



MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

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AGENDA

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

January 17, 2013 at 7:30 p.m.

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 Meeting of November 1, 2012.
2. Approve Warrants for December 1, 2012.
3. SAM Flow Report for October 2012.
4. Monthly Review of Current Investment Portfolio.
5. Connection Permit Applications Received.
6. Monthly Water Production Report for November 2012.
7. Rain Report.
8. Solar Energy Report.

OLD BUSINESS

NEW BUSINESS

1. Review and Possible Action Concerning Award of Bids for Sewer Improvement Project 2013.
2. Review and Possible Action Concerning Possible Leak Adjustment for 590 Stetson St.

3. Review and Possible Action Concerning Additional Geotechnical Investigation for New Alta Vista Tank.

REPORTS

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

FUTURE AGENDAS

ADJOURNMENT

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

NOTE: In accordance with the Government Code, members of the public may address the Board on specific agenda items when that matter is discussed by the Board. Any other items of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or an accommodation in order to participate in the public meeting should be made at (650) 728-3545. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site (www.mwsd.montara.org) subject to staff's ability to post the documents before the meeting.



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING
December 6, 2012

MINUTES

REGULAR SESSION BEGAN AT 7:49 PM.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Harvey, Thollaug & Ptacek
Director Slater-Carter attended by teleconference from
Wolverine Lake, Mi 48930.

Directors Absent: None

Staff Present: General Manager Clemens Heldmaier,
District Clerk, Judy Gromm

Others Present: District Counsel David Schricker
District Financial Advisor, Reed Schmidt
District Sewer Engineer, Pippin Cavagnaro

PRESIDENT'S STATEMENT – President Pro Tem, Jim Harvey expressed his sadness over the recent passing of Paul Perkovic. Paul served on the Board for many years and during that time made many important contributions to the District. Director Harvey invited the public and Board to make comments at this time.

Cid Young a Moss Beach resident was saddened by the news of Paul's passing. Cid recognized Paul's efforts on behalf of the District and in his honor, she recommends naming the new water tank after him.

Director Ptacek will miss the debating and the banter at the Board table that often led to a better solution.

Director Thollaug noted that Paul was someone who worked hard for his community and sometimes was perceived as either a pain in someone's side or a real contributor to the community. His intention was always selfless and he was someone who was a genuine human being. To think back on how someone could misinterpret him is impish. There are not many people willing to go the

distance as Paul did and I admired that. I wish politicians could look at people like Paul in the light that they are doing what they do because they really believe in what they are doing. We all benefited tremendously from Paul being here.

Director Boyd noted Paul liked to stir things up a lot. Paul brought issues to the table that would have been easier not to look into. Paul was a tenacious man and fought vigorously for things he believed in. It was an honor to work side by side with him. We will miss him.

Director Harvey asked for a moment of silence in honor of Paul Perkovic.

ORAL COMMENTS - None

PUBLIC HEARING - Director Harvey opened the Public Hearing

1. Review and Possible Action Concerning Established of Prop 218 Limits for Solid Waste Disposal Fee Increase.

General Manager Heldmaier reported the current garbage rate schedule was developed in 2006 and does not consider the unpredicted cost increases in dump fees, fuel, personnel, and the decrease in revenues from recyclables. Garbage rates have not been increased since January 2009 and are currently at \$12.75 per 30 gal container.

The Solid Waste Committee has met several times with representatives of Recology and recommended increasing rates to cover the cost of operations for Recology. The Board agreed to raise the prop 218 limit to 15.68 for 30 gallon can and other rates respectively.

More than 2600 notices were mailed to ensure that all property owners and tenants were informed. Additional notices were published in the Half Moon Bay Review.

The purpose of this meeting is to formally count the number of written protests received. If a majority of the owners protest, the fees or fee will not become effective. At the time of this meeting a total of seven written protests have been received.

Mary Hawkins, a Moss Beach resident requested a 20 gallon choice for the Senior Citizens. Mary further questioned if the new recycle cans will be offered to the residents. General Manager Heldmaier reported this was still under negotiation.

Kathy Albertel, resident of Montara asked the Board what happened to the recycle cans that were talked about and promised when Recology took over Seacoast.

Chris Porter, General Manager of Recology of the Coast, reported the carts are being negotiated with the District right now. Ms. Porter reported there had not been a rate increase in years and the District is getting more services for less money.

Bill Kehoe, a Moss Beach resident asked Recology to consider the 20 gallon can for the Seniors. That sized can would clearly make more sense for the elderly. Mr. Kehoe acknowledges the hard work the garbage men are doing but wanted to mentioned he had noticed the drivers are spilling dirt out of the green waste containers and residents are having to sweep up the mess. He additionally mentioned they are dragging the cans to and from the truck and the bottom of the cans are being ruined.

Director Ptacek reminded the public we need this service and they need to be able to make a living providing this service. The public needs to remember that all the little extra things they may want Recology to provide will cost money. All of this and Recologys expenses will go into our discussions to help us to come up with an agreement.

Director Slater-Carter noted Recology provides a higher level of service to Montara, Moss Beach and El Granada than some of our surrounding neighbors are getting. We need to consider all the extras we are getting and move forward in negotiating a contract.

Director Ptacek moved to close the Public Hearing on Item 1.
Director Boyd seconded the motion.

A roll call vote was called for and all Directors were in favor. The motion passed unanimously.

Chris Porter, General Manager of Recology stated for the record there will be a new Senior Citizen rate for a 20 gallon can at \$9.01.

Director Ptacek moved to adopt the Ordinance next in line of the Montara Water and Sanitary District establishing Maximum Rates for the Collection, Removal and Disposal of Refuse and for Recycling Services.
Director Boyd seconded the motion.

A Roll Call vote was called for and all Directors were in favor. The motion passed unanimously.

2. Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.

General Manager Heldmaier reported the Board had scheduled the adoption of a new prop 218 limit for solid waste removal fees at this

meeting. For the new rates to be set at the newly established maximum prop 218 limit, the Master Fee Schedule needs to be amended.

Director Harvey opened the Public Hearing.

Cid Young, a Moss Beach Resident asked for clarification regarding the Revised Fee Schedule.

District Counsel Schricker explained the First Ordinance established the Maximums. The Revised Ordinance establishes fees at your discretion can be equal to or less than the maximums that were established in the prior Ordinance. The way it is drafted now, it's equal to the maximums that were established in the first ordinance.

Director Boyd further explained in order to increase the rates on the solid waste fees, there would have to be another prop 218 notice.

Director Boyd motioned to close the Public Hearing for Item 2.
Director Ptacek seconded the motion.

A roll call vote was called for and all Directors were in favor. The motion passed unanimously.

There was no discussion among the Directors regarding this item.

Director Boyd moved to Adopt an Ordinance of the Montara Water and Sanitary District Restating and Amending Master Fee Schedule.
Director Ptacek seconded the motion.

A roll call vote was called for and all Directors were in favor. The motion passed unanimously.

CONSENT AGENDA –

1. Approve Minutes for Meeting of November 1, 2012.
2. Approve Financial Statements for November 2012.
3. Approve Warrants for December 1, 2012.
4. SAM Flow Report for October 2012.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for October 2012.
8. Rain Report.
9. Solar Energy Report.

Director Thollaug asked to have Item 2 pulled from the Consent Agenda.

Director Boyd motioned to approve items 1 and 3 through 9 of the Consent Agenda. Director Harvey seconded the motion.

A roll call vote was called for and all Directors were in favor. The motion passed unanimously.

Director Thollaug questioned the General Manager regarding the accuracy of the Financial Statements. Particularly in regards to the payroll entries that are explained as double entries that are adjusted at the end of the year. Director Thollaug can't understand why these things have not been fixed in the past and why they have been allowed to be adjusted at the end of the year by the current accountant.

Director Thollaug further noted he did not expect to have financials produced 6 days after the closing of the month. One month in arrears would be more appropriate so things such as this payroll problem are fixed right away and a true picture is presented to the Board.

Director Thollaug appreciates the detail produced for this financial statement and finds no fault with the General Manager. Director Thollaug blames the current accountant for not providing him with adequate expertise to set up payroll properly or to provide the information for accurate financial statements.

Director Thollaug requests a balance sheet to be presented to the Board.

OLD BUSINESS –

1. Review and Possible Action Concerning Consideration of District Reserve Policies.

General Manager Heldmaier reported at the September 6th board meeting the Board directed staff to develop draft reserve policies that show minimum and maximum amounts for each reserve. Bartle Wells prepared a document that was presented for discussion and led to the Board recommendation to verbalize a policy based on the presentation.

Legal Counsel has reviewed the policy and prepared a resolution to adopt the policy.

The Board has asked to change the wording in the policy so there is a clearer understanding of what the minimum and maximum amounts are. The Board has additionally requested to take the rewritten policy to the Finance Committee for their approval and bring it back to the Board to adopt the resolution.

Director Boyd motioned to approve and adopt Financial Reserve Policy of Montara Water and Sanitary District. Director Ptacek seconded the motion.

A roll call vote was called for and all Directors were in favor. The motion passed unanimously.

2. Review and Possible Action Concerning Adoption of Connection Charge Report.

General Manager Heldmaier reported Senate bill 1760 revised a section of the Government code concerning development fees and charges in 1999. Government code Section 66013 requires a local agency receiving payment of a capacity charge or a connection fee to deposit the charge or fee in a separate capital facilities/connection fee fund and to expend the charges/fees for the purposes for what they were collected. The capacity charge applies to facilities in existence at the time a charge is imposed or for new facilities to be constructed in the future that are of benefit to the person or property being charged. A connection fee is for the physical facilities necessary to make a water connection or a sewer connection. The local agency is required to prepare an annual report on the capital facilities/connection fee fund pursuant to Government Code Section 66013.

Director Boyd motioned to authorize the filing of the Annual Connection Report with the District Clerk. Director Thollaug seconded the motion.

A roll call vote was called for and all Directors were in favor. The motion passed unanimously.

3. Review and Possible Action Concerning Request for Proposal for Accounting Services.

General Manager Heldmaier reported the Board of Directors authorized the distribution of a Request for Proposal for accounting services to interested firms and its publication online. The District received three written proposals from reputable firms, Maher Accountancy, Maze and Associates, and Christy & white Associates. Our current account Jim Barry stated that similar numbers and level of service as in prior years can be expected from this firm.

Comparing all proposals at the total 624 regular annual hours that Maze assumes, Maher Accountancy's fixed cost of a minimum of \$60,000 is still higher than Maze at \$51,300, and C&W at \$45,000.

Director Ptacek reported after the interviewing process, the recommendation from the Finance Committee was to hire Maze and Associates.

General Manager Heldmaier requested a final meeting with the Districts Financial Advisor, Auditor, Mr. Barry (current accountant) and Maze and Associates (new accountant).

Reed Schmidt suggested to have the engagement letter approved by the Board and signed before having this meeting.

Director Boyd proposed to vote on the selection of Maze and Associates and have the General Manager, District Counsel and the Finance Committee to work on finalizing the agreement with the new accounting firm. The Engagement Letter should be ready for the Board to review at the next scheduled board meeting.

Director Ptacek motioned to authorize the General manager to engage with Maze Associates for accounting services to the terms specified in the proposal. Director Boyd seconded the motion.

A roll call vote was called for and all Directors were in favor. The motion passed unanimously.

4. Review and Possible Action Concerning Change of Workers Compensation Insurance Provider.

General Manager Heldmaier reported at the November 1, 2012 board meeting, the Board approved a resolution to change the District's Workers Compensation Provider from State Compensation Insurance Fund (SCIF) to the Association of California Water Agencies Joint Power Insurance Authority (ACWA/JPIA) due to their lower premiums.

Legal Counsel has prepared the provided Resolution.

Director Boyd moved to Adopt a Resolution of the Montara Water and Sanitary District Authorizing and Directing the General Manager to Apply for Certificate of Consent to Self Insure Workers' Compensation Liabilities. Director Thollaug seconded the motion.

A roll call vote was called for and all Directors were in favor. The motion passed unanimously.

NEW BUSINESS -

1. Review and Possible Action Concerning Refinancing of PNCEF Lease.

General Manager Heldmaier reported staff asked Bartle Wells to provide an analysis to refinance a lease agreement over \$1,786,674 that was obtained in 2006 for a prior project with Chevron Energy Solutions. The

project focused on energy and operational efficiencies, which consisted of improvements at the Alta Vista well site, SCADA system, emergency and maintenance supplies, installation of variable speed drives at well sites, and replacement of all District water meters. The financing was originally provided by Citibank with a 4.56% interest for a 20 year term and is now held by PNCEF.

The total net savings are estimated in at approximately \$174,000 or around 11.1% of the outstanding principal to be refunded. Present value savings are estimated at approximately \$120,000 or 7.6% of the outstanding principal to be refunded.

Director Thollaug moved to authorize Bartle Wells to go forward with the refinance of the PNCEF lease. Director Boyd seconded the motion.

A roll call was called for and all Directors were in favor. The motion passed unanimously.

2. Review and Possible Action Concerning Sewer Improvement Project 2012.

General Manager Heldmaier reported in 2012 the District completed a revised 7 year Capital Improvement Plan. For this current FY the continuing the rehabilitation of Medium and High Priority Sewer Mains as well as Spot Repairs for the purpose of reducing Sanitary Sewer Overflows and reducing Inflow and Infiltration in the District collection system has identified the pipes and repairs for this current project. The District has combined budget for these activities of \$521,000 for the FY 2012/2012.

The work includes the furnishing of all labor, materials and equipment for the construction and rehabilitation of sanitary sewer mains and laterals, spot repairs, and the rehabilitation and coating of selected manholes, together with all appurtenances, for the completed and operational project as shown on the plans and as specified. Engineers Estimate is for the base Bid is 44215,000, and \$491,000 with Additive Alternates of Nevada Street and the Manhole Rehabilitation. The Project will be awarded on the basis of the Base Bid.

Pippin Cavagnaro of Nute Engineering reported a clarification regarding a revision for George Street. Upon more detailed review, we are proposing to actually cut that section. That will be the largest impact to the community in terms of visible construction. Pippin summarized the rest of the Improvement Project for the Board.

Director Ptacek moved to authorize the General Manager to advertise for bids for the 2012/2013 Sewer Improvement Project – George St, Nevada St, Cypress St and Spot Repairs and to adopt a resolution of the Montara

Water and Sanitary District Acknowledging and Authorizing the Filing of notice of Exemption Under the California Environmental Quality Act for the 2012 Sewer Improvement Project. Director Boyd seconded the motion.

A roll call vote was called for and all Directors were in favor. The motion passed unanimously.

3. Review and Possible Action Concerning Adoption of a Respiratory Protection Program and Confined Space Entry Program.

General Manager Heldmaier reported at the November 1, 2012 board meeting, Safe Work Practices and Heat Illness/Injury Protection Programs along with a Return to work Policy were approved by the board.

The two remaining ACWA/JPIA recommended programs are now complete.

District Counsel has prepared Resolutions to adopt these programs.

Director Ptacek moved to approve the Confined Space and Respiratory Protection Programs and adopt a resolution Approving and Adopting Confined Space Program, and a Resolution approving and adopting Respiratory Protection Program. Director Boyd seconded the motion.

A roll call vote was called for and all Directors were in favor. The motion passed unanimously.

4. Review and Possible Action Concerning Appointment of Board Officers and Committee Assignments for 2013.

General Manager Heldmaier reported attached was the chart indicating the current positions and committee assignments for each Board member. The new assignments will become effective January 1, 2013.

Director Boyd nominates the current office holders for the Montara Water and Sanitary District Board of Director Officers. Director Ptacek seconded the nominations for current office holders.

A roll call vote was called for and all Directors were in favor. The nominations for current office holders passed unanimously.

Director Boyd nominates the currently constituted Agency Representatives, Standing and Ad Hoc Committee Members, with the removal of LCP/General Plan Ad Hoc Committee. Director Thollaug seconded the nominations.

A roll call vote was called for and all Directors were in favor and the nominations for the Currently Constituted Agency Representatives, Standing and Ad Hoc Committee members with the removal of LCP/General Plan Ad Hoc Committee passed unanimously..

5. Review and Possible Action Concerning Co-Hosting Event at the December Coastal Commission Meeting in San Francisco.

General Manager Heldmaier reported the District has been invited to participate in a reception for the California Coastal Commission (CCC) commemorating the 40th anniversary of the Coastal Act. The District is the only public water provider on the San Francisco Peninsula that provides water solely from local sustainable sources and has a mutual interest with the CCC in watershed and coastal resources protection. The purpose of the District in participating in the event are to continue the District's stewardship of local resources, signify to the community the District's environmental commitment with particular reference to our marshaling of water resources, and to highlight the importance of the Coastal Act in a social setting.

No monetary contribution is required for the participation in the event. However, the General Manager suggests providing \$500 toward the cost of food and beverages.

Director Boyd believes this is a good opportunity to show the District's support.

District Counsel noted a contribution would be appropriate.

6. Review and Possible Action Concerning Cancellation of the Next Regular Scheduled Meetings December 20, 2012 and January 3, 2013.

General Manager Heldmaier reported at this time there are no critical items scheduled for the December 20 and January 3 meetings. Staff anticipates holding the regular scheduled meeting on January 17, 2013.

REPORTS

- 1. Sewer Authority Mid-Coastside Meetings (Harvey) -**
Director Harvey reported the following:
 - The Half Moon Bay Review Issue of November 21st, had a picture and a small article on the Wet Weather Project Ceremony.
- 2. Midcoast Community Council Meeting (Slater-Carter) – None**
- 3. ACWA Board of Directors Report (Ptacek)- None**
- 4. CSDA Report (Slater-Carter) - None**
- 5. Integrated Regional Water Management Plan (Ptacek) – Director Ptacek reported he is trying to set a date for a meeting in January.**

6. **Attorney's Report (Schricker)** – District Counsel Schricker reported he would be attending the CASA Conference on January 17th and 18th.
7. **Directors' Reports** – None
8. **General Manager's Report (Heldmaier)** – None

FUTURE AGENDAS-

REGULAR MEETING ENDED at 10:25 P.M.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 17th January, 2012

Signed _____
President

**MONTARA WATER AND SANITARY
DISTRICT
BOARD OFFICERS, AGENCY REPRESENTATIVES AND
COMMITTEE ASSIGNMENTS**

BOARD OF DIRECTORS

POSITION	APPOINTMENTS FOR 2011	CURRENT OFFICE 2012	APPOINTMENTS FOR 2013
President	Kathryn Slater Carter	Kathryn Slater-Carter	Kathryn Slater-Carter
President Pro Tem	Jim Harvey	Jim Harvey	Jim Harvey
Secretary	Scott Boyd	Scott Boyd	Scott Boyd
Secretary Pro Tem	Paul Perkovic Bob Ptacek (alter.) Jim Harvey (alter.)	Bob Ptacek (alter) Jim Harvey (alter.) Chris Thollaug (alter.)	Bob Ptacek (alter.) Jim Harvey (alter.) Chris Thollaug (alter.)
Treasurer	Bob Ptacek	Bob Ptacek	Bob Ptacek

AGENCY REPRESENTATIVES

AGENCY	APPOINTMENTS FOR 2011	CURRENT APPOINTMENTS	APPOINTMENTS FOR 2013
SAM Representatives	Jim Harvey	Jim Harvey	Jim Harvey
	Scott Boyd	Scott Boyd	Scott Boyd
	Kathryn Slater Carter (alternate)	Kathryn Slater Carter (alternate)	Kathryn Slater Carter (alternate)
		Chris Thollaug (alter)	Chris Thollaug (alter)
CSDA Member	Kathryn Slater-Carter	Kathryn Slater-Carter	Kathryn Slater-Carter
	Bob Ptacek (Alternate)	Bob Ptacek (Alternate)	Bob Ptacek (Alternate)
	Paul Perkovic (Alternate)	Chris Thollaug (Alternate)	Chris Thollaug (Alternate)
	Jim Harvey (Alternate)	Jim Harvey (Alternate)	Jim Harvey (Alternate)
	Scott Boyd (Alternate)	Scott Boyd (Alternate)	Scott Boyd (Alternate)
ACWA Member	Bob Ptacek	Bob Ptacek	Bob Ptacek

MONTARA WATER AND SANITARY DISTRICT

STANDING COMMITTEES

COMMITTEE	APPOINTMENTS FOR 2011	CURRENT APPOINTMENTS	APPOINTMENTS FOR 2013
Budget and Finance	Paul Perkovic (since October Jim Harvey) Bob Ptacek	Bob Ptacek Chris Thollaug	Bob Ptacek Chris Thollaug
Personnel	Bob Ptacek Jim Harvey	Bob Ptacek Jim Harvey	Bob Ptacek Jim Harvey

AD HOC COMMITTEES

COMMITTEE	APPOINTMENTS FOR 2011	CURRENT APPOINTMENTS	APPOINTMENTS FOR 2013
Water	Bob Ptacek Kathryn Slater-Carter	Bob Ptacek Kathryn Slater-Carter	Bob Ptacek Kathryn Slater-Carter
Recycling/Solid Waste	Kathryn Slater-Carter Bob Ptacek	Kathryn Slater-Carter Bob Ptacek	Kathryn Slater-Carter Bob Ptacek
WEB	Bob Ptacek Scott Boyd	Bob Ptacek Scott Boyd	Bob Ptacek Scott Boyd
GSD Outreach	Kathryn Slater-Carter Scott Boyd	Kathryn Slater-Carter Jim Harvey	Kathryn Slater-Carter Jim Harvey

Legislative/ Outreach	Scott Boyd Kathryn Slater-Carter	Scott Boyd Kathryn Slater-Carter	Scott Boyd Kathryn Slater-Carter
Integr. Reg. Water Man. Plan	Kathryn Slater-Carter Bob Ptacek	Kathryn Slater-Carter Bob Ptacek	Kathryn Slater-Carter Bob Ptacek
Newsletter	Scott Boyd Jim Harvey	Scott Boyd Jim Harvey	Scott Boyd Jim Harvey
Wireless Lease	Scott Boyd Kathryn Slater-Carter	Scott Boyd Kathryn Slater-Carter	Scott Boyd Kathryn Slater-Carter
Billing	Scott Boyd Kathryn Slater-Carter	Scott Boyd Chris Thollaug	Scott Boyd Chris Thollaug

MONTARA WATER AND SANITARY DISTRICT

Recycled Water Policy	Scott Boyd Kathryn Slater Carter	Scott Boyd Kathryn Slater Carter	Scott Boyd Kathryn Slater Carter
Master Plan Update/ Groundwater Mgmt. Plan	Scott Boyd Kathryn Slater-Carter	Scott Boyd Kathryn Slater-Carter	Scott Boyd Kathryn Slater-Carter

Big Wave	Paul Perkovic	Bob Ptacek	Bob Ptacek
	Bob Ptacek	Kathryn Slater-Carter	Kathryn Slater-Carter
Parks Powers (8/6/09)	Jim Harvey	Jim Harvey	Jim Harvey
	Kathryn Slater-Carter	Kathryn Slater-Carter	Kathryn Slater-Carter
Rate Study (1/22/10)	Bob Ptacek	Bob Ptacek	Bob Ptacek
	Paul Perkovic	Jim Harvey	Jim Harvey

Note: Terms for all positions begin January 1, 2013 and end December 31, 2013 unless otherwise indicated by the Board of Directors.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: January 17, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for October 2012

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 October 2012.
- Collection System Monthly Overflow Report – October 2012.

The Average Daily Flow for Montara was 0.320 MGD in October 2012. There was no reportable overflow in October in the Montara System. SAM indicates there were 1.47 inches of rain in October 2012.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, October 2012

October 2012

	Total	Number			
		HMB	GSD	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
		0%	100%	0%	0%

12 Month Moving Total

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	1	0	1	0	0
Grease	1	1	0	0	0
Mechanical	5	0	0	0	5
Wet Weather	0	0	0	0	0
Other	11	7	1	3	0
Total	18	8	2	3	5
		44%	11%	17%	28%

Reportable SSOs

	Total	Number			
		HMB	GSD	MWSD	SAM
October 2012	0	0	0	0	0
12 Month Moving Total	18	8	2	3	5

SSOs / Year / 100 Miles

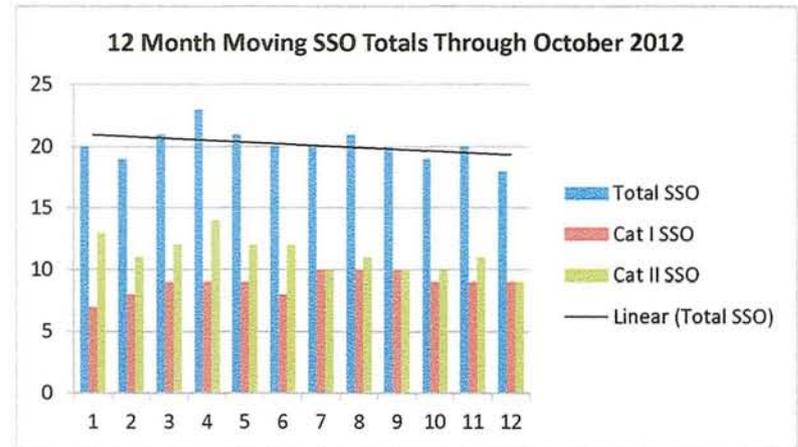
	Total	Number			
		HMB	GSD	MWSD	SAM
October 2012	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	17.2	21.6	6.0	11.1	68.5
Category 1	8.6	10.8	0.0	3.7	54.8
Category 2	8.6	10.8	6.0	7.4	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

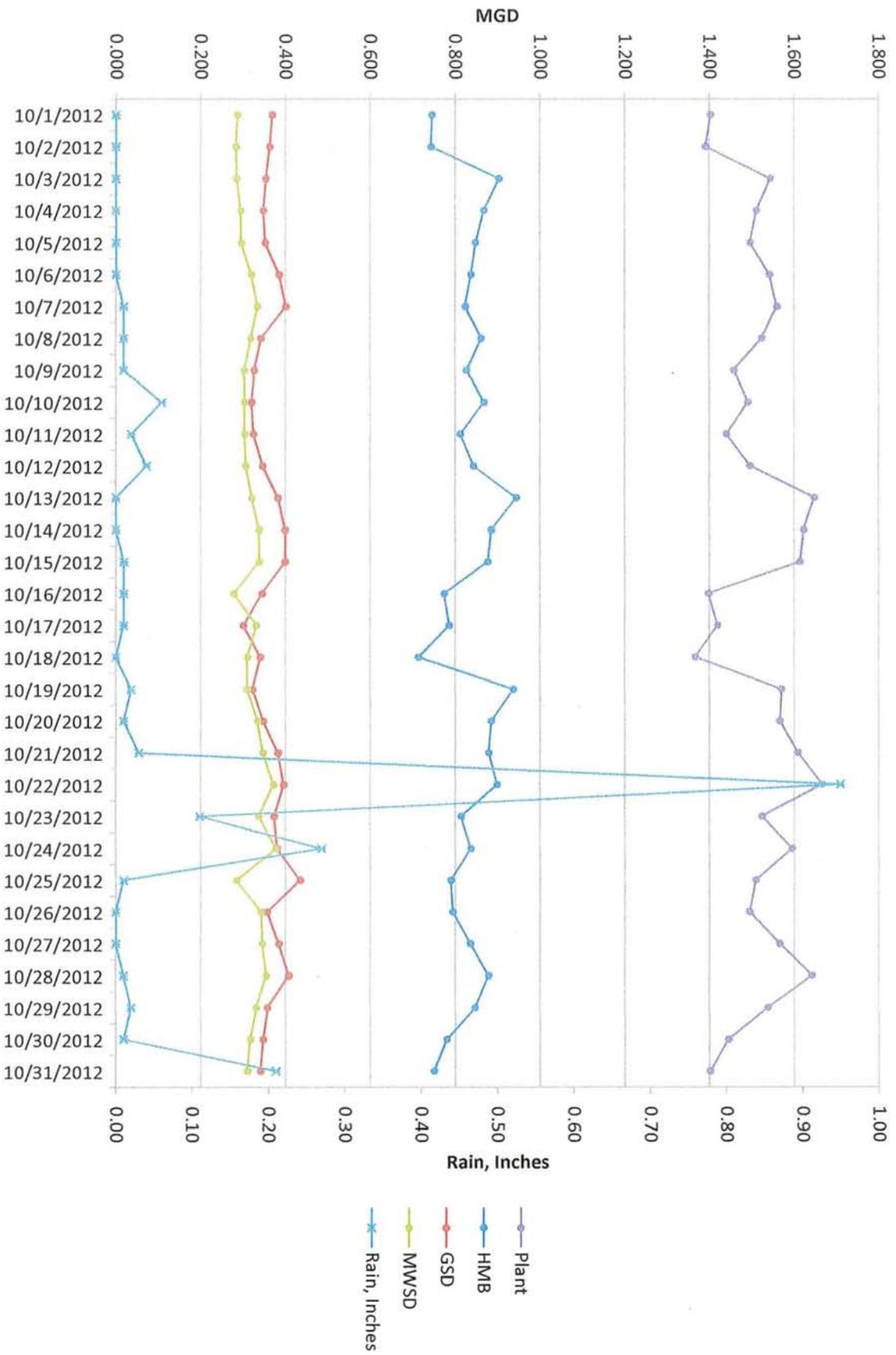
Month	HMB	GSD	MWSD	Total Feet	Total Miles
Nov 11	30,660	2,889	26,691	60,240	11.4
Dec 11	38,015	282	0	38,297	7.3
Jan 12	5,406	16,780	20,769	42,955	8.1
Feb-12	2,251	14,804	18,897	35,952	6.8
Mar-12	6,928	7,691	29,309	43,928	8.3
Apr-12	4,233	19,091	21,728	45,052	8.5
May-12	5,436	26,778	28,572	60,786	11.5
Jun-12	24,985	23,475	0	48,460	9.2
Jul-12	26,884	17,883	647	45,414	8.6
Aug-12	27,679	19,304	1,308	48,291	9.1
Sep-12	26,704	25,303	1,192	53,199	10.1
Oct-12	22,287	14,171	107	36,565	6.9

Annual ft	221,468	188,451	149,220	559,139	
Annual Mi.	42	36	28		106

Attachment D



Sewer Authority Mid-Coastside Monthly Flow Distribution Report October 2012



Sewer Authority Mid-Coastside

Monthly Flow Distribution Report

<u>Date</u>	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Plant</u>
10/1/2012	0.746	0.370	0.287	1.403	0.00	0.00	0.01
10/2/2012	0.744	0.364	0.284	1.392	0.00	0.00	0.00
10/3/2012	0.904	0.355	0.286	1.545	0.00	0.00	0.00
10/4/2012	0.868	0.349	0.295	1.512	0.00	0.00	0.00
10/5/2012	0.848	0.353	0.296	1.497	0.00	0.00	0.00
10/6/2012	0.837	0.386	0.320	1.543	0.00	0.00	0.00
10/7/2012	0.824	0.402	0.335	1.560	0.01	0.00	0.00
10/8/2012	0.862	0.344	0.319	1.525	0.01	0.00	0.01
10/9/2012	0.827	0.328	0.304	1.459	0.01	0.00	0.01
10/10/2012	0.868	0.321	0.303	1.491	0.06	0.00	0.00
10/11/2012	0.812	0.325	0.304	1.440	0.02	0.00	0.04
10/12/2012	0.843	0.347	0.307	1.496	0.04	0.00	0.00
10/13/2012	0.945	0.383	0.321	1.648	0.00	0.00	0.00
10/14/2012	0.886	0.400	0.338	1.623	0.00	0.00	0.02
10/15/2012	0.877	0.400	0.338	1.615	0.01	0.00	0.01
10/16/2012	0.774	0.345	0.279	1.398	0.01	0.00	0.00
10/17/2012	0.786	0.302	0.332	1.420	0.01	0.00	0.01
10/18/2012	0.714	0.342	0.311	1.367	0.00	0.00	0.00
10/19/2012	0.937	0.324	0.310	1.571	0.02	0.00	0.00
10/20/2012	0.885	0.348	0.334	1.567	0.01	0.00	0.01
10/21/2012	0.880	0.383	0.347	1.609	0.03	0.00	0.03
10/22/2012	0.899	0.396	0.372	1.667	0.95	0.00	0.52
10/23/2012	0.814	0.373	0.337	1.524	0.11	0.80	0.09
10/24/2012	0.837	0.380	0.378	1.596	0.27	0.01	0.45
10/25/2012	0.790	0.435	0.285	1.510	0.01	0.01	0.03
10/26/2012	0.794	0.358	0.343	1.495	0.00	0.00	0.00
10/27/2012	0.836	0.385	0.346	1.566	0.00	0.00	0.00
10/28/2012	0.879	0.409	0.355	1.643	0.01	0.00	0.02
10/29/2012	0.847	0.359	0.332	1.538	0.02	0.00	0.02
10/30/2012	0.780	0.348	0.317	1.445	0.01	0.00	0.02
10/31/2012	<u>0.750</u>	<u>0.342</u>	<u>0.310</u>	<u>1.402</u>	<u>0.21</u>	<u>0.00</u>	<u>0.17</u>
Totals	25.895	11.248	9.925	47.068	1.83	0.82	1.47

Summary

	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Adj Plant</u>	<u>Other SAM</u>	<u>Plant Effluent</u>
Minimum	0.714	0.302	0.279	1.367		
Average	0.835	0.363	0.320	1.518	0.063	1.597
Maximum	0.945	0.435	0.378	1.667		
Distribution	55.02%	23.90%	21.09%	100.00%		

Attachment A

Flow Distribution Report Summary For October 2012

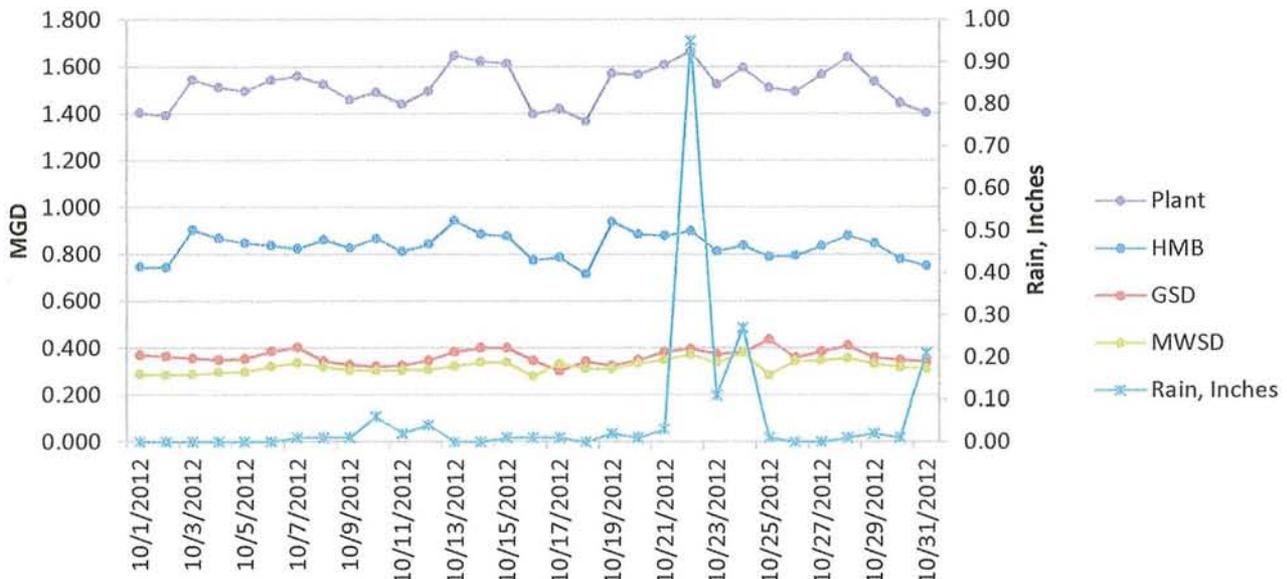
The daily flow report figures for the month of October 2012 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

- *Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste
- *The Access Road meters for HMB had one data point lost. An average of the rest was used.
- *Portola flows were not measured during the force main lining project (10/16/12 through 10/26/12). Staff estimated the flows based on the Naples Beach flow meter.
- *Mid-Plant flow was adjusted for rainfall, for 4 days, by using the average difference between the Mid-Plant and HMB Meters.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.835	55.0%
Granada Sanitary District	0.363	23.9%
Montara Water and Sanitary District	<u>0.320</u>	<u>21.1%</u>
Distribution Total	1.518	100.00%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report October 2012





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens H. Heldmaier', written in a cursive style.

SUBJECT: Review of Current Investment Portfolio

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for November 2012 was 0.324%.
- The District has set up two checking accounts that are largely backed by Federal securities: Water General Account and the Sewer General Account with Wells Fargo Bank.

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

SUBJECT: Connection Permit Applications Received

As of Jan. 17, 2013 the following new Sewer Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of Jan. 17, 2013 the following new Water (Private Fire Sprinkler) Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of Jan. 17, 2013 the following new Water Connection Permit applications were received since the last report:

Date of App.	Property Owner	Site Address	Home Size	Type of Connection

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Water Production Report

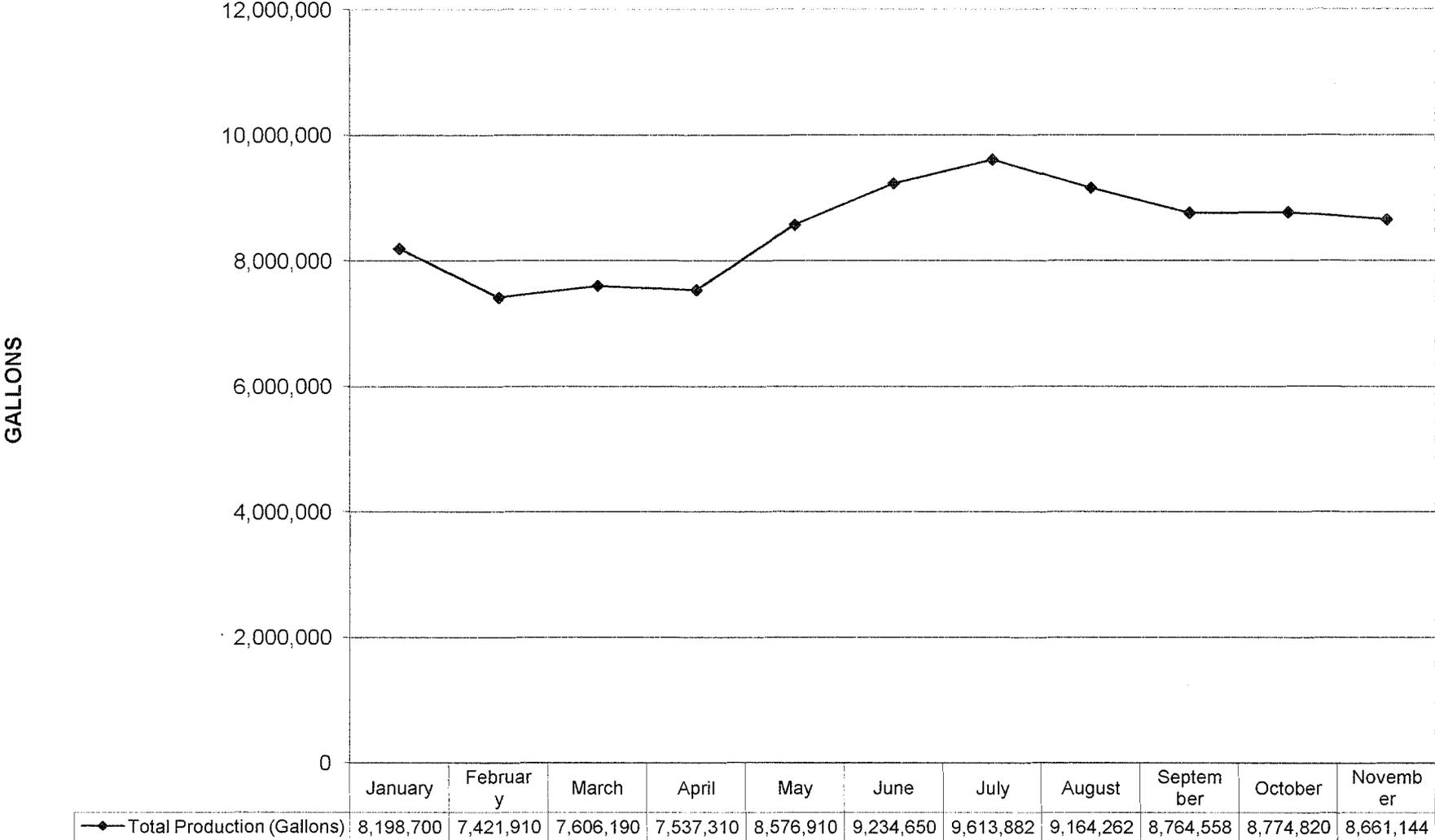
The attached two charts summarize the monthly water production for the District. The first shows a consolidated report from all sources by month. The second shows each water source the District uses, both wells and surface water. The production is shown in gallons of water produced.

RECOMMENDATION:

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

Attachments

Total Production 2012(Gallons)



MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier', written in a cursive style.

SUBJECT: Rain Report

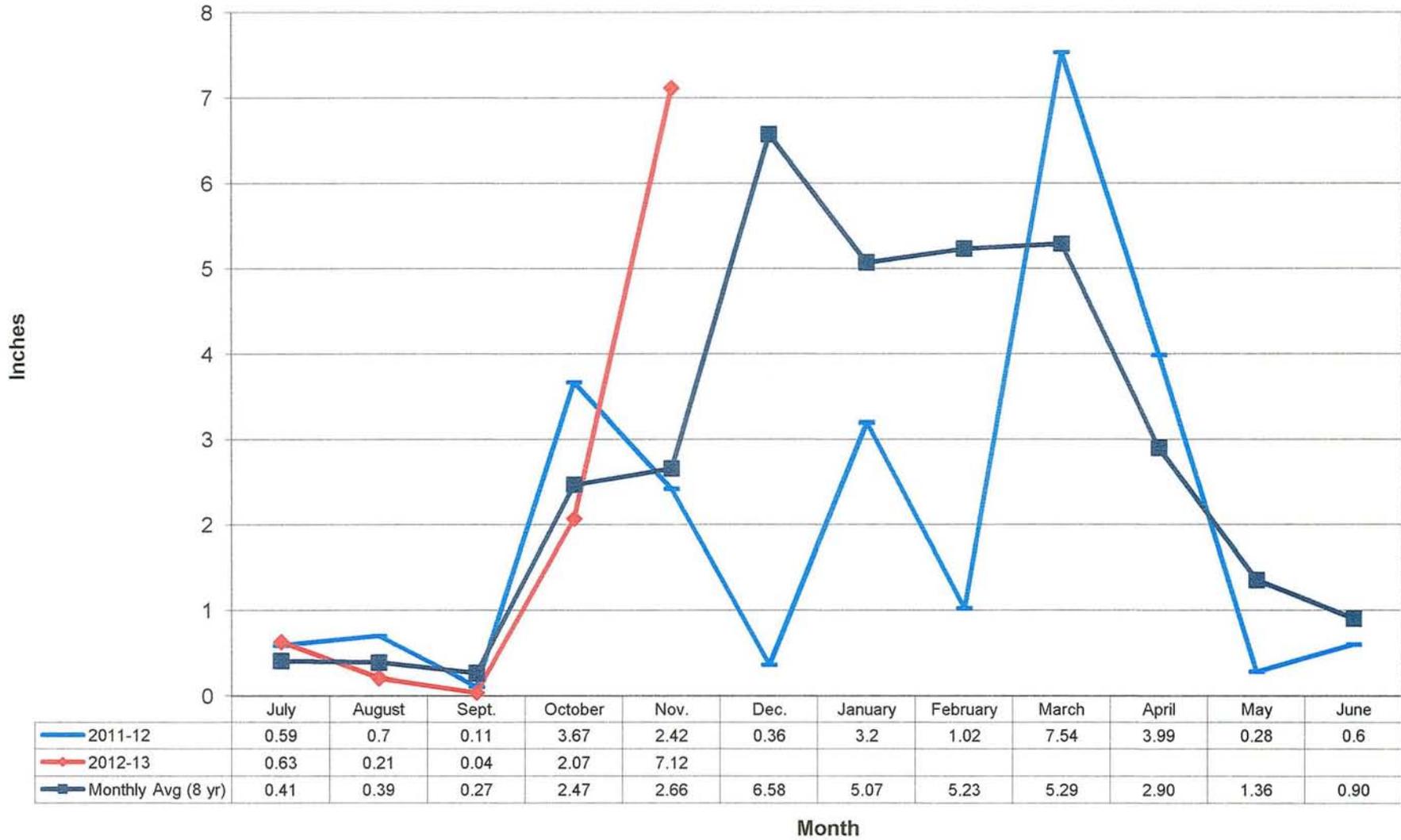
The attached chart shows the monthly rainfall at the Alta Vista Treatment Plant for the current and prior fiscal years along with the seven year average of rainfall.

RECOMMENDATION:

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

Attachment

RAIN REPORT





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Solar Energy Report

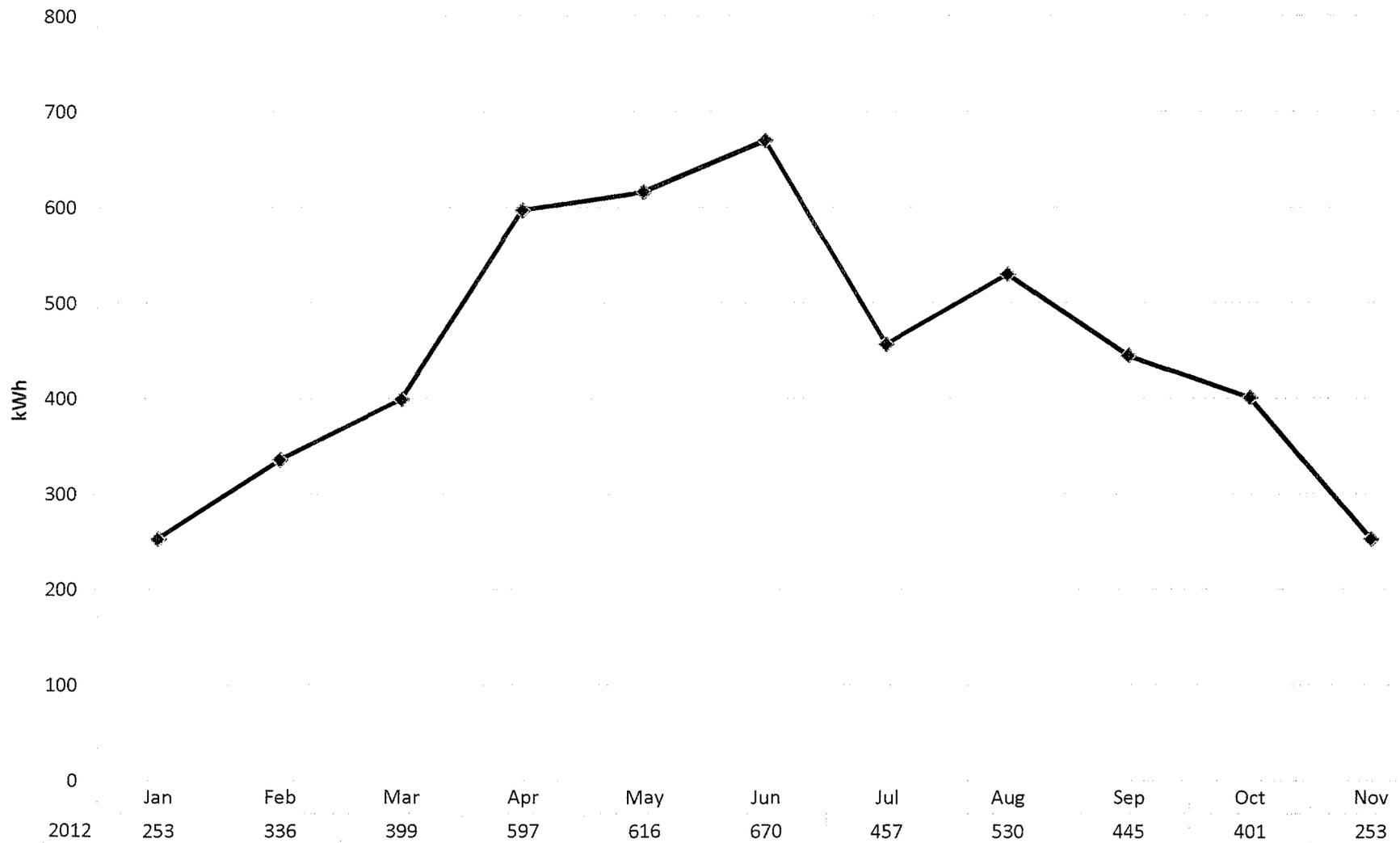
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 27,740 kWh and saved 47,157 lbs of CO₂.

RECOMMENDATION:

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

Attachments

SOLAR ENERGY PRODUCED IN 2012 (kWh)





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Review and possible Action Concerning Award
of Bids of Sewer Improvement Project 2013**

The Bid opening was originally planned for January 15, 2013. Due to requests of potential bidders the bidding period was extended until January 24. The results will be presented at the next regular scheduled meeting on February 7, 2013.

RECOMMENDATION:

This is for Board information only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Possible Leak Adjustment for 590 Stetson St.**

The District received a request to consider an adjustment to the water bill and sewer service charge for 590 Stetson Street due to a leak. The leak occurred in December of 2011 when a gardener apparently turned off a hose at the spray nozzle but failed to turn off the hose bibb and the hose subsequently burst. The customer was out of town at this time and the leak went undetected for several days. Profile data of the water meter shows a leak during this time period. Usage records show a five year established average of 9 units for January's billing.

The January and March 2012 water bills (31 HCF and 4 HCF respectively) were used to assess the sewer service charge for said property. The water consumption measured for the billing period was 35 HCF and the home owner has been charged a total of \$1,297.50 for the current FY years sewer service charge. The excessive usage due to the leak is 22 HCF. If the Board finds sufficient evidence that the leak did not enter the sewer system the customer's wet weather consumption for this billing period should be reduced to 16 HCF which is the minimum sewer service charge, or \$593.152. The home owner would be eligible for a refund of \$704.348.

If it cannot be determined that the leak did not enter the sewer system, per the District's refund policy, one third of the excess usage reflected in January's billing covers the cost of treatment ($22 \text{ HCF} / 3 = 7$). Using 9 HCF as average for January, wet weather consumption for the property ($9 \text{ HCF} + 7 \text{ HCF} + 4 \text{ HCF} = 20 \text{ HCF}$), the customer should then be assessed for 20 HCF for the current year's sewer service charge billing, or \$741.44. The home owner would be eligible for a refund of \$556.06.

The attached spreadsheet shows that the customer is eligible for a credit of \$51.01 to his account for the January 2012 water bill.

RECOMMENDATION:

Authorize the General Manager to issue a refund of \$556.06 to the owner of 590 Stetson St. to reflect a sewer service charge flow assessment of 20 HCF for the wet weather period 2011/12.

Attachments

Mr. Heldmaier

14,November 2012

In December of 2011, while we were out of town, our gardener turned the water off at the hose nozzle without shutting off the hose-bib. The hose was under the house and the subsequent leak spiked our water bill to six times our average useage. The water leak under the house did not drain into the sewer. The \$331 contained a penalty for high useage and that spike triggered another penalty on our annual Montara tax bill by 128% , \$1297(2012) \$569 (2011) I believe a double penalty is excessive and unfair. Our water useage is approximately 1/2 the average consumption of Moss Beach/Montara. I am requesting our 2012 Montara tax bill be reduced to the 2011 level and the \$331 charge be reduced to indicate no sewer useage for that period.

Respectfully

S. Badiner



Colonel USMC(ret)

590 Stetson, Moss Beach (386)237-4830

Sam Badiner
 590 Stetson St.
 January 2012 Billing
 Calculation for Water Bill

Total Units Billed 31

Tier 1 units 0 - 6	\$ 6.54	x	6	units	\$ 39.24
Tier 2 units 7 - 13	\$ 8.72	x	7	units	\$ 61.04
Tier 3 units 14 - 27	\$ 10.90	x	14	units	\$ 152.60
Tier 4 units 28 and over	\$ 15.26	x	4	units	\$ 61.04

Totals for 31 units used \$ 313.92

Customer 5 Year average equals 9 units
 Excess usage due to leak equals 22 units

Calculations for Adjustment:

Tier 1 units 0 - 6	\$ 6.54	x	6	units	\$ 39.24
Tier 2 units 7 - 13	\$ 8.72	x	3	units	\$ 26.16
Tier 3 units 14 - 27	\$ 10.90	x	0	units	\$ -
Tier 4 units 28 and over	\$ 15.26	x	0	units	\$ -
Excess usage at Tier 2 Rate	\$ 8.72	x	22	units	\$ 191.84

Total Calculations for Adjustment \$ 257.24

Billed Units			\$ 313.92
Minus Total Calculations for Adjustment	minus		\$ 257.24
			\$ 56.68
Minus 10% processing fee	minus		\$ 5.67
Bill Adjustment Due	Total Adjustment		\$ 51.01

Please note: Adjustments to be given once every 5 years only.



Work Order

GNRL

1/9/2013

WORK ORDER NUMBER

TYPE

CREATED DATE

CREATED BY

STATUS

130109101003

GNRL

1/9/2013

JEFF

PRNT

DESC.

GENERAL SERVICE WORK

ACCOUNT NUMBER

DAY PHONE

WANTED

AM/PM

CALLER NAME

PRIORITY

83-7675-0

6507283616

1/9/2013

AM

1

SERVICE ADDRESS

Badiner

Sam

590

Stetson St

Moss Beach

CA

94038

9403

COMMENTS

Profile all meter data.

METER INFORMATION

Meter	Utility	Route	Seq.	Mult.	Dials	Rate	Read Date	Reading	Usage	Pressure
06313157	W	9104	1135	1	4	D1	1/2/2013	271	7	0

7125-3654
Meter Location

Center of driveway / 10' from street.

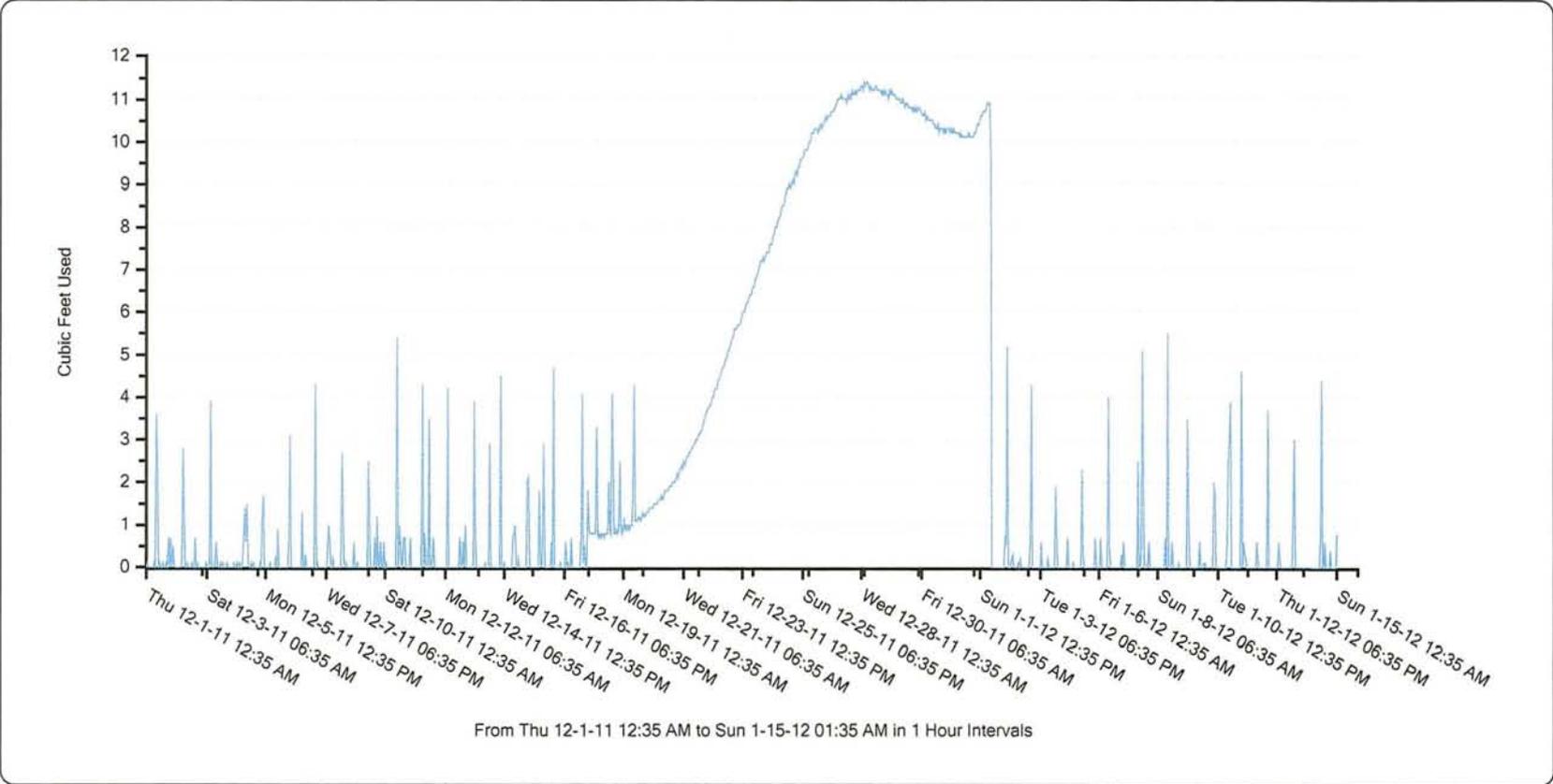
DISPATCH

DATE	TIME	DISPATCHER	METHOD	CREW
1/9/13		SC		

Read - 0271 Dec 2014 Info needed.

Leak verified on meter profile. JP 1-9-13

ORION Meter Reading Profile
Serial # 71253654



Profile Name: 71253654 20130109 1137



M:

037-092-170

MONTARA SANITARY DISTRICT

Wednesday, November 14, 2012

For Account: 83-7675-0
 Name: Sam Badiner
 Service Address: 590 Stetson St
 Moss Beach CA 94038 9

JAN 2012
 AUG
 USE
 UNITS

...0...
 8.871. ÷ \$69.54
 805. = \$69.54
 11.02 \$0.00
 \$0.00
 \$0.00

Previous 5yr average = 9 units

Read Date	Reading	Usage	Usage Billed	Meter	Est	Utility	Rate	Charge
11/1/2012	264	4	4	06313157	No	W	D1	\$27.20
9/4/2012	260	10	10	06313157	No	W	D1	\$77.08
7/5/2012	250	3	3	06313157	No	W	D1	\$20.40
5/1/2012	247	5	5	06313157	No	W	D1	\$32.70
3/1/2012	242	4	4	06313157	No	W	D1	\$26.16
1/3/2012	238	31	31	06313157	No	W	D1	\$313.92
11/1/2011	207	5	5	06313157	No	W	D1	\$32.70
9/2/2011	202	5	5	06313157	No	W	D1	\$32.70
7/1/2011	197	6	6	06313157	No	W	D1	\$39.24
5/2/2011	191	3	3	06313157	No	W	D1	\$19.62
3/1/2011	188	4	4	06313157	No	W	D1	\$26.16
1/3/2011	184	10	10	06313157	No	W	D1	\$74.12
11/1/2010	174	4	4	06313157	No	W	D1	\$20.96
9/1/2010	170	6	6	06313157	No	W	D1	\$31.44
7/1/2010	164	9	9	06313157	No	W	D1	\$47.16
5/3/2010	155	5	5	06313157	No	W	D1	\$26.20
3/2/2010	150	5	5	06313157	No	W	D1	\$26.20
1/4/2010	145	14	14	06313157	No	W	D1	\$73.36
11/2/2009	131	9	9	06313157	No	W	D1	\$47.16
9/1/2009	122	4	4	06313157	No	W	D1	\$20.96
7/1/2009	118	3	3	06313157	No	W	D1	\$15.72
5/1/2009	115	9	9	06313157	No	W	D1	\$44.88
3/2/2009	106	8	8	06313157	No	W	D1	\$39.90
1/5/2009	98	9	9	06313157	No	W	D1	\$44.88
11/3/2008	89	4	4	06313157	No	W	D1	\$19.95
9/2/2008	85	9	9	06313157	No	W	D1	\$44.88
7/1/2008	76	8	8	06313157	No	W	D1	\$39.90
5/1/2008	68	10	10	06313157	No	W	D1	\$47.33
3/3/2008	58	8	8	06313157	No	W	D1	\$37.86
1/2/2008	50	4	4	06313157	No	W	D1	\$18.93
11/1/2007	46	5	5	06313157	No	W	D1	\$23.67
9/4/2007	41	8	8	06313157	No	W	D1	\$37.86
7/2/2007	33	5	5	06313157	No	W	D1	\$23.67

For Account: 83-7675-0
 Name: Sam Badiner
 Service Address: 590 Stetson St
 Moss Beach CA 94038 94

Total Due: \$92.21
 Current: \$92.21
 Past 1: \$0.00
 Past 2: \$0.00
 Past 3: \$0.00

Read Date	Reading	Usage	Usage Billed	Meter	Est	Utility	Rate	Charge
7/2/2007	33	5	5	06313157	No	W	D1	\$23.67
5/1/2007	28	4	4	06313157	No	W	D1	\$18.93
3/1/2007	24	5	5	06313157	No	W	D1	\$22.40
1/3/2007	19	6	6	06313157	No	W	D1	\$26.87
11/1/2006	13	10	10	06313157	No	W	D1	\$44.79
9/1/2006	3	3	3	06313157	No	W	D1	\$31.35
8/14/2006	329	4	4	R42071160	No	W	D1	\$0.00
7/3/2006	325	13	13	R42071160	No	W	D1	\$58.23
5/1/2006	312	6	6	R42071160	No	W	D1	\$26.87
3/1/2006	306	5	5	R42071160	No	W	D1	\$22.40
1/3/2006	301	7	7	R42071160	No	W	D1	\$31.35
11/1/2005	294	9	9	R42071160	No	W	D1	\$40.31
9/1/2005	285	11	11	R42071160	No	W	D1	\$49.27
7/1/2005	274	12	12	R42071160	No	W	D1	\$53.75
5/2/2005	262	10	10	R42071160	No	W	D1	\$42.66
3/1/2005	252	8	8	R42071160	No	W	D1	\$34.13
1/3/2005	244	9	9	R42071160	No	W	D1	\$38.39
11/1/2004	235	10	10	R42071160	No	W	D1	\$42.66
9/1/2004	225	9	9	R42071160	No	W	D1	\$38.39
7/1/2004	216	5	5	R42071160	No	W	D1	\$21.33
5/3/2004	211	4	4	R42071160	No	W	D1	\$17.06
3/3/2004	207	10	10	R42071160	No	W	D1	\$42.66
1/5/2004	197	4	4	R42071160	No	W	D1	\$17.06
11/3/2003	193	4	4	R42071160	No	W	D1	\$17.06
9/3/2003	189	6	6	R42071160	No	W	D1	\$25.60
7/31/2003	183	9	9	R42071160	No	W	M1B2	
7/10/2003	174	19	19	R42071160	No	W	M1B2	
5/9/2003	155	8	8	R42071160	No	W	M1B2	
3/11/2003	147	8	8	R42071160	No	W	M1B2	
1/10/2003	139	3	3	R42071160	No	W	M1B2	
11/8/2002	136	6	6	R42071160	No	W	M1B2	
9/10/2002	130	6	6	R42071160	No	W	M1B2	
7/11/2002	124	6	6	R42071160	No	W	M1B2	
5/9/2002	118	8	8	R42071160	No	W	M1B2	
3/12/2002	110	4	4	R42071160	No	W	M1B2	
1/7/2002	106	9	9	R42071160	No	W	M1B2	
11/8/2001	97	4	4	R42071160	No	W	M1B2	

A.P.N.	NAME	LOCATION	CHARGE
037-074-210	KOKAWA GARY HIROSHI	879 TIERRA ALTA ST	\$1,223.36
037-074-220	ELIOPOULOS ANNE S TR	875 TIERRA ALTA ST	\$593.14
037-074-230	WOLFE SUSAN J	880 LINDA VISTA ST	\$593.14
037-074-240	MOREING WILLIAM W TR	888 LINDA VISTA ST	\$741.44
037-075-030	BROAD MATTHEW D TR	876 TIERRA ALTA ST	\$852.64
037-075-040	PLANK TERRY G TR	872 TIERRA ALTA ST	\$593.14
037-075-050	BAKER GEORGE D & KAT	879 BUENA VISTA ST	\$593.14
037-075-060	HAMILTON JARRETT SCO	893 BUENA VISTA ST	\$741.44
037-076-020	WILSON J DWIGHT TR	886 BUENA VISTA ST	\$1,075.08
037-081-010	GRAHAM SCOTT P TR	495 STETSON ST	\$593.14
037-083-030	HSBC BANK USA TR	538 KELMORE ST	\$593.14
037-083-100	LOCKBAUM PAMELA S TR	530 KELMORE ST	\$593.14
037-083-110	MARTUSCELLI GERALD E	534 KELMORE ST	\$1,371.64
037-083-120	HOOPER CLAY	554 KELMORE ST	\$593.14
037-083-160	VINCENT CHARLES E JR	594 KELMORE ST	\$926.78
037-084-020	MACKIMMIE BRUCE C TR	524 STETSON ST	\$593.14
037-084-040	YOUNG SUSAN L	534 STETSON ST	\$1,668.22
037-084-070	HILVERT MARK W & TRA	520 STETSON ST	\$963.86
037-084-100	KENNEDY GARY R & CAR	2145 CARLOS ST	\$593.14
037-084-110	EPSTEIN MARK L & D F	2025 CARLOS ST	\$1,779.44
037-084-120	DEVENEY DENNIS	530 STETSON ST	\$593.14
037-084-140	KOERTING WAYNE R & A	2165 CARLOS ST	\$741.44
037-084-170	MATHEWSON JOHN C TR	2015 CARLOS ST	\$593.14
037-084-180	MILES JUNE MARIE BUS	502 STETSON ST	\$889.72
037-084-190	BORME VICTOR TR	400 SIERRA ST	\$3,188.16
037-084-200	RING BONNIE TR	2011 CARLOS ST	\$1,186.30
037-084-230	DENNIS GAIL A	570 STETSON ST	\$741.44
037-084-270	STATLER KATHLEEN P	550 STETSON ST	\$1,334.58
037-084-280	WRIGHT IAN	580 STETSON ST	\$741.44
037-084-290	HAASE DAVID S	576 STETSON ST	\$593.14
037-085-010	PRICE ALLEN L	2000 VALLEMAR	\$815.58
037-085-020	YEO JAMES R TR	2006 VALLEMAR	\$593.14
037-085-040	MK INC	2008 VALLEMAR	\$1,038.00
037-085-050	WILLIAMS DELL P III	101 NIAGRA AVE	\$1,890.64
037-085-060	TYLER CHRISTOPHER L	2009 VALLEMAR	\$778.50
037-086-010	LACY RANDY H	2010 VALLEMAR ST	\$889.72
037-086-020	MIYAMOTO SUSAN T	2060 VALLEMAR	\$593.14
037-086-030	KASOME BARBRA TR	2066 VALLEMAR	\$1,038.00
037-086-040	WIRDZEK ALBERT TR	2076 VALLEMAR	\$741.44
037-086-060	SAMBOLD RUDOLPH TR	2084 VALLEMAR	\$593.14
037-086-070	DJABBARI ALI	2090 VALLEMAR	\$593.14
037-086-080	PERUN STEVEN G	2100 VALLEMAR ST	\$963.86
037-086-090	WATSON ELWIN J TR ET	2112 VALLEMAR ST	\$593.14
037-086-110	RODELO JOHN JOSEPH	2132 VALLEMAR ST	\$667.28
037-086-120	BERGER JOYAN HUTTON	2136 VALLEMAR ST	\$593.14
037-086-130	FOGARTY THOMAS J	2150 VALLEMAR ST	\$704.36
037-086-150	DAILEY PATRICIA H TR	2166 VALLEMAR ST	\$667.28
037-086-200	BRAGER BARTH D	2130 VALLEMAR ST	\$889.72
037-086-210	NAMAN GARY A & JANIS	2120 VALLEMAR ST	\$2,224.30
037-091-070	JORDAN CHARLES LEE T	687 STETSON ST	\$815.58
037-091-120	DEMOOR KAREN	606 KELMORE ST	\$1,334.58
037-091-130	ALOTTA RAE TR	614 KELMORE ST	\$704.36
037-091-140	BERESINI BRIAN L & M	611 STETSON ST	\$704.36
037-091-150	GERIN LAURENT S	600 KELMORE ST	\$593.14
037-091-180	LEE LINDA M TR	601 STETSON ST	\$593.14
037-091-200	DI LENA DAVID L & JA	675 STETSON ST	\$889.72
037-091-210	PETERSEN LEE J TR	639 STETSON ST	\$852.64
037-091-230	CHURCH LOMAX THE TRU	650 KELMORE ST	\$593.14
037-091-240	MCCABE MELINDA ANN	638 KELMORE ST	\$593.14
037-091-250	HAACK WILLIAM T	658 KELMORE ST	\$1,186.30
037-091-270	GINOTTI FRANK J TR	655 STETSON ST	\$1,223.36
037-091-280	ROWEN DARL W & ILSE	651 STETSON ST	\$593.14
037-091-290	MANNON JAMES MILTON	619 STETSON ST	\$593.14
037-091-320	WILLIAMS CLIFFORD E	686 KELMORE ST	\$593.14
037-091-330	VON HAUFFE WALTER	666 KELMORE ST	\$593.14
037-091-340	YEATES STEVEN C TR	622 KELMORE ST	\$741.44
037-091-350	EVANS KENNETH R TR	630 KELMORE ST	\$778.50
037-091-360	HANKIN DAVID L	665 STETSON	\$1,223.36
037-092-100	DUFFIN DANIEL	600 STETSON ST	\$593.14
037-092-160	SANKARAN VANITHA	2205 CARLOS ST	\$593.14
037-092-170	BADINER SAMUEL	590 STETSON ST	\$1,297.50
037-092-180	LENNON MAUREEN MCGOL	601 ADMIRAL ST	\$1,519.94
037-092-200	SPONSLER MARGRET A	630 STETSON ST	\$1,482.86
037-092-210	GAYNES MICHAEL L TR	622 STETSON ST	\$963.86

037-083-100	LOCKBAUM PAMELA S TR	530	KELMORE ST	\$568.82
037-083-110	MARTUSCELLI GERALD E	534	KELMORE ST	\$1,350.94
037-083-120	HOOPER CLAY	554	KELMORE ST	\$568.82
037-083-160	VINCENT CHARLES E JR	594	KELMORE ST	\$746.58
037-084-020	MACKIMMIE BRUCE C TR	524	STETSON ST	\$568.82
037-084-040	YOUNG SUSAN L	534	STETSON ST	\$1,173.18
037-084-070	HILVERT MARK W & TRA	520	STETSON ST	\$959.88
037-084-100	KENNEDY GARY R & CAR	2145	CARLOS ST	\$568.82
037-084-110	EPSTEIN MARK L & D F	2025	CARLOS ST	\$1,706.44
037-084-120	DEVENEY DENNIS	530	STETSON ST	\$604.36
037-084-140	KOERTING WAYNE R & A	2165	CARLOS ST	\$711.02
037-084-170	MATHEWSON JOHN C TR	2015	CARLOS ST	\$568.82
037-084-180	MILES JUNE MARIE BUS	502	STETSON ST	\$568.82
037-084-190	BORME VICTOR	400	SIERRA ST	\$1,244.28
037-084-200	RING BONNIE TR	2011	CARLOS ST	\$1,137.64
037-084-230	DENNIS GAIL A	570	STETSON ST	\$711.02
037-084-270	STATLER KATHLEEN P	550	STETSON ST	\$782.12
037-084-280	WRIGHT IAN	580	STETSON ST	\$711.02
037-084-290	HAASE DAVID S	576	STETSON ST	\$568.82
037-085-010	PRICE ALLEN L	2000	VALLEMAR	\$711.02
037-085-020	YEO JAMES R TR	2006	VALLEMAR	\$568.82
037-085-040	MK INC	2008	VALLEMAR	\$1,137.64
037-085-050	WILLIAMS DELL P III	101	NIAGRA AVE	\$1,457.60
037-085-060	TYLER CHRISTOPHER L	2009	VALLEMAR	\$782.12
037-086-010	LACY RANDY H	2010	VALLEMAR ST	\$888.78
037-086-020	MIYAMOTO SUSAN T	2060	VALLEMAR	\$568.82
037-086-030	KASOME BARBRA TR	2066	VALLEMAR	\$924.32
037-086-040	WIRDZEK ALBERT TR	2076	VALLEMAR	\$639.92
037-086-060	SAMBOLD RUDOLPH TR	2084	VALLEMAR	\$568.82
037-086-070	DJABBARI ALI	2090	VALLEMAR	\$604.36
037-086-080	PERUN STEVEN G	2100	VALLEMAR ST	\$782.12
037-086-090	WATSON ELWIN J TR ET	2112	VALLEMAR ST	\$568.82
037-086-110	RODELO JOHN JOSEPH	2132	VALLEMAR ST	\$568.82
037-086-120	BERGER JOYAN HUTTON	2136	VALLEMAR ST	\$568.82
037-086-130	FOGARTY THOMAS J	2150	VALLEMAR ST	\$817.68
037-086-150	DAILEY PATRICIA H TR	2166	VALLEMAR ST	\$568.82
037-086-200	BRAGER BARTH D	2130	VALLEMAR ST	\$1,030.98
037-086-210	NAMAN GARY A & JANIS	2120	VALLEMAR ST	\$959.88
037-091-070	JORDAN CHARLES LEE T	687	STETSON ST	\$568.82
037-091-120	DEMOOR KAREN	606	KELMORE ST	\$782.12
037-091-130	ALOTTA RAE TR	614	KELMORE ST	\$782.12
037-091-140	BERESINI BRIAN L & M	611	STETSON ST	\$746.58
037-091-150	KNOWLES JAMES L	600	KELMORE ST	\$746.58
037-091-180	LEE LINDA M TR	601	STETSON ST	\$568.82
037-091-200	DI LENA DAVID L & JA	675	STETSON ST	\$782.12
037-091-210	PETTERSEN LEE J TR	639	STETSON ST	\$711.02
037-091-230	CHURCH LOMAX THE TRU	650	KELMORE ST	\$568.82
037-091-240	MCCABE MELINDA ANN	638	KELMORE ST	\$568.82
037-091-250	HAACK WILLIAM T	658	KELMORE ST	\$1,137.64
037-091-270	GINOTTI FRANK J TR	655	STETSON ST	\$959.88
037-091-280	ROWEN DARL W & ILSE	651	STETSON ST	\$568.82
037-091-290	MANNON JAMES MILTON	619	STETSON ST	\$746.58
037-091-320	WILLIAMS CLIFFORD E	686	KELMORE ST	\$568.82
037-091-330	VON HAUFFE WALTER	666	KELMORE ST	\$568.82
037-091-340	YEATES STEVEN C TR	622	KELMORE ST	\$568.82
037-091-350	EVANS KENNETH R TR	630	KELMORE ST	\$568.82
037-091-360	HANKIN DAVID L	665	STETSON	\$959.88
037-092-100	DUFFIN DANIEL	600	STETSON ST	\$639.92
037-092-160	SANKARAN VANITHA	2205	CARLOS ST	\$568.82
037-092-170	BADINER SAMUEL	590	STETSON ST	\$568.82
037-092-180	LENNON MAUREEN MCGOL	601	ADMIRAL ST	\$1,066.52
037-092-200	SPONSLER MARGRET A	630	STETSON ST	\$568.82
037-092-210	GAYNES MICHAEL L TR	622	STETSON ST	\$782.12

General Work Order

Work Order	Type	Status	Priority	Account Number	Status
120109144919	PROF	LOG	1	83-7675-0	ACTB

General | Premise | Meter | Backflow | Dispatch

Work Order Type	PROF ✓	Caller	Sam Badiner	Date Wanted	1/9/2012 ✓
Priority	1 ✓	Day Phone	(650) 728-3616	Time Wanted	AM ✓

Comments/Instructions

Enter any comments or instructions for the Work Cre

MR Badiner, Owner lives in Florida called regarding high usage and is not on leak report. He has a tenant occupying upstairs and will call tenant to inquire usage. Mr Badiner would like a profile taken to view time and quantity of water use. Please call with findings (3 hr difference). SC 1/11/12 profiled attached SC spoke with customer readis 238.

 Previous	 Next	 Print	 Dispatch	 Ok	 Cancel	 Log
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MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Additional Geotechnical Investigation for New
Alta Vista Tank.**

Findings adopted by the California Coastal Commission (CCC or Commission) regarding the District's Public Works Plan (PWP) Phase I, include a requirement for additional geotechnical investigations at the Alta Vista site prior to the construction of the new Alta Vista Tank No. 2. The PWP findings require the District to perform the following:

The District shall consult with the geotechnical engineer to determine the applicability of the existing geotechnical report to the new Alta Vista Tank location as specified in Mitigation Measure 3.1-1. The report shall be updated, if appropriate.

In addition to the PWP requirements, new challenges have surfaced in the new Alta Vista Tank No. 2 design. To protect the existing distribution system from higher pressures, prevent main breaks and wear and tear of the pipelines, and to provide for better operational flexibility of the water system, the tank bottom elevation has been lowered to match the existing Alta Vista Tank, which place the tank at an elevation 10 feet deeper than previously designed. In addition, the following soil and other conditions call for new geotechnical investigations and recommendations:

- 1) The 2008 investigation performed by TerraSearch discovered a clay seam within the footprint of the proposed tank location.
- 2) The 2008 report stated that a seismic event could result in this clay seam slipping an inch or two over virtually no distance, however, it provided minimal design recommendations to mitigate this geological feature.
- 3) Project cost may be minimized by the correct balance of geotechnical and structural design mitigation which requires further geotechnical investigation - this is the primary rationale for additional geotechnical work.
- 4) Change in tank floor elevation from 488 to 478 necessitated a change in tank style from welded steel to concrete, which will affect geotechnical recommendations.
- 5) Change in the governing building code from CBC 2007 to CBC 2010.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

The District's Water Engineer contacted the following firms requesting to provide proposals for this work:

▲ *TerraSearch*, the firm who conducted the original 2008 study. Geotechnical engineer who developed report for TerraSearch is no longer practicing and TerraSearch firm was purchased by another firm. This firm was contacted in an effort to obtain the background project information; firm never responded.

▲ *Romig Engineers*, who provided geotechnical engineering services for the School House tank respectfully declined to work on the project due to lack of expertise in the geotechnical conditions that will be experienced at Alta Vista.

▲ *Geotechnical Consultants, Inc.* was also asked to submit a proposal for this project due to their experience in large concrete tank construction in difficult geotechnical conditions with challenging seismic design criteria which have exposed them to mitigation techniques to cost-effectively help balance engineered fill design and structural foundation design.

Staff has reviewed the attached proposal by Geotechnical Consultants, Inc. for \$39,600 and recommends selecting Geotechnical Consultants, Inc. to perform this work based on their expertise and experience with similar projects. Most recently, they were advising SFPUC on a large concrete tank construction at the Harry Tracy Water Treatment Plant in San Mateo County.

RECOMMENDATION:

Authorize the General Manager to execute a contract with Geotechnical Consultants, Inc., not-to-exceed \$39,600.

Attachment



GEOTECHNICAL CONSULTANTS, INC.
Geotechnical Engineering • Geology • Hydrogeology

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

November 14, 2012

Subject: Proposal for Geotechnical and Geologic Services
Alta Vista Tank Site, Montara, California

We are pleased submit this proposal to provide geotechnical services for the Montara Water and Sanitary District (MWSD) Alta Vista Tank No. 2 Project. This proposal is based on our review of conceptual design plans provided by SRT Consultants, review of previous geotechnical investigation reports related to the project, and a site visit conducted on 10/26/12.

The primary purpose of our proposed investigation is to: (1) provide geotechnical discussions, interpretations, and recommendations for design and construction of the proposed tank and associated facilities in accordance with the 2010 California Building Code (CBC), (2) characterize the location(s) and strike/dip geometry of bedrock discontinuities beneath the proposed tank site, and (3) assess the modes and magnitude of potential displacement of bedrock discontinuities beneath the proposed tank foundation, and provide mitigation measures as necessary, and (4) address additional design issues provided in a 6/9/12 letter from the tank design contractor (DYK Incorporated) to SRT Consultants.

It is our understanding that the Alta Vista Tank project consists of the following primary elements:

I. Potable Water Tank:

- One million gallon prestressed concrete potable water tank
- Free standing concrete roof
- Roof to be designed to structurally support solar panels to be installed in the future
- Nominal diameter 80-ft
- Nominal side water depth: 28-ft
- Partially buried:
 - Tank floor elevation: el. +478 feet
 - Proposed grade: el. +502-506 feet
 - Tank side wall height: el. +512 feet
 - Tank roof height: el. +520.5 feet

- Small (< 5-ft) retaining wall around tank access road circumference
 - Tank underdrain piping
 - Gravel road around tank
 - Stormwater riprap energy dissipator on west side slope
2. Water pipeline: 12" water piping up to 30-ft deep
 3. Tank overflow pipeline: 8" piping at minimum cover
 4. Concrete slab for small process equipment and prefab shed (10x8)
 5. Precast drain wet well (~ 25-ft deep) and precast storm sewer inlets

The proposed tank would be located on an existing hilltop ridge approximately 350 feet north of the existing Alta Vista tank reservoir on Alta Vista Road in unincorporated Montara, California. We also understand that due to various site constraints, the tank may be required to move approximately 40-feet further south along the ridge line (from the location shown on the conceptual plans).

Our cursory review of available geotechnical and geologic data, and visit to the project site, indicate that the proposed tank location is generally underlain by residual sandy soil followed by highly weathered/decomposed granite bedrock that becomes less weather and more competent with depth.

SCOPE OF WORK

Based on our understanding of the project needs, we propose the following scope of work.

A. REVIEW OF AVAILABLE GEOTECHNICAL/GEOLOGIC INFORMATION AND DATA:

Literature Review. To assist in our geotechnical study, we will review existing geotechnical and geological documents to gather background information for developing our geotechnical field exploration program and to provide supplementary geotechnical/geological information and data for our engineering analysis. Reports, documents, and information reviewed will include:

1. Terrasearch, 2005, "Geotechnical Investigation Report, proposed Schoolhouse and Alta Vista Tank Sites," for MWSD, August 4;
2. Terrasearch, 2008, "Geotechnical Investigation Report, Proposed Alta Vista Tank Site," for CDM, August 14;
3. DYK Incorporated, 6/9/12 letter to SRT Consultants providing a written response to the 2008 Terrasearch report stating their issues and concerns; and
4. Published geologic maps (e.g. CGS and USGS maps, etc.).

Review of Core Samples. If core samples from the previous investigations are available, we will conduct a detailed assessment of key core intervals that suggest evidence of bedrock discontinuities, including joints, bedding, faults, and shear zones. Information from review of existing core sample (if available) would be used to further assess the location and geometry of rock discontinuities (e.g., strike, dip, joint spacing, etc.).

B. GEOTECHNICAL INVESTIGATION:

Our proposed geotechnical field exploration program aims to supplement the previous geotechnical explorations and associated test data. The geotechnical investigation will include permitting, utility location, drilling and logging continuous core boring(s), and excavation and logging of test pit(s) (contingent upon results coring), disposal of drilling mud, and preparation of a geotechnical data package. Further description of these activities is as follows:

- **Permitting.** We will apply for the necessary San Mateo County Health Department permit to perform our field exploration program.
- **Field Reconnaissance/Utility Clearance.** We will visit the site to mark our exploration locations and to assess site conditions and accessibility of drilling/excavation equipment. We will notify Underground Service Alert of our subsurface exploration program. In addition, we will coordinate with the MWSO to locate and mark any subsurface water pipelines or other utilities in the vicinity of our proposed boring(s).
- **Exploration.** Based on our review of previous geotechnical investigation reports, we propose to drill one continuous core-hole to a minimum depth of 60 feet with the objective of identifying the presence, depth, and orientation of bedrock discontinuities beneath the proposed tank site. The boring will be continuously cored and logged by a qualified geologist. The drillhole will be a mud rotary boring with continuous 101 Geo-Barrel or H-size rock coring. Any drill spoils will be stock piled on site and borings will be tremie grouted with Portland cement grout. Rock core samples will be wrapped in plastic and stored in cardboard core boxes.

Because of the weathered and decomposed nature of the shallow granite at the site, we may experience poor core sample recovery in the upper 10 to 15 feet of the core-hole. If

such poor core recovery is experienced during our drilling, we also conduct a test pit adjacent to the core-hole location to expose potential bedrock discontinuities. The test pit would be excavated with a backhoe or mini-excavator to a depth of approximately 10 to 15 feet.

C. GEOTECHNICAL LABORATORY TESTING PROGRAM :

Select soil/rock samples collected during the field exploration will be assigned various tests to evaluate their physical and engineering properties which may include, but not limited to: moisture content and dry density determination, Atterberg limits, grain size distribution, and strength (including unconfined compression, direct shear, or point load) tests are anticipated for the soil/rock samples. Soil corrosion testing will also be performed and will include measurement of pH, resistivity, chlorides concentration, and sulfate concentration.

Results from laboratory testing will be used along with test data from previous studies at the site to develop geotechnical design parameters.

D. GEOTECHNICAL ENGINEERING ANALYSIS AND REPORT :

Based on the results from the field exploration and laboratory testing programs, we will develop a Geotechnical Report to provide the results of our engineering analysis and our geotechnical conclusions and recommendations for the following:

- Site surface and subsurface conditions;
- Potential geo-hazards, including strong ground shaking, slope stability, seismic settlement (total and differential), and ground rupture (liquefaction and lateral spreading not anticipated);
- Recommendations of mitigation of potential concerns with soil/rock stability/ground rupture;
- Recommended design groundwater level;
- Geotechnical parameters for analyzing seismic design forces as defined in the 2010 CBC and other applicable codes;
- Acceleration response spectra for seismic design in accordance with the 2010 CBC and other applicable codes;
- Geotechnical parameters for structure to resist lateral forces including base coefficient of soil friction and lateral passive pressures.

- Geotechnical parameters for structure design including allowable bearing pressures, modulus of subgrade reaction, lateral active earth pressures (static and seismic), lateral at-rest earth pressure, and traffic surcharge;
- Recommendations regarding deep excavations and associated design parameters for stable open cuts, and temporary shoring;
- Earthwork recommendations including excavation characteristics, subgrade preparation, engineered fill placement and compactions, structural backfill fill recommendations, and pipeline trenching, bedding, and backfill;
- Recommendations for site grading (including tank gravel access road and access road retention), drainage, and erosion control; and
- Construction considerations.

Our geotechnical discussions, interpretations, and recommendations for the design and construction of the proposed tank and associated facilities will be provided in a Geotechnical Report (Draft and Final). Logs of borings and test pits from our exploration as well as past explorations, and laboratory test data will be appended to the report. Two copies of the draft and final report will be provided to the MWSD.

E. DESIGN SUPPORT:

We will review design drawings (at the approximate 65% percent design phase) to ensure that our geotechnical recommendations have been incorporated into the design.

COST ESTIMATE

The total cost of providing the above-identified services is estimated at \$39,600. A breakdown of our estimated cost is provided on the following table.

<u>COST BREAKDOWN</u>			
<u>Activity</u>	<u>Labor Costs</u>	<u>Outside Services</u>	<u>Approx. Cost</u>
A. REVIEW OF AVAILABLE INFORMATION:			
• Literature review	\$1,500	--	\$1,500
• Review of Core Samples (contingent upon availability)	\$1,500	--	\$1,500
B. GEOTECHNICAL INVESTIGATION			
• Field Reconnaissance	\$800		\$800
• Drilling permits, utility clearance	\$800	\$500	\$1,300
• Geotechnical Drilling (assumes one 60 foot deep continuous corehole)	\$2,000	\$4,500	\$6,500
• Geotechnical Test Pit (contingent upon corehole recovery)	\$2,000	\$1,500	\$3,200
C. LABORATORY TEST PROGRAM			
• Lab test assignment/geotechnical lab testing	\$800	\$3,000	\$3,800
• Corrosion Testing	\$200	\$500	\$700
D. ENGINEERING ANALYSIS AND REPORT			
• Engineering analysis	\$7,500	--	\$7,500
• Draft report Preparation	\$7,500	--	\$7,500
• Response to draft report comments and report finalization	\$3,500	--	\$3,500
E. DESIGN/CONSTRUCTION SUPPORT			
• Review design and specifications near finalization	\$1,500	--	\$1,500
GRAND TOTAL	\$29,600	\$10,000	\$39,600

SCHEDULE

Upon receiving a notice-to-proceed (NTP), we anticipate the following work schedule:

<u>Task</u>	<u>Time after NTP</u>
• Project Start-up (Literature review, permitting, mark boring location, utilities clearance, notify USA)	Week 1 and 2
• Geotechnical Boring/Coring	Week 3
• Exploratory Trench (contingent upon core-hole results)	Week 4
• Laboratory testing	Week 4 and 5
• Engineering Analyses	Week 5 and 6
• Draft Report Preparation	Week 7 and 8
• Final Report (assuming one-week review period)	Week 10

We appreciate the opportunity to present this proposal and look forward to being a part of the project team. Please call if you have any questions regarding this proposal.

Sincerely,
GEOTECHNICAL CONSULTANTS, INC.



Joseph N. Seibold, P.E., G.E.
Associate



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **January 17, 2012**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

SUBJECT: Managers Report

Attended Meetings: On December 7 the General Manager attended union negotiation and on January 14 a mediation session with Rick Putz for Local 39 and Austris Rungis the district's negotiator. Shop Stewart Joanne Andreotti represented the employees of the petitioned unit.

On December 13 the General Manager met with the Granada Sanitary District Manager Chuck Duffy, and Half Moon Bay City Manager Lisa Snideman to discuss suggested SAM Reserve Policy, proposed methods to measure SAM flows, SAM Collections Contract Service and proposed Budget allocation methodology.

Other: On December 13 the General Manager attended a function to honor the 40 year anniversary of the California Coastal Act.

In addition, the General Manager attended phone calls and conferences with consultants, directors, and customers.

Vacation Pay: Section 3.03 of the employee manual allows employees to receive payment in lieu of accrued time off. To reduce the amount of accrued vacation time rolled over from year 2012 to 2013 the General Manager received payment for 40 hrs.

RECOMMENDATION:

This is for Board information only.