



# Montara Water and Sanitary District

*Serving the Community of Montara and Moss Beach*

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Montara, CA 94037-0131  
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*To sensitively manage the natural resources entrusted to our care, to provide the people of Montara - Moss Beach with reliable, high – quality water, wastewater, and trash disposal at an equitable price, and to ensure the fiscal and environmental vitality of the district for future generations. Be open to providing other services desired by our community.*

# AGENDA

## District Board of Directors

8888 Cabrillo Highway  
Montara, California 94037

## August 4, 2016 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 June 2, 2016.](#)
2. [Approve Financial Statements for June 2016.](#)
3. Approve Warrants for August 1, 2016.
4. [SAM Flow Report for June 2016.](#)
5. [Monthly Review of Current Investment Portfolio.](#)
6. [Connection Permit Applications Received.](#)
7. [Monthly Water Production Report for June 2016.](#)
8. [Rain Report.](#)
9. [Solar Energy Report.](#)
10. [Monthly Public Agency Retirement Service Report for May 2016](#)

## **OLD BUSINESS**

1. [Review and Possible Action Concerning Grand Jury Report about Sanitary Districts.](#)

## **NEW BUSINESS**

1. [Review and Possible Action Concerning Questions Received from Resist Density in Regards to Sierra 1.](#)
2. [Review and Possible Action Concerning 4<sup>th</sup> Street Water Main Replacement Bid Approval.](#)
3. [Review of Planned Montara Creek Diversion Structure Improvements.](#)
4. [Review and Possible Action Concerning California Special Districts Association 2016 Board Elections.](#)
5. [Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meeting August 18, 2016.](#)

## **REPORTS**

1. Sewer Authority Mid-Coastside Meetings (Boyd)
2. MidCoast Community Council Meeting (Slater-Carter)
3. CSDA Report (Slater-Carter)
4. CCWD, NCCWD Committee Report (Harvey, Huber)
5. Attorney's Report (Schricker)
6. Directors' Reports
7. General Manager's Report (Heldmaier)

## **FUTURE AGENDAS**

## **ADJOURNMENT**

### **PARTICIPATION BY TELECONFERENCE**

The following Director will participate by teleconference in all or a portion of the meeting of the Board, including Closed Session, from the following locations:

Director Kathryn Slater-Carter – 616 Lake Shore Blvd, Incline Village, 89450 NV

Directors participating by teleconference shall post a copy of the Agenda at a location available to the public in the vicinity of the place of their participation. Members of the public will be allowed to participate in open portions of the meeting at the teleconference site(s). All votes taken during a teleconferenced meeting shall be by roll call.

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](http://www.mwsd.montara.org)) subject to staff's ability to post the documents before the meeting.



**MONTARA WATER & SANITARY**  
**DISTRICT**

**BOARD OF DIRECTORS MEETING**  
**June 2, 2016**

**MINUTES**

**REGULAR SESSION BEGAN AT 7:35 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Directors Present: Slater-Carter, Harvey, and Wilson  
Director Huber via teleconference  
Directors Absent: Director Boyd  
Staff Present: General Manager, Clemens Heldmaier,  
District Clerk, Judy Gromm  
Others Present: District Accountant, Peter Medina

**PRESIDENT'S STATEMENT** – President Harvey gave a special thank you to Directors Slater-Carter and Boyd, to ad hoc Board Committee Member Gary Warhaftig, founder of the Montara Moss Beach Water Improvement Association, to our General Manager, Clemens Heldmaier, our staff, and to Judge Quinton Kopp for their extended time and generous effort, in working with the San Mateo County Board of Supervisors, Caltrans, and the Coastal Commission in order to put Montara/Moss Beach Cal Trans Right of Way, which had been set aside for freeway construction over and through Mt. Montara, under the protection of the Montara Water and Sanitary District. The San Mateo County Board of Supervisors met on May 24<sup>th</sup> and unanimously approved and presented to Quentin Kopp, representing our District, a Resolution confirming their willingness and commitment to soon complete the process of presenting the Cal Trans Right of Way to the Montara Water and Sanitary District, for its protection by our Community with use for all.

President Harvey then read the Resolution.

**ORAL COMMENTS** - John Petino, Moss Beach resident and member of Resist Density would like to talk about the cumulative effect upon MWSD's Systems Mid Pen and Big Wave, and Carlos Street multiunit will have. Is there sufficient capacity to manage all of this? Who pays for any expansion if needed? Where are the funds procured for the connections? Has 1 Sierra ever been tested for water? Resist Density understands there is none. Finally, can Resist Density be included in the agenda during a future meeting? We would like to discuss 1 Sierra and Mid Coast development. Resist Density has been informed Mid Pen is planning another Community Open House sometime this month or early July. We have asked for a delay until August when many will not be on vacation. Mid Pen will have the June/July meeting, but will try to plan another in August to accommodate the community.

Director Wilson sees a real dilemma that the entire community will have to face and it's how many of our kids can afford to buy a house in this area. I would much rather see a discussion about the issue on both density along with affordability. A true discussion for this community should be with both because when 95% of our kids cannot buy a home in this area this is a problem. Right now it's all been focused on density. I am challenging Resist Density for a broader discussion.

Mr. Petino noted Resist Density cares about the affordability issue and looks forward to that conversation.

Director Slater-Carter noted as a Sewer and Water District we should contain our agenda to the items under which we have influence and control. There are many, many issues, particularly quality of life for this community. This District has to stay within its mission which is to provide sewer and water.

Director Slater-Carter reported it was her understanding that any additional costs for a connection is the responsibility of the owner.

Director Huber noted he agrees with Director's Wilson and Slater-Carter. We need to limit our involvement into whether they need requirements to be served for water and sewer.

Bill Kehoe, Moss Beach resident is requesting to an agenda reorder. Mr. Kehoe is requesting New Business Item 1 to be discussed before going on to the Public Hearing. The Board agreed to his request and Old Business number 1 was then discussed.

## **PUBLIC HEARING -**

### **1. Review and Possible Action Concerning Adoption of a Revised Master Fee Schedule.**

General Manager Heldmaier reported every year the Board adopts a Master Fee Schedule which contains updates to most charges and fees including

the Water and Sewer connection charges. Staff has updated the connection charges and service fees based on the cost of construction and the consumer price index. The new water rates and sewer service charges are also included in the proposed Master Fee Schedule.

The following are the major changes from the prior year:

- Sewer Service Charge rate is suggested to be set at tonight's meeting to increase by 3% from \$40.51 to \$41.73. The increase is necessary to fund necessary capital improvements and increased SAM assessments.
- The water rates are set at the established maximum prop 218 level for the coming Fiscal Year with an increase of 3% over the current Fiscal Year. The increase is necessary to fund future capital improvements, increased debt service, and building capital reserves.
- Connection Charges and other construction related fees have been increased by 3.08% in accordance with the California Construction Cost Index. The application fees and other miscellaneous fees that depend on District staff for review have been increased by 2.70% in accordance with the U.S. Bureau of Labor's Consumer Price Index (All Urban Consumers – SF Bay).

Director Harvey opened the Public Hearing  
Hearing no testimony, the Public Hearing was closed

Director Slater-Carter requested the General Manager to explain to the public why the District's connection fees are higher than other Districts. General Manager Heldmaier explained the District has to recover operating costs through rates. Pippin Cavagnaro, District Sewer Engineer further reported the Montara Water and Sanitary District has an infrastructure that is more varied than others. For instance we have 13 major and 26 minor pump stations. The City of HMB has one or two. Our maintenance and operation costs are much higher.

Director Slater-Carter moved to adopt the next ordinance in line of the Montara Water and Sanitary District Restating and Amending the Master Fee Schedule. Director Wilson seconded the motion.

A roll call vote was called for and the motion passed unanimously 4 – 0.

**2. Review and Possible Action Concerning Resolution Overruling Protests and Confirming Reports on Sewer Service Charges, Delinquent Sewer Service Charges, Delinquent Refuse Collection Charges and Delinquent Water Charges for FY 2015-2016.**

The Health and Safety Code requires that in order for sewer service charges to be placed on the property tax roll a public hearing must be held. The proposed Sewer Service Charge rate is set at \$41.73. The Code also

provides for collection of delinquent water service and refuse collection charges under the tax roll. The District has adopted ordinances enabling collection of the sewer service and delinquent water and refuse collection charges under the property tax roll.

Director Harvey opened the Public Hearing.  
Hearing no testimony from the Public, the Public Hearing was closed.

Director Huber moved to adopt the next resolution in order of the Montara Water and Sanitary District Overruling Protests and Confirming Reports on Sewer Service Charges for Fiscal Year 2016/2017 and Delinquent Sewer Service, Refuse Collection and Water Service Charges for Fiscal Year 2015/2016, Certifying List of Lots or Parcels of Land and Corresponding Charges Against Said Lots or Parcels and Directing Transmittal of Said Certified List and Charges to County Controller for Entry on the Current Assessment Roll. Director Slater-Carter seconded the motion.

A Roll Call Vote was called for and the motion passed unanimously 4 – 0.

## **CONSENT AGENDA**

1. Approve Minutes for March 17, 2016.
2. Approve Financial Statements for April 2016.
3. Approve Warrants for June 1, 2016.
4. SAM flow Report for April, 2016.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for April 2016.
8. Rain Report.
9. Solar Energy Report.

Director Wilson moved to approve the consent agenda. Director Slater-Carter seconded the motion.

A roll call vote was called for. All Directors were in favor and the motion passed 4 – 0.

## **OLD BUSINESS**

### **1. Review and Possible Action Concerning Approval of Sewer Authority Mid-Coastside Fiscal Year 2016-17 Budgets.**

General Manager Heldmaier reported the SAM Board authorized the distribution of the Sewer Authority Mid-Coastside (SAM) Joint Powers Authority Budget to the member agencies for review and comment. At the last MWSD meeting the Budget was presented by the SAM Manager.

This year the SAM Budget is presented in a different format. While the SAM Budget contains significant changes highlighted in the SAM Manager's staff report, the assessments for Montara would stay very similar to the current FY's.

The SAM Board indicated that certain amounts included in the Budget need further Board approval. A related draft list was presented by the SAM Manager to the SAM Board at the May 23 meeting.

Director Huber is concerned about CIP's not being done to any great extent and not doing preventive maintenance.

Director Harvey is concerned about the infrastructure and doing just minimal repairs.

General Manager Heldmaier noted a capital project can be approved at any time during the year. An addendum can be made to the budget.

Director Slater-Carter reported Director Huber's concerns are shared by the MWSD SAM Representatives as well. These concerns are not shared by all the member agencies.

Director Huber is concerned about the flow rates in January and February of this year. Let's keep this topic alive until it is resolved.

General Manager Heldmaier reported he had talked to the SAM Manager and a report regarding this issue will be submitted to the SAM Board at their next meeting.

Director Wilson is not happy with the SAM Budget but will rely on Kathryn and Scott to continue to communicate our concerns as they have been.

Director Wilson moved to approve the Sewer Authority Mid-Coastside Fiscal Year 2016-2017 Budget. Director Slater-Carter seconded the motion.

A roll call vote was called for and all Directors were in favor. The motion passed 4 – 0.

## **2. Review and Possible Action Concerning Approval of Water and Sewer Budgets and Capital Improvement Programs.**

General Manager Heldmaier reported a Draft Budget was presented at the May 7 meeting for Board Review. On May 28 the Finance Committee met, review the budget and suggested changes. The Finance Committee recommends approval of the budget at this time.

The Budgets contain a suggested water rate increase of 3%, and a suggested sewer service charge increase of 3% to cover increased debt service, personnel cost, and capital needs on the water side.

General Manager Heldmaier reported the assumptions on the connections on the sewer side are at about 6 this year. We have strong indications that this could actually be more. On the water side, we already have received money for 5 and additionally 3 more have been in the works. We have actually budgeted for 10 and Mr. Heldmaier believes this to be a sound number for the budget. Additionally we are expecting connections with Big Wave.

Director Slater-Carter questioned if the 2.70% proposed cola was an addition to the 8.25% increase the employees received to implement the PARS plan?

General Manager Heldmaier reported the 8.25% was to offset the PARS. In reality the employees missed 1 year of a cost of living increase.

Director Slater-Carter noted over time the cost of compounding is going to be very high. If every year we are going to give them a raise on top of that 8.25% I am going to be upset and could not approve this. I am not opposed to a cola but I think their PARS offset deserves to be included in that and should be deducted from where they are, then given as a cost of living. The cost of PARS is not going up 2.7%.

Director Wilson noted the bigger issue here is how do they compare with the market place? If the issue is that this Agency is overpaying what the local districts are paying then we would have a sound argument. But, we are not. Our ultimate goal is to make sure we stabilize employees and we have done this. We now have a competitive salary base. We need to consider is what are other people being paid for like work throughout the area and locally and are we now competitive? We are at no means at the top of any curve regarding pay scale. I think this is reasonable given this context. I do agree we need to look at this every year.

Director Slater-Carter suggested the public take a look at that budget line through our website. Director Slater-Carter noted we need to be careful for the future. Frankly we are a little District and being at the top of the pay scale or being at the bottom is not our goal. We need to keep an eye on this and I will continue to ask questions.

General Manager Heldmaier noted we are at the bottom of the comparison list right now.

Director Slater-Carter has not seen this comparison and requested to see the document.

Director Huber noted we have a concern equal to your concern Director Slater-Carter. The economic viability of the District being maintained is one

of the reasons for the 3% increase. Increased costs to the district and a cola for the employees. I agree with Director Wilson regarding if we are properly compensating our employees. Keeping them at the bottom of the scale will create poor moral and large turn overs. Ultimately, more expense because of the turnover. We need to be careful creating a budget that compensates our employees properly but also protects the interest of the district.

Director Harvey questioned if the 8.25% was added to staff wages? Did their wages go up 8.25%? Peter Medina, District Accountant reported gross wages yes but take home was less. That money was deferred to their Pars contribution. As to take home pay, no, their take home pay was negative.

Director Harvey asked for clarification on the 8.25% increase putting Pars aside. Mr. Medina reported their base pay went up 8.25%, however the Pars contribution used up 8.25%.

Director Slater-Carter questioned if staff had received a cola last year. General Manager Heldmaier reported no, staff had not.

Director Harvey noted it was reasonable to increase the 2.70%. He understands Director Slater-Carters concerns, but do agree to the 2.70% cola. Director Harvey would like to see the comparison wage document and further requests all newly Pars information requested earlier be ready for review. Director Harvey is requesting the new Pars report to be complete, defined and clear.

Director Slater-Carter requested the following be included in the minutes: Retirees did not get a 3% raise, small business owners, people who work for small business as well did not get a 3% raise. The cost of living in this area is high and particularly for retirees who do not get a 3% increase on their Social Security or their Stocks. I want to keep a close eye on this.

General Manager Heldmaier reported the comparison wage work was planned for this summer with our consultant.

Director Slater-Carter reported our Fire Captain managed 6 employees and was getting paid more than the Fire Chief in Reno. This is the reason we lost our independent Fire District. It is important we keep an eye on costs and judge what is important as a result.

Director Wilson noted there are two parts to this:

1. There is no chance our employees are being paid even close to the top of the wage scale.
2. When we talk about affordability, the way our employees are being paid now, there is no chance on earth they would be able to buy a home in this area.

Bill and I as the Finance Committee, were very clear on our responsibilities. If you look at this budget, it has been scrutinized to the dollar. Director Wilson commends Mr. Medina and General Manager Heldmaier for their hard work on the budget. This is the cleanest budget and gives a clear understanding. This is a very transparent budget.

Director Wilson moved to adopt the next Resolution in line of the Montara Water and Sanitary District approving Budget for the Fiscal Year 2016-2017 and Authorize a 2.7% cost of living increase for all non-exempt full time employees. Director Huber seconded the motion.

A roll call vote was called for:

Director Slater-Carter	- No
Director Harvey	- Yes
Director Wilson	- Yes
Director Huber	- Yes

Motion passed 3 – 1.

## **NEW BUSINESS**

### **1. Receipt of Initial Monthly Public Agency Retirement Service Report.**

General Manager Heldmaier reported The District received their first statement from the PARS plan on May 11, 2016, for contributions up to March 31<sup>st</sup>. Mr. Heldmaier gave an explanation of the report.

Director Harvey asked what the transfer in and out was. Peter Medina, District Accountant explained this was the money that came in for the investment at large during the period of the report.

Director Slater-Carter gave out a handout of an article from the Wall Street Journal along with a questions and comments list she has regarding the PARS report and an example of the type of information she would like to see on the PARS report. Director Slater-Carter went over the handouts and noted these were important pieces of information for not only the employees but the public as well. Director Slater-Carter requested answers to her questions by the next meeting. The items mentioned above are attached to the minutes.

Bill Kehoe asked for a better definition and more granularity. Mr. Kehoe would like to have the employees and employer contributions separated for better information. This information will help us after a year to redial this to reflect the market conditions. This whole report is like rubbing salt in a wound. I feel that I know less now and have more questions. I need more definitions and am asking the Board to ask hard questions regarding this.

The Board went on to the Consent Agenda.

**2. Review and Possible Action Concerning Contract Approval and Bid Award for 2015-2016 Sewer Improvement Project and Spot Repairs.**

General Manager Heldmaier reported in accordance with the revised 7 year CIP, and in response to the advertisement for sealed bids, for the 2015-2016 Sewer Improvement Project and Spot Repairs, two bids were received on May 10, 2016. The current Fiscal Year Capital Improvement (CIP) budget provides for continuation of the rehabilitation of Medium and High Priority Sewer Mains as well as miscellaneous maintenance and spot repairs and CCTV activities for the purpose of reducing sanitary sewer overflows and reducing inflow and infiltration in the District's collection system. Due to other projects being under budget, the total available for this Fiscal Year's CIP is \$800,538, provided that funds are transferred from reserves.

The lowest responsive bid received was \$694,650 from Darcy & Harty Construction, Inc. The General Manager recommends award of the Contract for the construction of the improvements in strict accordance with the Plans and Specifications therefor entitled, "2015-2016 SEWER IMPROVEMENT PROJECT AND SPOT REPAIRS" dated April 2016, prepared by Nute Engineering, Civil and Sanitary Consultants, to Darcy & Harty Construction, Inc., of San Francisco. General Manager Heldmaier reported information will be going out in bills to the residents regarding the construction and lateral repairs or replacements will be available to those in the area of construction.

Pippin Cavagnaro, District Sewer Engineer handed out material for the public and board and gave a brief description of the project. A copy of his handouts are attached to the minutes.

Director Wilson moved to adopt the next resolution in line of the Montara Water and Sanitary District Approving Contract Documents, Including Design;, Plans and Specifications, for Fiscal Year 2015-2016 Sewer Improvement Project and Spot Repairs; Determining and Declaring Lowest Responsible Bidder for the Project; Accepting Bid Therefor; Rejecting All Other Bids; Waiving Bid Irregularities, Authorizing and Directing Execution of Contract; and Directing Return of Bid Security as Specified Herein. Director Slater-Carter seconded the motion.

A Roll Call Vote was called for and the motion passed unanimously 4 - 0.

**3. Review and Possible Action Concerning Authorization to Bid 4<sup>th</sup> Street Water Main Replacement.**

General Manager Heldmaier reported the Montara Water & Sanitary District 4th Street Water Main Replacement Project (Project) has been designed by the District Engineer, and District staff is currently ready to construct the Project with Board approval.

District Water Engineer, Tim Monahan reported the scope of the work for the Project is to install a new 6 inch PVC water main on 4<sup>th</sup> Street between East Avenue and Audubon Avenue, reconnect service laterals and abandon the existing main. The total length of pipe to be replaced is approximately 1,300 linear feet. Our estimate for the project construction is \$286,550.

Director Slater-Carter reminded staff of the traffic in the area due to the elementary school located close to the project. She suggested to alert the hired construction company of the traffic situation in advance.

Director Slater-Carter moved to adopt the next resolution in line of the Montara Water and Sanitary District Approving Contract Documents, Including Design, Plans and Specifications for 4<sup>th</sup> Street Water Main Replacement Project; Authorizing and Directing Advertisement for Bids Therefor; Determining Project Exempt Under California Environmental Quality Act and Authorizing and Directing Filing Notice of Exemption. Director Harvey seconded the motion.

A Roll Call Vote was called for and the motion passed unanimously 4 – 0.

**4. Review and Possible Action Concerning Procurement of a New Engine Generator for the Date Harte Pump Station.**

General Manager Heldmaier reported in accordance with the 2015-2016 sewer CIP, pump station mechanical repairs were budgeted in the amount of \$75,000. The existing generator has exceeded its useful life and is requiring over \$15,000 in repairs and improvements. Furthermore, it also no longer meets the recommended sound levels for a neighborhood, and is not in compliance with the California CARB air requirements of T4i or T4 Final (reduced pollution) for emergency standby use.

Six Generator manufacturers were contacted, and three responsive and complete quotations were received. For a portable generator in the 30 to 40 KW range the prices ranged from \$34,000 to \$38,000, after tax, delivery and training. If generator performance will allow downsizing, the District may be able to select a smaller 25KW generator for approximately \$27,000 to \$30,000 delivered, depending on model, if the pump station power requirement are met.

Director Slater-Carter moved to authorize the General Manager to issue a purchase order for a new engine generator for the Date/Harte sewer pump station in the amount not to exceed \$38,000. Director Wilson seconded the motion.

A Roll Call Vote was called for and the motion passed unanimously 4 – 0.

**5. Review and Possible Action Concerning Directors Meeting Compensation.**

General Manager Heldmaier reported President Harvey requested a discussion about Directors meeting compensation.

Currently, Directors receive \$75.00 per attended meeting. No direct comparison to other agencies has been prepared, however, the amount is the lowest of any Coastside government agency. The compensation for Directors has not changed for Montara Water and Sanitary District Board Members for at least 2 decades.

Water Code Sections 20200 et seq. allow specified governing boards, including Sanitary District Boards, per the cross-reference in Health & Safety Code Section 6489), to provide for compensation in excess of \$100.00 per day's attendance/service by an ordinance adopted following a public hearing and subject to referendum. Such the increase may not exceed 5% for each calendar year following the operative date of the last compensation adjustment. Additionally, such compensation shall not be paid for more than 10 days' attendance/service in any calendar month.

Director Harvey reported he had personally left work early on many occasions and occasionally had traveled for District business with no reimbursement for that extra time. Director Harvey would like to see a reasonable increase that has not been changed for over 20 years.

Director Slater-Carter has no problem with an increase but would like to have our policies updated. SAM just went through this process and their Policy gives clear clarification on Board compensation. We need a clear written policy on these issues.

Director Wilson reported the School Board took no compensation because it was considered a public service. To be blunt about this a \$75 or even \$100 doesn't reimburse for the quality of leadership that is here. I understand this issue, but I see this as a public service and I am opposed to it.

Director Harvey would like to table this issue until a full Board is present for further discussion.

**6. Review and Possible Action Concerning Extension of Access Permit with San Francisco State University for Fog Sampling Program.**

General Manager Heldmaier reported Professor Andrew Oliphant has asked the District to allow further fog sampling through the summer 2016. An article regarding the results of the program was published earlier this year.

All Directors were pleased to see this program continue.

Director Slater-Carter moved to adopt the next resolution of the Montara Water and Sanitary District Approving and Authorizing Execution of Amendment to Revocable Permit for Academic Sponsored Fog Monitoring Chemical Analysis Project. Director Wilson seconded the motion.

A Roll Call Vote was called for and the motion passed unanimously 4 – 0.

**7. Review and Possible Action Concerning After Hours Emergency Phone System Changes.**

General Manager Heldmaier reported Director Slater-Carter requested to consider changes to the after hour emergency phone system.

The concern stems from a recent complaint about the system on Nextdoor Montara regarding the sewer staff not calling back a resident having a sewer problem. The problem was quickly responded to and resolved, but there had been no call back. There are no records of any other complaints about the existing set up.

Staff recommends no action at this time. The existing system has been working flawless for decades.

Director Slater-Carter thanked the General Manager for putting this on the agenda this evening. Since their initial discussion the issue has been discussed with the SAM Manager and will be discussed at the Board level. In this day and age there is a higher expectation for call backs and communication with a lower tolerance for sewer spills. We should keep finding ways to make things easier for residents to communicate with and for emergency situations.

Director Wilson would like to see a policy for courtesy call backs after a job is done.

**8. Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meeting.**

General Manager Heldmaier reported at this time no urgent items require holding the second meeting in June unless an urgent item arises.

**REPORTS**

- 1. Sewer Authority Mid-Coastside Meeting (Slater-Carter)**– reported Recycle Water is still being discussed. If HMB is not willing to participate El Granada and Montara can look into funding for improving environmental issues. Princeton Pump Station is an option to look into.

The Budget was worked on and completed.

General Manager is working on negotiations with the new representative that has replaced Austris.

Director Slater-Carter has requested a system map placed on the wall with clear individual sewer system locations to end the discussion on what belongs to whom.

- 2. MidCoast Community Council Meeting (Slater-Carter)** – Director Slater-Carter reported working on the debate on whether we should have stop lights of roundabouts.
- 3. CSDA Report (Slater-Carter) – None**
- 4. CCWD, NCCWD Committee Report – (Harvey, Huber) None**
- 5. Attorney’s Report (Schricker) – None**
- 6. Directors Report – None**
- 7. General Manager’s Report (Heldmaier) – None**

**FUTURE AGENDAS-**

- 1. Resist Density**
- 2. Board Compensation**

**REGULAR MEETING ENDED at 10:19 P.M.**

Respectfully Submitted,

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

Approved on the 4th, August 2016

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: August 4, 2016

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

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## **Budget vs. Actual – Sewer July thru June, 2016 Variances over \$2,000:**

- 4460 Remodel Fees, \$4,778 below Budget – It was discovered two receipts booked into the account are for fixture unit connections. Activity has been moved to Sewer Connection fees account.
- 4610 Property Tax Receipts, \$90,871 above Budget – Uneven remittances received by the County.
- 4720 – Sewer Service Refunds, \$4,386 above budget – Increase due to excess sewer service charge data input error in the past.
- 4760 – Waste Collection Revenues, \$4,350 above budget – Garbage rate increase adopted in February. Franchise Fee increase was expected.
- **Overall Total Operating Income for the period ending June 30, 2016 was \$88,741 above budget. Total revenue received to date is \$2,420,684.**
- 5250 Conference Attendance, \$2,000 under budget – No reimbursements requested for conference attendance during FY 15-16.
- 5270 Information Systems, \$2,202 below budget – Less activity than anticipated.
- 5400 Legal, \$14,096 above Budget- Increased activity in the current fiscal year.
- 5540 Office Supplies, \$2,711 below Budget – Reduction in overall use of related office supplies.
- 5610 Accounting, \$2,143 above Budget – Increased activity in the current fiscal year related to PARS, Open.Gov, Sewer Rate projects.
- 5630 Consulting, \$3,886 above Budget – Increased costs associated with the District's strategic plan.
- 5710 San Mateo Co. Tax Roll Charges, \$2,385 below Budget – Minimal activity to date.
- 5720 Telephone & Internet, \$3,326 above Budget – Increased in cost for phone & internet connections.
- 5800 Labor, \$23,241 below Budget – Major driver causing below budget is the budgeted PARS expense. The District's 6.50% contribution began in March.
- 6170 Claims, Property Damage, \$9,167 below Budget –No activity to date.
- 6200 Engineering, \$21,150 below Budget – Majority of engineering costs have been capital in nature.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

**For Meeting Of: August 4, 2016**

**TO: BOARD OF DIRECTORS**

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

- 6330 Facilities, \$2,008 above Budget – Due to a tree trimming situation that was un-budgeted.
- 6600 Collection/Transmission, \$10,000 below Budget – No activity to date.
- 6940 & 6950 SAM Maintenance, Collection Sys, \$1,060 above Budget & 6950 SAM Maintenance, Pumping, \$50,000 below Budget (respectively) – Activity related to lift station repairs has all been booked to account 6940. Bills from SAM do not easily identify the differentiation between the two.
- **Overall Total Operating Expenses for the period ending June 30, 2016 were \$90,861 below Budget.**
- **Total overall Expenses for the period ending June 30, 2016 were \$102,266 below budget. For a net ordinary income of \$191,307, budgeted vs. actual. Actual net ordinary income is \$799,140.**
- 7100 Connection Fees, \$225,007 below Budget – No connections issued in June.
- 8000 CIP, \$546,939 below Budget – Projects has been held up due to on-going permitting issues with the CA Coastal Committee.
- 9200 I-Bank Loan, \$21,220 below Budget – Payments made twice a year.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

**For Meeting Of: August 4, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

## **Budget vs. Actual – Water July thru June, 2016 Variances over \$2,000:**

- 4450 Mainline extension fees, \$49,041 above Budget – No budget set up for revenue line item, funds are paid out to engineers and contractors for the cost of service.
- 4610 Property tax Receipts, \$90,870 above Budget – Uneven remittances received by the County.
- 4740 Testing, Backflow, \$3,377 above Budget – Increased activity over the fiscal year.
- 4810 Water Sales Domestic, \$29,002 above Budget – More water sales than anticipated.
- **Overall Total Operating Income for the period ending June 30, 2016 was \$152,247 above budget. Total revenue received to date is \$1,972,833.**
- 5190 Bank Fees, \$2,986 below Budget - Less activity than anticipated.
- 5240 CDPH Fees, \$3,086 above Budget – Additional compliance monitoring performed in April.
- 5400 Legal, \$21,106 below Budget – Less activity than anticipated.
- 5540 Office Supplies, \$2,711 below Budget – Reduction in overall use of related office supplies.
- 5610 Accounting, \$2,143 above Budget - Increased activity in the current fiscal year related to PARS, Open.Gov, Sewer Rate projects.
- 5620 Audit, \$7,950 above Budget – Final bill for FY 14-15 services, bill is related to the District's single audit.
- 5630 Consulting, \$3,185 above Budget – Well conversion regarding payment plan paid in May.
- 5640 Data Services, \$7,575 above Budget – Data Services line item was not budgeted for. This item relates to the Project Maintenance and support of the District's Water Utility Software (Utility Star).
- 5720 Telephone & Internet, \$8,593 above Budget – Increased cost for phone and internet connection.
- 5800 Labor, \$85,828 below Budget – Major driver causing below budget is the budgeted PARS expense. The District's 6.50% contribution began in March.
- 6160 Backflow, Prevention, \$3,200 below budget – Minimal activity to date.
- 6170 Claims, Property Damage, \$10,000 below Budget –No activity to date.
- 6180 Communications, \$7,565 above Budget – Calcon bill paid in June for SCADA maintenance.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

**For Meeting Of: August 4, 2016**

**TO: BOARD OF DIRECTORS**

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

- 6195 Education & Training, \$3,834 below Budget – One safety meeting attended in the month of June.
- 6200 Engineering, \$31,270 above Budget – Water quality engineering expenses are higher than anticipated.
- 6400 Pumping, \$10,690 above Budget – Increased pumping due to the increase in water demands.
- 6500 Supply, \$15,562 above Budget – Increased need for well maintenance.
- 6600 Collection/Transmission, \$9,159 below Budget – Water Service lines maintenance and repairs have decreased in certain areas.
- 6700 Treatment, \$7,527 above Budget – Filtering & treatment analysis higher than anticipated.
- 6770 Uniforms, \$3,399 above Budget – Increase activity in regards to Aramark uniform services.
- 6800 Vehicles, \$8,257 below Budget – Maintenance and fuel costs have been held in check thus far.
- **Overall Total Operating Expenses for the period ending June 30, 2016 were \$43,079 above budget.**
- **Total overall Expenses for the period ending June 30, 2016 were \$32,632 below budget. For a net ordinary income of \$215,857, budgeted vs. actual. Actual net ordinary income is \$760,166.**
- 7100 Connection Fees, \$20,793 below Budget – One new connections issued in June.
- 7600 Bond Revenues, G.O. \$26,604 above Budget – Uneven remittances received by the County.
- 8000 CIP, \$145,440 below Budget – \$14,770 in outflows for the month of June.
- 9100 Interest Expense G.O. Bonds, \$132,424 below Budget – Timing difference due to accrual.
- 9150 SRF Loan, Interest payments made in December account for \$61,132. Account was unbudgeted due to the understanding that payments would not begin until project completion. This turned out to not be the case.
- 9210 Conservation Program/Rebates, \$5,668 – No budget amount.

## RECOMMENDATION:

This is for Board information only

## Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2015 through June 2016

	Jul '15 - Jun 16	Sewer Budget		\$ Over Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4220 · Cell Tower Lease	33,499.82	32,000.00		1,499.82
4400 · Fees				
4410 · Administrative Fee (New Constr)	3,318.00	2,500.00		818.00
4420 · Administrative Fee (Remodel)	1,422.00	3,000.00		-1,578.00
4430 · Inspection Fee (New Constr)	3,136.00	2,000.00		1,136.00
4440 · Inspection Fee (Remodel)	3,219.00	4,500.00		-1,281.00
4460 · Remodel Fees	2,222.00	7,000.00		-4,778.00
<b>Total 4400 · Fees</b>	<b>13,317.00</b>	<b>19,000.00</b>		<b>-5,683.00</b>
4610 · Property Tax Receipts	320,870.58	230,000.00		90,870.58
4710 · Sewer Service Charges	2,041,877.93	2,039,943.00		1,934.93
4720 · Sewer Service Refunds, Customer	-8,386.00	-4,000.00		-4,386.00
4760 · Waste Collection Revenues	19,350.41	15,000.00		4,350.41
4990 · Other Revenue	154.56			
<b>Total Income</b>	<b>2,420,684.30</b>	<b>2,331,943.00</b>		<b>88,741.30</b>
<b>Gross Profit</b>	<b>2,420,684.30</b>	<b>2,331,943.00</b>		<b>88,741.30</b>
<b>Expense</b>				
5000 · Administrative				
5190 · Bank Fees	3,363.32	4,000.00		-636.68
5200 · Board of Directors				
5210 · Board Meetings	3,157.10	2,500.00		657.10
5220 · Director Fees	2,100.00	3,300.00		-1,200.00
<b>Total 5200 · Board of Directors</b>	<b>5,257.10</b>	<b>5,800.00</b>		<b>-542.90</b>
5250 · Conference Attendance	0.00	2,000.00		-2,000.00
5270 · Information Systems	3,798.39	6,000.00		-2,201.61
5300 · Insurance				
5320 · Property & Liability Insurance	1,688.18	1,755.00		-66.82
<b>Total 5300 · Insurance</b>	<b>1,688.18</b>	<b>1,755.00</b>		<b>-66.82</b>
5350 · LAFCO Assessment	1,718.00	1,987.00		-269.00
5400 · Legal				
5420 · Meeting Attendance, Legal	7,138.50	9,500.00		-2,361.50
5430 · General Legal	31,457.50	15,000.00		16,457.50
<b>Total 5400 · Legal</b>	<b>38,596.00</b>	<b>24,500.00</b>		<b>14,096.00</b>
5510 · Maintenance, Office	7,619.11	6,000.00		1,619.11
5540 · Office Supplies	6,288.83	9,000.00		-2,711.17
5550 · Postage	2,366.64	2,000.00		366.64
5560 · Printing & Publishing	2,713.35	3,000.00		-286.65
5600 · Professional Services				
5610 · Accounting	32,142.50	30,000.00		2,142.50
5620 · Audit	12,050.00	13,000.00		-950.00
5630 · Consulting	16,885.65	13,000.00		3,885.65
5640 · Data Services	5,504.37	6,000.00		-495.63
5650 · Labor & HR Support	1,875.00	2,250.00		-375.00
5660 · Payroll Services	838.62	800.00		38.62
<b>Total 5600 · Professional Services</b>	<b>69,296.14</b>	<b>65,050.00</b>		<b>4,246.14</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Sewer Budget	\$ Over Budget
5710 - San Mateo Co. Tax Roll Charges	115.50	2,500.00	-2,384.50
5720 - Telephone & Internet	12,325.98	9,000.00	3,325.98
5730 - Mileage Reimbursement	682.47	1,500.00	-817.53
5740 - Reference Materials	0.00	200.00	-200.00
<b>5800 - Labor</b>			
5810 - CalPERS 457 Deferred Plan	13,953.65	13,709.00	244.65
5820 - Employee Benefits	34,825.48	36,497.00	-1,671.52
5830 - Disability Insurance	1,283.84	1,450.00	-166.16
5840 - Payroll Taxes	14,576.68	14,983.00	-406.32
5850 - PARS	13,494.75	45,285.00	-31,790.25
<b>5900 - Wages</b>			
5910 - Management	92,434.23	86,041.00	6,393.23
5920 - Staff	112,648.14	103,090.00	9,558.14
5930 - Staff Certification	1,800.00	1,854.00	-54.00
5940 - Staff Overtime	2,888.09	3,718.00	-829.91
5950 - Staff Standby	28.74	1,147.00	-1,118.26
<b>Total 5900 - Wages</b>	209,799.20	195,850.00	13,949.20
5960 - Worker's Comp Insurance	490.61	3,891.00	-3,400.39
<b>Total 5800 - Labor</b>	288,424.21	311,665.00	-23,240.79
<b>Total 5000 - Administrative</b>	444,253.22	455,957.00	-11,703.78
<b>6000 - Operations</b>			
6170 - Claims, Property Damage	0.00	10,000.00	-10,000.00
6195 - Education & Training	0.00	1,000.00	-1,000.00
<b>6200 - Engineering</b>			
6210 - Meeting Attendance, Engineering	0.00	2,000.00	-2,000.00
6220 - General Engineering	30,850.40	50,000.00	-19,149.60
<b>Total 6200 - Engineering</b>	30,850.40	52,000.00	-21,149.60
6320 - Equipment & Tools, Expensed	0.00	1,000.00	-1,000.00
<b>6330 - Facilities</b>			
6335 - Alarm Services	5,896.27	5,000.00	896.27
6337 - Landscaping	3,512.06	2,400.00	1,112.06
<b>Total 6330 - Facilities</b>	9,408.33	7,400.00	2,008.33
<b>6400 - Pumping</b>			
6410 - Pumping Fuel & Electricity	23,015.57	27,000.00	-3,984.43
6430 - Pumping Maintenance, General	3,525.11		
<b>Total 6400 - Pumping</b>	26,540.68	27,000.00	-459.32
<b>6600 - Collection/Transmission</b>			
6660 - Maintenance, Collection System	0.00	10,000.00	-10,000.00
<b>Total 6600 - Collection/Transmission</b>	0.00	10,000.00	-10,000.00
<b>6800 - Vehicles</b>			
6810 - Fuel	792.34	800.00	-7.66
6820 - Truck Equipment, Expensed	88.95	160.00	-71.05
6830 - Truck Repairs	153.49	400.00	-246.51
<b>Total 6800 - Vehicles</b>	1,034.78	1,360.00	-325.22

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Sewer Budget	\$ Over Budget
<b>6900 - Sewer Authority Midcoastside</b>			
6910 - SAM Collections	360,504.00	360,500.00	4.00
6920 - SAM Operations	707,892.00	707,892.00	0.00
6940 - SAM Maintenance, Collection Sys	41,060.05	40,000.00	1,060.05
6950 - SAM Maintenance, Pumping	0.00	50,000.00	-50,000.00
<b>Total 6900 - Sewer Authority Midcoastside</b>	<b>1,109,456.05</b>	<b>1,158,392.00</b>	<b>-48,935.95</b>
<b>Total 6000 - Operations</b>	<b>1,177,290.24</b>	<b>1,268,152.00</b>	<b>-90,861.76</b>
<b>Total Expense</b>	<b>1,621,543.46</b>	<b>1,724,109.00</b>	<b>-102,565.54</b>
<b>Net Ordinary Income</b>	<b>799,140.84</b>	<b>607,834.00</b>	<b>191,306.84</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 - Capital Account Revenues</b>			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	53,363.00	275,604.00	-222,241.00
7120 - Connection Fees (Remodel)	47,233.50	50,000.00	-2,766.50
<b>Total 7100 - Connection Fees</b>	<b>100,596.50</b>	<b>325,604.00</b>	<b>-225,007.50</b>
7200 - Interest Income - LAIF	12,348.85	8,000.00	4,348.85
7700 - Interest, Employee Loans	895.42	3,281.00	-2,385.58
<b>Total 7000 - Capital Account Revenues</b>	<b>113,840.77</b>	<b>336,885.00</b>	<b>-223,044.23</b>
<b>Total Other Income</b>	<b>113,840.77</b>	<b>336,885.00</b>	<b>-223,044.23</b>
<b>Other Expense</b>			
<b>8000 - Capital Improvement Program</b>			
8075 - Sewer	138,543.73	685,483.00	-546,939.27
8100 - Water	0.00		
<b>Total 8000 - Capital Improvement Program</b>	<b>138,543.73</b>	<b>685,483.00</b>	<b>-546,939.27</b>
<b>9000 - Capital Account Expenses</b>			
9125 - PNC Equipment Lease Interest	19,902.38	20,790.00	-887.62
9175 - Capital Assessment - SAM	160,668.00	160,666.00	2.00
9200 - I-Bank Loan	4,801.62	26,022.00	-21,220.38
<b>Total 9000 - Capital Account Expenses</b>	<b>185,372.00</b>	<b>207,478.00</b>	<b>-22,106.00</b>
<b>Total Other Expense</b>	<b>323,915.73</b>	<b>892,961.00</b>	<b>-569,045.27</b>
<b>Net Other Income</b>	<b>-210,074.96</b>	<b>-556,076.00</b>	<b>346,001.04</b>
<b>Net Income</b>	<b>589,065.88</b>	<b>51,758.00</b>	<b>537,307.88</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2015 through June 2016

	Water		
	Jul '15 - Jun 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4220 · Cell Tower Lease	33,499.90	32,000.00	1,499.90
4400 · Fees			
4410 · Administrative Fee (New Constr)	6,349.00	4,500.00	1,849.00
4420 · Administrative Fee (Remodel)	0.00	900.00	-900.00
4430 · Inspection Fee (New Constr)	5,813.00	4,250.00	1,563.00
4440 · Inspection Fee (Remodel)	0.00	800.00	-800.00
4450 · Mainline Extension Fees	46,458.70		
<b>Total 4400 · Fees</b>	58,620.70	10,450.00	48,170.70
4610 · Property Tax Receipts	320,870.47	230,000.00	90,870.47
4740 · Testing, Backflow	16,377.00	13,000.00	3,377.00
4810 · Water Sales, Domestic	1,711,735.75	1,682,734.00	29,001.75
4850 · Water Sales Refunds, Customer	-1,488.35	-3,000.00	1,511.65
4990 · Other Revenue	8,793.43		
<b>Total Income</b>	2,148,408.90	1,965,184.00	183,224.90
<b>Gross Profit</b>	2,148,408.90	1,965,184.00	183,224.90
<b>Expense</b>			
5000 · Administrative			
5190 · Bank Fees	6,014.17	9,000.00	-2,985.83
5200 · Board of Directors			
5210 · Board Meetings	3,157.10	2,500.00	657.10
5220 · Director Fees	2,100.00	3,300.00	-1,200.00
<b>Total 5200 · Board of Directors</b>	5,257.10	5,800.00	-542.90
5240 · CDPH Fees	18,085.85	15,000.00	3,085.85
5250 · Conference Attendance	5,267.41	4,000.00	1,267.41
5270 · Information Systems	3,798.39	3,200.00	598.39
5300 · Insurance			
5320 · Property & Liability Insurance	1,688.18	1,755.00	-66.82
<b>Total 5300 · Insurance</b>	1,688.18	1,755.00	-66.82
5350 · LAFCO Assessment	2,328.00	2,800.00	-472.00
5400 · Legal			
5420 · Meeting Attendance, Legal	7,699.50	8,500.00	-800.50
5430 · General Legal	39,694.50	60,000.00	-20,305.50
<b>Total 5400 · Legal</b>	47,394.00	68,500.00	-21,106.00
5510 · Maintenance, Office	7,619.03	6,000.00	1,619.03
5530 · Memberships	17,225.15	18,000.00	-774.85
5540 · Office Supplies	6,288.75	9,000.00	-2,711.25
5550 · Postage	7,276.85	6,000.00	1,276.85
5560 · Printing & Publishing	1,090.09	2,000.00	-909.91
5600 · Professional Services			
5610 · Accounting	32,142.50	30,000.00	2,142.50
5620 · Audit	20,950.00	13,000.00	7,950.00
5630 · Consulting	28,185.02	25,000.00	3,185.02
5640 · Data Services	7,575.00		
5650 · Labor & HR Support	2,625.00		
5660 · Payroll Services	838.60	850.00	-11.40
5690 · Other Professional Services	226.94		
<b>Total 5600 · Professional Services</b>	92,543.06	68,850.00	23,693.06

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2015 through June 2016

	Water		
	Jul '15 - Jun 16	Budget	\$ Over Budget
5710 - San Mateo Co. Tax Roll Charges	122.50		
5720 - Telephone & Internet	17,592.50	9,000.00	8,592.50
5730 - Mileage Reimbursement	2,103.87	2,000.00	103.87
5740 - Reference Materials	0.00	800.00	-800.00
5790 - Other Administrative	126.85		
5800 - Labor			
5810 - CalPERS 457 Deferred Plan	31,571.27	35,154.00	-3,582.73
5820 - Employee Benefits	77,956.43	61,277.00	16,679.43
5830 - Disability Insurance	3,048.86	3,549.00	-500.14
5840 - Payroll Taxes	36,932.39	38,419.00	-1,486.61
5850 - PARS	26,821.01	111,796.00	-84,974.99
5900 - Wages			
5910 - Management	92,434.11	86,041.00	6,393.11
5920 - Staff	329,764.40	338,785.00	-9,020.60
5930 - Staff Certification	9,440.00	9,167.00	273.00
5940 - Staff Overtime	48,214.17	49,918.00	-1,703.83
5950 - Staff Standby	22,621.36	18,295.00	4,326.36
Total 5900 - Wages	502,474.04	502,206.00	268.04
5960 - Worker's Comp Insurance	4,787.58	17,019.00	-12,231.42
Total 5800 - Labor	683,591.58	769,420.00	-85,828.42
Total 5000 - Administrative	925,413.33	1,001,125.00	-75,711.67
6000 - Operations			
6160 - Backflow Prevention	800.05	4,000.00	-3,199.95
6170 - Claims, Property Damage	0.00	10,000.00	-10,000.00
6180 - Communications			
6185 - SCADA Maintenance	22,565.08	15,000.00	7,565.08
Total 6180 - Communications	22,565.08	15,000.00	7,565.08
6195 - Education & Training	2,166.11	6,000.00	-3,833.89
6200 - Engineering			
6210 - Meeting Attendance, Engineering	0.00	2,000.00	-2,000.00
6220 - General Engineering	15,406.25	30,000.00	-14,593.75
6230 - Water Quality Engineering	82,863.60	35,000.00	47,863.60
Total 6200 - Engineering	98,269.85	67,000.00	31,269.85
6320 - Equipment & Tools, Expensed	4,007.57	6,000.00	-1,992.43
6330 - Facilities			
6335 - Alarm Services	639.67	750.00	-110.33
6337 - Landscaping	5,806.15	4,500.00	1,306.15
Total 6330 - Facilities	6,445.82	5,250.00	1,195.82
6370 - Lab Supplies & Equipment	501.73	1,000.00	-498.27
6400 - Pumping			
6410 - Pumping Fuel & Electricity	84,353.89	65,000.00	19,353.89
6420 - Pumping Maintenance, Generators	4,771.43	13,000.00	-8,228.57
6430 - Pumping Maintenance, General	2,279.45	2,500.00	-220.55
6440 - Pumping Equipment, Expensed	1,785.54	2,000.00	-214.46
Total 6400 - Pumping	93,190.31	82,500.00	10,690.31

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2015 through June 2016

	Water		
	Jul '15 - Jun 16	Budget	\$ Over Budget
<b>6500 - Supply</b>			
6510 - Maintenance, Raw Water Mains	2,477.77		
6520 - Maintenance, Wells	20,074.86	5,000.00	15,074.86
6530 - Water Purchases	38,009.43	40,000.00	-1,990.57
<b>Total 6500 - Supply</b>	60,562.06	45,000.00	15,562.06
<b>6600 - Collection/Transmission</b>			
6610 - Hydrants	0.00	1,000.00	-1,000.00
6620 - Maintenance, Water Mains	68,229.93	55,000.00	13,229.93
6630 - Maintenance, Water Svc Lines	4,124.13	25,000.00	-20,875.87
6640 - Maintenance, Tanks	8,741.45	1,000.00	7,741.45
6650 - Maint., Distribution General	2,406.33	10,000.00	-7,593.67
6670 - Meters	1,838.82	2,500.00	-661.18
<b>Total 6600 - Collection/Transmission</b>	85,340.66	94,500.00	-9,159.34
<b>6700 - Treatment</b>			
6710 - Chemicals & Filtering	29,004.85	30,000.00	-995.15
6720 - Maintenance, Treatment Equip.	9,844.50	4,000.00	5,844.50
6730 - Treatment Analysis	27,677.55	25,000.00	2,677.55
<b>Total 6700 - Treatment</b>	66,526.90	59,000.00	7,526.90
<b>6770 - Uniforms</b>	12,399.26	9,000.00	3,399.26
<b>6800 - Vehicles</b>			
6810 - Fuel	5,546.34	8,500.00	-2,953.66
6820 - Truck Equipment, Expensed	622.59	2,000.00	-1,377.41
6830 - Truck Repairs	1,074.39	5,000.00	-3,925.61
<b>Total 6800 - Vehicles</b>	7,243.32	15,500.00	-8,256.68
<b>6890 - Other Operations</b>	2,810.72		
<b>Total 6000 - Operations</b>	462,829.44	419,750.00	43,079.44
<b>Total Expense</b>	1,388,242.77	1,420,875.00	-32,632.23
<b>Net Ordinary Income</b>	760,166.13	544,309.00	215,857.13
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7000 - Capital Account Revenues</b>			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	77,694.50	101,000.00	-23,305.50
7120 - Connection Fees (Remodel)	0.00	3,000.00	-3,000.00
7130 - Conn. Fees, PFP (New Constr)	58,513.00	53,000.00	5,513.00
<b>Total 7100 - Connection Fees</b>	136,207.50	157,000.00	-20,792.50
<b>7600 - Bond Revenues, G.O.</b>	1,177,040.47	1,150,436.00	26,604.47
<b>Total 7000 - Capital Account Revenues</b>	1,313,247.97	1,307,436.00	5,811.97
<b>Total Other Income</b>	1,313,247.97	1,307,436.00	5,811.97
<b>Other Expense</b>			
<b>8000 - Capital Improvement Program</b>			
8100 - Water	1,583,559.51	1,729,000.00	-145,440.49
<b>Total 8000 - Capital Improvement Program</b>	1,583,559.51	1,729,000.00	-145,440.49

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Water Budget	\$ Over Budget
<b>9000 - Capital Account Expenses</b>			
<b>9100 - Interest Expense - GO Bonds</b>	182,921.54	315,346.00	-132,424.46
<b>9125 - PNC Equipment Lease Interest</b>	19,902.40	20,790.00	-887.60
<b>9150 - SRF Loan</b>	61,131.80		
<b>9210 - Conservation Program/Rebates</b>	5,667.54		
<b>Total 9000 - Capital Account Expenses</b>	<u>269,623.28</u>	<u>336,136.00</u>	<u>-66,512.72</u>
<b>Total Other Expense</b>	<u>1,853,182.79</u>	<u>2,065,136.00</u>	<u>-211,953.21</u>
<b>Net Other Income</b>	<u>-539,934.82</u>	<u>-757,700.00</u>	<u>217,765.18</u>
<b>Net Income</b>	<u><u>220,231.31</u></u>	<u><u>-213,391.00</u></u>	<u><u>433,622.31</u></u>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of June 30, 2016

	Sewer	Water	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Sewer - Bank Accounts</b>			
Wells Fargo Operating - Sewer	3,386,703.79	0.00	3,386,703.79
<b>LAIF Investment Fund</b>			
Capital Reserve	3,804,933.15	0.00	3,804,933.15
Connection Fees Reserve	325,604.00	0.00	325,604.00
Operating Reserve	158,079.00	0.00	158,079.00
<b>Total LAIF Investment Fund</b>	<u>4,288,616.15</u>	<u>0.00</u>	<u>4,288,616.15</u>
<b>Total Sewer - Bank Accounts</b>	7,675,319.94	0.00	7,675,319.94
<b>Water - Bank Accounts</b>			
Wells Fargo Operating - Water	0.00	596,617.72	596,617.72
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	190,251.00	190,251.00
<b>Restricted Cash</b>			
Acq & Improv Fund	0.00	436.13	436.13
Connection Fees Reserve	0.00	157,000.00	157,000.00
Cost of Issuance	0.00	122.94	122.94
GO Bonds Fund	0.00	1,330,749.90	1,330,749.90
<b>Total Restricted Cash</b>	<u>0.00</u>	<u>1,488,308.97</u>	<u>1,488,308.97</u>
<b>Total Water - Bank Accounts</b>	<u>0.00</u>	<u>2,673,426.69</u>	<u>2,673,426.69</u>
<b>Total Checking/Savings</b>	7,675,319.94	2,673,426.69	10,348,746.63
<b>Accounts Receivable</b>			
<b>Sewer - Accounts Receivable</b>			
Accounts Receivable	10,550.72	0.00	10,550.72
Property Tax Receivable	20,625.07	0.00	20,625.07
<b>Total Sewer - Accounts Receivable</b>	<u>31,175.79</u>	<u>0.00</u>	<u>31,175.79</u>
<b>Water - Accounts Receivable</b>			
Accounts Receivable	0.00	-2,538.26	-2,538.26
Accounts Rec. - Backflow	0.00	9,892.19	9,892.19
Accounts Rec. - Water Residents	0.00	146,472.31	146,472.31
Unbilled Water Receivables	0.00	195,064.08	195,064.08
<b>Total Water - Accounts Receivable</b>	<u>0.00</u>	<u>348,890.32</u>	<u>348,890.32</u>
<b>Total Accounts Receivable</b>	31,175.79	348,890.32	380,066.11
<b>Other Current Assets</b>			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
<b>Total Other Current Assets</b>	<u>0.00</u>	<u>42,656.32</u>	<u>42,656.32</u>
<b>Total Current Assets</b>	7,706,495.73	3,064,973.33	10,771,469.06
<b>Fixed Assets</b>			
<b>Sewer - Fixed Assets</b>			
General Plant	2,091,544.42	0.00	2,091,544.42
Land	5,000.00	0.00	5,000.00
<b>Other Capital Improv.</b>			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
<b>Total Other Capital Improv.</b>	<u>3,250,409.57</u>	<u>0.00</u>	<u>3,250,409.57</u>
Seal Cove Collection System	995,505.00	0.00	995,505.00
<b>Sewage Collection Facility</b>			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
<b>Total Sewage Collection Facility</b>	<u>5,340,307.33</u>	<u>0.00</u>	<u>5,340,307.33</u>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
**As of June 30, 2016**

Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-6,886,088.00	0.00	-6,886,088.00
<b>Total Sewer - Fixed Assets</b>	<b>5,041,218.16</b>	<b>0.00</b>	<b>5,041,218.16</b>
<b>Water - Fixed Assets</b>			
General Plant	0.00	24,301,100.60	24,301,100.60
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	-8,014,973.00	-8,014,973.00
<b>Total Water - Fixed Assets</b>	<b>0.00</b>	<b>18,427,784.38</b>	<b>18,427,784.38</b>
<b>Total Fixed Assets</b>	<b>5,041,218.16</b>	<b>18,427,784.38</b>	<b>23,469,002.54</b>
<b>Other Assets</b>			
<b>Sewer - Other Assets</b>			
Due from Water Fund	803,385.23	0.00	803,385.23
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
<b>Total Joint Power Authority</b>	<b>2,687,547.08</b>	<b>0.00</b>	<b>2,687,547.08</b>
<b>Total Sewer - Other Assets</b>	<b>3,490,932.31</b>	<b>0.00</b>	<b>3,490,932.31</b>
<b>Water - Other Assets</b>			
Bond Acquisition Cost OID	0.00	62,522.40	62,522.40
Bond Issue Cost	0.00	66,832.40	66,832.40
<b>Total Water - Other Assets</b>	<b>0.00</b>	<b>129,354.80</b>	<b>129,354.80</b>
<b>Total Other Assets</b>	<b>3,490,932.31</b>	<b>129,354.80</b>	<b>3,620,287.11</b>
<b>TOTAL ASSETS</b>	<b>16,238,646.20</b>	<b>21,622,112.51</b>	<b>37,860,758.71</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable - Sewer	10,709.66	0.00	10,709.66
Accounts Payable - Water	0.00	18,280.18	18,280.18
<b>Total Accounts Payable</b>	<b>10,709.66</b>	<b>18,280.18</b>	<b>28,989.84</b>
<b>Other Current Liabilities</b>			
<b>Sewer - Current Liabilities</b>			
Accrued Vacations	357.63	0.00	357.63
Deposits Payable	11,039.50	0.00	11,039.50
I-Bank Loan - Current	26,540.23	0.00	26,540.23
<b>Total Sewer - Current Liabilities</b>	<b>37,937.36</b>	<b>0.00</b>	<b>37,937.36</b>
<b>Water - Current Liabilities</b>			
Accrued Payables - Water	0.00	903.90	903.90
Accrued Vacations	0.00	16,555.47	16,555.47
Deposits Payable	0.00	10,597.85	10,597.85
PFP Water Deposits	0.00	4,302.50	4,302.50
<b>Total Water - Current Liabilities</b>	<b>0.00</b>	<b>32,359.72</b>	<b>32,359.72</b>
<b>Payroll Liabilities</b>			
Employee Benefits Payable	3,459.12	8,399.35	11,858.47
<b>Total Payroll Liabilities</b>	<b>3,459.12</b>	<b>8,399.35</b>	<b>11,858.47</b>
<b>Total Other Current Liabilities</b>	<b>41,396.48</b>	<b>40,759.07</b>	<b>82,155.55</b>
<b>Total Current Liabilities</b>	<b>52,106.14</b>	<b>59,039.25</b>	<b>111,145.39</b>

**Montara Water & Sanitary District**  
**Funds Balance Sheet**  
As of June 30, 2016

<b>Long Term Liabilities</b>			
<b>Sewer - Long Term Liabilities</b>			
Accrued Vacations	3,890.95	0.00	3,890.95
I-Bank Loan	800,575.13	0.00	800,575.13
PNC Equip. Loan - L/T	683,657.26	0.00	683,657.26
<b>Total Sewer - Long Term Liabilities</b>	<u>1,488,123.34</u>	<u>0.00</u>	<u>1,488,123.34</u>
<b>Water - Long Term Liabilities</b>			
Accrued Vacations	0.00	12,283.28	12,283.28
Deferred on Refunding	0.00	-243,278.00	-243,278.00
Due to Sewer Fund	0.00	803,385.23	803,385.23
GO Bonds - L/T	0.00	12,334,204.80	12,334,204.80
PNC Equip. Loan - L/T	0.00	683,657.28	683,657.28
SRF Loan Payable	0.00	4,029,658.10	4,029,658.10
<b>Total Water - Long Term Liabilities</b>	<u>0.00</u>	<u>17,619,910.69</u>	<u>17,619,910.69</u>
<b>Total Long Term Liabilities</b>	<u>1,488,123.34</u>	<u>17,619,910.69</u>	<u>19,108,034.03</u>
<b>Total Liabilities</b>	1,540,229.48	17,678,949.94	19,219,179.42
<b>Equity</b>			
<b>Sewer - Equity Accounts</b>			
Capital Assets Net	3,408,252.20	0.00	3,408,252.20
Fund Balance - Unrestricted	8,646,292.87	0.00	8,646,292.87
Retained Earnings	949,728.73	0.00	949,728.73
<b>Total Sewer - Equity Accounts</b>	<u>13,004,273.80</u>	<u>0.00</u>	<u>13,004,273.80</u>
<b>Water - Equity Accounts</b>			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-949,728.73	-949,728.73
<b>Total Water - Equity Accounts</b>	<u>0.00</u>	<u>1,741,326.28</u>	<u>1,741,326.28</u>
Equity Adjustment Account	1,105,077.04	1,981,604.98	3,086,682.02
Net Income	589,065.88	220,231.31	809,297.19
<b>Total Equity</b>	<u>14,698,416.72</u>	<u>3,943,162.57</u>	<u>18,641,579.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>16,238,646.20</b></u>	<u><b>21,622,112.51</b></u>	<u><b>37,860,758.71</b></u>

**Montara Water & Sanitary District  
Restricted and Non Restricted Cash Assets  
July 2015 through June 2016**

**Assets and Reserves Information**

Year to Date Cash Information	July	August	September	October	November	December	January	February	March	April	May	June	Target Reserves	\$ Over/Under Targets	% Over/Under Targets
<b>Sewer - Operations</b>															
Wells Fargo Operating - Sewer	1,471,587.93	926,001.60	1,216,903.27	1,207,076.01	991,295.41	2,469,435.90	1,918,119.56	1,914,397.94	1,478,752.95	2,527,289.73	3,482,535.23	3,386,703.79			
<b>Sewer - Reserve Accounts</b>															
LAIF -															
Capital Reserve	158,079.00	158,079.00	158,079.00	3,789,563.62	3,789,563.62	3,789,563.62	3,789,563.62	3,799,988.44	3,799,988.44	3,799,988.44	3,799,988.44	3,804,933.15	2,750,446.00	1,049,542.44	138%
Connection Fees Reserve	3,789,583.62	3,789,583.62	3,789,563.62	325,604.00	325,604.00	325,604.00	325,604.00	325,604.00	325,604.00	325,604.00	325,604.00	325,604.00	325,604.00	-	100%
Operating Reserve	325,604.00	325,604.00	325,604.00	158,079.00	158,079.00	158,079.00	158,079.00	158,079.00	158,079.00	158,079.00	158,079.00	158,079.00	287,352.00	(129,273.00)	55%
Sub-total	4,273,266.62	4,273,266.62	4,273,246.62	4,273,246.62	4,273,246.62	4,273,246.62	4,273,246.62	4,283,671.44	4,283,671.44	4,283,671.44	4,283,671.44	4,288,616.15			
<b>Water - Operations</b>															
Wells Fargo Operating - Water	480,373.79	490,509.32	502,080.00	513,613.83	524,911.47	535,841.51	546,618.31	556,330.93	566,731.27	575,843.20	586,223.12	596,617.72			
<b>Water - Reserve Accounts</b>															
Wells Fargo Bank-															
Operating Reserve	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	190,251.00	217,906.00	(27,655.00)	87%
Capital Reserve	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	398,249.00	1,207,180.00	(808,931.00)	33%
Connection Fees Reserve	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	157,000.00	-	100%
Sub-total	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00	745,500.00			
<b>Water - Restricted accounts</b>															
First Republic Bank - Water															
Acquisition & Improvement Fund	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13	436.13			
Cost of issuance	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94	122.94			
GO Bonds Fund	1,355,991.77	822,750.55	822,750.55	823,461.66	831,427.39	831,427.39	1,411,446.46	839,407.48	900,699.78	903,184.84	1,327,570.84	1,330,749.90			
Sub-total	1,356,550.84	823,309.62	823,309.62	824,020.73	831,986.46	831,986.46	1,412,005.53	839,966.55	901,258.85	903,743.91	1,328,129.91	1,331,308.97			
<b>Total Cash and equivalents</b>	<b>8,327,279.18</b>	<b>7,258,587.16</b>	<b>7,561,039.51</b>	<b>7,563,457.19</b>	<b>7,366,939.96</b>	<b>8,856,010.49</b>	<b>8,895,490.02</b>	<b>8,339,866.86</b>	<b>7,975,914.51</b>	<b>9,036,048.28</b>	<b>10,426,059.70</b>	<b>10,348,746.63</b>			

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2015 through June 2016

	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	TOTAL			
													Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
<b>4220 - Cell Tower Lease</b>	2,778.18	2,778.18	2,778.18	2,778.18	2,778.18	2,778.18	2,778.18	2,778.18	2,778.18	2,819.45	2,819.45	2,857.30	33,499.82	32,000.00	1,499.82	104.69%
<b>4400 - Fees</b>																
<b>4410 - Administrative Fee (New Constr)</b>		948.00					474.00	474.00	474.00		948.00		3,318.00	2,500.00	818.00	132.72%
<b>4420 - Administrative Fee (Remodel)</b>	474.00							474.00	474.00	474.00			1,422.00	3,000.00	-1,578.00	47.4%
<b>4430 - Inspection Fee (New Constr)</b>		896.00					448.00	448.00	448.00		896.00		3,136.00	2,000.00	1,136.00	156.8%
<b>4440 - Inspection Fee (Remodel)</b>	1,087.00	206.00		103.00	103.00	412.00	103.00		654.00	448.00	103.00		3,219.00	4,500.00	-1,281.00	71.53%
<b>4460 - Remodel Fees</b>	787.00	332.00	332.00						324.00			447.00	2,222.00	7,000.00	-4,778.00	31.74%
<b>Total 4400 - Fees</b>	2,348.00	2,382.00	332.00	103.00	103.00	412.00	1,025.00	922.00	2,374.00	922.00	1,947.00	447.00	13,317.00	19,000.00	-5,683.00	70.09%
<b>4610 - Property Tax Receipts</b>			371.87		21,539.42	95,149.18	97,214.92	14,528.04	330.46	71,217.91	1,328.16	19,190.62	320,870.58	230,000.00	90,870.58	139.51%
<b>4710 - Sewer Service Charges</b>						1,056,939.32		101,202.90		741,764.16		141,971.55	2,041,877.93	2,039,943.00	1,934.93	100.1%
<b>4720 - Sewer Service Refunds, Customer</b>									-4,335.00	-4,051.00			-8,386.00	-4,000.00	-4,386.00	209.65%
<b>4760 - Waste Collection Revenues</b>	882.48	1,855.85	830.14	1,919.98	723.29	1,929.25	755.01	2,324.54	1,193.80	2,502.81	1,550.56	2,882.70	19,350.41	15,000.00	4,350.41	129.0%
<b>4990 - Other Revenue</b>					9.99			2.71		138.47	3.39		154.56			
<b>Total Income</b>	6,008.66	7,016.03	4,312.19	4,801.16	25,153.88	1,157,207.93	101,773.11	121,758.37	2,341.44	815,313.80	7,648.56	167,349.17	2,420,684.30	2,331,943.00	88,741.30	103.81%
<b>Gross Profit</b>	6,008.66	7,016.03	4,312.19	4,801.16	25,153.88	1,157,207.93	101,773.11	121,758.37	2,341.44	815,313.80	7,648.56	167,349.17	2,420,684.30	2,331,943.00	88,741.30	103.81%
<b>Expense</b>																
<b>5000 - Administrative</b>																
<b>5190 - Bank Fees</b>	260.66	265.13	266.16	257.57	296.15	256.45	350.73	298.27	312.12	260.74	276.78	262.56	3,363.32	4,000.00	-636.68	84.08%
<b>5200 - Board of Directors</b>																
<b>5210 - Board Meetings</b>		125.00	-99.50		250.00	250.00			1,670.66	250.00	635.94	75.00	3,157.10	2,500.00	657.10	126.28%
<b>5220 - Director Fees</b>		337.50	525.00		525.00	337.50			187.50			187.50	2,100.00	3,300.00	-1,200.00	63.64%
<b>Total 5200 - Board of Directors</b>		462.50	425.50		775.00	587.50			1,858.16	250.00	635.94	262.50	5,257.10	5,800.00	-542.90	90.64%
<b>5250 - Conference Attendance</b>														2,000.00	-2,000.00	
<b>5270 - Information Systems</b>		327.50	548.12	30.00	105.00		207.50	249.77		2,330.50			3,798.39	6,000.00	-2,201.61	63.31%
<b>5300 - Insurance</b>																
<b>5310 - Fidelity Bond</b>																
<b>5320 - Property &amp; Liability Insurance</b>	1,688.18												1,688.18	1,755.00	-66.82	96.19%
<b>Total 5300 - Insurance</b>	1,688.18												1,688.18	1,755.00	-66.82	96.19%
<b>5350 - LAFCO Assessment</b>						1,718.00							1,718.00	1,987.00	-269.00	86.46%
<b>5400 - Legal</b>																
<b>5420 - Meeting Attendance, Legal</b>		842.50	625.00	675.00	1,496.00	1,175.00		625.00		1,125.00	100.00	475.00	7,138.50	9,500.00	-2,361.50	75.14%
<b>5430 - General Legal</b>		3,062.50	3,530.00	1,825.00	2,920.00	2,870.00	717.50	4,342.50	2,707.50	5,575.00	2,120.00	1,787.50	31,457.50	15,000.00	16,457.50	209.72%
<b>5440 - Litigation</b>																
<b>Total 5400 - Legal</b>		3,905.00	4,155.00	2,500.00	4,416.00	4,045.00	717.50	4,967.50	2,707.50	6,700.00	2,220.00	2,262.50	38,596.00	24,500.00	14,096.00	157.54%

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2015 through June 2016

													TOTAL			
	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
5510 - Maintenance, Office		624.94	3,234.54	1,913.62		24.97	146.14	1,000.00				224.90	7,619.11	6,000.00	1,619.11	126.99%
5540 - Office Supplies		1,477.69	674.48	330.76	517.80	109.30	484.10	1,113.58	45.18	943.78	271.12	321.04	6,288.83	9,000.00	-2,711.17	69.88%
5550 - Postage		117.66		77.84	117.82	100.50	486.36	1,207.09		112.50	117.87	29.00	2,366.64	2,000.00	366.64	118.33%
5560 - Printing & Publishing			202.67		65.98	35.69	135.68	1,443.68	591.07	157.41		38.11	2,713.35	3,000.00	-286.65	90.45%
5600 - Professional Services																
5610 - Accounting		1,850.00	3,400.00	4,492.50	2,100.00	3,650.00	2,500.00	3,350.00	3,150.00	2,950.00	2,100.00	2,600.00	32,142.50	30,000.00	2,142.50	107.14%
5620 - Audit			4,500.00	5,500.00			2,050.00						12,050.00	13,000.00	-950.00	92.69%
5630 - Consulting		426.88	2,781.88	952.50	1,013.98	245.42	7,701.89		750.00	2,008.10	630.00	375.00	16,885.65	13,000.00	3,885.65	129.89%
5640 - Data Services			5,504.37										5,504.37	6,000.00	-495.63	91.74%
5650 - Labor & HR Support	187.50	187.50		187.50		750.00			187.50		187.50	187.50	1,875.00	2,250.00	-375.00	83.33%
5660 - Payroll Services	60.98	60.98	60.98	60.98	60.03	60.98	119.53	67.65	67.65	71.96	72.94	73.96	838.62	800.00	38.62	104.83%
<b>Total 5600 - Professional Services</b>	<b>248.48</b>	<b>2,525.36</b>	<b>16,247.23</b>	<b>11,193.48</b>	<b>3,174.01</b>	<b>4,706.40</b>	<b>12,371.42</b>	<b>3,417.65</b>	<b>4,155.15</b>	<b>5,030.06</b>	<b>2,990.44</b>	<b>3,236.46</b>	<b>69,296.14</b>	<b>65,050.00</b>	<b>4,246.14</b>	<b>106.53%</b>
5710 - San Mateo Co. Tax Roll Charges					115.50								115.50	2,500.00	-2,384.50	4.62%
5720 - Telephone & Internet	127.10	892.61	1,820.00	131.05	956.74	1,110.89	968.58	792.43	1,285.78	1,466.70	1,147.68	1,626.42	12,325.98	9,000.00	3,325.98	136.96%
5730 - Mileage Reimbursement			72.30	50.00		54.99	189.01	23.00	23.99			25.74	682.47	1,500.00	-817.53	45.5%
5740 - Reference Materials														200.00	-200.00	
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	1,095.25	1,058.45	1,092.56	1,353.69	1,073.60	1,136.67	1,116.63	1,159.56	1,241.17	1,204.59	1,199.58	1,221.90	13,953.65	13,709.00	244.65	101.79%
5820 - Employee Benefits	2,693.79	2,693.79	2,693.79	2,693.79	2,693.79		3,410.97	2,865.14	2,865.15	6,484.98	2,865.15	2,865.14	34,825.48	36,497.00	-1,671.52	95.42%
5830 - Disability Insurance		113.37	113.37	113.37	113.36	113.36	113.36	113.36	113.36	113.36	123.18	140.39	1,283.84	1,450.00	-166.16	88.54%
5840 - Payroll Taxes	1,196.98	1,156.76	1,170.51	874.25	762.30	808.88	1,220.34	1,267.27	2,156.53	1,316.47	1,310.99	1,335.40	14,576.68	14,983.00	-406.32	97.29%
5850 - PARS							514.27	1,055.95	8,654.85	1,071.16	1,099.26	1,099.26	13,494.75	45,285.00	-31,790.25	29.8%
5900 - Wages																
5910 - Management	6,625.44	6,625.44	6,625.45	9,760.61	6,989.86	6,989.86	7,190.82	7,391.78	12,059.63	7,391.78	7,391.78	7,391.78	92,434.23	86,041.00	6,393.23	107.43%
5920 - Staff	8,854.08	8,084.16	8,469.12	8,886.51	8,179.93	8,958.96	8,500.72	8,853.62	15,620.76	9,087.12	9,519.84	9,633.32	112,648.14	103,090.00	9,558.14	109.27%
5930 - Staff Certification	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00	1,854.00	-54.00	97.09%
5940 - Staff Overtime	17.04	261.28	363.52	541.50	17.47	139.74	110.57	170.17	359.25	579.83	75.62	252.10	2,888.09	3,718.00	-829.91	77.68%
5950 - Staff Standby												28.74	28.74	1,147.00	-1,118.26	2.51%
<b>Total 5900 - Wages</b>	<b>15,646.56</b>	<b>15,120.88</b>	<b>15,608.09</b>	<b>19,338.62</b>	<b>15,337.26</b>	<b>16,238.56</b>	<b>15,952.11</b>	<b>16,565.57</b>	<b>28,189.64</b>	<b>17,208.73</b>	<b>17,137.24</b>	<b>17,455.94</b>	<b>209,799.20</b>	<b>195,850.00</b>	<b>13,949.20</b>	<b>107.12%</b>
5960 - Worker's Comp Insurance				490.61									490.61	3,891.00	-3,400.39	12.61%
<b>Total 5800 - Labor</b>	<b>20,632.58</b>	<b>20,143.25</b>	<b>20,678.32</b>	<b>24,864.33</b>	<b>19,980.31</b>	<b>18,297.47</b>	<b>22,327.68</b>	<b>23,026.85</b>	<b>43,220.70</b>	<b>27,399.29</b>	<b>23,735.40</b>	<b>24,118.03</b>	<b>288,424.21</b>	<b>311,665.00</b>	<b>-23,240.79</b>	<b>92.54%</b>
<b>Total 5000 - Administrative</b>	<b>22,957.00</b>	<b>30,741.64</b>	<b>48,324.32</b>	<b>41,348.65</b>	<b>30,520.31</b>	<b>31,047.16</b>	<b>38,384.70</b>	<b>37,539.82</b>	<b>54,199.65</b>	<b>44,650.98</b>	<b>32,126.78</b>	<b>32,412.21</b>	<b>444,253.22</b>	<b>455,957.00</b>	<b>-11,703.78</b>	<b>97.43%</b>
6000 - Operations																
6170 - Claims, Property Damage														10,000.00	-10,000.00	
6195 - Education & Training														1,000.00	-1,000.00	
6200 - Engineering																

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2015 through June 2016

													TOTAL			
	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>6210 - Meeting Attendance, Engineering</b>														2,000.00	-2,000.00	
<b>6220 - General Engineering</b>	895.00	1,750.50		581.75	6,023.50	537.00	1,611.00		713.50	3,134.95	10,876.00	4,727.20	30,850.40	50,000.00	-19,149.60	61.7%
<b>Total 6200 - Engineering</b>	895.00	1,750.50		581.75	6,023.50	537.00	1,611.00		713.50	3,134.95	10,876.00	4,727.20	30,850.40	52,000.00	-21,149.60	59.33%
<b>6320 - Equipment &amp; Tools, Expensed</b>														1,000.00	-1,000.00	
<b>6330 - Facilities</b>																
<b>6335 - Alarm Services</b>	391.80	1,066.04	444.30	391.80	512.78	444.30	391.80	512.78	444.30	391.80	512.77	391.80	5,896.27	5,000.00	896.27	117.93%
<b>6337 - Landscaping</b>		190.00	380.00		372.06	1,330.00	190.00	190.00	290.00	190.00	190.00	190.00	3,512.06	2,400.00	1,112.06	146.34%
<b>Total 6330 - Facilities</b>	391.80	1,256.04	824.30	391.80	884.84	1,774.30	581.80	702.78	734.30	581.80	702.77	581.80	9,408.33	7,400.00	2,008.33	127.14%
<b>6400 - Pumping</b>																
<b>6410 - Pumping Fuel &amp; Electricity</b>			4,524.11		1,956.77	1,829.49	1,714.86	2,234.56	2,770.66	3,234.44	2,574.72	2,175.96	23,015.57	27,000.00	-3,984.43	85.24%
<b>6430 - Pumping Maintenance, General</b>										3,525.11			3,525.11			
<b>Total 6400 - Pumping</b>			4,524.11		1,956.77	1,829.49	1,714.86	2,234.56	6,295.77	3,234.44	2,574.72	2,175.96	26,540.68	27,000.00	-459.32	98.3%
<b>6600 - Collection/Transmission</b>																
<b>6660 - Maintenance, Collection System</b>														10,000.00	-10,000.00	
<b>Total 6600 - Collection/Transmission</b>														10,000.00	-10,000.00	
<b>6800 - Vehicles</b>																
<b>6810 - Fuel</b>										648.10	80.85	63.39	792.34	800.00	-7.66	99.04%
<b>6820 - Truck Equipment, Expensed</b>										54.44	34.51		88.95	160.00	-71.05	55.59%
<b>6830 - Truck Repairs</b>										153.49			153.49	400.00	-246.51	38.37%
<b>Total 6800 - Vehicles</b>										856.03	115.36	63.39	1,034.78	1,360.00	-325.22	76.09%
<b>6900 - Sewer Authority Midcoastside</b>																
<b>6910 - SAM Collections</b>	30,042.00	30,042.00	60,084.00		30,042.00	30,042.00	30,042.00	30,042.00	30,042.00	30,042.00	30,042.00	30,042.00	360,504.00	360,500.00	4.00	100.0%
<b>6920 - SAM Operations</b>	58,991.00	58,991.00	117,982.00		58,991.00	58,991.00	58,991.00	58,991.00	58,991.00	58,991.00	58,991.00	58,991.00	707,892.00	707,892.00		100.0%
<b>6940 - SAM Maintenance, Collection Sys</b>						20,984.97		20,075.08					41,060.05	40,000.00	1,060.05	102.65%
<b>6950 - SAM Maintenance, Pumping</b>													50,000.00	-50,000.00		
<b>Total 6900 - Sewer Authority Midcoastside</b>	89,033.00	89,033.00	178,066.00		89,033.00	110,017.97	89,033.00	109,108.08	89,033.00	89,033.00	89,033.00	89,033.00	1,109,456.05	1,158,392.00	-48,935.95	95.78%
<b>Total 6000 - Operations</b>	90,319.80	92,039.54	183,414.41	973.55	97,898.11	114,158.76	92,940.66	112,045.42	96,776.57	96,840.22	103,301.85	96,581.35	1,177,290.24	1,268,152.00	-90,861.76	92.84%
<b>Total Expense</b>	113,276.80	122,781.18	231,738.73	42,322.20	128,418.42	145,205.92	131,325.36	149,585.24	150,976.22	141,491.20	135,428.63	128,993.56	1,621,543.46	1,724,109.00	-102,565.54	94.05%
<b>Net Ordinary Income</b>	-107,268.14	-115,765.15	-227,426.54	-37,521.04	-103,264.54	1,012,002.01	-29,552.25	-27,826.87	-148,634.78	673,822.60	-127,780.07	38,355.61	799,140.84	607,834.00	191,306.84	131.47%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 - Capital Account Revenues</b>																

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Sewer**  
July 2015 through June 2016

													TOTAL			
	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>7100 - Connection Fees</b>																
<b>7110 - Connection Fees (New Constr)</b>			50,490.00				2,873.00						53,363.00	275,604.00	-222,241.00	19.36%
<b>7120 - Connection Fees (Remodel)</b>	22,727.00				18,700.00			3,137.00	2,669.50				47,233.50	50,000.00	-2,766.50	94.47%
<b>Total 7100 - Connection Fees</b>	22,727.00		50,490.00		18,700.00		2,873.00	3,137.00	2,669.50				100,596.50	325,604.00	-225,007.50	30.9%
<b>7200 - Interest Income - LAIF</b>																
<b>7700 - Interest, Employee Loans</b>	303.97	298.48	3,443.11			3,961.03			4,944.71				12,348.85	8,000.00	4,348.85	154.36%
<b>Total 7000 - Capital Account Revenues</b>	23,030.97	298.48	54,226.08		18,700.00	3,961.03	2,873.00	8,081.71	2,669.50				113,840.77	336,885.00	-223,044.23	33.79%
<b>Total Other Income</b>	23,030.97	298.48	54,226.08		18,700.00	3,961.03	2,873.00	8,081.71	2,669.50				113,840.77	336,885.00	-223,044.23	33.79%
<b>Other Expense</b>																
<b>8000 - Capital Improvement Program</b>																
<b>8075 - Sewer</b>	3,071.25	12,703.00		984.50	6,935.50	21,280.00	895.00		15,163.50	11,795.40	20,309.81	45,405.77	138,543.73	685,483.00	-546,939.27	20.21%
<b>8100 - Water</b>																
<b>Total 8000 - Capital Improvement Program</b>	3,071.25	12,703.00		984.50	6,935.50	21,280.00	895.00		15,163.50	11,795.40	20,309.81	45,405.77	138,543.73	685,483.00	-546,939.27	20.21%
<b>9000 - Capital Account Expenses</b>																
<b>9125 - PNC Equipment Lease Interest</b>	887.68	1,768.13	3,512.71		1,744.53	1,736.63	1,728.70	1,720.77	1,712.80	1,704.82	1,696.82	1,688.79	19,902.38	20,790.00	-887.62	95.73%
<b>9175 - Capital Assessment - SAM</b>	13,389.00	13,389.00	26,778.00		13,389.00	13,389.00	13,389.00	13,389.00	13,389.00	13,389.00	13,389.00	13,389.00	160,668.00	160,666.00	2.00	100.0%
<b>9200 - I-Bank Loan</b>	4,801.62												4,801.62	26,022.00	-21,220.38	18.45%
<b>Total 9000 - Capital Account Expenses</b>	19,078.30	15,157.13	30,290.71		15,133.53	15,125.63	15,117.70	15,109.77	15,101.80	15,093.82	15,085.82	15,077.79	185,372.00	207,478.00	-22,106.00	89.35%
<b>Total Other Expense</b>	22,149.55	27,860.13	30,290.71	984.50	22,069.03	36,405.63	16,012.70	15,109.77	30,265.30	26,889.22	35,395.63	60,483.56	323,915.73	892,961.00	-569,045.27	36.27%
<b>Net Other Income</b>	881.42	-27,561.65	23,935.37	-984.50	-3,369.03	-32,444.60	-13,139.70	-15,109.77	-22,183.59	-24,219.72	-35,395.63	-60,483.56	-210,074.96	-556,076.00	346,001.04	37.78%
<b>Net Income</b>	<b>-106,386.72</b>	<b>-143,326.80</b>	<b>-203,491.17</b>	<b>-38,505.54</b>	<b>-106,633.57</b>	<b>979,557.41</b>	<b>-42,691.95</b>	<b>-42,936.64</b>	<b>-170,818.37</b>	<b>649,602.88</b>	<b>-163,175.70</b>	<b>-22,127.95</b>	<b>589,065.88</b>	<b>51,758.00</b>	<b>537,307.88</b>	<b>1,138.12%</b>

**Montara Water & Sanitary District**  
**Revenue & Expenditures Budget vs. Actual - Water**  
July 2015 through June 2016

													TOTAL			
	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
<b>4220 - Cell Tower Lease</b>	2,778.19	2,778.19	2,778.19	2,778.19	2,778.19	2,778.19	2,778.19	2,778.19	2,778.19	2,819.45	2,819.45	2,857.29	33,499.90	32,000.00	1,499.90	104.69%
<b>4400 - Fees</b>																
<b>4410 - Administrative Fee (New Constr)</b>		1,896.00						474.00	948.00	1,135.00	1,896.00		6,349.00	4,500.00	1,849.00	141.09%
<b>4420 - Administrative Fee (Remodel)</b>														900.00	-900.00	
<b>4430 - Inspection Fee (New Constr)</b>		1,792.00						448.00	896.00	885.00	1,792.00		5,813.00	4,250.00	1,563.00	136.78%
<b>4440 - Inspection Fee (Remodel)</b>														800.00	-800.00	
<b>4450 - Mainline Extension Fees</b>					19,951.00					26,507.70			46,458.70			
<b>Total 4400 - Fees</b>		3,688.00			19,951.00			922.00	1,844.00	28,527.70	3,688.00		58,620.70	10,450.00	48,170.70	560.96%
<b>4610 - Property Tax Receipts</b>			371.87		21,539.43	95,149.16	97,214.90	14,528.01	330.45	71,217.91	1,328.15	19,190.59	320,870.47	230,000.00	90,870.47	139.51%
<b>4740 - Testing, Backflow</b>	2,781.00	2,266.00			3,708.00		3,399.00			2,266.00	1,957.00		16,377.00	13,000.00	3,377.00	125.98%
<b>4810 - Water Sales, Domestic</b>	154,270.38	151,053.90	168,526.48	142,366.98	153,716.54	122,026.03	137,466.56	129,517.07	129,050.05	128,180.09	147,479.25	148,082.42	1,711,735.75	1,682,734.00	29,001.75	101.72%
<b>4850 - Water Sales Refunds, Customer</b>	-1,488.35												-1,488.35	-3,000.00	1,511.65	49.61%
<b>4990 - Other Revenue</b>	692.00			621.00	643.00			2.71		1,385.47	3.39	5,445.86	8,793.43			
<b>Total Income</b>	159,033.22	159,786.09	171,676.54	145,766.17	202,336.16	219,953.38	240,858.65	147,747.98	134,002.69	234,396.62	157,275.24	175,576.16	2,148,408.90	1,965,184.00	183,224.90	109.32%
<b>Gross Profit</b>	159,033.22	159,786.09	171,676.54	145,766.17	202,336.16	219,953.38	240,858.65	147,747.98	134,002.69	234,396.62	157,275.24	175,576.16	2,148,408.90	1,965,184.00	183,224.90	109.32%
<b>Expense</b>																
<b>5000 - Administrative</b>																
<b>5190 - Bank Fees</b>	532.63	500.81	469.12	516.30	488.27	477.68	543.76	504.47	511.94	514.98	488.55	465.66	6,014.17	9,000.00	-2,985.83	66.82%
<b>5200 - Board of Directors</b>																
<b>5210 - Board Meetings</b>		125.00	-99.50		250.00	250.00			1,670.66	250.00	635.94	75.00	3,157.10	2,500.00	657.10	126.28%
<b>5220 - Director Fees</b>		337.50	525.00		525.00	337.50			187.50			187.50	2,100.00	3,300.00	-1,200.00	63.64%
<b>Total 5200 - Board of Directors</b>		462.50	425.50		775.00	587.50			1,858.16	250.00	635.94	262.50	5,257.10	5,800.00	-542.90	90.64%
<b>5240 - CDPH Fees</b>					13,141.34	2,088.00							18,085.85	15,000.00	3,085.85	120.57%
<b>5250 - Conference Attendance</b>			600.00	600.00					275.00	1,992.90	1,244.52	554.99	5,267.41	4,000.00	1,267.41	131.69%
<b>5270 - Information Systems</b>		327.50	548.12	30.00	105.00		207.50	249.77		2,330.50			3,798.39	3,200.00	598.39	118.7%
<b>5300 - Insurance</b>																
<b>5310 - Fidelity Bond</b>																
<b>5320 - Property &amp; Liability Insurance</b>	1,688.18												1,688.18	1,755.00	-66.82	96.19%
<b>Total 5300 - Insurance</b>	1,688.18												1,688.18	1,755.00	-66.82	96.19%
<b>5350 - LAFCO Assessment</b>						2,328.00							2,328.00	2,800.00	-472.00	83.14%
<b>5400 - Legal</b>																
<b>5420 - Meeting Attendance, Legal</b>		845.00	625.00	675.00	1,492.00	1,175.00		625.00	562.50	1,125.00	100.00	475.00	7,699.50	8,500.00	-800.50	90.58%
<b>5430 - General Legal</b>		3,625.00	4,657.50	6,300.00	4,917.00	1,755.00	1,032.50	6,660.00	4,780.00	1,462.50	1,855.00	2,650.00	39,694.50	60,000.00	-20,305.50	66.16%
<b>5440 - Litigation</b>																

**Montara Water & Sanitary District**  
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													TOTAL			
	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Total 5400 - Legal</b>		4,470.00	5,282.50	6,975.00	6,409.00	2,930.00	1,032.50	7,285.00	5,342.50	2,587.50	1,955.00	3,125.00	47,394.00	68,500.00	-21,106.00	69.19%
<b>5510 - Maintenance, Office</b>		624.85	3,234.53	1,913.62		24.98	146.15	1,000.00			450.00	224.90	7,619.03	6,000.00	1,619.03	126.98%
<b>5530 - Memberships</b>		254.15	249.00		5,778.00	10,944.00							17,225.15	18,000.00	-774.85	95.7%
<b>5540 - Office Supplies</b>		1,477.66	674.45	330.77	517.80	109.30	484.10	1,113.58	45.17	943.77	271.12	321.03	6,288.75	9,000.00	-2,711.25	69.88%
<b>5550 - Postage</b>		564.77	665.57	567.85	615.70	599.15	1,035.79	807.33	40.34	649.60	641.82	1,088.93	7,276.85	6,000.00	1,276.85	121.28%
<b>5560 - Printing &amp; Publishing</b>			202.67		65.98	35.68	35.68	25.43	591.07	52.41	38.11	43.06	1,090.09	2,000.00	-909.91	54.51%
<b>5600 - Professional Services</b>																
<b>5610 - Accounting</b>		1,850.00	3,400.00	4,492.50	2,100.00	3,650.00	2,500.00	3,350.00	3,150.00	2,950.00	2,100.00	2,600.00	32,142.50	30,000.00	2,142.50	107.14%
<b>5620 - Audit</b>			4,500.00	5,500.00			2,050.00				8,900.00		20,950.00	13,000.00	7,950.00	161.15%
<b>5630 - Consulting</b>		426.87	8,304.84	3,899.50	1,393.97	245.41	6,085.00		750.00	2,008.10	4,696.33	375.00	28,185.02	25,000.00	3,185.02	112.74%
<b>5640 - Data Services</b>												7,575.00	7,575.00			
<b>5650 - Labor &amp; HR Support</b>	187.50	187.50		187.50		750.00			187.50	750.00	187.50	187.50	2,625.00		2,625.00	100.0%
<b>5660 - Payroll Services</b>	60.98	60.98	60.98	60.98	60.03	60.98	119.53	67.65	67.65	71.94	72.96	73.94	838.60	850.00	-11.40	98.66%
<b>5690 - Other Professional Services</b>						226.94							226.94			
<b>Total 5600 - Professional Services</b>	248.48	2,525.35	16,265.82	14,140.48	3,554.00	4,933.33	10,754.53	3,417.65	4,155.15	5,780.04	15,956.79	10,811.44	92,543.06	68,850.00	23,693.06	134.41%
<b>5710 - San Mateo Co. Tax Roll Charges</b>					122.50								122.50			
<b>5720 - Telephone &amp; Internet</b>	287.56	1,496.23	2,194.97	652.41	1,749.45	1,644.73	1,346.14	1,182.54	1,665.49	1,774.01	1,580.28	2,018.69	17,592.50	9,000.00	8,592.50	195.47%
<b>5730 - Mileage Reimbursement</b>		192.74	86.33	107.33	120.98	297.08	270.91	88.52	77.22	449.75	313.56	99.45	2,103.87	2,000.00	103.87	105.19%
<b>5740 - Reference Materials</b>													800.00		-800.00	
<b>5790 - Other Administrative</b>											126.85		126.85			
<b>5800 - Labor</b>																
<b>5810 - CalPERS 457 Deferred Plan</b>	2,539.79	2,485.10	2,575.08	2,769.69	2,446.02	2,560.99	2,479.98	2,607.66	2,778.89	2,735.12	2,678.88	2,914.07	31,571.27	35,154.00	-3,582.73	89.81%
<b>5820 - Employee Benefits</b>	5,405.84	5,405.84	5,405.84	5,405.84	5,405.84		10,608.70	5,780.71	5,780.70	17,195.71	5,780.70	5,780.71	77,956.43	61,277.00	16,679.43	127.22%
<b>5830 - Disability Insurance</b>		280.52	280.52	280.52	280.52	280.52	280.52	280.52	280.52	280.52	243.41	280.77	3,048.86	3,549.00	-500.14	85.91%
<b>5840 - Payroll Taxes</b>	3,017.54	2,908.21	2,986.43	2,587.01	2,428.05	2,528.15	2,907.87	3,028.12	4,776.68	3,138.72	3,186.30	3,439.31	36,932.39	38,419.00	-1,486.61	96.13%
<b>5850 - PARS</b>							976.16	2,094.76	17,294.02	2,094.74	2,171.63	2,189.70	26,821.01	111,796.00	-84,974.99	23.99%
<b>5900 - Wages</b>																
<b>5910 - Management</b>	6,625.46	6,625.46	6,625.45	9,760.62	6,989.84	6,989.84	7,190.80	7,391.76	12,059.60	7,391.76	7,391.76	7,391.76	92,434.11	86,041.00	6,393.11	107.43%
<b>5920 - Staff</b>	26,717.05	23,907.14	24,991.45	25,363.13	23,839.87	25,993.73	24,291.09	25,819.58	44,320.28	25,685.61	28,166.15	30,669.32	329,764.40	338,785.00	-9,020.60	97.34%
<b>5930 - Staff Certification</b>	750.00	750.00	810.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	1,130.00	750.00	9,440.00	9,167.00	273.00	102.98%
<b>5940 - Staff Overtime</b>	3,524.31	4,866.78	5,168.25	3,975.38	3,692.39	3,124.70	3,838.45	3,781.61	3,396.00	5,275.16	3,348.80	4,222.34	48,214.17	49,918.00	-1,703.83	96.59%
<b>5950 - Staff Standby</b>	1,828.57	1,866.99	1,810.74	1,878.64	1,840.35	1,854.16	1,941.26	1,840.09	1,914.94	1,926.22	1,994.61	1,924.79	22,621.36	18,295.00	4,326.36	123.65%
<b>Total 5900 - Wages</b>	39,445.39	38,016.37	39,405.89	41,727.77	37,112.45	38,712.43	38,011.60	39,583.04	62,440.82	41,028.75	42,031.32	44,958.21	502,474.04	502,206.00	268.04	100.05%
<b>5960 - Worker's Comp Insurance</b>				4,787.58									4,787.58	17,019.00	-12,231.42	28.13%
<b>Total 5800 - Labor</b>	50,408.56	49,096.04	50,653.76	57,558.41	47,672.88	44,082.09	55,264.83	53,374.81	93,351.63	66,473.56	56,092.24	59,562.77	683,591.58	769,420.00	-85,828.42	88.85%
<b>Total 5000 - Administrative</b>	53,165.41	61,992.60	81,552.34	83,392.17	81,115.90	71,081.52	71,121.89	69,049.10	107,913.67	83,799.02	82,651.29	78,578.42	925,413.33	1,001,125.00	-75,711.67	92.44%

**Montara Water & Sanitary District**  
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	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	TOTAL				
													Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget	
<b>6000 - Operations</b>																	
6160 - Backflow Prevention			727.00									73.05	800.05	4,000.00	-3,199.95	20.0%	
6170 - Claims, Property Damage														10,000.00	-10,000.00		
6180 - Communications																	
6185 - SCADA Maintenance		2,574.91	75.00		5,557.75	1,287.00	1,617.00		727.29		2,468.43	8,257.70	22,565.08	15,000.00	7,565.08	150.43%	
<b>Total 6180 - Communications</b>		2,574.91	75.00		5,557.75	1,287.00	1,617.00		727.29		2,468.43	8,257.70	22,565.08	15,000.00	7,565.08	150.43%	
6195 - Education & Training			210.00	210.00	210.00	210.00	271.74		148.19		770.00	136.18	2,166.11	6,000.00	-3,833.89	36.1%	
6200 - Engineering																	
6210 - Meeting Attendance, Engineering														2,000.00	-2,000.00		
6220 - General Engineering		150.00	330.00		8,965.00		1,550.00		2,145.00	468.75	697.50	1,100.00	15,406.25	30,000.00	-14,593.75	51.35%	
6230 - Water Quality Engineering		15,935.00	4,811.25		7,454.90		10,294.33		9,543.17	12,969.20	5,546.25	16,309.50	82,863.60	35,000.00	47,863.60	236.75%	
<b>Total 6200 - Engineering</b>		16,085.00	5,141.25		16,419.90		11,844.33		11,688.17	13,437.95	6,243.75	17,409.50	98,269.85	67,000.00	31,269.85	146.67%	
6320 - Equipment & Tools, Expensed		126.25	25.38	864.63	499.25	393.80	887.12	284.18	371.19	243.04	290.25	22.48	4,007.57	6,000.00	-1,992.43	66.79%	
6330 - Facilities																	
6335 - Alarm Services		119.25	52.50		120.97	52.50		120.97	52.50		120.98		639.67	750.00	-110.33	85.29%	
6337 - Landscaping		300.00	600.00		482.06	1,804.09	420.00	420.00	520.00	420.00	420.00	420.00	5,806.15	4,500.00	1,306.15	129.03%	
<b>Total 6330 - Facilities</b>		419.25	652.50		603.03	1,856.59	420.00	540.97	572.50	420.00	540.98	420.00	6,445.82	5,250.00	1,195.82	122.78%	
6370 - Lab Supplies & Equipment						501.73							501.73	1,000.00	-498.27	50.17%	
6380 - Meter Reading																	
6400 - Pumping																	
6410 - Pumping Fuel & Electricity		7,128.32	8,824.03	1,374.39	4,427.71	4,957.90	3,754.09	34,384.89	5,059.25	4,509.82	4,159.36	5,774.13	84,353.89	65,000.00	19,353.89	129.78%	
6420 - Pumping Maintenance, Generators					4,771.43								4,771.43	13,000.00	-8,228.57	36.7%	
6430 - Pumping Maintenance, General		49.99	808.88			148.54			1,255.54			16.50	2,279.45	2,500.00	-220.55	91.18%	
6440 - Pumping Equipment, Expensed							1,641.07		40.48			103.99	1,785.54	2,000.00	-214.46	89.28%	
<b>Total 6400 - Pumping</b>		7,178.31	9,632.91	1,374.39	9,199.14	5,106.44	5,395.16	34,384.89	6,355.27	4,509.82	4,159.36	5,894.62	93,190.31	82,500.00	10,690.31	112.96%	
6500 - Supply																	
6510 - Maintenance, Raw Water Mains											2,477.77		2,477.77		2,477.77	100.0%	
6520 - Maintenance, Wells					2,212.66	6,934.70	1,046.09	-556.71	10,360.45		7.16	70.51	20,074.86	5,000.00	15,074.86	401.5%	
6530 - Water Purchases			20,264.06							17,745.37			38,009.43	40,000.00	-1,990.57	95.02%	
<b>Total 6500 - Supply</b>			20,264.06		2,212.66	6,934.70	1,046.09	-556.71	10,360.45	17,745.37	2,484.93	70.51	60,562.06	45,000.00	15,562.06	134.58%	
6600 - Collection/Transmission																	
6610 - Hydrants														1,000.00	-1,000.00		
6620 - Maintenance, Water Mains		8,704.72	14,505.69	8,354.63	11,041.15	5,020.60		217.07	25.16	12,582.13	187.54	7,591.24	68,229.93	55,000.00	13,229.93	124.05%	
6630 - Maintenance, Water Svc Lines							3,019.61	290.59	804.94			8.99	4,124.13	25,000.00	-20,875.87	16.5%	
6640 - Maintenance, Tanks			307.06								5,728.31	2,706.08	8,741.45	1,000.00	7,741.45	874.15%	

**Montara Water & Sanitary District**  
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													TOTAL			
	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
6650 - Maint., Distribution General								1,925.70	480.63				2,406.33	10,000.00	-7,593.67	24.06%
6670 - Meters			787.69		668.19	354.89					12.90	15.15	1,838.82	2,500.00	-661.18	73.55%
<b>Total 6600 - Collection/Transmission</b>		8,704.72	15,600.44	8,354.63	11,709.34	5,375.49	3,019.61	2,433.36	1,310.73	12,582.13	5,928.75	10,321.46	85,340.66	94,500.00	-9,159.34	90.31%
<b>6700 - Treatment</b>																
6710 - Chemicals & Filtering		622.14	230.74	667.87	428.73	530.21	484.63	2,368.75	2,856.81	8,628.02	12,125.15	61.80	29,004.85	30,000.00	-995.15	96.68%
6720 - Maintenance, Treatment Equip.		2,053.81	62.47	693.15	11.50	2,475.99	361.00	1,222.48	19.04	320.34	11.57	2,613.15	9,844.50	4,000.00	5,844.50	246.11%
6730 - Treatment Analysis		2,306.00	6,451.95	850.00	1,835.00	6,339.30	4,635.94	933.00	1,642.94	867.61	751.07	1,064.74	27,677.55	25,000.00	2,677.55	110.71%
<b>Total 6700 - Treatment</b>		4,981.95	6,745.16	2,211.02	2,275.23	9,345.50	5,481.57	4,524.23	4,518.79	9,815.97	12,887.79	3,739.69	66,526.90	59,000.00	7,526.90	112.76%
6770 - Uniforms		1,835.41		1,128.38	856.31	1,507.37	1,348.37	626.50	1,184.21	985.59	1,639.53	1,287.59	12,399.26	9,000.00	3,399.26	137.77%
<b>6800 - Vehicles</b>																
6810 - Fuel		662.50	639.06	631.20	808.47	649.73	396.50	514.36	523.44	-288.56	565.95	443.69	5,546.34	8,500.00	-2,953.66	65.25%
6820 - Truck Equipment, Expensed		17.05					212.36		194.49	-42.84	241.53		622.59	2,000.00	-1,377.41	31.13%
6830 - Truck Repairs				54.22	61.28	216.99		880.27	15.12	-153.49			1,074.39	5,000.00	-3,925.61	21.49%
<b>Total 6800 - Vehicles</b>		679.55	639.06	685.42	869.75	866.72	608.86	1,394.63	733.05	-484.89	807.48	443.69	7,243.32	15,500.00	-8,256.68	46.73%
6890 - Other Operations						575.00		1,762.00	6.16		39.96	427.60	2,810.72			
<b>Total 6000 - Operations</b>		42,585.35	59,712.76	14,828.47	50,412.36	33,960.34	31,939.85	45,394.05	37,976.00	59,254.98	38,261.21	48,504.07	462,829.44	419,750.00	43,079.44	110.26%
<b>Total Expense</b>	53,165.41	104,577.95	141,265.10	98,220.64	131,528.26	105,041.86	103,061.74	114,443.15	145,889.67	143,054.00	120,912.50	127,082.49	1,388,242.77	1,420,875.00	-32,632.23	97.7%
<b>Net Ordinary Income</b>	105,867.81	55,208.14	30,411.44	47,545.53	70,807.90	114,911.52	137,796.91	33,304.83	-11,886.98	91,342.62	36,362.74	48,493.67	760,166.13	544,309.00	215,857.13	139.66%
<b>Other Income/Expense</b>																
<b>Other Income</b>																
<b>7000 - Capital Account Revenues</b>																
<b>7100 - Connection Fees</b>																
7110 - Connection Fees (New Constr)			16,785.00	16,785.00	15,060.50					17,079.00	-4,800.00	16,785.00	77,694.50	101,000.00	-23,305.50	76.93%
7120 - Connection Fees (Remodel)														3,000.00	-3,000.00	
7130 - Conn. Fees, PFP (New Constr)	11,962.00		8,002.00	12,802.00	8,002.00					17,745.00			58,513.00	53,000.00	5,513.00	110.4%
7140 - Conn. Fees, PFP (Remodel)																
<b>Total 7100 - Connection Fees</b>	11,962.00		24,787.00	29,587.00	23,062.50					34,824.00	-4,800.00	16,785.00	136,207.50	157,000.00	-20,792.50	86.76%
7600 - Bond Revenues, G.O.			711.11		7,965.73	575,033.66	8,164.47	61,292.30	2,485.06	420,253.72	7,311.34	93,823.08	1,177,040.47	1,150,436.00	26,604.47	102.31%
<b>Total 7000 - Capital Account Revenues</b>	11,962.00		25,498.11	29,587.00	31,028.23	575,033.66	8,164.47	61,292.30	2,485.06	455,077.72	2,511.34	110,608.08	1,313,247.97	1,307,436.00	5,811.97	100.45%
<b>Total Other Income</b>	11,962.00		25,498.11	29,587.00	31,028.23	575,033.66	8,164.47	61,292.30	2,485.06	455,077.72	2,511.34	110,608.08	1,313,247.97	1,307,436.00	5,811.97	100.45%
<b>Other Expense</b>																
<b>8000 - Capital Improvement Program</b>																

**Montara Water & Sanitary District**  
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													TOTAL			
	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>8100 - Water</b>		387,790.51	362,246.06	141,800.25	173,535.33	74,658.74	75,309.44	2,578.64	181,718.29	115,348.51	53,803.38	14,770.36	1,583,559.51	1,729,000.00	-145,440.49	91.59%
<b>Total 8000 - Capital Improvement Program</b>		387,790.51	362,246.06	141,800.25	173,535.33	74,658.74	75,309.44	2,578.64	181,718.29	115,348.51	53,803.38	14,770.36	1,583,559.51	1,729,000.00	-145,440.49	91.59%
<b>9000 - Capital Account Expenses</b>																
<b>9100 - Interest Expense - GO Bonds</b>		26,484.91						156,436.63					182,921.54	315,346.00	-132,424.46	58.01%
<b>9125 - PNC Equipment Lease Interest</b>	887.68	1,768.14	3,512.71		1,744.54	1,736.63	1,728.71	1,720.76	1,712.80	1,704.82	1,696.81	1,688.80	19,902.40	20,790.00	-887.60	95.73%
<b>9150 - SRF Loan</b>						25,540.12				892.50		34,699.18	61,131.80		61,131.80	100.0%
<b>9210 - Conservation Program/Rebates</b>		756.94	1,085.67	600.00	500.00	550.00	200.00	700.00	824.93	200.00		250.00	5,667.54			
<b>Total 9000 - Capital Account Expenses</b>	887.68	29,009.99	4,598.38	600.00	2,244.54	27,826.75	1,928.71	158,857.39	2,537.73	2,797.32	1,696.81	36,637.98	269,623.28	336,136.00	-66,512.72	80.21%
<b>Total Other Expense</b>	887.68	416,800.50	366,844.44	142,400.25	175,779.87	102,485.49	77,238.15	161,436.03	184,256.02	118,145.83	55,500.19	51,408.34	1,853,182.79	2,065,136.00	-211,953.21	89.74%
<b>Net Other Income</b>	11,074.32	-416,800.50	-341,346.33	-112,813.25	-144,751.64	472,548.17	-69,073.68	-100,143.73	-181,770.96	336,931.89	-52,988.85	59,199.74	-539,934.82	-757,700.00	217,765.18	71.26%
<b>Net Income</b>	<b>116,942.13</b>	<b>-361,592.36</b>	<b>-310,934.89</b>	<b>-65,267.72</b>	<b>-73,943.74</b>	<b>587,459.69</b>	<b>68,723.23</b>	<b>-66,838.90</b>	<b>-193,657.94</b>	<b>428,274.51</b>	<b>-16,626.11</b>	<b>107,693.41</b>	<b>220,231.31</b>	<b>-213,391.00</b>	<b>433,622.31</b>	<b>-103.21%</b>



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 4, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: SAM Flow Report for June 2016**

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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 June 2016.
- Collection System Monthly Overflow Report – June 2016.

The Average Daily Flow for Montara was 0.241 MGD in June 2016. There was one reportable overflows due to roots in May in the Montara System. SAM indicates there were 0.06 inches of rain in June 2016.

## RECOMMENDATION:

Review and file.

Attachments

## Attachment A

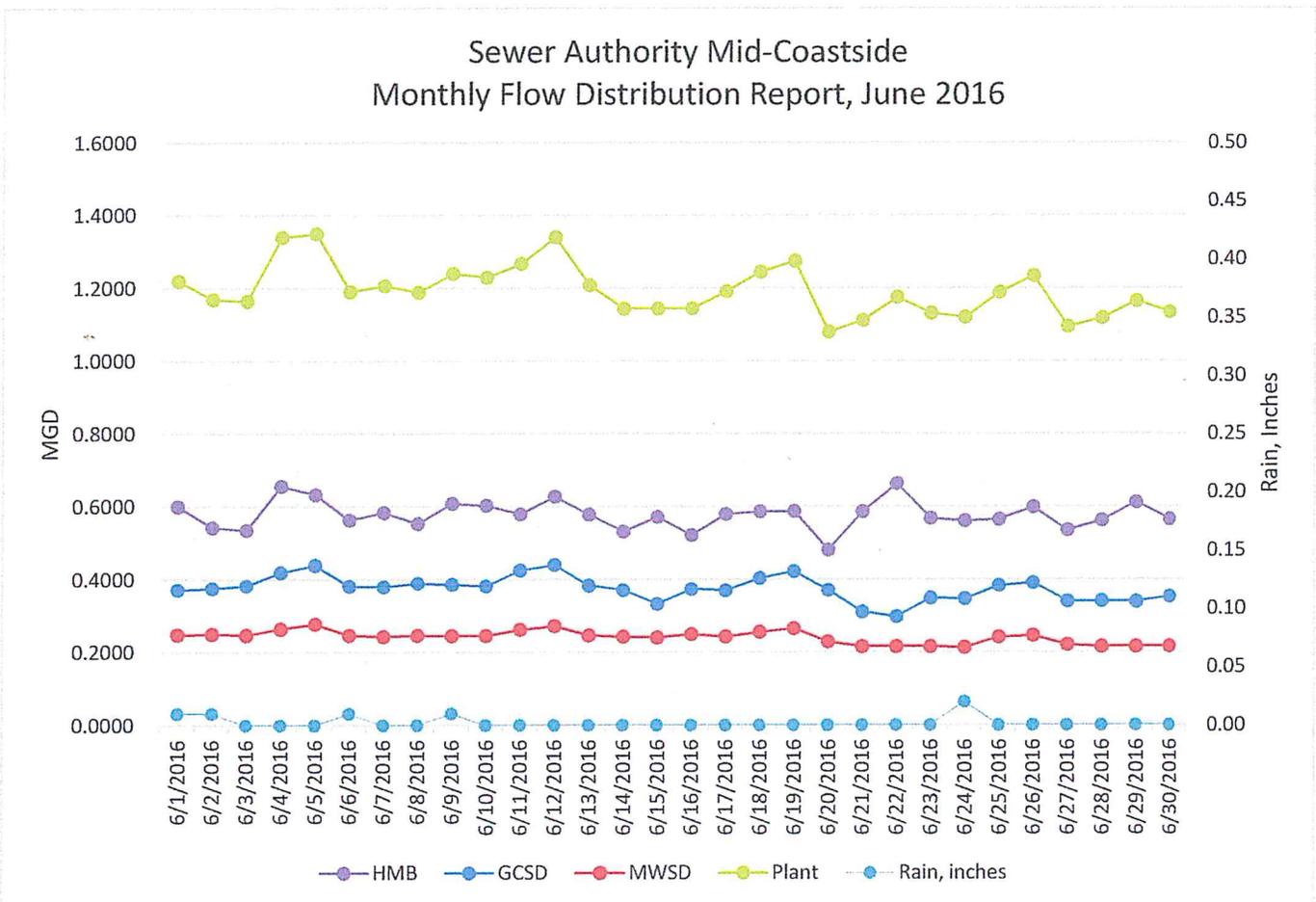
### Flow Distribution Report Summary For June 2016

The daily flow report figures for the month of June 2016 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 summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.578	48.4%
Granada Community Services District	0.375	31.4%
Montara Water and Sanitary District	<u>0.241</u>	<u>20.2%</u>
<b>Total</b>	<b>1.193</b>	<b>100.0%</b>



# Sewer Authority Mid-Coastside

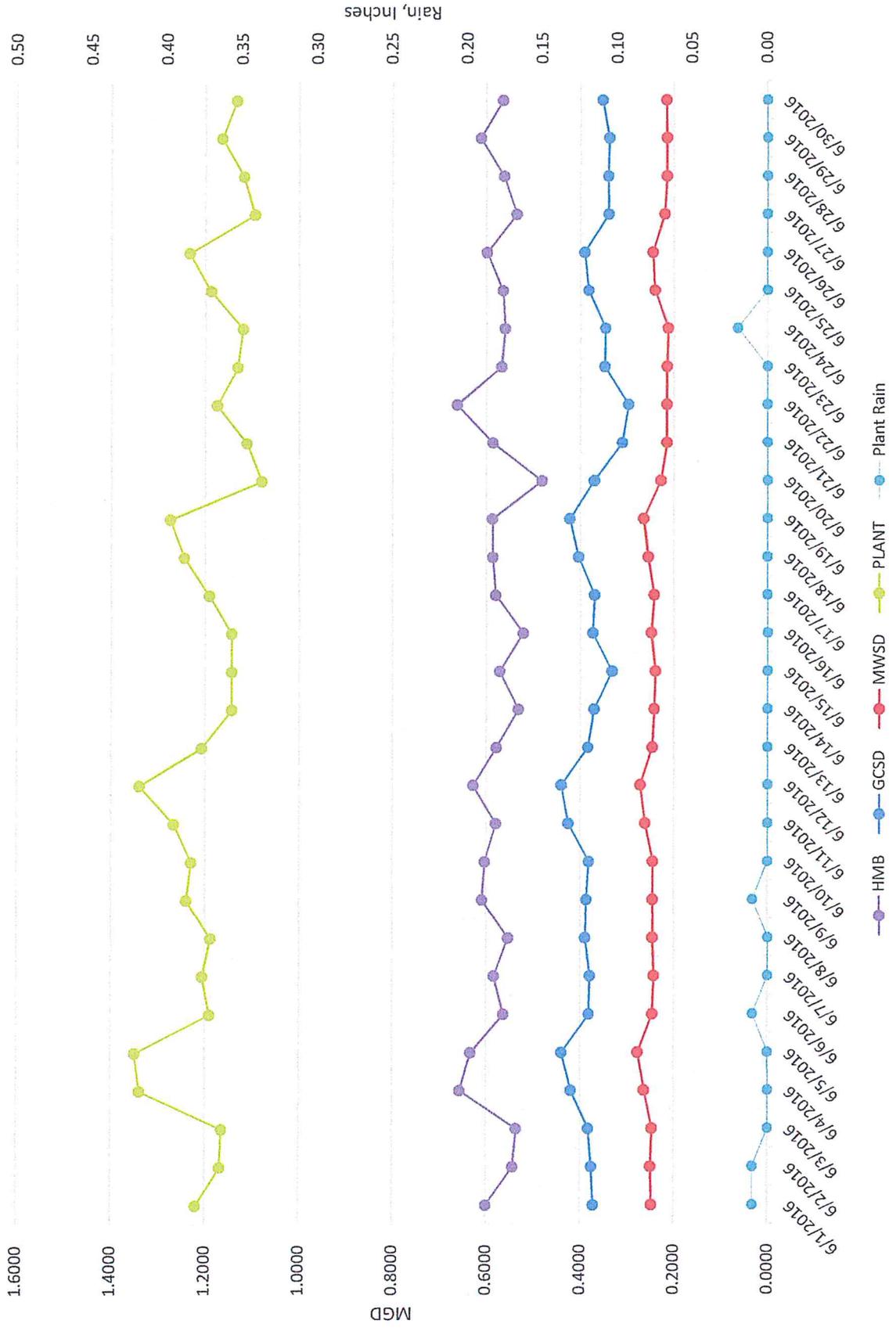
## Monthly Flow Distribution Report for June 2016

<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>
6/1/2016	0.6005	0.3713	0.248	1.220	0.01	0.00	0.00
6/2/2016	0.5433	0.3753	0.250	1.169	0.01	0.00	0.00
6/3/2016	0.5357	0.3823	0.247	1.165	0.00	0.00	0.00
6/4/2016	0.6562	0.4193	0.264	1.340	0.00	0.00	0.00
6/5/2016	0.6332	0.4393	0.277	1.350	0.00	0.00	0.00
6/6/2016	0.5632	0.3813	0.246	1.191	0.01	0.01	0.01
6/7/2016	0.5840	0.3793	0.243	1.206	0.00	0.00	0.01
6/8/2016	0.5534	0.3893	0.246	1.189	0.00	0.00	0.01
6/9/2016	0.6086	0.3863	0.245	1.240	0.01	0.01	0.01
6/10/2016	0.6031	0.3813	0.245	1.229	0.00	0.00	0.00
6/11/2016	0.5795	0.4253	0.262	1.267	0.00	0.00	0.00
6/12/2016	0.6277	0.4403	0.272	1.340	0.00	0.00	0.00
6/13/2016	0.5785	0.3833	0.246	1.208	0.00	0.00	0.00
6/14/2016	0.5315	0.3703	0.242	1.144	0.00	0.00	0.00
6/15/2016	0.5715	0.3323	0.240	1.144	0.00	0.00	0.00
6/16/2016	0.5219	0.3733	0.249	1.144	0.00	0.00	0.00
6/17/2016	0.5796	0.3693	0.242	1.191	0.00	0.00	0.00
6/18/2016	0.5861	0.4033	0.255	1.244	0.00	0.00	0.00
6/19/2016	0.5873	0.4223	0.265	1.275	0.00	0.00	0.00
6/20/2016	0.4814	0.3703	0.228	1.080	0.00	0.00	0.00
6/21/2016	0.5862	0.3103	0.215	1.112	0.00	0.00	0.00
6/22/2016	0.6628	0.2973	0.215	1.175	0.00	0.00	0.00
6/23/2016	0.5680	0.3483	0.215	1.131	0.00	0.00	0.00
6/24/2016	0.5609	0.3463	0.213	1.120	0.02	0.01	0.02
6/25/2016	0.5646	0.3823	0.241	1.188	0.00	0.00	0.00
6/26/2016	0.5983	0.3903	0.245	1.234	0.00	0.00	0.00
6/27/2016	0.5352	0.3393	0.220	1.095	0.00	0.00	0.00
6/28/2016	0.5624	0.3403	0.215	1.118	0.00	0.00	0.00
6/29/2016	0.6117	0.3383	0.215	1.165	0.00	0.00	0.00
6/30/2016	0.5650	0.3523	0.216	1.133	0.00	0.00	0.00
<b>Totals</b>	<b>17.341</b>	<b>11.240</b>	<b>7.222</b>	<b>35.803</b>	<b>0.06</b>	<b>0.03</b>	<b>0.06</b>

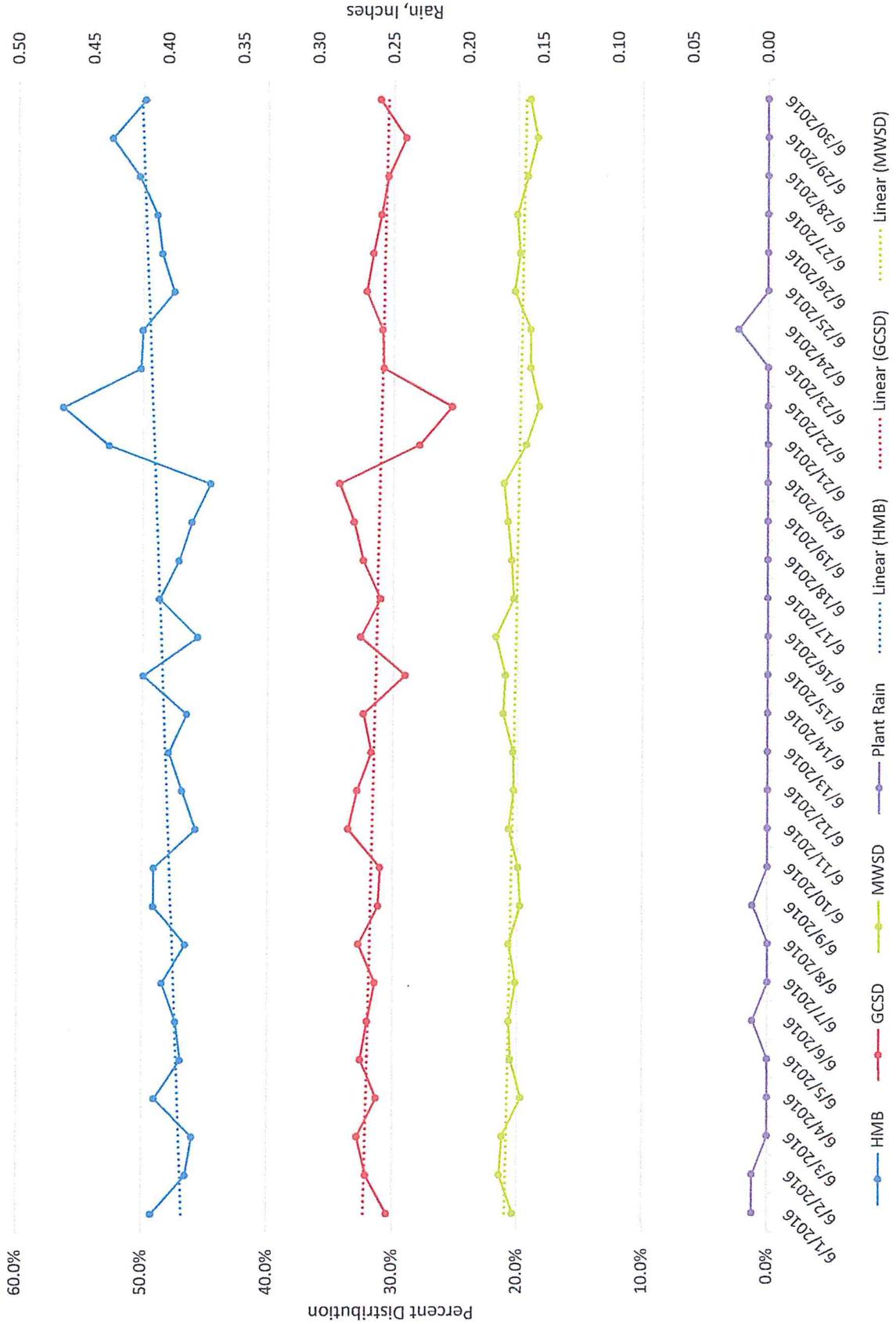
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.481	0.297	0.213	1.080
<b>Average</b>	<b>0.578</b>	<b>0.375</b>	<b>0.241</b>	<b>1.193</b>
Maximum	0.663	0.440	0.277	1.350
<b>Distribution</b>	<b>48.4%</b>	<b>31.4%</b>	<b>20.2%</b>	<b>100.0%</b>

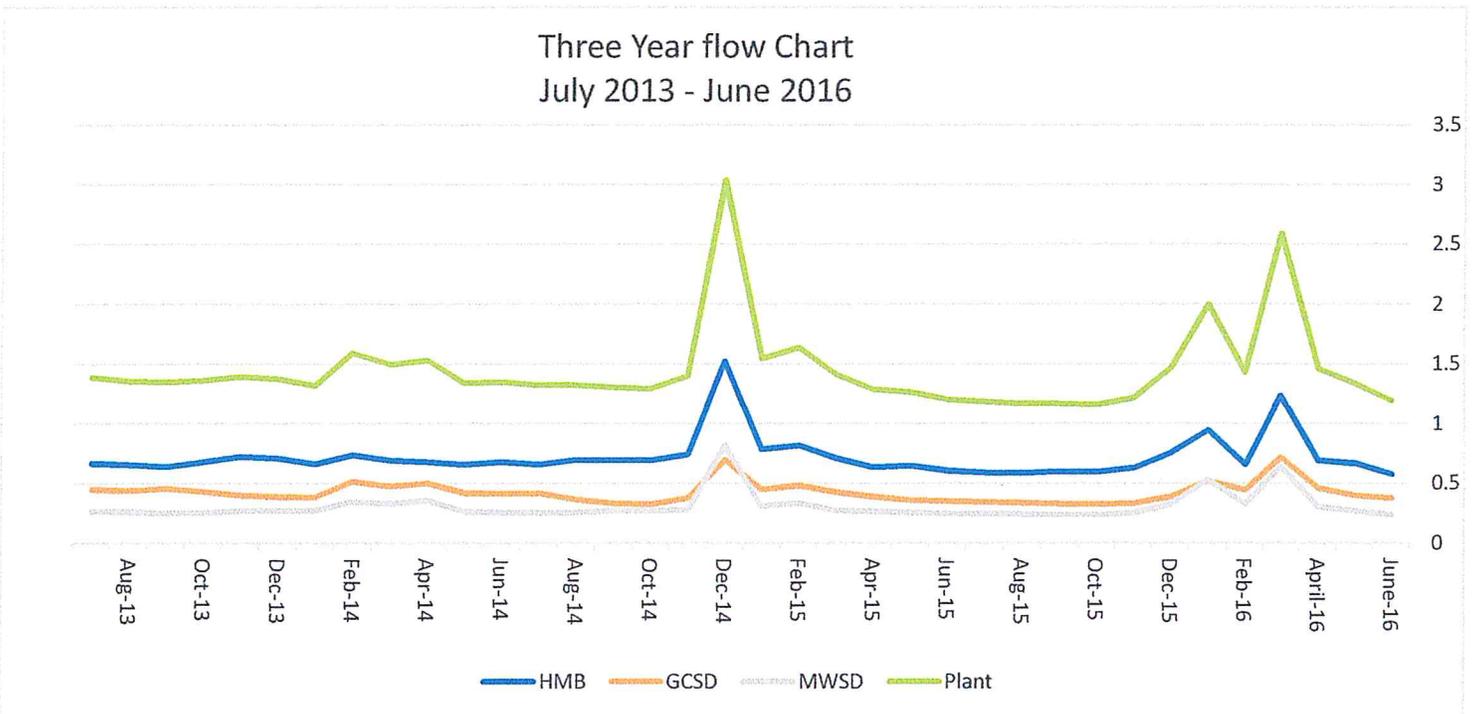
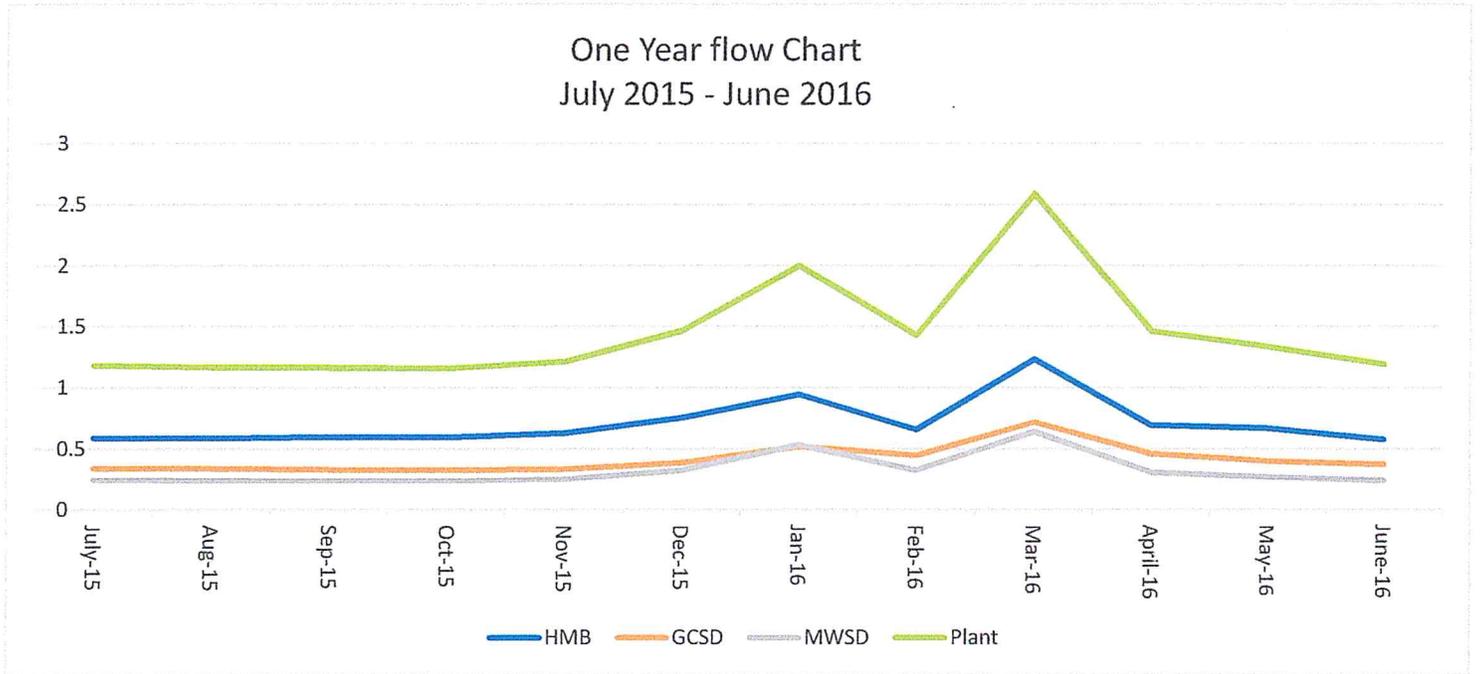
# Sewer Authority Mid-Coastside Monthly Flow Distribution Report, June 2016



# Percent Distribution June 2016



### Most recent flow calibration June 2016



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, June 2016

Attachment C

June 2016

Number of S.S.O.'s

	Total	HMB	GCSD	MWSD	SAM
Roots	1	0	0	1	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
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
				<b>100%</b>	

12 Month Moving Total

12 month rolling Number

	Total	HMB	GCSD	MWSD	SAM
Roots	13	1	6	6	0
Grease	2	1	0	1	0
Mechanical	1	0	0	0	1
Wet Weather	0	0	0	0	0
Other	5	3	1	1	0
<b>Total</b>	<b>21</b>	<b>5</b>	<b>7</b>	<b>8</b>	<b>1</b>
		<b>24%</b>	<b>33%</b>	<b>38%</b>	<b>5%</b>

Reportable SSOs

Reportable Number of S.S.O.'s

	Total	HMB	GCSD	MWSD	SAM
June 2016	1	0	0	1	0
12 Month Moving Total	21	5	7	8	1

SSOs / Year / 100 Miles

Number of S.S.O.'s / Year/100 Miles

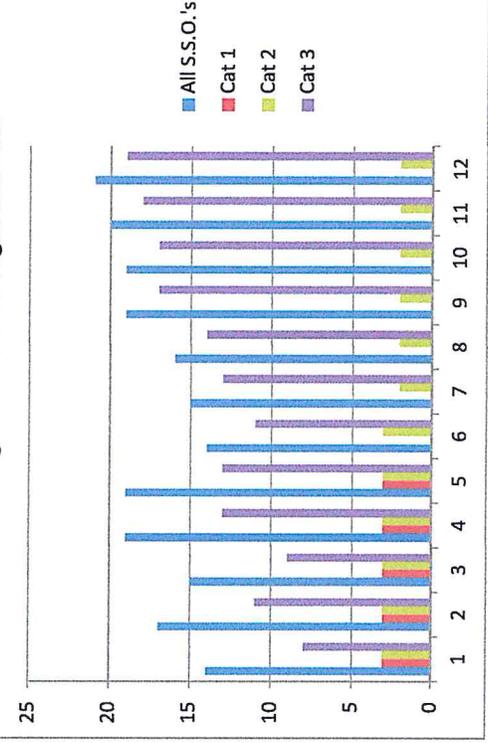
	Total	HMB	GCSD	MWSD	SAM
June 2016	1.0	0.0	0.0	3.7	0.0
12 Month Moving Total	20.1	13.5	21.1	29.6	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.9	5.4	0.0	0.0	0.0
Category 3	18.2	8.1	21.1	29.6	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		<b>35.4%</b>	<b>31.8%</b>	<b>25.8%</b>	<b>7.0%</b>

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
July-15	21,643	18,222	2,166	42,031	8.0
Aug-15	22,512	17,746	0	40,258	7.6
Sep-15	17,470	31,071	1,955	50,496	9.6
Oct-15	33,863	11,254	1,679	46,796	8.9
Nov-15	24,921	1,834	2,031	28,786	5.5
Dec-15	24,177	2,740	2,029	28,946	5.5
Jan-16	6,806	16,774	10,598	34,178	6.5
Feb-16	8,952	7,014	10,830	26,796	5.1
Mar-16	12,396	17,919	11,725	42,040	8.0
Apr-16	8,468	10,816	12,705	31,989	6.1
May-16	11,530	15,123	11,652	38,305	7.3
June-16	9,762	2,161	7,367	19,290	3.7
<b>Annual ft</b>	<b>202,500</b>	<b>152,674</b>	<b>74,737</b>	<b>429,911</b>	

Annual Mi.	38.4	28.9	14.2		81.4
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12 Month Moving SSO Totals Through June 2016





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: August 4, 2016

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of Current Investment Portfolio**

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

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for February was 0.576 for June 2016.
- The District has one checking account with Wells Fargo Bank for Water and Sewer Funds that is largely backed by Federal securities.

## RECOMMENDATION:

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



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 4, 2016**

TO: BOARD OF DIRECTORS

**SUBJECT: Connection Permit Applications Received**

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As of August 4, 2016 the following new **Sewer Connection Permit** applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of August 4, 2016 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

August 4, 2016 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: **August 4, 2016**

TO: BOARD OF DIRECTORS



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: August 4th, 2016

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Water Production Report**

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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.

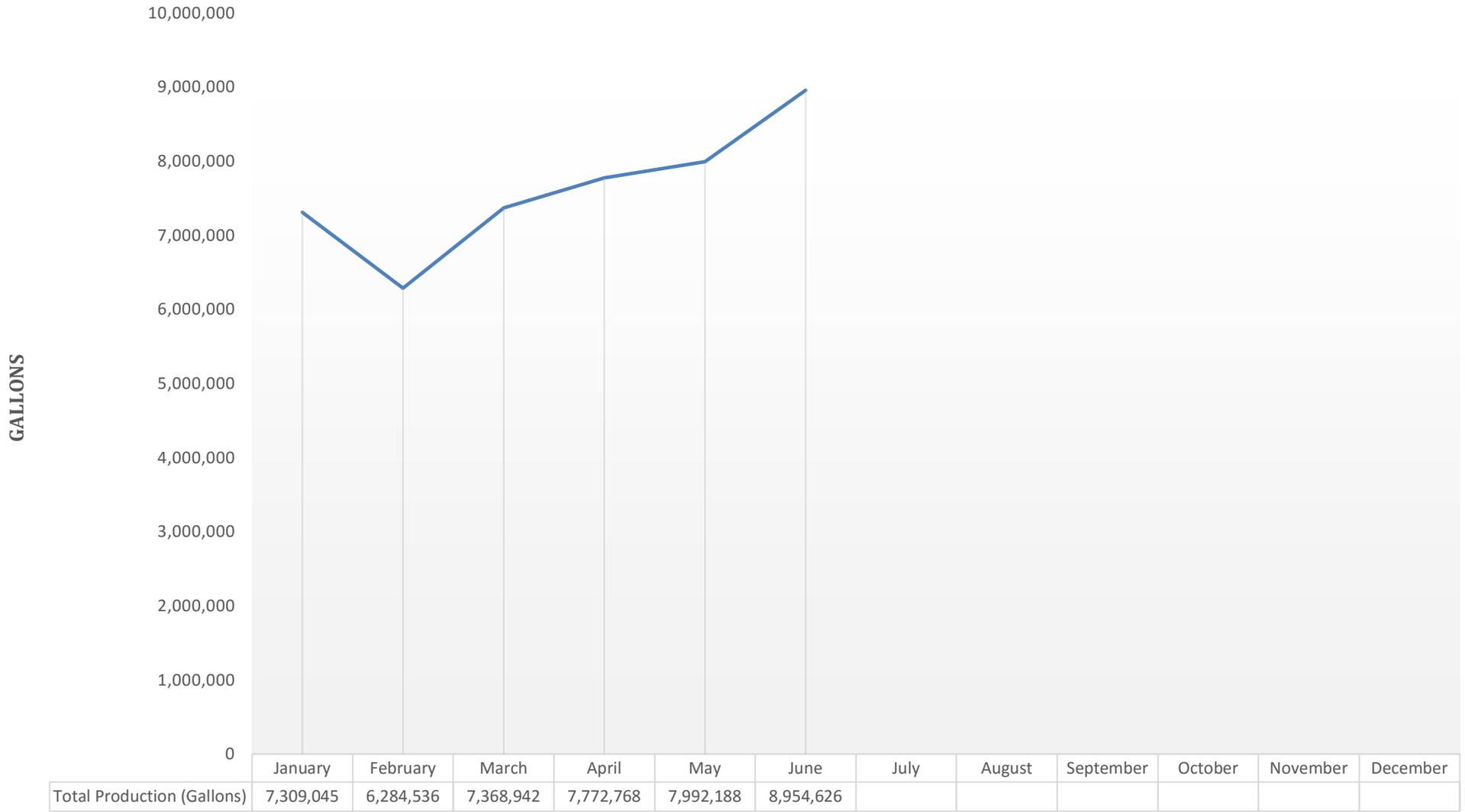
## RECOMMENDATION:

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

Attachments: 2



# TOTAL PRODUCTION 2016 (Gallons)



MONTH



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: August 4<sup>th</sup>, 2016

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to be 'C Heldmaier'.

**SUBJECT: Rain Report**

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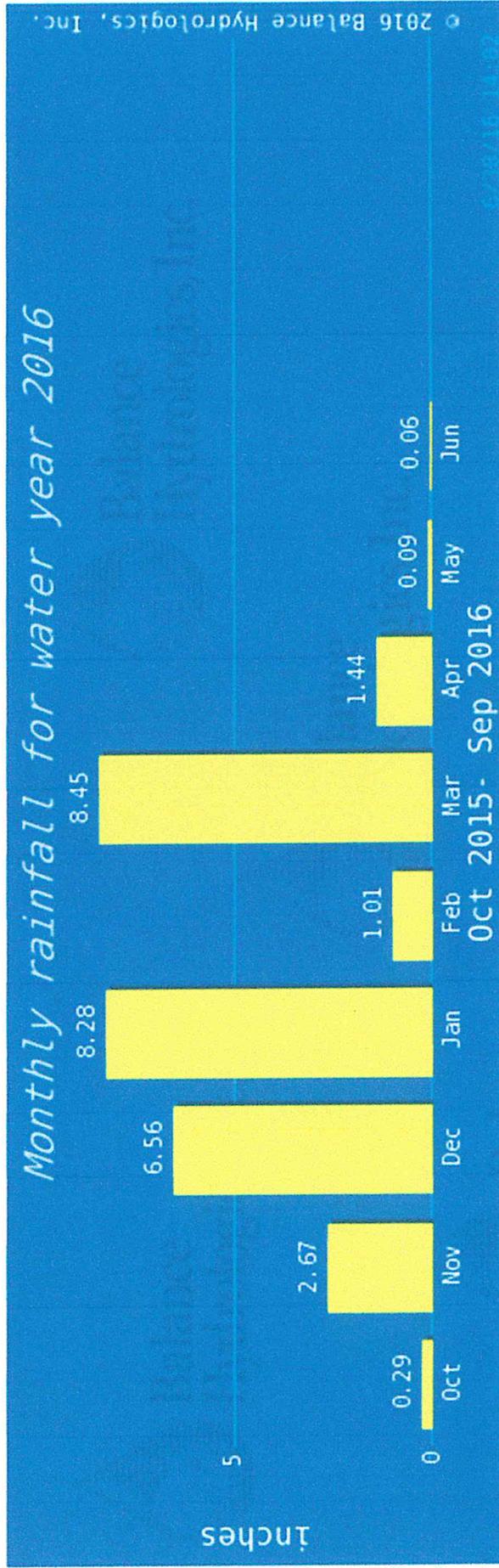
The attached chart shows the monthly rainfall at Alta Vista Treatment Plant for the current and prior water years along with seven-year average rain fall.

## RECOMMENDATION:

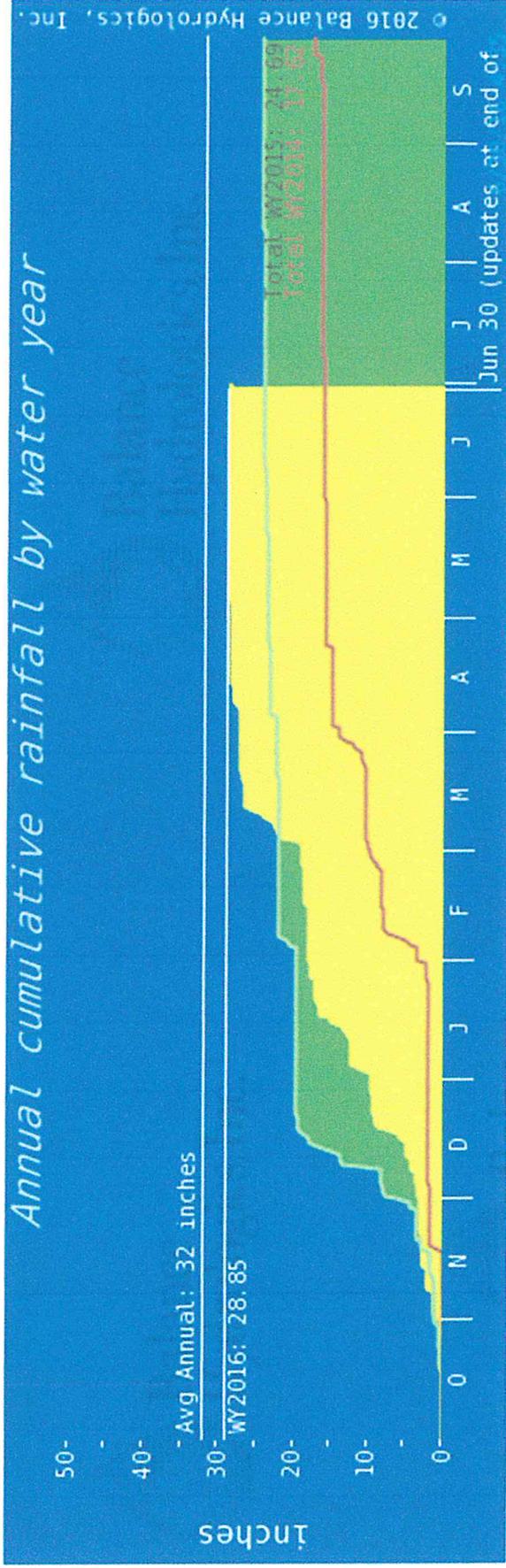
No action is required. These reports are provided for the Board's information only.

Attachments: 2

# Monthly Rainfall Report Oct 2015 – Sept 2016



# Annual Cumulative Rainfall





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: August 4<sup>th</sup>, 2016

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Solar Energy Report**

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The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 37806 kWh and saved 64275 lbs of CO<sub>2</sub>.

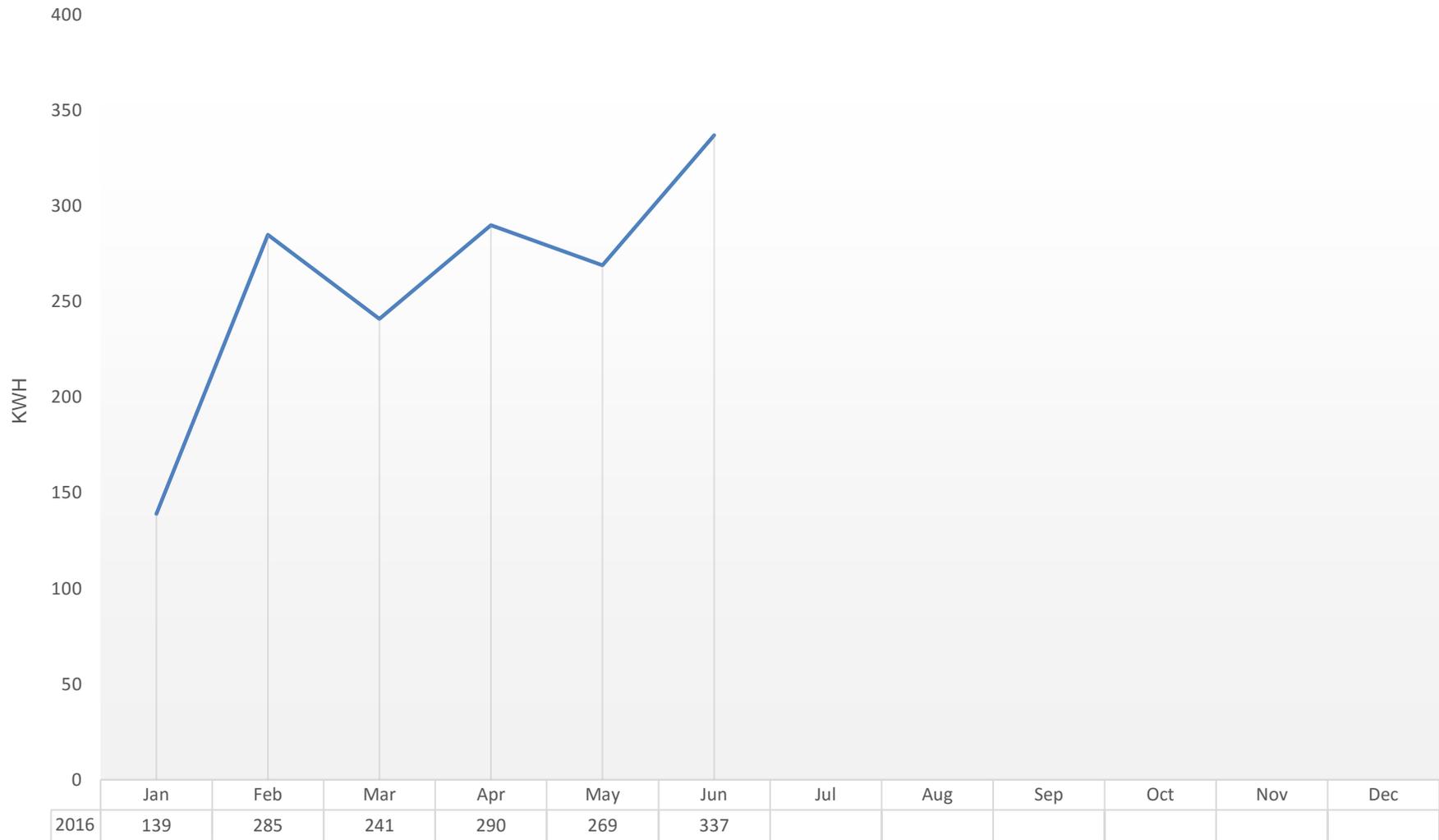
## RECOMMENDATION:

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

Attachments: 1

0

## SOLAR ENERGY PRODUCED IN 2016 (kWh)





# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 4, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Monthly Public Agency Retirement Service  
Report for May 2016.**

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The District has received the monthly PARS report for May 2016.

Contributions are calculated on a bi-weekly basis, and contributions are made on a monthly basis.

The following monthly reports will be submitted as consent agenda items on a monthly basis.

RECOMMENDATION:

This is for Board information only.

Attachment

**MONTARA WATER & SANITARY DISTRICT**  
**PARS REP Program**

**Monthly Account Report for the Period**  
**5/1/2016 to 5/31/2016**

Clemens Heldmaier  
General Manager  
Montara Water & Sanitary District  
8888 Cabrillo Highway  
Montara, CA 94037

**Account Summary**

Source	Beginning Balance as of 5/1/2016	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 5/31/2016
Employer Contribution	\$369,690.02	\$7,184.15	\$2,178.35	\$496.66	\$0.00	\$0.00	\$378,555.86
<b>Totals</b>	<b>\$369,690.02</b>	<b>\$7,184.15</b>	<b>\$2,178.35</b>	<b>\$496.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$378,555.86</b>

**Investment Selection**

Capital Appreciation Index PLUS

**Investment Objective**

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

**Investment Return**

1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
			3-Years	5-Years	10-Years	
0.58%	2.09%	-	-	-	-	3/8/2016

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.

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.

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

## May 2016 PARS Statement Detail Information

PARS Beginning Balance as of May 1, 2016                      \$ 369,690.02

**Contributions:**

April 15, 2016 Calculation

Wages	\$ 25,160.73	
Employer - 6.5%	\$ 1,635.45	
Employee - 8.25%	\$ 2,075.76	
Contributions Subtotal		\$ 3,711.21

April 30, 2016 Calculation

Wages	\$ 23,545.37	
Employer - 6.5%	\$ 1,530.45	
Employee - 8.25%	\$ 1,942.49	
Contributions Subtotal		<u>\$ 3,472.94</u>

Total Contributions thru April                                      \$ 7,184.15

Earnings    \$2,178.35

Expenses    \$ (496.66)

PARS Ending Balance as of May 31, 2016                      \$ 378,555.86

Fund Impact - PARS Wages		
Sewer	Water	Total
\$ 8,455.81	\$ 16,704.93	\$ 25,160.74
\$ 549.63	\$ 1,085.82	\$ 1,635.45
\$ 8,023.09	\$ 15,522.29	\$ 23,545.38
\$ 521.50	\$ 1,008.95	\$ 1,530.45



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 4, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Grand  
Jury Report about Sanitary Districts.**

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On June 29 the San Mateo County Grand Jury (GJ) published a report titled: "San Mateo's Cottage Industry of Sanitary District".

Declared goal of the report is to determine if the 45 County agencies providing sewer service provide efficient and beneficial service. Citing lack of time and resources the GJ focused solely on the 6 Special Districts in the County.

Following an interesting mix of facts and opinions the GJ recommendations focus on consolidation, transition of property taxes to cities and associated rate increases for the current beneficiaries (customers of special districts), and some recommendations in regards to Board elections and compensation.

MWSD is required to provide a response by September 27, 2016.

Staff is in the process of preparing a suggested response at this time. The established committee has met and provided additional direction. A draft response is expected to be presented to the Board at the September 1 meeting.

At this time we are asking each Board member to submit comments or areas of concerns to the General Manager.

## RECOMMENDATION:

This item is for Board information, discussion and direction to staff.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 4, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning Questions Received from Resist Density in Regards to Sierra 1.**

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At the past two meetings members of Resist Density posed questions to the Board in Regards to the suggested Sierra 1 project. The Board instructed staff to address the questions in a separate agenda item. Following Resist Density Questions are *italic*, MWSD staff responses below each question.

*Is there enough sewer capacity to manage all this?*

Per Local Coastal Program (LCP) policies, MWSD is required to set aside sewer and water capacity for priority uses before serving non priority connections. Table 2.31 of the LCP designates 32,708 gallons for specific developments on designated sites containing affordable housing. Current dry weather flows for MWSD are below 0.25 mgd. Combined flows of 0.28 mgd would be significantly below MWSD's treatment capacity of roughly 0.55mgd.

MWSD was required to reserve water capacity through the Districts Publics Work Plan process, monitored by the California Coastal Commission and San Mateo County.

*Can the existing infrastructure handle a large number of units coming online at once? Who pays for any expansion of infrastructure should it be needed? How will the required sewer service for the new development effect potential blockages and SSO's for existing downhill customers?*

This question will be addressed by the District's sewer engineer once an application has been received. Any needed upgrades will have to be paid in full by the developer. The location of sewer and water connections will also be assessed through the sewer and water engineer. High Capacity sewer and water mains are located in the vicinity of the project.

*How will the required water service for the new development effect water pressure, water quality and frequency of outages for existing downhill customers?*

As the MWSD system is a gravity fed water system, there will be no effect to water pressure in the relevant zone. While water flows through MWSD mains would slightly increase and potentially benefit water quality, the effects are minimal. No change in water quality is expected. Temporarily shutting off water service to neighboring residents might be a necessity during construction.

*How will these risks, if any, be mitigated?*

Risks will be assessed by the District. Mitigation measures, if any, will be implemented and paid for by the developer.

*Will sewer and water rates for current customers be effected by the new development?*

Additional water sales and sewer service charges collected from the project could positively affect the rates for other customers in the District.



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **August 4, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**Recommendation:**

This is for information only.

**TABLE 2.7  
SEWAGE TREATMENT CAPACITY TO BE RESERVED FOR PRIORITY LAND USES<sup>1</sup>  
MONTARA SANITARY DISTRICT**

ALLOCATION OF RESERVED CAPACITY TO PRIORITY LAND USES	PHASE I		BUILDOUT	
	Units	Gallons/Day	Units	Gallons/Day
<u>Coastal Act Priorities</u>				
Marine-Related Industrial	—	—	—	—
Commercial Recreation	.56 acres	840	.82 acres	1,230
Public Recreation	282 persons	2,820	408 persons	4,080
<u>Local Coastal Program Priorities</u>				
Specific Developments on Designated Sites Containing Affordable Housing	148	32,708	365	66,430 to 94,900
(1) North Moss Beach Site (11 acres)				
(2) South Moss Beach Site (12.5 acres)				
Total Sewage Treatment Capacity for Priority Land Uses		36,368		71,740 to 100,210
Percent of Total Sewage Treatment Capacity for Priority Land Uses		9.1%		9.0 to 17.3%
Percent of Buildout Allowed by Phase		50 to 69%		100%
<b>Total Sewage Capacity</b>		<b>400,000</b>		<b>580,090 to 794,080</b>



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 4, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning 4<sup>th</sup> Street Water Main Replacement Bid Approval**

The Montara Water and Sanitary District's (MWSD or District) water main on 4<sup>th</sup> street in Montara has experienced many leaks and needed repairs in the recent years. Based on the water main condition and the District's Capital Improvements Program (CIP) prioritization criteria, the water main needs to be replaced to further promote leak reduction and preserve the District's resources.

The Project includes furnishing all labor, materials and equipment for the construction of a water main replacement project in 4<sup>th</sup> street. The District Water Engineer completed the design and the Project was advertised for bidding in June 2016. The Engineer's Opinion of Probable Construction Cost was in a range of \$360 to \$380 thousand.

On July 20, 2016, the District received two (2) sealed bids from construction contractors. Table 1 below presents a summary of the bids received by the District.

**Table 1 Summary of July 20, 2016 4<sup>th</sup> Street Water Main Replacement Bids**

Bidder	Bid, dollars
Stoloski & Gonzalez	\$397,668
Andreini Bros.	\$401,830

Stoloski & Gonzalez of Half Moon Bay, CA is the lowest responsive and responsible bidder for this Project.

This project was included in the FY 2016/2017 Budget.

**RECOMMENDATION:**

Staff has reviewed the submitted bids for compliance with all specifications, and recommends awarding the contract to Western Water Constructors, Inc. as the lowest responsive and responsible bidder. Adopt RESOLUTION NO.\_\_\_\_\_, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR THE 4<sup>th</sup> STREET WATER MAIN REPLACEMENT PROJECT; DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, REJECTING ALL OTHER BIDS APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK, AND DIRECTING RETURN OF SECURITY DEPOSITS.

## RESOLUTION NO.

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR THE 4<sup>TH</sup> STREET WATER MAIN REPLACEMENT PROJECT, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, REJECTING ALL OTHER BIDS, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK, AND DIRECTING RETURN OF SECURITY DEPOSITS.

WHEREAS, in response to written requests for sealed bids, bids were received for the construction of the 4<sup>TH</sup> STREET WATER MAIN REPLACEMENT Project; and

WHEREAS, the bid of STOLOSKI & GONZALES constitutes the lowest responsible bid submitted;

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

1. The bid of Stoloski & Gonzales received on July 20, 2016 in the amount of Three Hundred Ninety-Seven Thousand Six Hundred Sixty-Eight Dollars (\$397,668.00) is hereby accepted and said bidder is hereby declared to be the lowest responsible bidder for said work.
2. Any and all informalities in the aforementioned bid of Stoloski & Gonzalez are hereby waived.
3. The President and Secretary of the Board, Montara Water and Sanitary District, are hereby authorized and directed to execute, and to countersign, respectively, that certain agreement for said work by and between Stoloski & Gonzalez and the Montara Water and Sanitary District, a copy of which agreement is on file in the Administrative Office of the District, to which copy reference is hereby made for the full particulars thereof.
4. The District Secretary is hereby authorized and directed to return to all unsuccessful bidders the bid security furnished by them, and to return the bid security submitted by Stoloski & Gonzalez to said bidder upon execution of the agreement described in paragraph 3 hereof by said bidder.

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President, Montara Water and Sanitary District

COUNTERSIGNED:

## RESOLUTION NO.

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT ACCEPTING BID FOR THE 4<sup>TH</sup> STREET WATER MAIN REPLACEMENT PROJECT, DECLARING LOWEST RESPONSIBLE BIDDER FOR SAID WORK, REJECTING ALL OTHER BIDS, APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT FOR SAID WORK, AND DIRECTING RETURN OF SECURITY DEPOSITS.

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Secretary, Montara Water and Sanitary District

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No.\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 4<sup>th</sup> day of August 2016, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

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Secretary, Montara Water and Sanitary District



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: August 4, 2016

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of Planned Montara Creek Diversion  
Structure Improvements.**

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The District's surface water source accounts for almost 1/3 of the community water supply. The water intake structure is located in a remote and difficult to reach location. To maintain the structure a climb up a narrow passage through Montara Creek is required. To avoid risks, District staff did not access the site in recent years. Minimal maintenance has been provided by Balance Hydrologic staff during the monthly stream gauging. District staff worked diligently with the District's Safety Advisor, ACWA JPIA, and the property owner GGNRA. Due to the location being an environmental sensitive area significant planning and coordination were required to satisfy both G.G.N.R.A. process and OSHA safety requirements. Safety ropes will now be replaced with fixed climbing ladders.

District staff, with District Superintendent Julian Martinez being the main contributor, has been able to clear the necessary hurdles and obtain the permits to proceed with the improvements. The in-house process has reduced cost of the project to less than \$14,000. The minor cost of the project allows funding through the capital main repairs fund.

## RECOMMENDATION:

This is for Board information only.



# Montara Creek Diversion Safety

with emphasis on minimal environmental impact

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04/13/2016

# Usage

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- ❖ Montara Creek accounts for almost one third of the communities water production. It is an unimpaired headwater and aside from providing quality water, it provides valuable data for understanding local watersheds.

# Required Maintenance



A minimum of monthly maintenance is required for the catchment basin and diversion line. In addition, the District monitors the Creek flow monthly to gain a baseline for downstream measurements.

# Accessibility

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- ❖ The majority of the hike to the catchment basin is safe. However the last 100' present a problem, especially when the creek flow is at it's highest. District employees have always made an effort not to walk directly in the creek bed due to the fragility of the riparian zone. This effort placed us balancing on top of the diversion pipe itself



# Injury / OSHA / Insurance

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- ❖ Although the diversion line and catchment basin have been accessed thousands of times without incident, a reportable injury occurred in the upper 100' section when a District employee fell. This resulted in a "risk assessment" from the Districts insurer. The conclusion was that based on OSHA regulations the current method of accessing the basin was unacceptable and unsafe.

# Letter from JPIA



June 10, 2013

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

## JOINT POWERS INSURANCE AUTHORITY

P. O. Box 619082  
Roseville, CA 95661-9082

phone  
916.786.5742  
800.231.5742

direct line  
916.774.7050  
800.535.7899

fax  
916.774.7040

[www.acwajpia.com](http://www.acwajpia.com)

### President

E.G. "Jerry" Gladbach

### Vice President

Tom Cuquet

### Chief Executive Officer

Walter "Andy" Sells

### Executive Committee

John A. Coleman  
Tom Cuquet  
Joseph Dion  
E.G. "Jerry" Gladbach  
David T. Hodgin  
W.D. "Bill" Knutson  
Melody A. McDonald  
Charles W. Muse  
Lou Reinkens

## RE: WORKERS' COMPENSATION RISK ASSESSMENT

Dear Clemens:

This letter is a follow up to my visit on May 23, 2013. The purpose was to provide risk management assistance at the request of Julian Martinez, Superintendent. Please thank Julian for his time and consideration.

We discussed the District's diversion structure and related access. Subsequently, Julian took me along the trail used to access the facility, so I could obtain an understanding of the issue.

I made the following observations:

- The majority of the trail is on relatively level terrain.
- Several points require vertical ascents of greater than three feet.
- The trail varies in width, sometimes less than two feet.
- Fall protection is not provided in several areas where the distance to the next level is greater than seven and a half feet.
- The last ascent to the diversion structure requires employees to traverse along an abandoned, rusted, partially-degraded pipe; then ascend approximately 20 vertical feet.
- A climbing rope of unknown age and anchorage is provided for support along the pipe and when attempting the final two ascents.

Based on these observations, I am recommending the trail not be utilized until adequate fall protection is in place. The general criteria for providing fall protection is listed in the enclosed recommendation.

Realizing this may not be operationally feasible in the short-term, Julian and I discussed some alternatives to reduce the need to access the diversion structure. I suggested relocating the weir structure to adjacent the flushing valve. To prevent debris from accumulating at the intake, we discussed several engineering options including installation of an offset screen.

If you have any questions or comments, please contact me at (916) 786-5742, or email [swood@acwajpia.com](mailto:swood@acwajpia.com).

Sincerely,

A handwritten signature in blue ink that reads "R. Scott Wood" followed by a horizontal line.

R. Scott Wood, CSP  
Risk Management Consultant

610:tl

Enc: Recommendations

c: Julian Martinez, Superintendent  
JPIA Risk Management Committee  
JPIA Member Services  
Bob Ptacek, JPIA Board Member

**RECOMMENDATIONS**

OSHA code 13-01

Risk Control is management's responsibility. Our assessments are intended only to assist in this activity and should not be construed to be exhaustive, disclosing every loss producing condition that may arise. Any recommendations submitted were developed as a result of conditions observed during our recent visit. Such recommendations do not necessarily address every loss potential, code violation, or exception to sound safety practices.

Implementation of the following recommendations will assist your District in minimizing its potential for claims. A commitment to good risk management practice will strengthen the JPIA pool and continue to allow us to provide affordable, low cost coverage for our programs.

We are interested in your **plans** to implement our recommendations and would appreciate a timely response. **Please direct the response to R. Scott Wood, Risk Management Consultant at the JPIA, within 30 days. The response should address each recommendation specifically.** Copies of the documents used to facilitate implementation would be helpful when applicable. You may make notes on this document and **fax it to (916) 774-7040, or email to [swood@acwajpia.com](mailto:swood@acwajpia.com).**

**13-01 FALL PROTECTION:** Guard rails must be installed where work is to be performed at 7.5 feet or higher above the ground (T8 CCR 1620 and 1621) and on all open sides of unenclosed elevated work locations like roof openings, landings, balconies, or porches on working levels more than 30-inches above the floor, ground, or other working areas (T8CCR 3210).

Where guardrails are not provided or impractical, approved personal fall arrest, personal fall restraint, or positioning systems (T8 CCR 1670) must be worn by employees whose work exposes them to falling in excess of 7.5 feet.

If conventional fall protection systems are not practical for the work being performed, then a written fall protection plan must be developed and implemented by a qualified person (T8 CCR 1671.1). The plan permits work to be carried on in a designated area, without conventional fall protection, and requires alternate measures to be used to reduce any fall hazard. There must be constant observation by a safety monitor. The area of the work is known as a "controlled access zone" and only trained workers can enter.

**Response: (describe action taken by District as needed)**

- Corrective actions completed.
- Corrective actions in progress; estimated completion date \_\_\_\_\_.
- Actions not feasible or practical.

\_\_\_\_\_ (Name/Title) Date: \_\_\_\_\_  
District Representative

# Finding Options

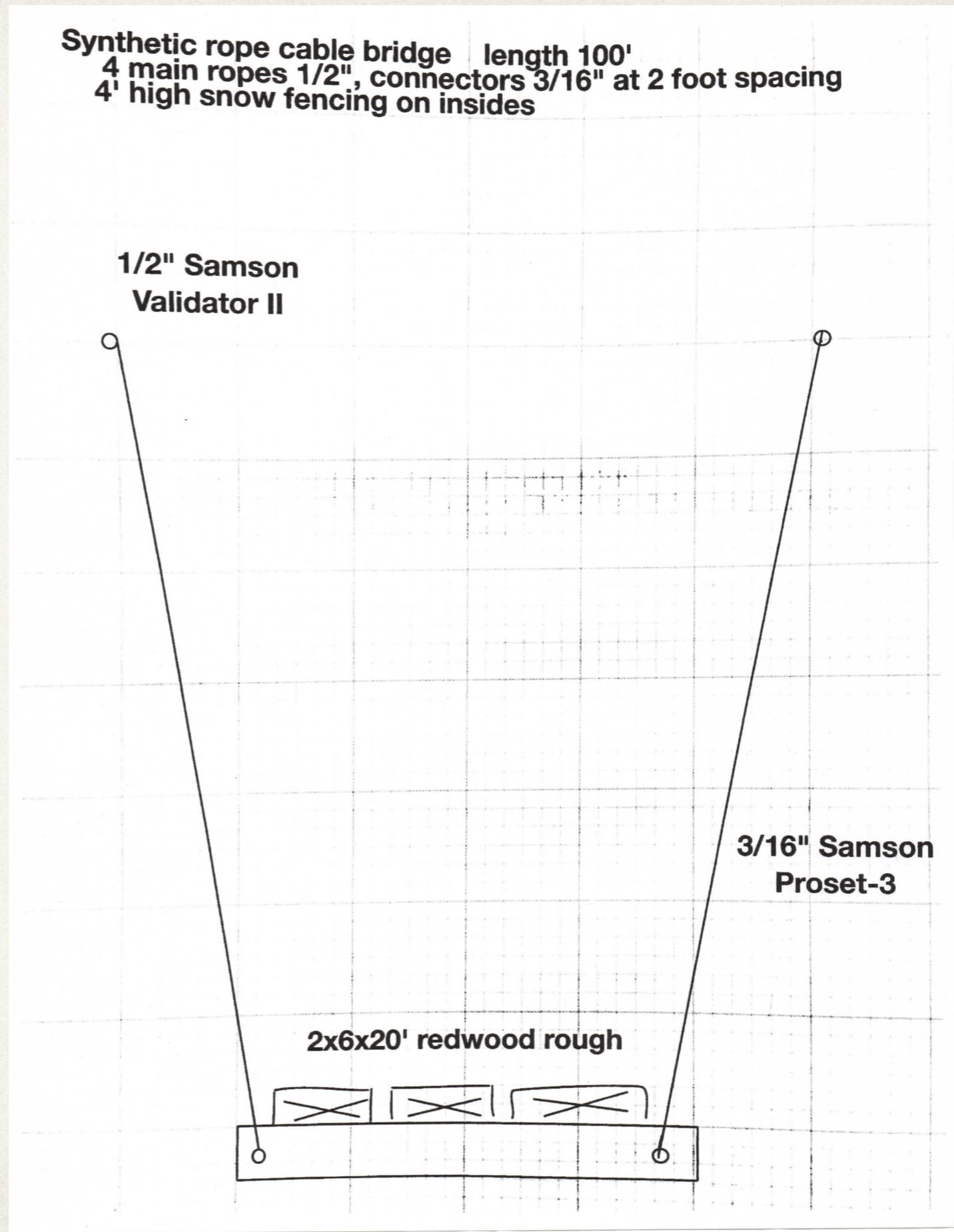
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- ❖ Over the past years, a few different ideas and plans have been conjured up to provide safe access to the entire diversion line and catchment basin. The first was a redwood bridge, however it was deemed too impactful to the surrounding area. The cost of labor and materials were also a deterrent .



# Another Option

- ❖ A suspended rope bridge woven with special synthetic rope was considered. The concern in this case was the anchor points. Also, the install would have required us to go far outside our current easement allowance.



# Solution



## Access Stair Systems & Accessories

17



Tuff Step provides safe temporary working access to most sloped surfaces where anchoring is possible. May be used as individual stairs or joined together for longer runs. Possible uses include road/rail embankments, river banks, gravel pits, earth retaining walls, trenching, access to accident sites, construction sites, vehicles, general hilly terrain and temporary access between building levels. Can also provide safe temporary bridging over small holes and uneven terrain.

Common features of Tuff-Step are:

1. Heavy duty non-slip thermoplastic tread.
2. Open design prevents build up of ice, snow, and mud.
3. Maximum load is 550 Lbs (250 Kgs) per step.
4. Adjustable slope 0-55° (5 position).
5. Unlimited number of steps that may be used together with or without anchors.



### Single Steps



Part #	Description	Weight	Price
15004	Single Narrow Step w/ground spikes	6.35 Lbs (2.9 Kgs)	
15005	Single Wide Step w/ground spikes	9.80 Lbs (4.5Kgs)	

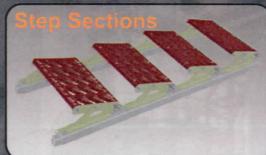
### Step Sections and Portable Walkways or Ramps

Features of Step Sections and Portable Walkway/Ramps are:

Portable Walkways/Ramps are available in narrow or wide assemblies permanently mounted to aluminum frames in 8, 12, or 16 Steps sections. The "Steps" on Portable Walkway/Ramp can fold down to create a Flat, non-slip Walkway or Ramp.

Step Sections are mounted to aluminum support tubes and are available in narrow or wide, in section lengths of 4 or 8 step.

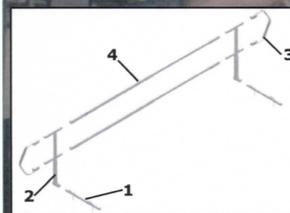
Handrail for Step Sections and Portable Walkway/Ramp are available, they can be installed at the factory or in the field.



Part #	Description	Length X Width (inches / cm)	Weight (lbs / kgs)	Price
15006	4 Step Narrow Section	47.5" (120) X 17.0" (80)	25.6 (11.7)	
15007	8 Step Narrow Section	95.0" (241) X 17.0" (43)	51.2 (23.3)	
15008	4 Step Wide Section	47.5" (120) X 31.5" (80)	39.2 (17.8)	
15009	8 Step Wide Section	95.0" (241) X 31.5" (80)	78.4 (35.6)	

Part #	Description	Length X Width (inches / cm)	Weight (lbs / kgs)	Price
15011	8 Step Narrow Section	95.00" (241) X 17.0" (43)	51.2 (23.3)	
15013	12 Step Narrow Section	141.50" (359) X 17.0" (43)	76.8 (35.7)	
15015	16 Step Narrow Section	188.75" (479) X 17.0" (43)	102.4 (46.5)	
15018	8 Step Wide Section	95.00" (241) X 31.5" (80)	78.4 (35.6)	
15020	12 Step Wide Section	141.50" (359) X 31.5" (80)	117.6 (53.4)	
15022	16 Step Wide Section	188.75" (479) X 31.5" (80)	156.8 (71.2)	

### Handrails / Accessories



Item #	Part #	Description	Price
1	15076	Connection Tube (Narrow)	
-	15075	Connection Tube (Wide)	
2	15078	Post Assembly	
3	15085	End Rail	
4	15082	Adjustable Handrail (2pcs, 72" to 115")	
-	NA	Non-Adjustable Handrails (2pcs)	

Handrails, Connection Tubes and Post Assemblies are designed to be used on Step Sections or Portable Walkways/Ramps. Connections tubes allow users to have Handrails on one or both sides of the step assemblies. Handrails are designed to "span" one section to another. Depending on the length of the "run", 1 (one) connection tube is required per section.

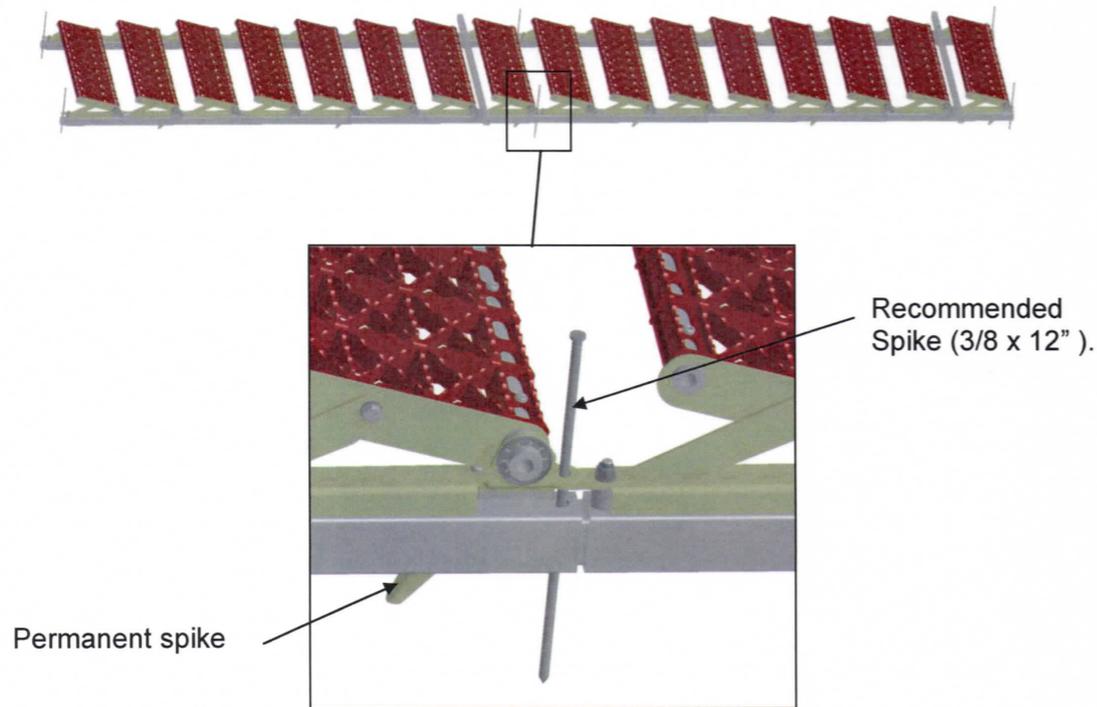
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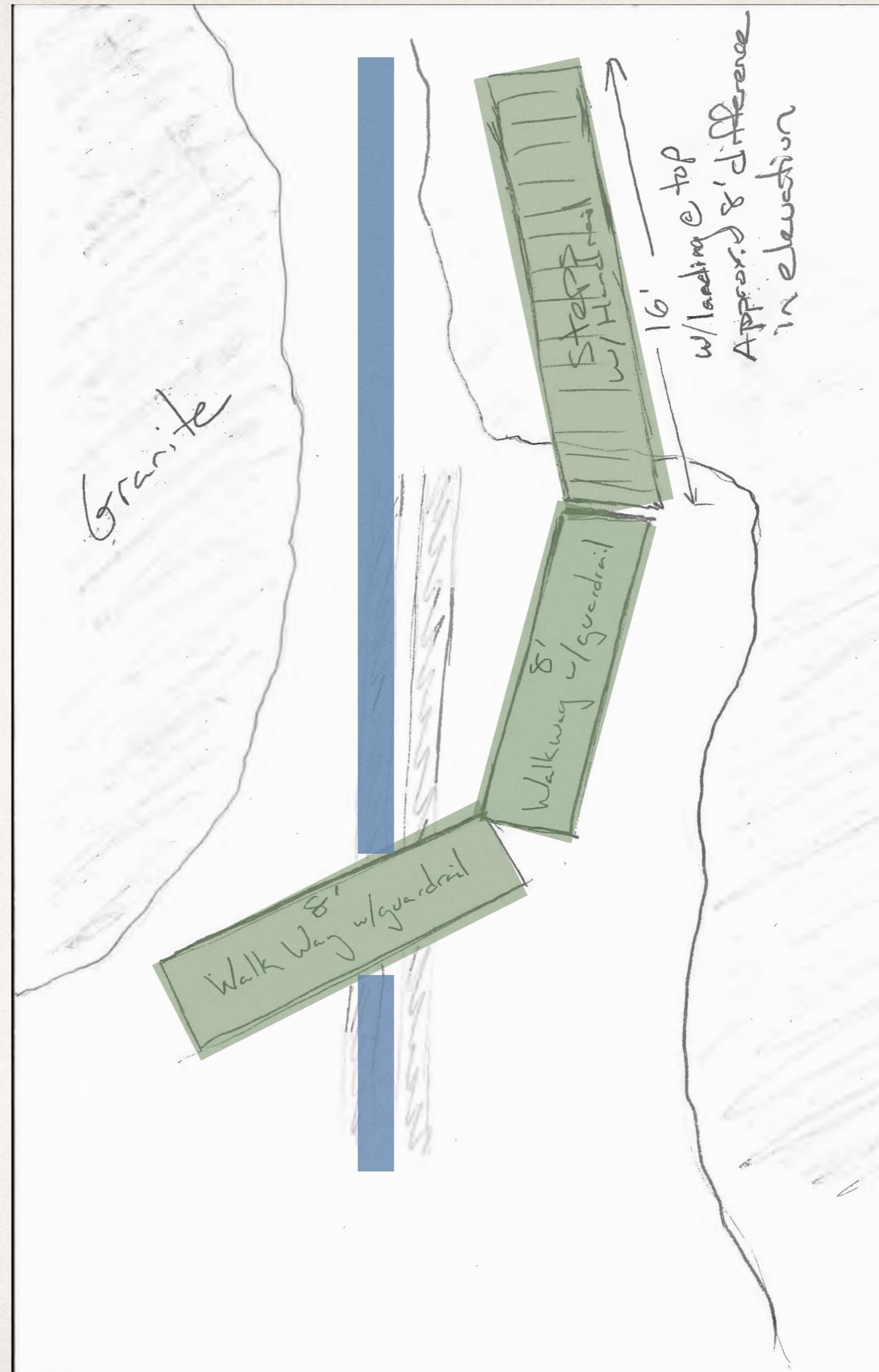
- ❖ Mostly prefabricated, the installation will have a minimum impact on area.
- ❖ Tuff-Step has the ability to conform to uneven slopes from 0-55 degrees
- ❖ Open design to prevent build up of mud and foliage
- ❖ Affordable - total project is less than 14 thousand dollars

### 1: Step Section Connection and Anchoring.

- Place Step Section in line such that the connection holes line up.
- Anchor spikes (3/8 x 12" NOT INCLUDED) are recommended for soft ground (dirt, grass, gravel) applications. Insert anchor spikes through the holes and hammer into the ground.



- If the ground surface is not suitable for using Anchor spikes, the step sections may be bolted together.
- For harder ground (ie; concrete) applications the step sections can be bolted together. As well the permanent spikes mounted to the step sections can be pivoted "up", by removing the lower bolt (1/4") and pivot the spike up and install bolt. This allows the step sections to lay on the surface.
- Ensure that the top section of the Tuff Step run is securely anchored or tied back at all times.



- ❖ Local contractors Pacific Rim Fall Protection, whom have worked with the Tuff-Step product in similar terrain are confident that the prefabricated, code compliant system will be our silver bullet. One concern expressed by a GGNRA biologist who visited the site, was the brightness of the metal components. I have verified with the manufacturer that they will be able to powdercoat all the metal in a basic neutral color.

- ❖ The District greatly appreciates the time and concern GGNRA has shown for this project. Already, valuable information has been shared about some of our delicate treasures along the way to the catchment basin. Through the guidance of GGNRA the District has already implemented an SOP to minimize the spread of Chytridiomycosis and Ranavirus. Our need to have a safe and responsible access to this fragile watershed / our infrastructure, is only complimented by input from your organization. Hopefully we will gain your approval.



Google earth





United States Department of the Interior  
NATIONAL PARK SERVICE  
Golden Gate National Recreation Area  
Fort Mason, San Francisco, California 94123

**Special Use Permit**

**Name of Use:** Right of Entry for Montara Water and Sanitary District to install pre-fabricated walkway and stairs

SUP Start Date: July 15, 2016

SUP Expires: December 31, 2016

Long Term

No

SUP #**8142-16-0530**

**Permittee:**

Contact: Montara Water and Sanitary District.  
Julian Martinez, Superintendent  
8888 Cabrillo Hwy, Montara, CA 94037  
(650) 728-3545.  
Julian@coastside.net

**Contractor(s):**

Contact: Pacific Rim Fall Protection, Inc.  
Neil Smidstrup, Fall Protection Specialist  
1820 Cabrillo Hwy N, Half Moon Bay, CA 94019  
(650) 355-9855.  
Neil@pacificrimfallprotection.com

National Park Service ("NPS" or "Permitter") hereby permits Montara Water and Sanitary District ("Permittee" or "MWSD") and its duly authorized agents, representatives, and contractors (collectively, "Permittee's Agents") to enter upon a portion of Golden Gate National Recreation Area ("Park") at Parcel APN036-320-100 also known as Rancho Corral de Tierra and described in Exhibit A, Location Map ("Location"), for the following purposes and including the requirements of the Project Conditions provided in Exhibit B (the "Project"), PEPC 64241 for the purposes of:

- 1) Installation of two 8' pre made stair sections, and one 7' pre made walkway

Authorizing legislation or other authority: GGNRA Enabling Legislation, DO-53, 16 U.S.C. § 3a, 16 U.S.C. §§ 1-4

NEPA & NHPA Compliance: Categorical Exclusion X EA/FONSI \_\_\_ EIS \_\_\_ OTHER APPROVED PLANS

PERFORMANCE BOND: Required \_\_\_ Not Required XAmount \_\_\_

LIABILITY INSURANCE: Required X Not Required \_\_\_ Amount \_\_\_

ISSUANCE of this SUP is subject to the conditions herein and upon payment to the U.S. Dept. of the Interior, National Park Service of any required Permit fee. The Permit fee for SUP #8142-16-0530 is waived. Should fees be deemed necessary by NPS or if additional costs are incurred by NPS in managing and monitoring the Project all fees are due and payable within 30 days upon issuance of a written invoice.

This SUP is for the use of NPS lands for temporary access to the Location by Permittee to install two 8' pre made stair sections, and one 7' pre made walkway in order to better access a diversion dam on the North Fork of Montara Creek and associated water pipeline as further described in Exhibit B.

All work shall be performed in accordance with this Permit. This SUP shall serve as authorization for temporary right of entry. The following are the conditions for performance of the Project on NPS lands.

#### CONDITIONS OF THIS PERMIT

1. Permittee will perform all work within the Location.
2. This SUP conveys no possessory, exclusive, fee, permanent, leasehold, easement, or other interest in any property or land within the Park.
3. The Permittee is required to take all measures necessary during the performance of the work to maintain and protect the site, surrounding resources, and visitors. Permittee shall plan and perform all work with extreme care to ensure that no person is harmed, and no site features are damaged. Note that all features are to remain in place, whether historic or non-historic, and be protected during project implementation.
4. If previously unknown archeological resources are discovered during construction, all work in the immediate vicinity (100 feet) of the discovery shall be halted until the resources are identified and documented and an appropriate mitigation strategy developed, if necessary, in consultation with Park Archeologist (Peter Gavette, 415-289-1893).
5. If any unexpected problems develop in the field or modifications are proposed during project implementation, the Permittee is required to notify the NPS Project Manager to coordinate with NPS staff to determine if any additional NEPA review and/or mitigation measures are required before proceeding.
6. The Permittee shall provide the NPS with a primary contact name, telephone and cell phone number for the Permittee Point-of-Contact (POC), supervisor and Permittee's Contractor on-site supervisor.

POC supervisor is: Julian Martinez (650) 728-3545

On-site sub-contractor supervisor is: Neil Smidstrup (650) 355-9855).

The Contractor's on-site supervisor or his/her designee shall be accessible via telephone during all critical phases of the work and shall notify NPS Point-of-Contact (POC), Susie Bennett, Natural Resource Specialist, Golden Gate National Recreation Area, Building 201, Fort Mason, San Francisco, CA 94123, tel: (415) 265-1540. Susie\_Bennett@nps.gov by e-mail not less than weekly during the

Project with written Project updates, including any updates and changes to the Project work plan and scheduling. Permittee's on-site supervisor shall remain on-site at all times during Project-related activities. He shall be responsible for supervision of Permittee and Permittee's Agents.

7. Permittee may not damage or remove any vegetation in the area except as permitted in Exhibit B.
8. Permittee shall provide the proposed work schedule to NPS POC with one week advance written notice and a minimum 72 hours confirmation (excluding weekends and holidays) prior to the start of work. No work may commence without written authorization.
9. Permittee work hours are limited to Monday through Friday, and 8:00 AM to 5:00 PM. Weekend work requires prior written approval by NPS.
10. The Permittee shall take all measures necessary during the performance of the Project to maintain and protect natural and cultural resources at the site.
11. All installation work to be completed no later than December 31, 2016.
12. If applicable, Permittee and Permittee's Agents will keep the public access trail safe and open during work.
13. Permittee will restore the Location to as good an order and condition as that existing upon the SUP Start Date, or if applicable, to such condition as required by the Project Conditions set forth in Exhibit B.
14. All work must adhere to the stipulations determined in the April 13, 2016 5X/Project Review Meeting and further described in PEPC 64241: Montara Water and Sanitary District Diversion Site Safety Improvements, attached to this Permit as Exhibit B
15. Any new equipment installed on the property is to be removed upon the end of the equipment's useable life or the end of MWSD's need for such equipment.
16. Any structure installed will be secured to ensure that it doesn't wiggle or move when stepped on, potentially crushing wildlife hiding underneath.
17. Permittee will provide a full time, NPS approved biological monitor. Permittee will submit the qualifications of the proposed on-site biological monitor. If necessary, NPS can provide a list of qualified biological monitors.
18. MWSD staff, contractors, and subcontractors that routinely maintain the diversion point must familiarized with California Red Legged Frog natural history, identification characteristics, and guidance about what to do if a California Red Legged Frog is seen in the project area.
19. Any vegetation clearing done for the project to mark the access trail to the diversion point is kept to a minimum. If possible, the trail will be kept clear by walking it routinely instead of brushing. If necessary, MWSD may mark the trail with flagging/stakes to direct staff and/or mark tripping hazards. Trees and large branches that fall over/across the access route may be cut to clear the trail and placed adjacent to the trail.
20. All work occurring in the area will utilize BMPs for pathogen/weed spreading prevention (Including but not limited to phytophthera, chytrid, or weed seeds).
21. All upward facing or visible sides of all metal surfaces of the structure must be powder coated dark brown to reduce shine and minimize visibility from the Alta Vista Trail.
22. If any soil disturbance is to occur, Permittee will ensure that any associated equipment is either power washed prior to arrival on site or cleaned and sprayed with 70% isopropyl alcohol. The NPS-approved bio-monitor overseeing the work will check the equipment upon arrival and send it back if not clean.

23. MWSD will provide at least one (1) week advanced notification to NPS and adjacent neighbors prior to accessing site for construction.
24. The Permittee shall exercise this privilege subject to the Supervision of the Superintendent or his or her designee, and shall comply with Applicable Laws (defined below) including without limitation 36 C.F.R. Parts 1 through 7 and 16 U.S.C. Sections 1 et seq. and 460bb et seq.
25. The Permittee must keep this SUP on-site during the permit term, and the Permittee shall have a designated Supervisor on-site during Project. The designated Supervisor must ensure that all permitted activities comply with the SUP conditions, directives, and instructions from NPS rangers/officers regarding NPS regulations and policies.
26. For the purposes of this Permit, "Applicable Laws" includes without limitation all present and future applicable statutes, regulations, requirements, licenses, rules, guidelines, policies, ordinances, codes, permits, orders, decrees, and the like, and all amendments thereto, of any agency, relating to and/or affecting this Permit, the Project, the utility line, or use of the Location.
27. Required Insurance

At all times during the Term and at its sole cost and expense, Permittee and Permittee's Agents will obtain and keep in force insurance issued by one or more companies of recognized responsibility authorized to do business in the State of California with a financial rating of at least a Class A VIII (or its equivalent successor) status, as rated in the most recent edition of A.M. Best's "Best's Insurance Reports." Permittee assumes full risk and responsibility for any inadequacy of insurance coverage or any failure of insurers. No approval by the NPS of any insurer, or the terms or conditions of any policy, or any coverage or amount of insurance, or any deductible amount shall be construed as a representation by the NPS of the solvency of the insurer or the sufficiency of any policy or any coverage or amount of insurance or deductible. By requiring insurance herein, NPS does not represent coverage and limits will necessarily be adequate to protect Permittee, and such coverage and limits shall not be deemed as a limitation on Permittee's liability under the indemnities granted to the NPS in this Permit

The insurance will include the following types:

- a) Worker's compensation, occupational disease, disability benefits and other similar employee benefit insurance in the appropriate statutory amounts and coverages required under workers compensation, disability and any other Applicable Laws.
- b) Employers liability insurance, with limits of not less than One Million Dollars (\$1,000,000) for bodily injury by accident and One Million Dollars (\$1,000,000) for bodily injury by disease, or such higher amounts as may be required by Applicable Laws.
- c) Commercial general liability insurance and, if necessary, commercial umbrella liability insurance with a limit of not less than Two Million Dollars (\$2,000,000) for each occurrence, including all legal liability of Permittee, including but not limited to damage to any real or personal property, including damage caused by fire or other peril, arising out of or incident to the negligence of Permittee or Permittee's Agents. If such commercial general liability insurance contains a general aggregate limit, it shall apply separately to the Location, or the general aggregate limit shall be twice the required occurrence limit. Commercial general liability insurance shall be written on an unmodified ISO Occurrence Form CG0001 (or a substitute form providing equivalent coverage) and shall cover any liability which may arise out of or be incident to Permittee's or Permittee's Agents' use of the Location, products-completed

operations, personal injury and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.

- d) Business automobile liability insurance and, if deemed necessary in the sole discretion of the NPS, commercial umbrella liability insurance. Coverage shall be at least as broad as: ISO Form CA 0001 (January 1987 edition) covering "Automobile Liability, code I – any auto." Permittee shall maintain limits no less than Two Million Dollars (\$2,000,000) per accident for bodily injury and property damage.
- e) If applicable, business aviation and aircraft liability insurance. Permittee shall maintain limits no less than Three Million Dollars (\$3,000,000) per accident for bodily injury and property damage.
- f) If applicable, pollution legal liability, environmental remediation liability and other environmental insurance, including but not limited to lead paint abatement insurance, with coverage for bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death; Environmental Damages; property damage including but not limited to physical injury to or destruction of tangible property that has not been physically injured or destroyed; defense costs, charges and expenses incurred in the investigation, adjustment of defense claims for such compensatory damages; sudden and non-sudden pollution conditions including the discharge, dispersal, release or escape of Hazardous Materials into or upon NPS property, the atmosphere or watercourse or body of water, which results in Environmental Damages; transportation coverage for the hauling of any Hazardous Materials by Permittee or Permittee's Agents, from the Location or other NPS property to the final disposal location; and first party environmental remediation that pays for the cost of cleanup and remediation of the Location or other NPS property required to comply with all Applicable Laws. Such insurance shall be endorsed to provide third party disposal site coverage that covers their party bodily injury, property damage and cleanup coverage for pollution conditions emanating from a disposal site or landfill used by the Permittee or Permittee's Agents. Permittee shall maintain limits no less than: Two Million Dollars (\$2,000,000) per accident and Four Million Dollars (\$4,000,000) annual aggregate for clean-up, bodily injury and property damage. The United States of America, the NPS and NPS's Agents ("NPS's Agents" means any of the NPS's employees, agents, and any other individuals expressly authorized by the NPS to perform specific functions related to this Permit) shall be included as additional insureds on the policy as loss payees under the Pollution Legal Liability/Environmental Remediation/Cleanup Liability Insurance Policy.

"Hazardous Material" means any material or other substance (including storage tanks) the presence of which is governed by any Applicable Law as being hazardous or harmful to human health or the environment or that is toxic, explosive, corrosive, flammable, infectious, ignitable, radioactive, carcinogenic, mutagenic, or otherwise hazardous or is or become regulated by any Agency under any Applicable Laws.

"Environmental Damages" means all claims, demands, damages, injuries, losses, penalties, fines, costs (including reasonable consultant fees and expert fees), liabilities, causes of action, judgments, expenses and the like, of any nature whatsoever and by whomever made, incurred at any time during or after the term of this Permit which relate to the presence, suspected presence, release or suspected release of any Hazardous Material in or into the air, surface water, ground water or land at, on, about, under or within any area of the Park or adjacent property, and which arise directly or indirectly from or in connection with Permittee's or Permittee's Agents use of the Location. Environmental Damages include but are not limited to: (a) damages for death or personal injury, or

for injury or damage to the Location, other NPS property, or adjacent property, foreseeable or unforeseeable; and (b) fees incurred for the services of consultants or contractors, and all other costs incurred in connection with the investigation, cleanup or remediation of such Hazardous Materials, the violation of any Applicable Laws, or the restoration of the affected property.

- g) All other insurance to adequately protect the Location and any of Permittee's and Permittee's Agents' activities within the Location. If such exposure is present, Permittee shall provide adequate limits to protect the Location and the interests of the NPS. Pursuant to Section 18.10 of this Permit, the NPS reserves the right to require specific coverage of any such other insurance exposure.

- h) Additional Insured

With respect to all coverage except worker's compensation, the policies shall name "The United States of America, Department of Interior, National Park Service, Golden Gate National Recreation Area its agents and employees are listed as Additional Insured" using ISO Additional Insured Endorsement Form CG2026 (or a substitute providing equivalent coverage). Permittee's certificate of insurance shall have attached a copy of the endorsement form each policy providing for the NPS and NPS's Agents status as additional insureds, such endorsement signed by a duly authorized official of the insurer.

- i) No Claims-Made Policies

None of the insurance required by this Section 3 may be satisfied with claims-made policies (i.e., those whose coverages are limited to claims made within a specified time period).

- j) Certificates of Insurance

- i) Prior to the Effective Date, Permittee shall furnish the NPS with an original certificate(s) and amendatory endorsements, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth in this Section 3. The initial Certificate of Insurance shall be attached to this Permit as Exhibit C.
- ii) The certificates shall be standard, unmodified ACORD form certificates (or a substitute providing equivalent coverage).
- iii) Any certificate reference including the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" shall be deleted from the certificate form's cancellation provision.
- iv) All certificates shall evidence the insurer's agreement that coverage shall not be canceled, non-renewed, or materially changed except after thirty (30) days prior written notice to the NPS.
- v) All insurance shall apply as primary insurance with respect to any other insurance or self insurance programs afforded to the NPS, and this shall be noted on Permittee's certificate of insurance as follows: "Permittee's insurance (all lines) shall apply as primary insurance to any loss."

- k) Alternative Right of Self-Insure

- i) Permittee shall have the right to self insure with respect to any of the insurance requirements

required under this Permit *with the written approval of the NPS*. In the event that Permittee elects to self-insure with respect to any of the insurance requirements required under this Permit, before the SUP Start Date, Permittee shall submit to the NPS a certificate of self-insurance signed by a duly authorized representative of Permittee, such certificate evidencing that Permittee's self-insurance program is in full force and effect and in compliance with and subject to all the terms, agreements, covenants, conditions and provisions of this Permit. The initial certificate of self-insurance submitted by Permittee and approved by the NPS shall be attached to this Permit as Exhibit C.

- ii) Any deductibles or self-insured retentions must be declared and specifically approved by the NPS in writing. All deductibles and self-insured retentions shall be paid by Permittee.
- iii) With respect to any claim, loss or liability that would have been covered by the insurance policies (including but not limited to the NPS and NPS's Agents status as an "additional insured" thereunder) required by this Permit to be maintained by Permittee but within the self insured retention or deductible amount ("Self Insured Amount") expressly approved in writing by the NPS, Permittee shall cover such claim, loss or liability on the same basis as the insurance arrangements or deductibles on such insurance policies, including but not limited to such insurance carrier responsibility to protect the NPS and NPS's Agents as an "additional insured."

- 28. Permittee shall be responsible for site maintenance, crowd control and property security. In the event the Permittee does not meet the requirements of this condition and additional services are provided by NPS staff to resolve the situation, the Permittee shall be responsible for the cost of those services.
- 29. On or before the date of expiration or termination of this SUP, the Permittee shall, at the Permittee's expense, remove any Project-related property (excluding permanent installations authorized under this Permit) therefrom, and restore NPS lands as required under Section 13 above. If, when the Permittee evacuates the premises, any of the Permittee's personal property (exclusive of permanent installations) is left on the premises for a period of 30 days or longer, said property shall be deemed to be abandoned at the option of the United States.
- 30. Any areas where ruts are created by equipment use must be restored to the original surface condition by Permittee at the end of the construction period.
- 31. Any Park property damaged or removed by the Permittee in conjunction with permitted activities shall be repaired or replaced to its original condition.
- 32. All repairs shall be made with materials of the same grade and quality as the original. The Permittee shall perform such repairs under guidance from the appropriate NPS authority.
- 33. In accordance with Applicable Laws, the Permittee shall remove and dispose of all waste generated by the Permittee in construction, operation and maintenance of the Project facilities, including, but not limited to, human waste, trash, garbage, refuse, oil drums, petroleum products, ashes and equipment.
- 34. Unless approved in advance in writing by the NPS, Permittee shall not, and Permittee shall ensure that Permittee's Agents shall not, bring, generate or otherwise use, store, or handle any Hazardous Material upon, about, beneath or from the Location or the Park. All Hazardous Materials-related activities undertaken by Permittee or Permittee's Agents pursuant to this Permit must comply with all Applicable Laws. Permittee shall allow only properly trained and licensed workers to handle Hazardous Materials. Permittee shall provide to the NPS, upon request, inventories of all such Hazardous Materials and any supporting documentation. As soon as practicable after Permittee becomes aware or receives notice from any agency or third party of the presence or reasonably likely presence of Hazardous Materials, Permittee shall provide written notification to the NPS. Permittee shall, at its sole cost and expense, promptly take all actions required under Applicable Laws by any agency to remedy damage to the

Location, other NPS property or neighboring property which arises directly or indirectly from or in connection with the presence, suspected presence, release, or suspected release of any Hazardous Material as a result of or in connection with Permittee's or Permittee's Agents activities.

35. All trash, garbage, and waste must be placed in on-site trash containers provided by the Permittee. Permittee must bag and remove trash from parklands daily OR provide dumpster service.
36. In case of fire or other emergency, the Permittee shall contact the GGNRA Dispatch Office at 415-561-5505, available 24 hours per day. The Golden Gate National Recreation Area Dispatcher will send a patrol unit and contact any other agency needed to handle the emergency. Emergency telephone numbers shall be posted at all phones at the job site: Fire/Emergency Medical Service/Police please phone (415) 561-5505 to contact the Presidio Dispatch Center.
37. Permittee shall be responsible for obtaining all inspections, permits, licenses, and like required under Applicable Law.
38. The following are prohibited: Fires, off-road vehicle travel, and including but not limited to marking Park property or grounds with permanent chalks, inks, or paints.
39. Failure to comply with any of the terms and conditions of this Permit may result in the immediate suspension or revocation of the Permit. All costs associated with clean up or damage repairs in conjunction with a terminated Permit will be the responsibility of the Permittee.
40. If any provision of this Permit shall be found to be invalid or unenforceable, the remainder of this Permit shall not be affected and the other provisions of this Permit shall be valid and be enforced to the fullest extent permitted by law.
41. This Permit may be revoked at the discretion of the Superintendent upon 24 hours' notice, or without notice if damage to resources or facilities occurs or is threatened, notwithstanding any other term or condition of the Permit to the contrary.
42. As a condition of acceptance of this Permit by the Permittee and pursuant to 41 U.S. C. 22, "No Member of Congress shall be admitted to any share or part of any contract or agreement made, entered into, or accepted by or on behalf of the United States, or to any benefit to arise thereupon."
43. This Permit may not be transferred or assigned without the prior written consent of the Superintendent.
44. Notwithstanding any provision to the contrary herein, nothing in this Permit shall be construed as binding the United States of America to expend in any one fiscal year any sum in excess of appropriations made by Congress or administratively allocated for the purpose of compliance with the conditions for this Permit for the fiscal year, or bind the United States under any contract or obligation for the further expenditure of money in excess of such appropriations or allocations, and nothing in this Permit may be considered as implying that Congress will at a later date appropriate funds sufficient to meet deficiencies.
45. This Permit is made upon the express condition that the United States, the NPS, and NPS's Agents shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of any kind whatsoever, whether to the person or property of the Permittee, Permittee's Agents, or third parties, from any cause or causes whatsoever while in or upon said Location or the Park or any part thereof during the term of this Permit or occasioned by any occupancy or use of said Location or the Park or any activity carried on by the Permittee or Permittee's Agents in connection herewith or any Hazardous Materials Occurrence, and the Permittee hereby covenants and agrees to indemnify, defend, save and hold harmless from and against, and reimburse the United States, the NPS, and the NPS's Agents for, any and all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same. The paragraph shall survive any termination or expiration of this Permit. A Hazardous

Materials Occurrence means the presence, suspected presence, release or suspected release of any Hazardous Materials from, on, or under the Permitted Right-of-Way caused by, arising from, or exacerbated by the activities of Permittee or Permittee's Agents. The indemnification set forth in this SUP is without prejudice to the Permittee's right to obtain recovery from any other party, person, or entity. Permittee and U.S. Department of Interior, National Park Service, Golden Gate National Recreation Area ("NPS") do not waive any rights, defenses, immunities, and remedies by this SUP, except as specifically set forth in this SUP.

The undersigned hereby accepts this SUP subject to the terms, covenants, obligations, and reservations, expressed or implied herein.

For Permittee:

*AUTHORIZING OFFICIAL FOR Montara Water and Sanitary District*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and Title

*AUTHORIZING OFFICIAL FOR Pacific Rim Fall Protection*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For NPS; Golden Gate National Recreation Area

*AUTHORIZING OFFICIAL*

\_\_\_\_\_  
Christine Lehnertz

\_\_\_\_\_  
Date

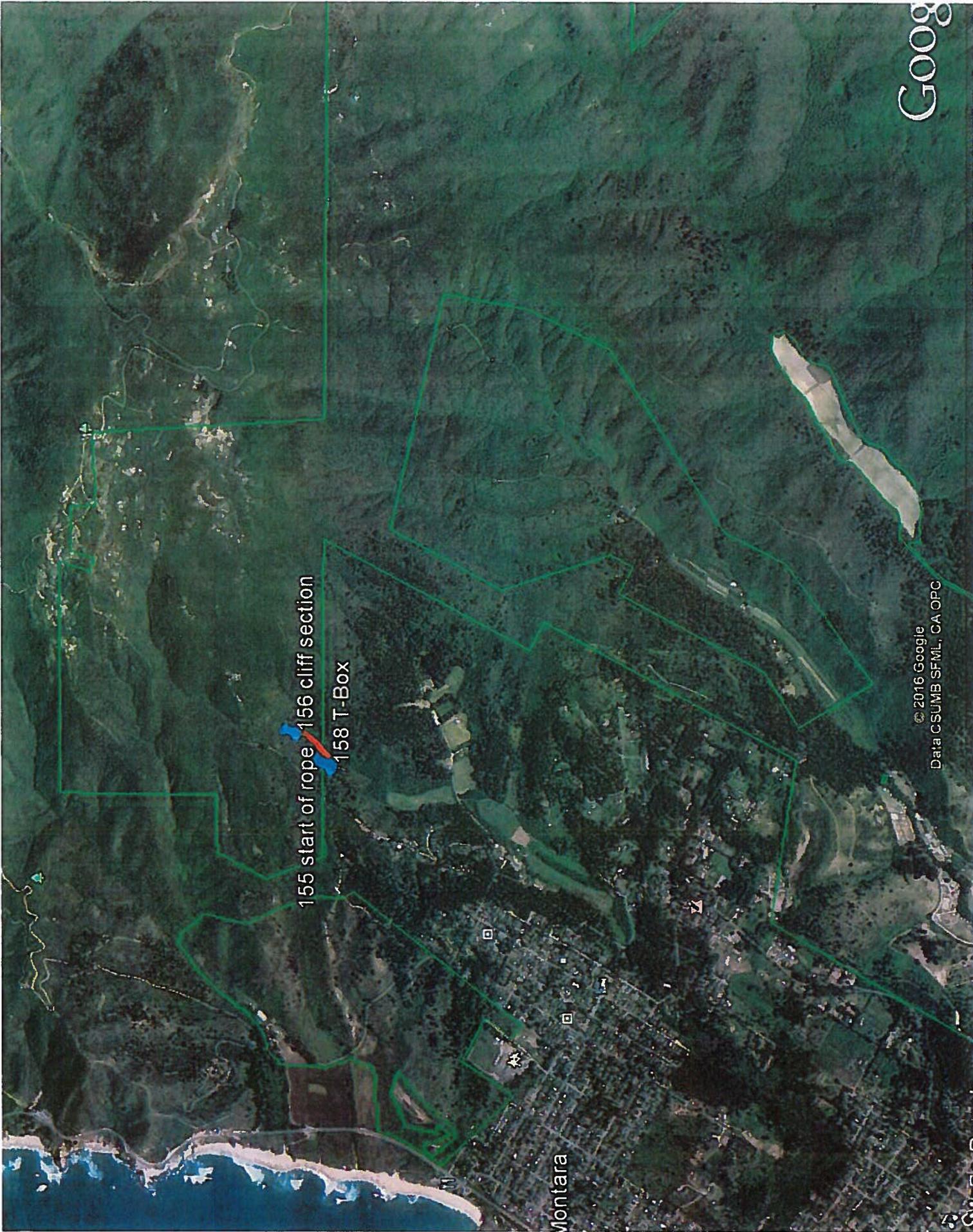
# Exhibit A

Map of GGNRA32-3, GGNRA32-4, GGNRA32-5, and GGNRA32-6



- Stream
- Subwatershed Bounds
- Trail
- Property Boundary





Google

155 start of rope

158 T-Box

Montara

© 2016 Google  
Data CSUMB SFML, CA OPC

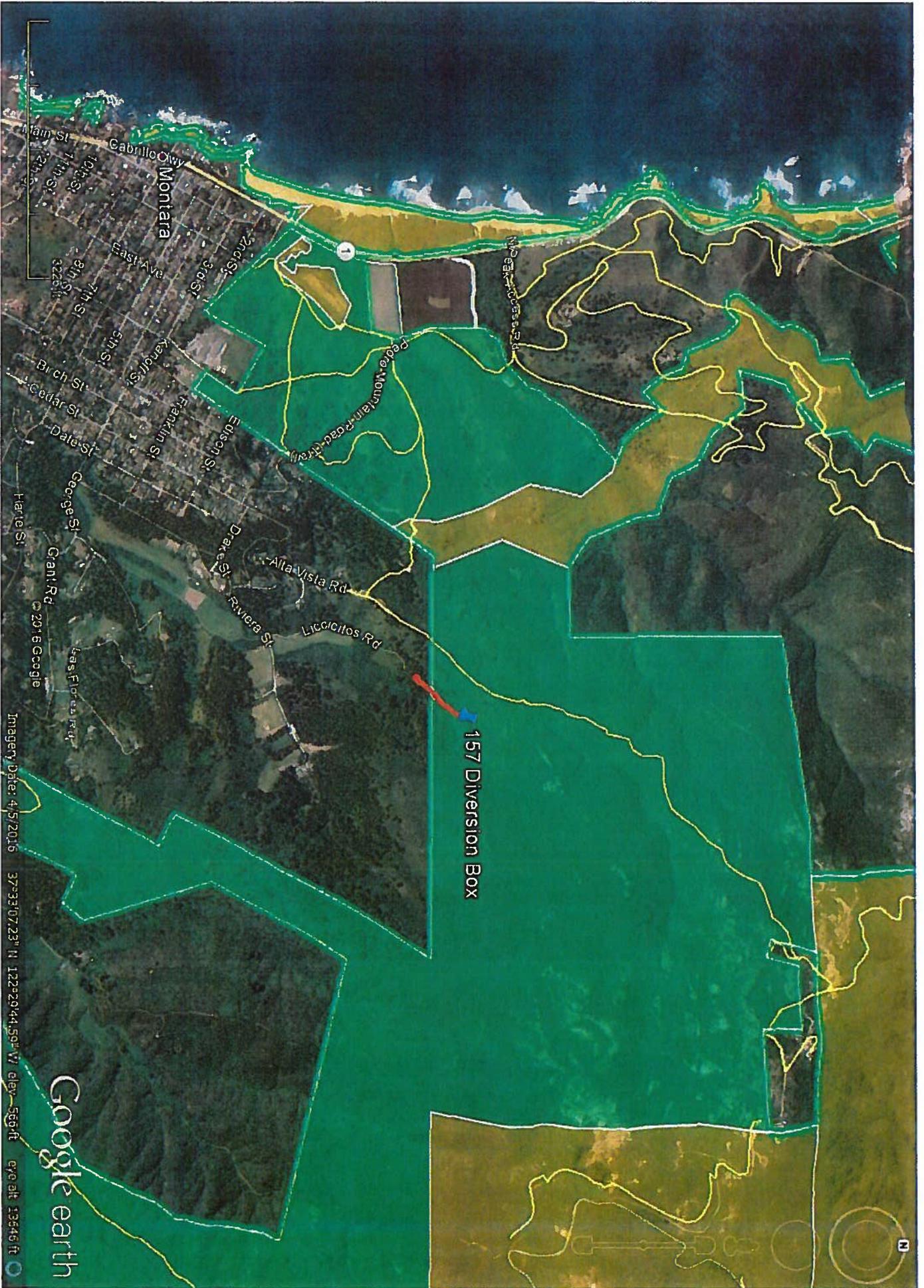


157 Diversion Box

155 start of rope

156 cliff section

158 T-Box



Main St  
17th St  
10th St  
8th St  
7th St  
6th St  
5th St  
4th St  
3rd St  
2nd St  
1st St  
Cabrillo Hwy  
East Ave  
Birch St  
Cedar St  
Dale St  
George St  
Grant Rd  
Harte St  
Las Flores Rd  
Franklin St  
Edison St  
Drake St  
Riviera St  
Alta Vista Rd  
Licciolos Rd  
Pedro Mountain Road  
Montara

157 Diversion Box

Imagery Date: 4/5/2016 37°33'07.23" N 122°20'44.50" W elev. 566 ft eye alt 13546 ft

Google earth

N

# Exhibit B

**PEPC**

Planning, Environment and Public Comment

National Park Service  
U.S. Department of the Interior



Home | Parks | Project / Search | Reports | Tools | Admin | Logout

Project Home

[GOGA > Montara Water and Sanitary District Diversion Site Safety Improvements, Rancho Corral de Tierra \(64241\)](#)

**Project Home**

[Create Duplicate Project](#) [Print](#) [Help](#)

1 Project Setup

**Montara Water and Sanitary District Diversion Site Safety Improvements, Rancho Corral de Tierra**

2 Funding

**Project ID:** 64241

**Other Project ID:**

3 Internal Scoping / IDT Tasks

**Project Status:** Proposed

**Compliance Status:** ?

**In Process**

4 Natural/Cultural Compliance

**PMIS ID:**

**Sensitive:** No

**Project Creation Date:**

03/28/2016

5 Internal Documents / Comments

**NEPA Status:**

**Funding:**

**Project Target Start Date:**

04/15/2016

6 Public Communication

**Description:**

Montara Water holds the pre-1913 water rights and use of the diversion dam on the North Fork of Montara Creek and associated water pipeline. MWSD has an easement through NPS land in order to access the dam. This is an integral part of MWSD's water system. The small diversion dam (7' X 8' X 3.5') requires regular maintenance for sediment buildup and monthly creek flow count. The District has been unable to perform these duties in house due to OSHA fall protection requirements. The situation came to light after a safety inspection from the Districts insurer. It was pointed out that near the upper portion of the diversion line we would be in violation of the OSHA regulation. After giving considerable thought to different ways to make the area compliant, without disturbing the delicate surroundings we have come up with a low impact / safe / affordable solution.

7 Public Documents & Comment Analysis

Working with a local contractor who specializes in fall protection we would like to install two 8' pre made stair sections, and one 7' pre made walkway. All would have railing on both sides. Work is expected to take 4-10 days, approximately. A few initial concerns were addressed at a recent site visit with Christine FitzGerald, and Susie Bennett.

8 Close Project

Print Forms

Pictures will be provided at presentation.

**Project Leader:** Julian Martinez

**NEPA Specialist:** Steve Ortega

**NHPA Specialist:** Bob Holloway

**Project Type:** Other Maintenance Activities : Other

**Project Category:** Building

**External Agency:**

**Admin Record Contact:**

**Division/Office:**

**Admin Record Location:**

**IDT Team**

Name	Responsibility	Phone#	Ext
Christine FitzGerald	Project Manager	415-561-4745	
Bob Holloway	NHPA Specialist	415-561-4976	
Julian Martinez	Project Leader	650-728-1054	
Steve Ortega	NEPA Specialist	415-561-4955	
Gregory Rice	NEPA Assistant	415-561-4716	

**Contractors/Consultants with PEPC Project Access**

Name	Access Type
<a href="#">Julian Martinez</a>	Single Project Edit

**Locations**

County, State	District, Section	Geo. Marker	Other
San Mateo, CA			

**Milestones**

**Target Project Start:** 04/15/2016

**Actual Project Start:**

**Target Project End:**

**Actual Project End:**

**Target Agreement:**

**Actual Agreement:**

**Target Alternatives:**

**Actual Agreement:**

Step 1 Basic Information File List

File	Size	Type	Uploaded Date
<a href="#">2011 Recorded Easement MWSD.pdf</a>	277.4 KB	PDF file	Apr 12 2016
<a href="#">MWSD 041316 PR5X Presentation_GGNRA power point.pdf</a>	3.4 MB	PDF file	Apr 13 2016
<a href="#">206130 hike to diversion on 20160304.kmz</a>	1.3 KB	.kmz file	Apr 14 2016

**Step 2 Funding File List**

*No files.*

**Step 3 Internal Scoping / IDT Task File List**

*No files.*

**Step 4 Natural/Cultural Compliance File List**

*No files.*

**Step 5 Internal Documents (\* indicates peer review required)**

Document Title	Review Start	Review End	Peer Review Req.
<a href="#">5x Assessment of Effect 4/13/16</a>			No
<a href="#">Photos of general setting, map showing easement area, brochure of bridge structure</a>			No
<a href="#">Project Review/5X Minutes - April 13, 2016</a>			No

**Step 6 Public Documents**

Document Title	Review Dates	TIC ID
<i>This project has no 'public documents'.</i>		

**Step 8 Project Closing**

*No files.*

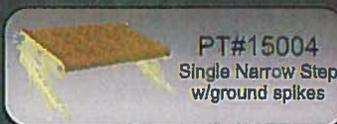


Tuff Step provides safe temporary working access to most sloped surfaces where anchoring is possible. May be used as individual stairs or joined together for longer runs. Possible uses include road/rail embankments, river banks, gravel pits, earth retaining walls, trenching, access to accident sites, construction sites, vehicles, general hilly terrain and temporary access between building levels. Can also provide safe temporary bridging over small holes and uneven terrain.

Common features of Tuff-Step are;

1. Heavy duty non-slip thermoplastic tread.
2. Open design prevents build up of ice, snow, and mud.
3. Maximum load is 550 Lbs (250 Kgs) per step.
4. Adjustable slope 0-55° (5 position).
5. Unlimited number of steps that may be used together with or without anchors.

## Single Steps



Part #	Description	Weight	Price
15004	Single Narrow Step w/ground spikes	6.35 Lbs (2.9 Kgs)	
15005	Single Wide Step w/ground spikes	9.80 Lbs (4.5Kgs)	

## Step Sections and Portable Walkways or Ramps

Features of Step Sections and Portable Walkway/Ramps are;

Portable Walkways/Ramps are available in narrow or wide assemblies permanently mounted to aluminum frames in 8, 12, or 16 Steps sections. The "Steps" on Portable Walkway/Ramp can fold down to create a Flat, non-slip Walkway or Ramp.

Step Sections are mounted to aluminum support tubes and are available in narrow or wide, in section lengths of 4 or 8 step.

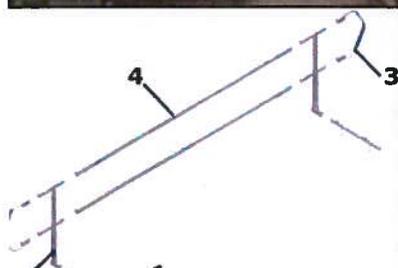
Handrail for Step Sections and Portable Walkway/Ramp are available, they can be installed at the factory or in the field.



Part #	Description	Length X Width (inches / cm)	Weight (lbs / kgs)	Price
15006	4 Step Narrow Section	47.5" (120) X 17.0" (80)	25.6 (11.7)	
15007	8 Step Narrow Section	95.0" (241) X 17.0" (43)	51.2 (23.3)	
15008	4 Step Wide Section	47.5" (120) X 31.5" (80)	39.2 (17.8)	
15009	8 Step Wide Section	95.0" (241) X 31.5" (80)	78.4 (35.6)	

Part #	Description	Length X Width (inches / cm)	Weight (lbs / kgs)	Price
15011	8 Step Narrow Section	95.00" (241) X 17.0" (43)	51.2 (23.3)	
15013	12 Step Narrow Section	141.50" (359) X 17.0" (43)	76.8 (35.7)	
15015	16 Step Narrow Section	188.75" (479) X 17.0" (43)	102.4 (46.5)	
15018	8 Step Wide Section	95.00" (241) X 31.5" (80)	78.4 (35.6)	
15020	12 Step Wide Section	141.50" (359) X 31.5" (80)	117.6 (53.4)	
15022	16 Step Wide Section	188.75" (479) X 31.5" (80)	156.8 (71.2)	

## Handrails / Accessories



Item #	Part #	Description	Price
1	15076	Connection Tube (Narrow)	
-	15075	Connection Tube (Wide)	
2	15078	Post Assembly	
3	15085	End Rail	
4	15082	Adjustable Handrail (2pcs, 72" to 115")	
-	NA	Non-Adjustable Handrails (2pcs)	

Handrails, Connection Tubes and Post Assemblies are designed to be used on Step Sections or Portable Walkways/Ramps. Connections tubes allow users to have Handrails on one or both sides of the step assemblies. Handrails are designed to "span" one section to another. Depending on the length of the "run", 1 (one) connection

# TS Walkway 17

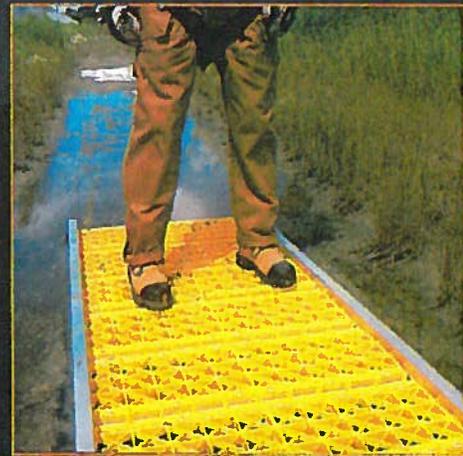


Tuff Built's NEW "TS Walkway" is designed to provide safe, clean accessibility on jobs sites where weather and/or heavy equipment has made the ground terrain inaccessible.

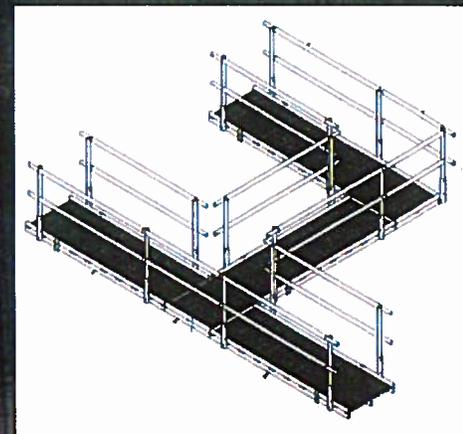
Features are;

1. Lightweight
2. Heavy duty, non-slip, UV stabilized polyurethane plastic.
3. Open tread design prevents build up of ice, snow, and/or mud.
4. Maximum load is 900 lbs (409.1 kgs) per sqf.
5. Can be used on slopes up to 20°.

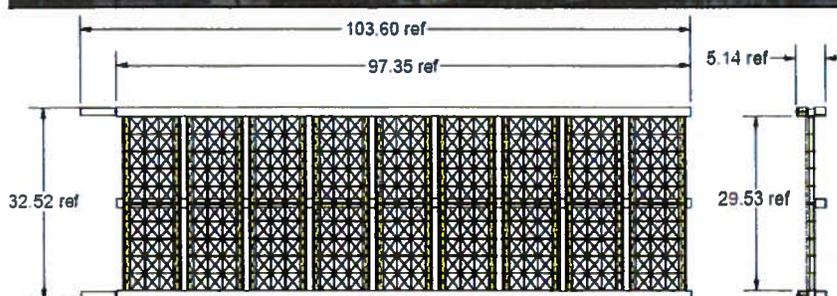
Corner and Tee Walkway sections, along with a variety of handrail and post designs allows for custom layout for your job site



Part #	Description	Weight (lbs / kgs)	Price
15161	TS Walkway, 9W X 97.35"	73.0 (33.1)	
15162	TS Walkway, 3W Corner 90	28.0 (12.7)	
15163	TS Walkway, 3W Tee	27.0 (12.2)	
15165	TS Walkway, Spike	1.2 (0.54)	
15166	TS Walkway, Post	5.0 (2.3)	
15182	TS Walkway, Outside Corner Post	5.5 (2.5)	
15192	TS Walkway, Inside Corner Post	6.0 (2.7)	
15183	TS Walkway, Handrail 73.00" (2pc)	10.6 (4.8)	
15184	TS Walkway, Handrail 171.00" (2pc)	25.0 (11.3)	
15185	Adjustable Handrail 97.50" to 150.00" (2pcs)	24.0 (11.3)	
15082	Adjustable Handrail 72.00" to 115.00" (2 pcs)	17.3 (7.8)	
15186	TS Walkway, Connector	0.75 (0.35)	



**TS Walkway (Pt# 15161) comes with 2 pcs of Connector (Pt# 15186).**



# 17 Para-Stair Systems & Accessories

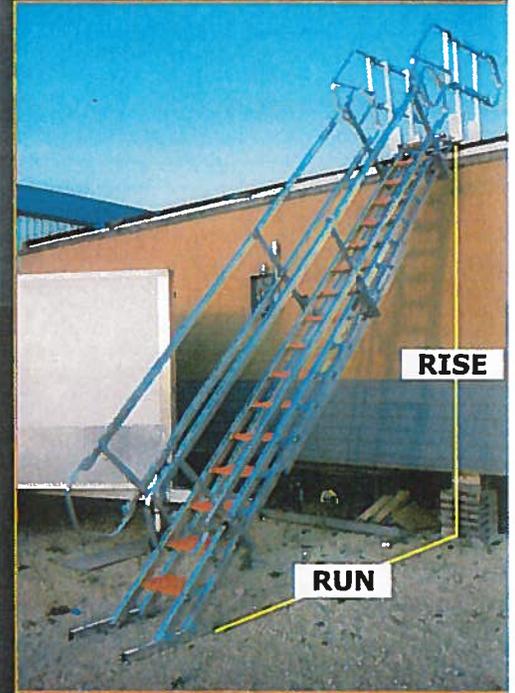
Para-Stair Systems are a self supporting stair for accessing elevated work surfaces.

These systems are designed so the stair tread remains level with the ground over an operating range of 30° to 60°. Handrails adjust with the level of the stair to accommodate and maintain an ergonomic and comfortable handrail height.

The easy adjustability and modular design of Para-Stair allows for lightweight, economical custom solutions to meet your job site requirements.



Part #	Description	Weight (lbs / kgs)	Price
15136	Para-Stair, Top Landing (Narrow Assembly)	62.0 (28.2)	
15104	Para-Stair Assembly, 4-NS (Handrails Both Sides)	89.0 (40.4)	
15105	Para-Stair Assembly, 6-NS (Handrails Both Sides)	100.0 (45.5)	
15103	Para-Stair Assembly, 8-NS (Handrails Both Sides)	116.0 (52.6)	
15106	Para-Stair Assembly, 10-NS (Handrails Both Sides)	130.0 (59.0)	
15107	Para-Stair Assembly, 12-NS (Handrails Both Sides)	160.0 (72.6)	
15102	Para-Stair Assembly, 16-NS (8-NS 2X Handrails Both Sides)	235.0 (106.6)	
15100	Para-Stair Assembly, 20-NS (10-NS 2X Handrails Both Sides)	313.0 (142.0)	
15132	Para-Stair, Top Landing (Wide Assembly)	63.0 (28.6)	
15111	Para-Stair Assembly, 4-WS (Handrails Both Sides)	101.0 (45.9)	
15112	Para-Stair Assembly, 6-WS (Handrails Both Sides)	125.0 (56.7)	
15113	Para-Stair Assembly, 8-WS (Handrails Both Sides)	143.0 (64.9)	
15114	Para-Stair Assembly, 10-WS (Handrails Both Sides)	163.0 (74.0)	
15115	Para-Stair Assembly, 12-WS (Handrails Both Sides)	193.0 (87.5)	
15120	Para-Stair Assembly, 16-WS (8-WS 2X Handrails Both Sides)	287.0 (130.3)	
15121	Para-Stair Assembly, 20-WS (10-WS 2X Handrails Both Sides)	335.0 (152.0)	



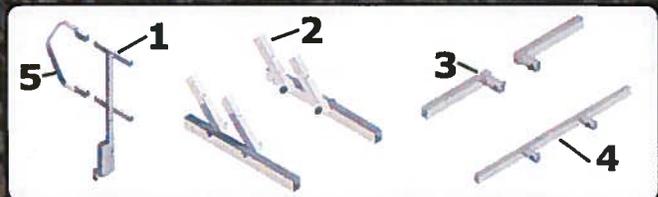
Features of the Para-Stair System are;

1. Heavy duty non-slip thermoplastic tread.
2. Open design prevents build up of ice, snow, and/or mud.
3. Maximum load is 550 lbs (250 kgs) per step.
4. Lightweight Modular design makes for easy replacement of damage parts and transferability in-between job sites.

**A variety of Para-Stair System designs are available, please call for more information.  
Toll Free: 1.877.422.6053**

## Para-Stair Accessories

Item#	Part #	Description	Price
1	15135	Para-Stair Post Assembly	
2	15137	Para-Stair Bottom Stabilizers (2Pcs)	
3	15133	Para-Stair Top/Bottom Wide Anchor (2Pcs)	
4	15134	Para-Stair Top/Bottom Wide Anchor (1Pc)	
5	15085	End Rail/Loop	





# Exhibit C

PACIF22

OP ID: AURI

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/08/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Beach & O'Neill Insurance License #0E22542 7520 Greenback Ln Citrus Heights, CA 95610 Steve Borch		<b>CONTACT NAME:</b> Steve Borch <b>PHONE (A/C, No, Ext):</b> 916-676-0844 <b>E-MAIL ADDRESS:</b> <b>FAX (A/C, No):</b> 916-676-0860															
<b>INSURED</b> Pacific Rim Fall Protection Inc 1820 N Cabrillo Hwy Half Moon Bay, CA 94019		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Gemini Insurance Company</td> <td>10833</td> </tr> <tr> <td>INSURER B : California Automobile Ins Co</td> <td></td> </tr> <tr> <td>INSURER C : Golden Bear Insurance Company</td> <td>39861</td> </tr> <tr> <td>INSURER D : State Compensation Ins Fund</td> <td>35076</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Gemini Insurance Company	10833	INSURER B : California Automobile Ins Co		INSURER C : Golden Bear Insurance Company	39861	INSURER D : State Compensation Ins Fund	35076	INSURER E :		INSURER F :	
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INSURER F :																	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER: 1**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		VOGP001669	06/20/2016	06/20/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BA040000009603	10/15/2015	10/15/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			GBX 29886	10/09/2015	10/09/2016	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	9105961-16	07/10/2016	07/10/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The United States of America, Department of Interior, National Park Service, Golden Gate National Recreation Area its agents and employees are named as additional insured per attached endorsement CG 2010 0413.

\*This certificate revises old certificate dated 7/8/16

**CERTIFICATE HOLDER****CANCELLATION**

Golden Gate National Recreation Area 201 Fort Mason San Francisco, CA 94123	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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© 1988-2014 ACORD CORPORATION. All rights reserved.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
 CONTRACTORS – SCHEDULED PERSON OR  
 ORGANIZATION**

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Part

**SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s)</b>	<b>Location(s) Of Covered Operations</b>
For Non-Residential and Non-Mixed use projects only. Any person or organization when you and such person or organization have agreed in writing in a contract, prior to an occurrence that causes "bodily injury", "property damage" or "personal and advertising injury", that such person or organization be added as an additional insured on your policy.	For Non-Residential and Non-Mixed use projects only. All locations for which you and the additional insured have agreed in writing in a contract prior to an occurrence that causes "bodily injury", "property damage" or "personal and advertising injury".
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
1. Your acts or omissions; or
  2. The acts or omissions of those acting on your behalf;
- in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.
- However:
1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
  2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:**
- This insurance does not apply to "bodily injury" or "property damage" occurring after:
1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **August 4, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning  
California Special Districts Association 2016  
Board Elections.**

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The annual elections to the California Special Districts Association (CSDA) are being held by mail. The ballot has been provided by CSDA and must be submitted by August 5, 2016. There are six regional divisions each with three Board members elected by those in their division. The position up for election is Seat B in Region 3 which serves the San Francisco Bay Area.

## RECOMMENDATION:

Recommend a suitable candidate and authorize the General Manager to submit the ballot for Seat A in Region 3.

Attachment



**California Special  
Districts Association**  
*Districts Stronger Together*



## **CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

### **2016 BOARD ELECTIONS**

#### **MAIL BALLOT INFORMATION**

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat B.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

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

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 5, 2016**.

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

**California Special Districts Association**  
**Attn: 2016 Board Elections**  
**1112 I Street, Suite 200**  
**Sacramento, CA 95814**

Please contact Charlotte Lowe toll-free at 877.924.CSDA or [charlottel@cstda.net](mailto:charlottel@cstda.net) with any questions.



California Special  
Districts Association  
*Districts Stronger Together*

## 2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: JOHN CARAPIET

District/Company: SANITARY DISTRICT NO. 5 OF MARIN CO.

Title: BOARD DIRECTOR - SECRETARY

Elected/Appointed/Staff: SDS BOARD OF DIRECTORS

Length of Service with District: SINCE SEPTEMBER, 2013

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

N/A

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

35 YRS w/ S.F. PUBLIC UTILITIES COMMISSION, RET. AS SR. WATER SERVICES INSPECTOR

4. List civic organization involvement:

CIVIL GRAND JURY, MARIN COUNTY

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**



California Special  
Districts Association  
Districts Stronger Together

## 2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ryan Clauswitzer

District/Company: Alameda County Mosquito Abatement District

Title: District Manager

Elected/Appointed/Staff: 14 - Trustees ; 16 - Full time staff ; 6 - part-time

Length of Service with District: 9 months as District Manager , 2 years as Trustee

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Completed all 4 Modules of CSDA SDLA ; completed Board Secretary/Clerk Program ; Supervisory Skills for the public Sector ; Attending Gov. Mgr. Leadership Summit

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Coastal Representative to Mosquito Vector Control Association & California's Regulatory Committee, CSDA Representative ICA Conf. of Directors & Environmental Health

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Candidate to Bay Area Restoration Authority Advisory Committee, Hayward Area Shoreline Planning Agency

4. List civic organization involvement:

Returned Peace Corps volunteer ; Big Brother / Big Sister of the Bay Area Sponsor ; former leader of Habitat for Humanity

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**

RECEIVED

March 14, 2016

MAY 18 2016

Ms. Charlotte Lowe  
CSDA  
1112 I Street, Suite 200  
Sacramento, CA 95814

CSDA

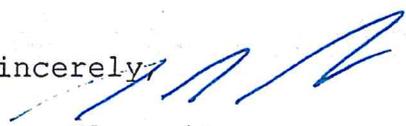
Re: CSDA Board of Directors Bay Area Network Seat B

I am applying as a CSDA board member representing the Bay Area. I should be considered seriously as a candidate from my public sector experience, education, training, leadership, volunteerism, the District's record, and dependable work ethic.

Coming from city, county, and national governments to working in special districts as staff, a board member, the board president, and now general manager provides a unique and valuable perspective. Also, there are no board members representing mosquito and vector control agencies. Leading an agency of our size requires the general manager to become the agency's fiscal, human resource, board procedures, and operational expert. I am able to effectively complete these tasks because of the CSDA. As a Trustee, I completed the Special District Leadership Academy. As a general manager, I attended the Board Secretary/Clerk training (as I also act as the Board Secretary). I will be soon applying for the Certificate of Transparency; a recognition that I am proud of and not easy to achieve.

Thank you for considering me as a Board member. I would be honored to have the opportunity to enjoy and excel in this position.

Sincerely,



Ryan Clausnitzer  
General Manager  
Alameda County Mosquito Abatement District  
23187 Connecticut Street  
Hayward, CA 94545  
5410-783-7744  
ryan@mosquitoes.org

Encl: Nomination form, candidate information sheet, nomination from board reflected in agenda and minutes



# **MONTARA WATER AND SANITARY DISTRICT AGENDA**

For Meeting Of: **August 4, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning  
Cancellation of Next Regular Scheduled  
Meeting, August 18, 2016.**

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At this time no urgent items require holding the second meeting in August.

## RECOMMENDATION:

Cancel the regular scheduled meeting, August 18, 2016.