie chart on the next page details budget expenditures.

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant



The performance of collection system maintenance is a very staff-intensive activity and as a result most costs (91%) as shown above are Wages and Benefits for personnel to perform the work. Other significant costs are Insurance Premiums & the cost of supplies estimated at \$26,038 and \$26,348 respectively. All other costs combined are around (2%) of the total overall budget.

Significant Changes to the Budget:

1. Increase of Personnel expenses by \$61,326 based on last year's budget.

Staff Recommendation

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2025/26 to the participating agencies for approval.

Supporting Documents

Attachment A: Contract Collection Services Budget for FY 2025/26


BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant



MONTARA WATER AND SANITARY DISTRICT AGENDA

Prepared for the Meeting Of: April 3, 2025

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager 

SUBJECT: Review and Possible Action Concerning Draft Budget

Every year the Board reviews MWSD's budgets in draft form to provide early input to staff. At this time sewer flows are still being assessed by the consultant and sewer revenue unknown. Water and sewer CIP's are also in need to be refined and added to the process. As soon as the March financial data is available it will be used as baseline for next year's estimates.

Peter Medina is available to present the draft budget.

RECOMMENDATION:

This item is for Board discussion and direction to staff, as well as referral to the finance committee. The finalized budget draft will be presented for adoption at a subsequent meeting.

Attachment:



Montara Water & Sanitary

Budgeted Cash Flow - Sewer

Fiscal year 2025-2026

Cash flow summary

Operating cash flow

Operating income	FY 2024-25	FY 2025-26	Variance (%)	Variance (\$)
Sewer Service Charges	\$ 4,041,594	\$ 4,036,594	-0.12%	\$ (5,000)
Cell Tower Lease	\$ 86,500	\$ 91,750	6.07%	\$ 5,250
Permits, Fees & Other	\$ 18,000	\$ 23,200	28.89%	\$ 5,200
Property Tax	\$ 400,000	\$ 400,000	0.00%	\$ -
Waste Collection Revenues	\$ 32,000	\$ 32,000	0.00%	\$ -
Total operating income	\$ 4,578,094	\$ 4,583,544		\$ 5,450
Operating expenses				
Personnel	\$ (482,224)	\$ (498,307)	3.34%	\$ (16,084)
Professional Services	\$ (321,588)	\$ (122,938)	-61.77%	\$ 198,651
Facilities & Administration	\$ (72,500)	\$ (73,500)	1.38%	\$ (1,000)
Engineering	\$ (40,000)	\$ (65,000)	62.50%	\$ (25,000)
Pumping	\$ (67,000)	\$ (73,000)	8.96%	\$ (6,000)
Sewer Authority Mid-Coastside **	\$ (2,648,557)	\$ (2,516,070)	-5.00%	\$ 132,487
All other Accounts	\$ (176,200)	\$ (61,575)	-65.05%	\$ 114,625
Total operating expenses	\$ (3,808,069)	\$ (3,410,390)		\$ 397,679
Net Cash Flow Provided by Operations	\$ 770,025	\$ 1,173,154		\$ 403,129
Investment cash flow				
Investment income				
Interest Revenue	\$ 160,000	\$ 254,000	58.75%	\$ 94,000
Total investment income	\$ 160,000	\$ 254,000		\$ 94,000
Investment expenses				
Capital Improvement Program	\$ (5,500,754)		-100.00%	\$ 5,500,754
Capital Improvement Program - Non Project	\$ (150,000)	\$ (150,000)	0.00%	\$ -
Total investment expenses	\$ (5,650,754)	\$ (150,000)		\$ 5,500,754
Net Cash Flow Used by Investments	\$ (5,490,754)	\$ 104,000		\$ 5,594,754
Financing cash flow				
Financing income				
Connection Fees	\$ 415,000	\$ 435,000	4.82%	\$ 20,000
Total financing income	\$ 415,000	\$ 435,000		\$ 20,000
Financing expenses				
Loan Interest Expense	\$ (22,417)	\$ (18,832)	-15.99%	\$ 3,585
Loan Principal Payment	\$ (118,577)	\$ (122,239)	3.09%	\$ (3,662)
Total financing expenses	\$ (140,994)	\$ (141,071)		\$ (77)
Net Cash Flow Provided by Financing Activities	\$ 274,006	\$ 293,929		\$ 19,923
Overall projected cash flow	\$ (4,446,723)	\$ 1,571,083		\$ 6,017,806
Transfer from/(to) Sewer Reserves	\$ 4,446,723	\$ (1,571,083) *		\$ (6,017,806)
Net cash flow	\$ -	\$ -		

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

** The amount budgeted for Sewer Authority Mid-Coastside (SAM) is a combination of the SAM budget provided by SAM management plus an additional \$350,000 which represents MWSD's 20% share of the anticipated cost of the SAM force main located in Montara rehabilitation project which has been agreed upon by consent decree, but has yet to receive funding from all SAM member agencies.



Montara Water & Sanitary

Budgeted Cash Flow - Water

Fiscal year 2025-2026

Cash flow summary

Operating cash flow

Operating income		FY 2024-25	FY 2025-26	Variance (%)	Variance (\$)
Water Sales	\$	2,000,000	\$ 2,000,000	0.00%	\$ -
Permits, Fees & Other	\$	4,600	\$ 4,600	0.00%	\$ -
Property Tax	\$	400,000	\$ 400,000	0.00%	\$ -
Backflow Testing & Other	\$	18,500	\$ 22,500	21.62%	\$ 4,000
Total operating income	\$	2,423,100	\$ 2,427,100		\$ 4,000
Operating expenses					
Personnel	\$	(1,205,911)	\$ (1,327,627)	10.09%	\$ (121,716)
Professional Services	\$	(196,138)	\$ (122,688)	-37.45%	\$ 73,451
Facilities & Administration	\$	(121,000)	\$ (128,350)	6.07%	\$ (7,350)
Engineering	\$	(210,000)	\$ -	-100.00%	\$ 210,000
Pumping	\$	(132,500)	\$ (161,500)	21.89%	\$ (29,000)
Supply	\$	(71,000)	\$ (26,000)	-63.38%	\$ 45,000
Collection/Transmission	\$	(185,000)	\$ (111,000)	-40.00%	\$ 74,000
Treatment	\$	(110,000)	\$ (40,000)	-63.64%	\$ 70,000
All Other Accounts	\$	(194,800)	\$ (126,750)	-34.93%	\$ 68,050
Total operating expenses	\$	(2,426,349)	\$ (2,043,914)		\$ 382,435
Net Cash Flow Provided by Operations	\$	(3,249)	\$ 383,186		\$ 386,435

Investment cash flow

Investment income					
Interest Revenue	\$	200,000	\$ 250,000	25.00%	\$ 50,000
GO Bonds, Assessment Receipts	\$	1,195,381	\$ 983,546	-17.72%	\$ (211,835)
Water System Reliability Charge	\$	1,178,148	\$ 1,213,492	3.00%	\$ 35,344
Total investment income	\$	2,573,529	\$ 2,447,038		\$ (126,491)
Investment expenses					
Capital Improvement Program	\$	(3,465,000)	\$ -	-100.00%	\$ 3,465,000
Capital Improvement Program - Non Project	\$	(150,000)	\$ (150,000)	0.00%	\$ -
Total investment expenses	\$	(3,615,000)	\$ (150,000)		\$ 3,465,000
Net Cash Flow Used by Investments	\$	(1,041,471)	\$ 2,297,038		\$ 3,338,509

Financing cash flow

Financing income					
Connection Fees	\$	415,000	\$ 465,000	12.05%	\$ 50,000
Total financing income	\$	415,000	\$ 465,000		\$ 50,000
Financing expenses					
Long Term Debt - Interest Expense	\$	(103,361)	\$ (85,800)	-16.99%	\$ 17,561
Long Term Debt - Principal Payment	\$	(1,209,853)	\$ (1,227,506)	1.46%	\$ (17,653)
Total financing expenses	\$	(1,313,214)	\$ (1,313,307)		\$ (93)
Net Cash Flow Provided by Financing Activities	\$	(898,214)	\$ (848,307)		\$ 49,907
Overall projected cash flow	\$	(1,942,934)	\$ 1,831,917		\$ 3,774,851
Transfer from/(to) Water Reserves	\$	1,942,934	\$ (1,831,917) *		\$ (3,774,851)
Net cash flow	\$	-	\$ -		

* 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 2025-26 Operations Budget - SEWER ENTERPRISE

		Income/Expenditures as of February 28,						Projected as		Proposed Budgeted	Increase/(Decrease)	Increase/(decrease)	
Operating Revenue		GL Codes	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Budget	2025	% To date	Projected	% of Budget	amounts 2025-26	from 2024-2025 \$	%
Cell Tower Lease:	4220		80,315	79,672	80,367	86,500	117,926	136.33%	117,926	136.33%	91,750	5,250	6.07%
Administrative Fees (New Construction):	4410		7,397	3,554	1,244	4,000	3,946	98.65%	5,919	147.98%	6,000	2,000	50.00%
Administrative Fees (Remodel):	4420		569	0		1,000	529	52.90%	794	79.35%	100	(900)	-90.00%
Inspection Fees (New Construction):	4430		6,994	3,363	1,178	4,000	3,739	93.48%	5,609	140.21%	6,000	2,000	50.00%
Inspection Fees (Remodel):	4440					1,000	684	68.40%	1,026	102.60%	1,100	100	10.00%
Mainline Extension Fees:	4450		6,000					0.00%	0	0.00%		0	#DIV/0!
Remodel Fees:	4460		18,826	7,133	7,471	8,000	6,258	78.23%	9,387	117.34%	10,000	2,000	25.00%
Other Fees:	4470				160			0.00%	0	0.00%		0	#DIV/0!
Grants:	4510			136	1,167,710			0.00%	0	0.00%		0	#DIV/0!
Property Tax Receipts:	4610		516,917	526,690	559,643	400,000	416,200	104.05%	550,000	137.50%	400,000	0	0.00%
Sewer Service Charges:	4710		3,582,585	3,806,420	3,916,218	4,071,594	2,373,196	58.29%	4,071,594	100.00%	4,071,594	0	0.00%
Sewer Service Refunds, Customer:	4720		(8,166)	(4,665)	(29,064)	(30,000)	(32,338)	107.79%	(48,507)	161.69%	(35,000)	(5,000)	16.67%
Waste Collection Revenues:	4760		26,055	29,253	29,878	32,000	18,837	58.87%	28,256	88.30%	32,000	0	0.00%
Other Revenue:	4990		2,902	2,443	254		100	100.00%	150	100.00%		0	#DIV/0!
Total Operating Revenue:			4,240,394	4,453,999	5,735,059	4,578,094	2,909,077	63.54%	4,742,153	103.58%	4,583,544	5,450	0.12%
Operating Expenses													
Bank Fees:	5190		4,811	5,715	6,028	6,000	3,433	57.22%	5,150	85.83%	6,000	0	0.00%
Board Meetings:	5210		3,856	5,535	5,314	6,000	1,600	26.67%	2,400	40.00%		(6,000)	-100.00%
Director Fees:	5220		4,925	6,450	8,630	10,000	2,588	25.88%	3,882	38.82%	10,000	0	0.00%
Election Expenses:	5230			7,500	7,500	7,500		0.00%	7,500	100.00%	0	(7,500)	-100.00%
Conference Attendance:	5250		1,918	2,271	3,045	10,000	349	3.49%	524	5.24%		(10,000)	-100.00%
Information Systems:	5270		4,099	6,299	5,516	6,000	12,233	203.88%	18,350	305.83%		(6,000)	-100.00%
Fidelity Bond:	5310				438	500		0.00%	438	87.60%	500	0	0.00%
Property & Liability Insurance:	5320		8,057	8,510	12,110	13,000	13,172	101.32%	13,172	101.32%	14,325	1,325	10.19%
LAFCO Assessment:	5350		2,708	2,887	3,764	3,100		0.00%	4,000	129.03%	4,200	1,100	35.48%
Meeting Attendance, Legal:	5420							0.00%	0	0.00%		0	#DIV/0!
General Legal:	5430		99,681	79,381	93,164	200,000	27,151	13.58%	40,727	20.36%		(200,000)	-100.00%
Litigation:	5440		176,781	113,942	77,338		52,836	100.00%	79,254	100.00%		0	#DIV/0!
Maintenance, Office:	5510		3,382	14,267	2,928	10,000	2,351	23.51%	3,527	35.27%	10,000	0	0.00%
Meetings, Local:	5520							0.00%	0	0.00%		0	#DIV/0!
Memberships:	5530		4,408	4,435	4,500	5,200	4,669	89.79%	4,669	89.79%	5,000	(200)	-3.85%
Office Supplies:	5540		6,692	8,410	6,422	8,500	5,338	62.80%	8,007	94.20%	8,500	0	0.00%
Postage:	5550		112	1,284	2,193	2,000	1,772	88.58%	2,657	132.87%	3,000	1,000	50.00%
Printing & Publishing:	5560		943	4,294	5,060	4,500	2,932	65.16%	4,398	97.73%	4,500	0	0.00%
Accounting:	5610		38,590	42,908	41,168	40,000	31,425	78.56%	47,138	117.84%	40,000	0	0.00%
Audit:	5620		13,661	16,500	8,700	14,938	14,500	97.07%	14,500	97.07%	15,388	450	3.01%
Consulting:	5630		51,037	54,999	45,560	52,250	40,209	76.96%	60,314	115.43%	52,250	0	0.00%
Data Services:	5640		9,283	9,853	11,612	10,200	9,508	93.22%	10,413	102.09%	11,000	800	7.84%
Labor & HR Support:	5650		2,562	2,572	2,591	3,000	1,922	64.05%	2,562	85.40%	3,000	0	0.00%
Payroll Services:	5660		1,000	1,192	1,292	1,200	772	64.35%	1,158	96.53%	1,300	100	8.33%
Other Professional Services:	5690							0.00%	0	0.00%		0	#DIV/0!
San Mateo County Tax Roll Charges:	5710		119	119	119	2,500	119	4.76%	119	4.76%	150	(2,350)	-94.00%
Telephone & Internet:	5720		38,358	46,869	29,483	35,000	19,708	56.31%	29,563	84.47%	35,000	0	0.00%
Mileage Reimbursement:	5730		254	173	328	2,000	1,835	91.74%	2,752	137.61%	2,000	0	0.00%
Reference Materials:	5740				0	200	0	0.00%	0	0.00%	200	0	0.00%
Other Administrative:	5790		(287)	2,560	(3,385)		25,107	100.00%	37,661	100.00%		0	#DIV/0!
CalPERS 457 Deferred Plan:	5810		21,689	20,579	25,248	23,579	17,615	74.71%	26,423	112.06%	23,852	273	1.16%
Employee Benefits:	5820		40,493	70,965	52,530	60,916	43,867	72.01%	75,200	123.45%	64,219	3,303	5.42%
Disability Insurance:	5830		1,769	1,733	1,858	2,211	1,277	57.74%	2,188	98.98%	2,238	27	1.24%
Payroll Taxes:	5840		17,451	18,494	22,436	26,180	12,103	46.23%	20,748	79.25%	26,507	327	1.25%
PARS:	5850		18,497	20,840	32,118	24,322	9,066	37.27%	15,541	63.90%	29,204	4,882	20.07%
Management:	5910		131,607	114,976	147,559	143,082	87,319	61.03%	149,690	104.62%	140,235	(2,847)	-1.99%
Staff:	5920		140,442	173,071	196,726	195,379	124,372	63.66%	213,209	109.13%	202,754	7,375	3.77%
Staff Certification:	5930		2,100	2,100	2,100	1,800	1,225	68.06%	2,100	116.67%	1,800	0	0.00%
Staff Overtime:	5940		4,813	6,259	5,993	1,722	2,020	117.28%	3,462	201.06%	1,580	(142)	-8.23%
Staff Standby:	5950			43	1,515			0.00%	0	0.00%	128	128	#DIV/0!
Worker's Compensation Insurance:	5960		2,585	4,221	2,944	3,032	1,416	46.70%	2,427	80.06%	5,789	2,757	90.92%
Claims, Property Damage:	6170		3,076		2,107	10,000		0.00%	0	0.00%	10,000	0	0.00%
Education & Training:	6195		93	42	2,500	4,000	2,250	56.25%	3,375	84.38%	4,000	0	0.00%
Meeting Attendance, Engineering:	6210							0.00%	0	0.00%		0	#DIV/0!
General Engineering:	6220		56,067	64,020	42,775	40,000	40,772	101.93%	61,158	152.90%	65,000	25,000	62.50%
Equipment & Tools, Expensed:	6320			14				0.00%	0	0.00%		0	#DIV/0!
Alarm Services:	6335		5,432	6,004	7,523	6,500	4,217	64.88%	6,326	97.32%	6,500	0	0.00%
Landscaping:	6337		8,525	4,800	9,000	6,000	2,825	47.08%	4,238	70.63%	6,000	0	0.00%
Pumping Fuel & Electricity:	6410		44,443	48,048	53,551	57,000	47,117	82.66%	63,000	110.53%	63,000	6,000	10.53%
Pumping Maintenance, Generators:	6420		903	4,644	4,515	10,000	3,146	31.46%	4,720	47.20%	10,000	0	0.00%



MWSD — Fiscal Year 2025-26 Operations Budget - SEWER ENTERPRISE

						Income/Expenditures as of February 28, 2025		Projected as % of Budget		Proposed Budgeted amounts 2025-26	Increase/(Decrease) from 2024-2025 \$	Increase/(decrease) %
Operating Revenue	GL Codes	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Budget	% To date	Projected	% of Budget				
Pumping Maintenance, General:	6430	8,959				0	100.00%	0	100.00%		0	#DIV/0!
Maintenance, Collection System:	6660	0		0	10,000	0	0.00%	0	0.00%		(10,000)	-100.00%
Meters:	6665			153,415	75,000	4,297	5.73%	6,446	8.59%		(75,000)	-100.00%
Uniforms:	6770	0			200		0.00%	0	0.00%	200	0	0.00%
Fuel:	6810	1,297	3,641	3,401	3,500	1,760	50.28%	2,640	75.42%	3,500	0	0.00%
Truck Equipment, Expensed:	6820	209	134	386	500	144	28.72%	215	43.08%	500	0	0.00%
Truck Repairs:	6830	343	1,167	881	1,000	751	75.08%	1,126	112.62%	1,000	0	0.00%
Total Other Operations:	6890						0.00%	0	0.00%		0	#DIV/0!
SAM Collections:	6910	304,309	284,186	294,862	237,175	158,117	66.67%	237,175	100.00%	261,155	23,980	10.11%
SAM Operations:	6920	1,532,608	1,694,036	1,570,179	2,218,382	1,245,588	56.15%	1,868,382	84.22%	2,079,915	(138,467)	-6.24%
SAM Other:	6930			1,144,515			0.00%	0	0.00%		0	#DIV/0!
SAM Maintenance, Collection System:	6940				45,000	16,034	35.63%	24,051	53.45%	45,000	0	0.00%
SAM Maintenance, Pumping:	6950				130,000	106,275	81.75%	159,412	122.63%	130,000	0	0.00%
SAM NDWSCP:	6960	24,482	5,147	6,800	18,000	0	0.00%	0	0.00%		(18,000)	-100.00%
Total Operations Expense:		2,849,142	2,998,089	4,168,856	3,808,069	2,209,099	58.01%	3,358,083	88.18%	3,410,390	(397,679)	-10.44%
Net Change in position from Operations:		1,391,252	1,455,910	1,566,203	770,025	699,978		1,384,069		1,173,154	403,129	52.35%



MWSD — Fiscal Year 2025-26 Non-Operating Budget - SEWER ENTERPRISE

Non Operating Revenue	GL Codes	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Budget	Income/Expenditures		Projected	Projected as % of Budget	Proposed Budgeted amounts 2025-26	Increase/(Decrease)	
						as of February 28, 2025	% To date				from 2024-2025 \$	%
Connection Fees, Residential New Const:	7110	242,298	184,288	133,194	210,000	86,882	41.37%	130,323	62.06%	210,000	0	0.00%
Connection Fees, Residential Remodel:	7120	53,312	41,559	39,051	60,000	43,515	72.53%	65,273	108.79%	60,000	0	0.00%
Conn. Fees, PFP (New Construction):	7130			5,349		0	0.00%	0	0.00%			#DIV/0!
Connection Fee Refunds:	7152		(26,922)		(20,000)	0	0.00%	0	0.00%		20,000	-100.00%
Additional Fixture Units New Const:	7153	22,617	17,165	97,287	50,000		0.00%	0	0.00%	50,000	0	0.00%
Additional Fixture Units Remodel:	7155	79,005	73,359	151,701	115,000	76,862	66.84%	115,293	100.26%	115,000	0	0.00%
Fixture Fee Refunds:	7157			(32,543)		(7,169)	100.00%	(10,753)	100.00%			#DIV/0!
PFP Pass Thru:	7160	12,869		(2,858)			0.00%	0	0.00%		0	#DIV/0!
Meter Pass Thru Costs:	7165		(7,963)	(268)			0.00%	0	0.00%		0	#DIV/0!
Mainline Extension Pass Thru:	7170		(6,952)				0.00%	0	0.00%		0	#DIV/0!
Employee loans:	7700						0.00%	0	0.00%		0	#DIV/0!
LAIF, Interest:	7210	12,872	85,304	191,249	160,000	78,034	48.77%	117,051	73.16%	4,000	(156,000)	-97.50%
CAMP, Interest:	7205					189,770	100.00%	284,655	100.00%	250,000	250,000	#DIV/0!
Total Non Operating Revenue:		422,973	359,838	582,162	575,000	467,895	81.37%	701,842	122.06%	689,000	114,000	19.83%
Non Operating Expense												
PNC Equipment Lease:	9125	11,970	9,350	7,077	4,761	2,832	59.48%	4,761	100.00%	2,253	(2,508)	-52.68%
I-Bank Loan:	9200	20,296	19,299	18,273	17,656	10,079	57.09%	17,656	100.00%	16,579	(1,077)	-6.10%
Total Non Operating Expense:		32,266	28,649	25,350	22,417	12,911	57.60%	22,417	100.00%	18,832	(3,585)	-15.99%
Net Change in position from Non Operating activities:		390,707	331,189	556,812	552,583	454,984		679,425		670,168	117,585	



MWSD — Fiscal Year 2025-26 Operations Budget - WATER ENTERPRISE

						Income/Expenditures				Projected as %	Proposed Budgeted	Increase/(Decrease)	Increase/(decrease)
Operating Revenue		GL Codes	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Budget	as of February 28, 2025	% To date	Projected	of Budget	amounts 2025-26	from 2024-2025 \$	%
Cell Tower Lease:	4220		0					0.00%	0	0.00%		0	#DIV/0!
Administrative Fees (New Construction):	4410		8,535	4,151	1,244	2,000	5,236	261.80%	7,854	392.70%	2,000	0	0.00%
Administrative Fees (Remodel):	4420		569			600	0	0.00%	0	0.00%	600	0	0.00%
Inspection Fees (New Construction):	4430		8,415	3,928	1,178	2,000	4,961	248.05%	7,442	372.08%	2,000	0	0.00%
Inspection Fees (Remodel):	4440		538					0.00%	0	0.00%		0	#DIV/0!
Mainline Extension Fees:	4450		82,882					0.00%	0	0.00%		0	#DIV/0!
Other Fees	4470		186		160			0.00%	0	0.00%		0	#DIV/0!
Grants:	4510			136			160	100.00%	240	100.00%		0	#DIV/0!
Property Tax Receipts:	4610		516,917	526,690	559,643	400,000	416,200	104.05%	550,000	137.50%	400,000	0	0.00%
Testing, Backflow:	4740		25,730	24,366	25,085	18,500	25,025	135.27%	30,000	162.16%	22,500	4,000	21.62%
Water Sales:	4810		1,752,213	1,776,601	1,891,787	2,016,000	2,026	0.10%	3,039	0.15%	2,016,000	0	0.00%
Water Sales Refunds, Customer:	4850		(3,210)	(5,840)	(1,996)	(16,000)	(10,678)	66.74%	(16,017)	100.11%	(16,000)	0	0.00%
Other Revenue:	4990		3,541	13,380	1,261,574		5,216	100.00%	7,824	100.00%		0	#DIV/0!
Total Operating Revenue:			2,396,316	2,343,412	3,738,675	2,423,100	1,802,296	74.38%	2,621,608	108.19%	2,427,100	4,000	0.17%
Operating Expenses													
Bank Fees:	5190		4,811	5,715	5,397	6,000	3,433	57.22%	5,150	85.83%	6,000	0	0.00%
Board Meetings:	5210		3,856	5,535	5,314	6,000	1,600	26.67%	2,400	40.00%	6,000	0	0.00%
Director Fees:	5220		4,925	6,450	8,630	10,000	2,588	25.88%	3,881	38.81%	10,000	0	0.00%
Election Expenses:	5230			7,500	7,500	10,000	0	0.00%	7,500	75.00%	0	(10,000)	-100.00%
Bond Issue Cost:	5235							0.00%	0	0.00%		0	#DIV/0!
CDPH Fees:	5240		15,707	17,526	18,669	20,000	20,674	103.37%	20,674	103.37%	23,000	3,000	15.00%
Conference Attendance:	5250		1,918	2,271	5,941	15,000	1,980	13.20%	2,971	19.80%		(15,000)	-100.00%
Information Systems:	5270		13,989	6,299	5,516	6,500	12,233	188.21%	18,350	282.31%		(6,500)	-100.00%
Fidelity Bond:	5310				438	500		0.00%	455	91.00%	500	0	0.00%
Property & Liability Insurance:	5320		7,987	8,510	13,816	14,000	15,032	107.37%	15,032	107.37%	16,350	2,350	16.79%
LAFCO Assessment:	5350		2,755	3,293	3,957	3,700		0.00%	4,650	125.68%	5,500	1,800	48.63%
Meeting Attendance, Legal:	5420							0.00%	0	0.00%		0	#DIV/0!
General Legal:	5430		74,809	84,542	93,144	75,000	46,393	61.86%	69,589	92.79%		(75,000)	-100.00%
Litigation:	5440			1,224	3,440		160	100.00%	240	100.00%		0	#DIV/0!
Maintenance, Office:	5510		3,524	14,267	4,730	10,000	1,600	16.00%	2,400	24.00%	10,000	0	0.00%
Meetings, Local:	5520							0.00%	0	0.00%		0	#DIV/0!
Memberships:	5530		20,318	22,662	22,790	25,000	25,744	102.97%	25,744	102.98%	28,500	3,500	14.00%
Office Supplies:	5540		6,797	8,471	6,421	8,000	5,178	64.73%	7,767	97.09%	8,000	0	0.00%
Postage:	5550		14,890	17,948	20,193	19,000	14,808	77.94%	22,213	116.91%	23,000	4,000	21.05%
Printing & Publishing:	5560		1,488	4,344	9,120	10,000	3,494	34.94%	5,241	52.41%	7,000	(3,000)	-30.00%
Accounting:	5610		38,590	42,908	41,168	40,000	31,425	78.56%	47,138	117.84%	40,000	0	0.00%
Audit:	5620		13,661	16,500	8,700	14,938	14,500	97.07%	8,700	58.24%	15,388	450	3.01%
Consulting:	5630		52,892	61,910	45,560	50,000	40,209	80.42%	60,313	120.63%	50,000	0	0.00%
Data Services:	5640		10,400	11,190	13,104	12,000	0	0.00%	12,000	100.00%	13,000	1,000	8.33%
Labor & HR Support:	5650		2,562	2,572	2,591	3,000	1,922	64.05%	2,562	85.40%	3,000	0	0.00%
Payroll Services:	5660		1,000	1,192	1,292	1,200	772	64.35%	1,158	96.53%	1,300	100	8.33%
San Mateo County Tax Roll Changes:	5710		119	1,625	119	2,500	119	4.76%	119	4.76%	150	(2,350)	-94.00%
Telephone & Internet:	5720		45,606	57,345	39,425	40,000	27,212	68.03%	40,818	102.05%	42,000	2,000	5.00%
Mileage Reimbursement:	5730		525	571	1,018	2,000	2,335	116.74%	3,502	175.11%	3,500	1,500	75.00%
Reference Materials:	5740					500	0	0.00%	0	0.00%	500	0	0.00%
Other Administrative:	5790		685	2,965	(203)		179	100.00%	269	100.00%		0	#DIV/0!
CalPERS 457 Deferred Plan:	5810		48,201	48,132	53,236	55,390	36,577	66.04%	62,703	113.20%	57,924	2,534	4.57%
Employee Benefits:	5820		116,781	158,066	161,929	181,241	130,054	71.76%	222,950	123.01%	189,574	8,333	4.60%
Disability Insurance:	5830		4,129	3,806	4,098	5,815	2,723	46.82%	4,667	80.26%	5,896	81	1.39%
Payroll Taxes:	5840		47,682	50,421	57,947	68,858	35,101	50.98%	60,173	87.39%	69,818	960	1.39%
PARS:	5850		40,261	43,908	71,320	51,066	24,841	48.65%	42,585	83.39%	63,595	12,529	24.54%
Management:	5910		131,608	114,976	147,559	143,082	87,319	61.03%	149,690	104.62%	140,235	(2,847)	-1.99%
Staff :	5920		451,291	502,837	570,008	568,704	378,024	66.47%	648,041	113.95%	679,296	110,592	19.45%
Staff Certification:	5930		12,125	11,550	10,350	11,400	6,750	59.21%	11,571	101.50%	11,400	0	0.00%
Staff Overtime:	5940		52,669	57,005	57,910	61,175	31,751	51.90%	54,430	88.97%	60,904	(271)	-0.44%
Staff Standby:	5950		26,564	27,421	32,259	29,962	11,719	39.11%	20,090	67.05%	20,824	(9,138)	-30.50%
Worker's Compensation Insurance:	5960		13,072	12,794	16,043	29,218	8,255	28.25%	14,151	48.43%	28,161	(1,057)	-3.62%
Backflow Prevention:	6160		1,020	1,030	1,228	1,100	715	65.04%	1,073	97.56%	1,100	0	0.00%
Claims, Property Damage:	6170			141	393	10,000	0	0.00%	0	0.00%	10,000	0	0.00%
SCADA Maintenance:	6185		2,910	8,102	10,674	15,000	14,897	99.31%	22,346	148.97%		(15,000)	-100.00%
Internet & Telephone, Communications:	6187		24					0.00%	0	0.00%		0	#DIV/0!
Education & Training:	6195		3,428	1,060	3,519	8,000	11,051	138.14%	16,577	207.21%		(8,000)	-100.00%
Meeting Attendance, Engineering:	6210							0.00%	0	0.00%		0	#DIV/0!
General Engineering:	6220		6,749	5,118	3,615	10,000	(300)	-3.00%	(450)	-4.50%		(10,000)	-100.00%
Water Quality Engineering:	6230		70,999	128,505	210,463	200,000	158,929	79.47%	238,394	119.20%		(200,000)	-100.00%



MWSD — Fiscal Year 2025-26 Operations Budget - WATER ENTERPRISE

Operating Revenue	GL Codes	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Budget	Income/Expenditures as of February 28, 2025	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2025-26	Increase/(Decrease) from 2024-2025 \$	Increase/(decrease) %
Equipment & Tools, Expensed:	6320	12,363	7,642	12,154	10,000	6,998	69.98%	10,497	104.97%	11,000	1,000	10.00%
Alarm Services:	6335	1,087	876	2,362	2,000	661	33.07%	992	49.60%	2,000	0	0.00%
Landscaping:	6337	19,989	16,453	21,392	18,000	14,144	78.58%	21,216	117.87%	20,000	2,000	11.11%
Facilities other:	6330					9,934	100.00%	14,901	100.00%		0	#DIV/0!
Lab Supplies & Equipment:	6370	5,357	4,051	13,659	20,000	691	3.46%	1,037	5.18%		(20,000)	-100.00%
Meter Reading:	6380	119	357		500		0.00%	0	0.00%	500	0	0.00%
Pumping Fuel & Electricity:	6410	83,871	91,999	102,575	105,000	62,034	59.08%	93,051	88.62%	105,000	0	0.00%
Pumping Maintenance, Generators:	6420	12,043	19,015	16,138	25,000	33,212	132.85%	49,818	199.27%	50,000	25,000	100.00%
Pumping Maintenance, General:	6430	1,153	308	53	2,000	3,679	183.93%	5,518	275.90%	6,000	4,000	200.00%
Pumping Equipment, Expensed:	6440	129		125	500	141	28.21%	212	42.32%	500	0	0.00%
Maintenance, Raw Water Mains:	6510	253	45	2,162	1,000	12,231	1223.14%	18,347	1834.72%	1,000	0	0.00%
Maintenance, Wells:	6520	5,975	17,361	15,401	20,000	2,096	10.48%	3,144	15.72%		(20,000)	-100.00%
Water Purchases:	6530	33,040	26,482	25,383	50,000	12,305	24.61%	18,458	36.92%	25,000	(25,000)	-50.00%
Hydrants:	6610	5,690		0	5,000	119	2.38%	179	3.57%	5,000	0	0.00%
Maintenance, Water Mains:	6620	101,071	116,280	73,953	75,000	30,055	40.07%	45,083	60.11%	75,000	0	0.00%
Maintenance, Water Service Lines:	6630	8,245	29,642	31,216	10,000	7,112	71.13%	10,669	106.69%	10,000	0	0.00%
Maintenance, Tanks:	6640	438	2,671	8,970	5,000	16,154	323.07%	24,230	484.61%		(5,000)	-100.00%
Maintenance, Distribution General:	6650	22,202	23,364	12,475	15,000	12,964	86.42%	19,445	129.64%	20,000	5,000	33.33%
Maintenance, Collection System:	6660	724				363	100.00%	545	100.00%	1,000	1,000	#DIV/0!
Meters:	6670	21,176	198,547	35,685	75,000	4,297	5.73%	6,446	8.59%		(75,000)	-100.00%
Chemicals & Filtering:	6710	43,341	18,126	41,279	60,000	8,206	13.68%	12,309	20.52%	40,000	(20,000)	-33.33%
Maintenance, Treatment Equipment:	6720	12,226	8,126	10,816	15,000	44,184	294.56%	66,276	441.84%		(15,000)	-100.00%
Treatment Analysis:	6730	37,846	30,212	43,038	35,000	25,248	72.14%	37,872	108.21%		(35,000)	-100.00%
Uniforms:	6770	1,687	3,080	2,673	3,500	1,004	28.69%	1,506	43.03%	3,500	0	0.00%
Fuel:	6810	8,879	11,601	10,204	12,000	5,279	43.99%	7,919	65.99%	10,000	(2,000)	-16.67%
Truck Equipment, Expensed:	6820	1,186	415	1,159	2,000	431	21.54%	646	32.32%	2,000	0	0.00%
Truck Repairs:	6830	2,075	3,637	666	5,000	2,252	45.05%	3,378	67.57%	5,000	0	0.00%
Other Operations:	6890	2,492					0.00%	0	0.00%		0	#DIV/0!
Total Operations Expense:		1,817,984	2,220,497	2,283,881	2,426,349	1,527,791	62.97%	2,433,519	100.30%	2,043,914	(382,435)	-15.76%
Net Change in position from Operations:		578,332	122,915	1,454,794	(3,249)	274,505		188,088	-5788.76%	383,186	386,435	-11893.23%



MWSD — Fiscal Year 2025-2026 Non-Operating Budget - WATER ENTERPRISE

Non Operating Revenue	GL Codes	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Budget	Income/Expenditures as of February 28, 2025	% To date	Projected	Projected as % of Budget	Proposed Budgeted amounts 2025-26	Increase/(Decrease) from 2024-2025 \$	Increase/(decrease) %
Connection Fees, Residential New Const:	7110	255,753	168,218	130,669	220,000	93,032	42.29%	139,548	63.43%	220,000	0	0.00%
Connection Fees, Residential Remodel:	7120	13,199		65,086	55,000	13,248	24.09%	19,871	36.13%	55,000	0	0.00%
Connection Fees, Residential Fire:	7130	111,063	128,281	118,483	190,000	76,197	40.10%	114,296	60.16%	190,000	0	0.00%
Connection Fees, Residential Remodel Fire:	7140						0.00%	0	0.00%		0	#DIV/0!
Connection Fees, Well Conversion:	7150						0.00%	0	0.00%		0	#DIV/0!
Connection Fee refunds:	7152		(24,892)			(20,815)	100.00%	(31,223)	100.00%		0	#DIV/0!
Additional fixture units Remodel:	7155		16,092	6,768		19,229	100.00%	28,843	100.00%		0	#DIV/0!
Fixture Fee Refunds:	7157			(28,094)	(50,000)	(18,922)	37.84%	(28,383)	56.77%		50,000	-100.00%
PFP Pass Thru:	7160	49,955	13,355	2,173		(7,591)	100.00%	(11,387)	100.00%		0	#DIV/0!
Meter Pass Thru Costs:	7165	9,358	1,791	11,021		9,097	100.00%	13,646	100.00%		0	#DIV/0!
Mainline Extension Pass Thru:	7170	22,444	(76,039)				0.00%	0	0.00%		0	#DIV/0!
CAMP interest income:	7250	1,808	113,063	224,231	200,000	165,585	82.79%	248,378	124.19%	250,000	50,000	25.00%
General Obligation Bonds, Assessment Receipts:	7600	1,015,063	1,012,555	993,355	983,546	449,358	45.69%	983,546	100.00%	983,546	0	0.00%
Water System Reliability:	7650	1,027,699	1,026,086	1,123,343	1,178,148	686,288	58.25%	1,178,148	100.00%	1,213,492	35,344	3.00%
Total Non Operating Revenue:		2,506,342	2,378,510	2,647,035	2,776,694	1,464,705	52.75%	2,655,283	95.63%	2,912,038	135,344	4.87%
Non Operating Expense												
PFP Connection Expenses:	9075		4,000				0.00%	0				
General Obligation Bonds:	9100	73,617	63,099	52,576	46,384	4,087	8.81%	46,384	68.77%	35,670	(10,714)	-23.10%
PNC Equipment Lease:	9125	11,451	9,350	7,077	4,761	2,833	59.49%	4,761	50.43%	2,253	(2,508)	-52.68%
State Revolving Fund Loan:	9150	65,810	60,602	56,457	52,216	26,644	51.03%	52,216	83.51%	47,878	(4,338)	-8.31%
Water Rebates :	9210	700	200	300	3,000		0.00%	0	0.00%	3,000	0	0.00%
Total Non Operating Expense:		151,578	137,251	116,410	106,361	33,564	31.56%	103,361	72.58%	88,800	(17,561)	-16.51%
Net Change in position from Non Operating activities:		2,354,764	2,241,259	2,530,625	2,670,333	1,431,141		2,551,922		2,823,238	152,905	5.73%

Position	Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Operations Manager	\$187,918 \$150,471	\$150,471	\$154,233	\$158,089	\$162,041	\$166,092	\$170,245	\$174,501	\$178,863	\$183,335	\$187,918
		\$72.34	\$74.15	\$76.00	\$77.90	\$79.85	\$81.85	\$83.89	\$85.99	\$88.14	\$90.35
Superintendent	\$186,905 \$149,660	\$149,660	\$153,402	\$157,237	\$161,168	\$165,197	\$169,327	\$173,560	\$177,899	\$182,346	\$186,905
		\$71.95	\$73.75	\$75.59	\$77.48	\$79.42	\$81.41	\$83.44	\$85.53	\$87.67	\$89.86
Senior Operator	\$137,482 \$110,086	\$110,086	\$112,838	\$115,659	\$118,551	\$121,514	\$124,552	\$127,666	\$130,858	\$134,129	\$137,482
		\$52.93	\$54.25	\$55.61	\$57.00	\$58.42	\$59.88	\$61.38	\$62.91	\$64.49	\$66.10
Water System Operator	\$107,411 \$86,007	\$86,007	\$88,157	\$90,361	\$92,620	\$94,936	\$97,309	\$99,742	\$102,235	\$104,791	\$107,411
		\$41.35	\$42.38	\$43.44	\$44.53	\$45.64	\$46.78	\$47.95	\$49.15	\$50.38	\$51.64
Maintenance Worker I	\$93,259 \$74,675	\$74,675	\$76,542	\$78,456	\$80,417	\$82,427	\$84,488	\$86,600	\$88,765	\$90,984	\$93,259
		\$35.90	\$36.80	\$37.72	\$38.66	\$39.63	\$40.62	\$41.63	\$42.68	\$43.74	\$44.84
Account Specialist	\$89,164 \$71,396	\$71,396	\$73,181	\$75,010	\$76,886	\$78,808	\$80,778	\$82,797	\$84,867	\$86,989	\$89,164
		\$34.33	\$35.18	\$36.06	\$36.96	\$37.89	\$38.84	\$39.81	\$40.80	\$41.82	\$42.87
District Clerk	\$89,164 \$71,396	\$71,396	\$73,181	\$75,010	\$76,886	\$78,808	\$80,778	\$82,797	\$84,867	\$86,989	\$89,164
		\$34.33	\$35.18	\$36.06	\$36.96	\$37.89	\$38.84	\$39.81	\$40.80	\$41.82	\$42.87
District Clerk/Admin. Services Manager	\$127,718 \$102,267	\$102,267	\$104,824	\$107,445	\$110,131	\$112,884	\$115,706	\$118,599	\$121,564	\$124,603	\$127,718
		\$49.17	\$50.40	\$51.66	\$52.95	\$54.27	\$55.63	\$57.02	\$58.44	\$59.91	\$61.40

2.5 % step increases

	Increase 3.81%	1-Jul-21	Increase 5.00%	1-Jul-22	Increase 4.19%	1-Jul-23	Increase 3.77%	1-Jul-24	Increase 4.00%	1-Jul-25
Operations Manager	1.0381	\$127,448	1.05	\$133,821	1.0419	\$139,428	1.0419	\$144,684	1.0400	\$150,471
Superintendent	1.0381	\$119,441	1.05	\$125,413	1.0419	\$138,676	1.0377	\$143,904	1.0400	\$149,660
Senior Operator	-	93,242	1	97,904	1.04	102,006	1.0377	\$105,852	1.0400	\$110,086
Water System Operator	1.0381	\$72,848	1.05	\$76,490	1.0419	\$79,695	1.0377	\$82,699	1.0400	\$86,007
Maintenance Worker	1.0381	\$63,249	1.05	\$66,411	1.0419	\$69,194	1.0377	\$71,803	1.0400	\$74,675
Account Specialist	1.0381	\$60,472	1.05	\$63,496	1.0419	\$66,156	1.0377	\$68,650	1.0400	\$71,396
District Clerk	1.0381	\$60,472	1.05	\$63,496	1.0419	\$66,156	1.0377	\$68,650	1.0400	\$71,396
District Clerk/Admin. Services Manager				\$90,951	1.0419	\$94,762	1.0377	\$98,334	1.0400	\$102,267

Payroll	Water	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Water
										7%	8.66%	1.45%	6.20%	
GM	\$ 140,235.30					\$ 140,235.30	\$ 18,462.40	\$ 905.92	\$ 1,248.09	\$ 9,816.47	\$12,144.38	\$ 2,033.41	\$ 8,694.59	\$ 193,540.57
Superintendent	\$ 93,452.32	\$ 1,213.08	\$ 367.25	\$ 128.48	\$ 1,800.00	\$ 96,961.12	\$ 19,556.20	\$ 626.37	\$ 3,742.70	\$ 6,787.28	\$ 8,092.97	\$ 1,405.94	\$ 6,011.59	\$ 143,184.17
Account Specialist	\$ 86,988.80					\$ 86,988.80	\$ 36,300.80	\$ 561.95	\$ 635.02	\$ 6,089.22	\$ 7,533.23	\$ 1,261.34	\$ 5,393.31	\$ 144,763.66
Senior Operator	\$ 121,514.41	\$ 10,622.32	\$ 7,920.28	\$ 6,693.06	\$ 2,400.00	\$ 149,150.07	\$ 13,500.52	\$ 963.51	\$ 5,757.19	\$ 10,440.50	\$10,523.15	\$ 2,162.68	\$ 9,247.30	\$ 201,744.93
Water Operator	\$ 102,235.80	\$ 8,710.13	\$ 6,804.32	\$ 5,515.60	\$ 2,400.00	\$ 125,665.85	\$ 29,032.08	\$ 811.80	\$ 4,850.70	\$ 8,796.61	\$ 8,853.62	\$ 1,822.15	\$ 7,791.28	\$ 187,624.10
Water Operator	\$ 97,309.81	\$ 4,784.13	\$ 5,980.16	\$ 3,988.40	\$ 2,400.00	\$ 114,462.50	\$ 36,360.80	\$ 739.43	\$ 4,418.25	\$ 8,012.37	\$ 8,427.03	\$ 1,659.71	\$ 7,096.67	\$ 181,176.77
Water Operator	\$ 92,620.48	\$ 6,802.67	\$ 7,700.10	\$ 4,498.40	\$ 2,400.00	\$ 114,021.65	\$ 36,360.80	\$ 736.58	\$ 4,401.24	\$ 7,981.52	\$ 8,020.93	\$ 1,653.31	\$ 7,069.34	\$ 180,245.37
Part-Time Operator						\$ -		\$ -	\$ -			\$ -	\$ -	\$ -
Part-Time Operator	\$ 40,110.97					\$ 40,110.97		\$ 259.12	\$ 1,548.28			\$ 581.61	\$ 2,486.88	\$ 44,986.86
Part-Time Operator	\$ 39,303.00					\$ 39,303.00		\$ 253.90	\$ 1,517.10			\$ 569.89	\$ 2,436.79	\$ 44,080.67
Part-Time Admin	\$ 5,760.00					\$ 5,760.00		\$ 37.21	\$ 42.05			\$ 83.52	\$ 357.12	\$ 6,279.90
Totals	\$ 819,530.88	\$ 32,132.34	\$ 28,772.11	\$ 20,823.94	\$ 11,400.00	\$ 912,659.26	\$ 189,573.61	\$ 5,895.78	\$ 28,160.62	\$ 57,923.97	\$ 63,595.31	\$ 13,233.56	\$ 56,584.87	\$ 1,327,626.99
Payroll	Sewer	Overtime	Doubletime	On Call	Cert Pay	Total	Health	Disability	WC	CalPERS	PARS	Medicare	SS	F/Y Total Sewer
GM	\$ 140,235.30					\$ 140,235.30	\$ 18,462.40	\$ 905.92	\$ 1,248.09	\$ 9,816.47	\$12,144.38	\$ 2,033.41	\$ 8,694.59	\$ 193,540.57
Superintendent	\$ 93,452.32	\$ 1,213.08	\$ 367.25	\$ 128.48	\$ 1,800.00	\$ 96,961.12	\$ 19,556.20	\$ 626.37	\$ 3,742.70	\$ 6,787.28	\$ 8,092.97	\$ 1,405.94	\$ 6,011.59	\$ 143,184.17
District Clerk	\$ 103,541.65					\$ 103,541.65	\$ 26,200.71	\$ 668.88	\$ 755.85	\$ 7,247.92	\$ 8,966.71	\$ 1,501.35	\$ 6,419.58	\$ 155,302.65
Part-Time Admin	\$ 5,760.00					\$ 5,760.00		\$ 37.21	\$ 42.05			\$ 83.52	\$ 357.12	\$ 6,279.90
Totals	\$ 342,989.27	\$ 1,213.08	\$ 367.25	\$ 128.48	\$ 1,800.00	\$ 346,498.07	\$ 64,219.31	\$ 2,238.38	\$ 5,788.70	\$ 23,851.67	\$ 29,204.05	\$ 5,024.22	\$ 21,482.88	\$ 498,307.28

SEWER CIP
FY 24/25 through FY 28/29

PROJECT	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
MWSD CAPITAL PROJECTS					
Mechanical System Repairs & Replacements	\$ 259,100	\$ 175,000	\$ 374,875	\$ 810,000	\$ 1,150,000
Inflow & Infiltration Testing / Televising	\$ 12,500	\$ 30,000	\$ 25,000	\$ 30,000	\$ 30,000
Seal Cove Area Repair and Maint. Project	\$ 300,000	\$ 115,000	\$ 50,000	\$ 30,000	\$ 30,000
Replace Pump Station Pumps	\$ 150,000	\$ 5,000	\$ 40,000	\$ 40,000	\$ 40,000
Replace Medium High Priority Sewer Mains	\$ 1,294,294	\$ 1,701,625	\$ 2,240,000	\$ 1,426,000	\$ 1,377,250
Spot Repairs Program	\$ 40,000	\$ 25,000	\$ 25,000	\$ 20,500	\$ 20,500
Distillery Pump Station repalce/repair	\$ 93,100	\$ 15,000	\$ 15,000	\$ 15,000	\$ 150,000
2023-2024 CIP (ongoing from FY 23-24)	\$ 1,600,000				
Pump Station Repairs (ongoing)	\$ 200,000				
Pump Station Communication Upgrades	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,500	\$ 3,500
MWSD CAPITAL PROJECTS TOTAL:	\$ 3,951,494	\$ 2,069,125	\$ 2,772,875	2,375,000	2,801,250
Alternative Budget Items					
Express Sewer					
Cabrillo Hwy Phase 1B-3B, Phase 4	\$ 1,549,260	\$ 1,990,144	\$ 789,750	\$ 1,944,000	
Pump Station MCC and Coatings			\$ 40,000	\$ 540,000	\$ 2,565,000
TOTAL ANNUAL COST	5,500,754	4,059,269	3,602,625	4,859,000	5,366,250

WATER CIP
FY 24/25 through FY 28/29

Existing Customer CIP - WATER	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	5-Year CIP Total
Distribution System Renewal and Replacement Program (1)						
<i>Misc. Repair&Replacement</i>	\$ 25,000	\$ 27,500	\$ 30,250	\$ 33,275	\$ 36,603	\$ 152,628
<i>Water Lateral Services</i>	\$ 25,000	\$ 27,500	\$ 30,250	\$ 33,275	\$ 36,603	\$ 152,628
<i>Water Main Replacements</i>	\$ 500,000		\$ 200,000	\$ 220,000	\$ 500,000	\$ 1,420,000
<i>Fire Hydrants Replacements and Addition</i>	\$ 45,000	\$ 49,500	\$ 54,450	\$ 59,895	\$ 65,885	\$ 274,730
Distribution System Renewal and Replacement Program (1) subtotal	\$ 595,000	\$ 104,500	\$ 314,950	\$ 346,445	\$ 639,090	\$ 1,999,985
Water Conservation Program	\$ 10,000	\$ 11,000	\$ 12,100	\$ 13,310	\$ 14,641	\$ 61,051
Storage Tank Rehabilitation Program (2)		\$ 500,000	\$ 1,000,000	\$ 1,000,000		\$ 2,500,000
Pillar Ridge Water Treatment Plant Rehabilitation	\$ 800,000	\$ 1,350,000				\$ 2,150,000
Emergency Generator Replacement Program	\$ 60,000	\$ 66,000	\$ 72,600	\$ 79,860	\$ 87,846	\$ 366,306
Vehicle Replacement Fund		\$ 65,000	\$ 71,500			\$ 136,500
Staff Retention Program		\$ 400,000	\$ 200,000			\$ 600,000
EXISTING CUSTOMER CIP TOTAL	\$ 1,465,000	\$ 2,496,500	\$ 1,671,150	\$ 1,439,615	\$ 741,577	\$ 7,813,842
New Customer CIP - WATER	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	5-Year CIP Total
Water Main Upgrade Program (1)	\$ 1,500,000	\$ 1,000,000	\$ 1,100,000	\$ 1,210,000	\$ 1,331,000	\$ 6,141,000
Existing Well Upgrade Program (3)	\$ 320,000	\$ 352,000	\$ 387,200	\$ 425,920	\$ 468,512	\$ 1,953,632
New and Upgraded PRV Stations' Program (4)	\$ 100,000	\$ 110,000	\$ 121,000	\$ 133,100	\$ 146,410	\$ 610,510
Emergency Generator Upgrade Program	\$ 80,000	\$ 88,000	\$ 96,800	\$ 106,480	\$ 117,128	\$ 488,408
Portola Tank Telemetry Upgrade		\$ 300,000				\$ 300,000
Develop Additional Supply Reliability		\$ 350,000	\$ 1,000,000	\$ 1,000,000		\$ 2,350,000
NEW CUSTOMER CIP TOTAL	\$ 2,000,000	\$ 2,200,000	\$ 2,705,000	\$ 2,875,500	\$ 2,063,050	\$ 11,843,550
Total Annual Capital Cost	\$ 3,465,000	\$ 4,696,500	\$ 4,376,150	\$ 4,315,115	\$ 2,804,627	\$ 19,657,392

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

**MWSD
DEBT SERVICE
FY 25-26**

	Original Issue Amount	Balance June 30, 2025	Additions	Retirements	Balance June 30, 2026	Interest Expense
Sewer						
CIEDB Loan (I Bank)	\$ 1,010,000	\$ 561,509		\$ 35,841	\$ 525,668	\$ 16,579
PNCEF Lease Obligation	\$ 927,222	\$ 115,715		\$ 86,397	\$ 29,317	\$ 2,253
Subtotal - Sewer		<u>\$ 677,223</u>	<u>\$ -</u>	<u>\$ 122,239</u>	<u>\$ 554,985</u>	<u>\$ 18,832</u>
Water						
GO Bonds - 2020 Series	\$ 7,524,000	\$ 3,365,246		\$ 947,876	\$ 2,417,370	\$ 35,670
PNCEF Lease Obligation	\$ 927,222	\$ 115,715		\$ 86,397	\$ 29,317	\$ 2,253
SRF Loan	\$ 4,248,354	\$ 2,144,618		\$ 193,234	\$ 1,951,385	\$ 47,878
Subtotal - Water		<u>5,625,579</u>	<u>-</u>	<u>1,227,506</u>	<u>4,398,072</u>	<u>85,800</u>
Total Debt Service		<u>\$ 6,302,802</u>	<u>\$ -</u>	<u>\$ 1,349,745</u>	<u>\$ 4,953,057</u>	<u>\$ 104,633</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.

Debt Issuance

GO Bonds - 2020 Series
CIEDB Loan (I Bank)
PNCEF Lease Obligation
SRF Loan

Payoff Date

August 1, 2028
August 1, 2038
October 15, 2026
July 1, 2035

WATER

Water Operating Account as of April 30, 2025

Wells Fargo Checking:

Current Operating Reserves as of April 30, 2025

CAMP:

Operating Reserve:

The District's Water Operating Reserve target is six months of operating expenses.

Based on fiscal year 2025-26 budget the amount of operating reserves is as follows:

Target calculation

\$	2,043,914	Budgeted fiscal year 2024-25
	12	Months
<hr/>		
\$	170,326	Monthly budgeted operating expenses
	x 6	6 months expenditures
<hr/>		
\$	1,021,957	Target Reserve
<hr/>		

Conclusion:

At the beginning of the fiscal year, funds will be transferred to meet the target reserve.

SEWER

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

Wells Fargo Checking

Current Reserves as of April 30, 2025

LAIF:

CAMP:

Total:

Operating Reserve:

The District's Sewer Operating Reserve target is six months of operating expenses.

Based on fiscal year 2025-26 budget the amount of operating reserves is as follows:

Based on fiscal year 2024-25 budget the amount of operating reserves is as follows:

Minimum Target

\$	3,410,390	Budgeted fiscal year 2024-25
	12	Months
<hr/>		
\$	284,199	Monthly budgeted operating expenses
	x 6	6 months expenditures
<hr/>		
\$	1,705,195	Target Reserve
<hr/>		

Conclusion:

At the beginning of the fiscal year, funds will be transferred to meet the target reserve.

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, 2025

Capital:

Minimum Target

\$	2,804,627	Lowest year CIP existing customers (fiscal year 2028-29)
\$	750,000	Engineer estimate
<hr/>		
\$	3,554,627	Minimum target
<hr/>		

Maximum Target

\$	3,465,000	Highest year CIP existing customers (fiscal year 2024-25)
\$	750,000	Engineer estimate
<hr/>		
\$	4,215,000	Maximum target
<hr/>		

Conclusion:

Based on the above, the District has **insufficient** reserves for the maximum Capital Reserve target.

SEWER

Current Capital Reserves as of April 30, 2025

Capital: \$ 4,367,071

Minimum Target

\$ 3,602,625	Lowest year annual CIP (fiscal year 2026-27)
\$ 1,177,000	Engineer estimate
<u>\$ 4,779,625</u>	<u>Minimum target</u>

Maximum Target

\$ 5,500,754	Highest year CIP existing customers (fiscal year 2024-25)
\$ 1,177,000	Engineer estimate
<u>\$ 6,677,754</u>	<u>Maximum target</u>

Conclusion:

Based on the above, the District has **insufficient** reserves for the maximum Capital Reserve target.

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

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
Meters:	6665
Treatment Analysis:	6730
Uniform:	6770
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Total Other Operations:	6890

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
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
Maintenance, Office:	5510
Telephone & Internet:	5720
Other Administrative:	5790
Facilities other:	6330

Engineering

Meeting Attendance, Engineering:	6210
General Engineering:	6220
Water Quality Engineering:	6230

Pumping

Pumping Fuel & Electricity:	6410
Pumping Maintenance, Generators:	6420
Pumping Maintenance, General:	6430
Pumping Equipment, Expensed:	6440
Pumping - Other:	6400

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
Maintenance, Water Service Lines:	6630
Maintenance, Tanks:	6640
Maintenance, Distribution General:	6650
Maintenance, Collection System:	6660
Meters:	6670

Treatment

Treatment - Other:	6700
Chemicals & Filtering:	6710
Maintenance, Treatment Equipment:	6720
Treatment Analysis:	6730

All other Accounts

Bank Fees:	5190
Board Meetings:	5210
Director Fees:	5220
Election Expenses:	5230
Bond Issue Costs - Expense:	5235
CDPH Fees:	5240
Conference Attendance:	5250
Information Systems:	5270
Fidelity Bond:	5310
Property & Liability Insurance:	5320
LAFCO Assessment:	5350
Meetings, Local:	5520
Memberships:	5530
San Mateo Co. Tax Roll Charges:	5710
Mileage Reimbursement:	5730
Reference Materials:	5740
Backflow Prevention:	6160
Claims, Property Damage:	6170
SCADA Maintenance:	6185
Internet & Telephone, Communications:	6187
Education & Training:	6195
Equipment & Tools, Expensed:	6320
Lab Supplies & Equipment:	6370
Meter Reading:	6380

Water - Continued all other accounts:

Uniforms:	6770
Fuel:	6810
Truck Equipment, Expensed:	6820
Truck Repairs:	6830
Other Operations:	6890

DRAFT
3/12/2025

MWSD


GLOSSARY OF TERMS ACRONYMS

1	Budgeted Cash Flow:	MWSD's budget is designed to capture all components of operations. Traditional budgets take into account strictly operational revenues and expenses, but do not disclose activities represented on the balance sheet such as debt service principal and capital improvement.
2	SAM:	Sewer Authority Mid-Coastside
3	SAM NDWSCP:	Non Domestic Wastewater Source Control Program
4	LAFCO Assessment:	Local Agency Formation Commissions
5	CalPERS 457 Deferred Plan:	California Public Employers Retirement System - Defined Contribution plan in place to have employees make pre-tax contributions to their retirement account. The District contributes 7% of wages on a pay period by pay period basis.
6	PARS:	Public Agency Retirement System - Defined benefit plan also referred to as a pension plan. The District and employees are required to contribute to the plan at set rates.
7	PFP:	Private Fire Protection
8	LAIF:	Local Agency Investment Fund: Investment vehicle made available to public agencies under CA government code 53601. Established in 1977.
9	PNC equipment Lease:	PNC is the name of the financial institution who loaned the funds. In 2020 the debt was assigned to Huntington Public Capital Corporation. The account name has not been changed.
10	CDPH Fees:	California Department of Public Health - Currently houses expenses for the California Resources Control Board
11	CAMP:	California Asset Management Program: Investment vehicle made available to public agencies under CA government code 53601. Established in 1989.
12	GO Bond:	General Obligation Bonds: issued to purchase the Water Enterprise
13	CIEDB Loan:	California Infrastructure and Economic Development Bank also known as IBank.
14	SRF:	State Revolving Fund Loans, administered by the State of CA - Funds used to build Alta Vista Tank.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 3, 2025**

FROM: Clemens Heldmaier, General Manager 

SUBJECT: General Manager's Report

Operations Report February 2025

811 Dig Alerts

- 2/3/25- 651 Stetson. Work for asphalt/pavement work. Site inspected, work already completed.
 - 9850 Cabrillo Hwy. Work for communications utilities installation. MWSD operator spoke with site contact and marked out water infrastructure around South Airport Well.
- 2/5/25- 540 5th. Work to install new water utilities. Main and service lines marked. MWSD operator present for tap of new service line to property.
- 2/6/25- 16th and Hwy 1. Work for power pole replacement. Main marked and no water where electric pole will be replaced.
- 2/7/25- 171 Stanford. Work for concrete, flat and structural. No water within USA marks.
 - 615 Lancaster. Work for utilities distribution, gas – existing assets. USA are inspected and re-marked where necessary.
 - 99 Madrone. Work for utilities distribution, sewer. Main marked outside of USA marks, no water within USA marks.
- 2/11/25- 8445 Cabrillo Hwy. Work for soil sampling/ boring, environmental. Area inspected, no conflict with MWSD infrastructure.
 - 810 Tierra Alta. Work for landscaping, irrigation, drainage. No water within USA marks.
 - 90 Precita. Work for utilities distribution, gas-pge. Main and service line marked within USA.

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Work Orders

- 2/3/25- 1064 Birch. Customer had an emergency leak and requested water be shut off and profile pulled. Profile results sent to customer.
- 2/5/25- 200 Farallone. Per General Managers request, Meter face and enpoint replaced one the customers metered domestic well.
- 2/7/25- 919 Ocean. Customer is concerned about high usage and suspects a leak. Meter inspected for indication of leak, Profile pulled and sent to customer.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 3, 2025**

FROM: Clemens Heldmaier, General Manager

- 1043 Birch. Customer is concerned about high usage and suspects a leak. Meter inspected for indication of leak, Profile.
- 2/10/25- 1040 Acacia. MOVO/MOVI. Final read taken and water left on.
 - 1043 Birch. Customer is concerned about high usage. Profile taken and sent to customer.
- 2/11/25- 51 Juliana. Concerned customer called about potential water leak. Active flow of 1gpm observed, no total cl2 residual, possible ground water seeping from street, wet spot had dried several days later.
- 2/12/24- 1220 Le Conte. MOVO/MOVI. Final read taken and water left on.
 - 1161 Tamarind. MOVO. Final read taken and water turned off at meter.
- 2/14/25- 583 Kelmore. Customer received leak notice and request a profile. Meter face indicated small leak, profile pulled and sent to customer.
 - 462 California. Customer received leak notice and thinks leak has been repaired. Profile pulled and sent to customer.
 - 896 Kelmore. Customer received leak notice and asked for assistance. No leak indication on meter face, profile pulled and sent to customer.
- 2/12/25- 444 5th. Customer had received leak notice and thinks they have repaired leak. Profile pulled and sent to customer.
- 2/17/25- 1041 Cedar. MOVO/MOVI. Final read taken and water left on.
- 2/19/25- 600 Marine. Plumber requests water be shutoff to repair backflow. MWSD operator shut water off after meter during repairs.
 - 290 Las Flores. Customer called about low water pressure. Water pressure checked and good with system pressure averages for area, possible failed pressure reducer at house. Customer emailed findings.
 - 686 Ocean. Plumber called and requested water be turned on. Water already energized when MWSD operator arrived.
 - 1043 Birch. MOVO/MOVI. Final read taken and water left on.
 - 561 Terrace. MOVO/MOVI. Final read taken and water left on.
- 2/20/25- 600 Marine. Plumber requests water be shutoff for repair backflow. MWSD operator shut water off after meter during repairs.
- 2/24/25- 879 Buena Vista. MOVO. Final read taken, water turned off at meter, door tag left.
 - 575 5th. MOVO/MOVI. Final read taken, water left on.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 3, 2025**

FROM: Clemens Heldmaier, General Manager

- 2/28/25- 102 12th. MOVO. Final read taken and water left on.
 - 825 San Pedro Mountain. MOVO. Final read taken, water turned off at meter, door tag left.

After Hours Call Outs

- 2/3/25 – 6:30pm Earth Fault at Wagner, reset VFD at site and get back running.
- 2/9/25- 4:30pm, AB call for potential leak in street, 312 7th.
- 2/11/25 – 5:30 pm check for potential leak at 41 Juliana.
- 2/13/25 – 2:30am AVTP call for high turbidities. Plant not running.
- 2/15/25 – 3:45am - Low pressure alarm in Seal Cove. Break in main 89 San Lucas. Call in additional support at 5am
 - Second leak at 100 San Lucas after 98 San Lucas had been completed.
- 2/16/25- Leak at end of San Lucas near blowoff after repairs were completed at 89 and 100 San Lucas
- 2/22/25- Cal-Fire call for hydrant training.

Repairs and Leaks

- Meter Tamper Repairs and reprogramming.
- Decant tank level indicator broke from old age in wind event. Replaced 2" clear PVC tube with new pipe.
- 2/15/25 – low pressure alarm in Seal Cove on San Lucas ave. 2 breaks in AC pipe near Fault line. Drop in 2 - 6ft C900 sections to fix broken mains.
- 2/16/25 – continue repairs for 3rd leak on San Lucas Ave. near blow off assembly. Repaired with a Full Circle Clamp.
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Miscellaneous

- Sludge bed drain pipe and valve manifold designed and built.
- 1Q Water samples collected and shipped to BSK.
- Install turbidimeter at Alta Vista Treatment Plant to record Raw water continuously.
- Meeting with Pace Supply to update meter reading equipment. Check out new trimble unit options and go over software with IT lead.
- 2/4/25 – Tarp the Box Car with MWSD documents due to holes in steel roof



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 3, 2025**

FROM: Clemens Heldmaier, General Manager

- 2/12/25 – EPA testing for PFAS at all sites running. Collect and ship samples. Drop off samples at FedEx facility in S.S.F.
- Backflow Testers Certification Class and exams.
- Operation Dead Endpoint Absent Reads.
O.D.E.A.R.
 - 31 missed reads.
 - 3 missed reads not on missed read report.
 - 6 High Usages
 - 6, 0 reads
 - 0 MIA meters located.

Maintenance

- 9 dead meters replaced.
- Rebuild EIT for cl2 monitoring at AVTP.
- Raw water tank drain inspection and test. Collection of Raw water tank sludge for sampling.
- Faulty Cl2 pumps shipped to USA Blue book for inspection and rebuild services.
- Airport Well North pulled and scrubbed by Maggiora.
- North Airport Well out to waste pipe rusted at base entering asphalt, dug up and repaired.
- Drain and clean sludge beds, settling basin at raw tank.
- Decant tank sight tube replaced.
- Fence repair between lighthouse and district property.
- PRV station inspections.
- Diversion line flush

RECOMMENDATION:

This is for Board information only.